

Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: March 4, 2021

Re: Department Update Report for the March 8, 2021 Select Board Meeting

Administration

- Human Rights Campaign Foundation: We did receive a notice that Provincetown will be included in the 10th edition of the Human Rights Campaign's Municipal Equality Index (MEI). This Human Rights Campaign is the largest civil rights organization working to achieve equity for LGBTQ Americans; this year they will evaluate 506 communities.
- Community Development Block Grant Award: The towns of Truro, Provincetown and Eastham have been awarded a \$1.3 million CDGB grant for housing rehabilitation and childcare subsidies. These are federal Department of Housing and Urban Development funds allocated to Massachusetts and then awarded through a competitive process to local communities.
- 20th Century Fox/Pilgrim: As you are aware I did finalize the filming location agreement for this project with filming commences on Monday, March 1 and continuing through Wednesday, March 10, 2021. Generally, things have been going reasonably well, and the contractor has been very doing a good job in dealing with residents and businesses on a variety of matters.
- Fire Department Needs Assessment Study: The Board of Fire Engineers and the Fire Chief have been working on drafting the RFP for the Needs Assessment Study. Our goal is to finalize the RFP and issue the notice for proposals in order to allow the new Town Manager to participate in the vendor selection process.

Building

- Bradford Street Access Project: The passenger car sits poised at the upper portion of the track. The drive motor is being installed and work continues on the electrical connections for same. The installation and operation connections of the incline elevator are overseen by the Board of Elevator Regulations 524 CMR.
- Demolition Permitting: The Historic District Commission (HDC) and the Zoning Board of Appeals (ZBA), granted permission for the building at 419 Commercial St. to be demolished. During that consideration, the Boards reviewed the proposed structure

to be built on that parcel. The approvals have not yet exhausted the appeals process.

- Staff Certification: Local Building Inspector, Jim Nickerson, successfully passed the second of the three required exams for full certification as a Local Inspector. COVID-19 restrictions and extensions have made taking these exams difficult, but without any penalties for the timing delay of such.

Council on Aging/ Human Services

- COVID-19 Vaccines: COA staff continues to provide ongoing support to older adults regarding vaccine appointments with recent focus on residents and caregivers who have not been able to secure an appointment or need assistance in scheduling and making arrangements.
- COAST: COA/DHS Director Chris Hottle has been elected Co-Chair of Cape COAST (COA's Serving Together) for 2021. COAST is a 501(c)3 standing committee of the MCOA (Massachusetts Councils on Aging) comprised of the 15 Cape Cod COA Directors. Its mission is to work collectively to enrich the lives of older adults and promote a progressive cultural perception of aging through advocacy, community partnerships, public education and peer support.
- Fundraiser: The Stop & Shop fundraiser for the COA pantry continues throughout March. \$1 of every Bloomin' 4 Good bouquet sold will go to our year-round pantry, which is open to all with no registration required. We will continue to take phone orders for pick up or delivery as long as the Senior Center remains closed to the public.

Environment/Conservation

- The Open Space Committee: The committee has met several times in January and February to discuss, among other things, potential open space acquisitions, revitalizing the CPA-funded improvements project at Hawthorne Wildlife Sanctuary, replacing and updating Town open space signage, addressing dog waste issues along the Old Colony Trail, and planning a tree planting event this spring to follow up on last fall's successful plantings at B Street Garden conservation area and the Dyer Family Woods.
- Hazard Mitigation Plan: The draft of the 2021 Hazard Mitigation Plan update is completed, and the Environmental Planner is working with other Town staff to disseminate the draft to stakeholder and community members for public comment.
- West End Discussions: The Conservation Commission is holding a public work session on March 2, 2021, at which CCNS staff will present research they have conducted on the causes of the loss of salt marsh grass in the West End Moors. The Marine Coordinator and the Commission members will also discuss the status of the Army Corps' Dec. 2015 feasibility study on the Long Point Dike Modification project.

Health

- COVID-19 / Public Health: Health Department staff have staffed two subregional vaccine clinics at Eastham's Little Creek lot. Cape Health Departments have

continued to pivot with the state's announcements and changes in vaccine rollout. The County's efforts currently focus on providing second doses to those who were vaccinated in February, and launching the large scale site with Cape Cod Healthcare at Cape Cod Community College. Provincetown Health Department will continue to provide support to the collaborative approach – working with Barnstable County, Cape Cod Healthcare, and Outer Cape Health Services to ensure our community has more equitable access to vaccine.

- COVID-19 / Public Health / Meeting Needs: The Meeting Needs group of local public health, human services, and faith community partners continues to meet biweekly. We are working on ways to communicate the needs we're seeing in a more organized and consistent way, including through these updates to BOS. Here are some important highlights:
 - GROCERIES – All local food programs are operating at capacity. The Provincetown Canteen Unit is launching a program to give grocery store gift cards to people who need them. To donate, go to www.provincetowncanteen.org, and if you need a grocery card email info@provincetowncanteen.org or call Provincetown's Community Support Liaison, Alex, for help at 508-237-7042.
 - RENT – All agencies report difficulty securing rental assistance at the level that people need it. Every program has limits and hurdles, and many households need rental assistance each month.
 - TRANSPORTATION – Each agency reports problems with getting clients to appointments, including medical appointments that are not PT1 eligible. The agencies asked if the Town could provide a car to be shared across agencies, that could serve the need.
 - UNEMPLOYMENT – All agencies that help folks navigate the unemployment system report issues connecting some clients with unemployment.
 - PERSONAL CARE ITEMS – HOW's personal care pantry is running low – most needed items include toilet paper, soap, shampoo, body wash, etc.

Housing

- Ownership Units: Three applications were received by the due date for the resale of 6 Sandy Hill Lane #11. Applications are under review and a lottery will be held. Advertising and outreach for the sale of 36 Nelson Ave Unit #3 [1 bedroom, 1 bath, \$178,500, as part of the inclusionary zoning development at 30 Shank Painter] have begun with applications due by 5/3/21.
- CPA Grant cycle: A public hearing was conducted on February 22nd for the 6 applications submitted by 12/30/20. The CPC voted recommendations include \$28,008 for Housing Office, \$100,000 for Affordable Housing Trust Fund, \$100,000 for Homeowner's Assistance, \$20,000 for CC5 Rental Development in Orleans, and \$100,000 for community process and preliminary design for Motta field.

MacMillan Pier

- Office Operations: The office on the Pier continues to be open with limited staff with no more than 50% per the new governor's order.
- Patrols: The Harbor Master and Deputy HM continue to patrol the pier and harbor daily and are on call each evening.
- Pier Tenants: Renewal applications for slips and mooring will be going out over the next couple of weeks.
- Harbor Regulations: The Pier Corp voted in favor of the new changes to Chapter 1 of the Harbor Regulations last week, which included Appendix A, B, & C and these changes will be incorporated this coming season.
- Staffing: MacMillan Pier and the HM office will be advertising for seasonal help within the next couple of weeks in preparation for the upcoming season.
- The office has also been receiving several cruise ship schedule confirmation requests for this upcoming season. We await the Select Board and the Town's position on this season's COVID policies.

Marine Services

- Recreational Shellfishers: The Town has received requests for shellfishing to remain open in April. This would be is legal (with a vote) and there was a similar circumstance last year due to Covid. Parking restrictions would need to be addressed.
- Pier Corp and Harbor Committee: The Harbormaster is working to improve communication and the working relationship between the two boards; HM is coordinating exchange liaison protocols that will be acceptable to both boards.
- Grant Season Coordination: A large number of funding opportunities are open and the Marine Coordinator is organizing meetings between departments to facilitate support and limit conflict between Town grant requests. We used this technique last year to ensure town grant applications were synchronized to Select Board Goals and supportive of other department needs.

MIS

- Fire Suppression: Work continues on the fire suppression systems in the datacenters at Town Hall and VMCC. We are transitioning to a dry system, so that in the event of a high-heat event, the data center equipment won't be at risk of sustaining water damage from the existing sprinkler heads. Work is expected to be completed by mid-March, 2021.
- Cybersecurity: The Town and Provincetown IB Schools were recently chosen to participate in the Commonwealth's Cybersecurity Awareness Grant program. This one-year program will provide end-user cybersecurity training, as well as access to important resources, such as assessment and simulation tools. The program will be administered by the Commonwealth's Executive Office of Technology Services & Security (EOTSS), and will be coordinated locally through the MIS Department.
- Printing at the School: MIS has recently implemented a new centralized print system at Provincetown IB Schools. This new system will enable user and device-

level management and control for printers and multifunctional devices. It will also track and control all print, copy, fax, and scan activity, which will provide important data analytics.

Planning

- Local Comprehensive Planning Committee: The committee is reviewing and compiling data from different plans that will be used to inform the existing conditions section of the LCP. This section is anticipated to include bulleted data points, charts, and graphics as opposed to a lengthy narrative. The Committee will next be editing, and revising the land use, community character, and historic preservation section.
- Tufts Urban and Environmental Policy Field Project: The student team met on February 26, 2021 to discuss historic structures in Provincetown. This includes obtaining feedback on prioritizing buildings from the list of over 1,100 contributing structures located within the Local Historic District and identifying those most at risk of flooding and coastal storm damage.
- Stellwagen Bank National Marine Sanctuary Visitor Center: Members of the Community Advisory Committee anticipate presenting conceptual designs to the Select Board at its March 8, 2021 meeting.

Public Works

- Conwell Street: Construction bids were received this past week for the construction of bike and pedestrian accommodations along Conwell Street from Route 6 to Cemetery Road. The contractor with the lowest bid was the Lawrence Lynch Corporation for which the Town has engaged in previous projects. Pending contract execution, we anticipate construction to begin in early April.
- Knowles Crossing Water Distribution Building: The DPW will seek a USDA grant/loan opportunity to help offset costs to water rate payers for the reconstruction of a distribution building at the Knowles Crossing treatment facility. The project has already received initial approval from Town Meeting with supplemental funding being requested in Fiscal Year 2022.
- Town Hall HVAC: DPW staff had a pre-construction meeting last week with the engineers and contractors for the HVAC improvements to Town Hall. It is anticipated the project will start at the end of March and be fully commissioned before summer.

Recreation

- RFP for the East End Waterfront Park 387 Commercial Street: The working group, along with town staff interviewed all four firms on Friday February 26, 2021. The four final firms are well-versed in similar projects with respect to Waterfront park planning, community engagement, and municipal planning experience. The working group is deliberate this week, ranking the four firms and sending a report to the Town Manager's office with recommendations. The Recreation Department is estimating a contract agreement to be executed by mid-March and the work to begin this spring.

- Virtual Programming: The Provincetown Recreation Department continues to offer both child and adult virtual programming throughout the week including Saturdays! All programs are attended and enjoyed by the participants and we have received wonderful feedback about how much it is enjoyed. Because of the success, we continue to create new programs, the newest program being Move & Groove which is for children of all ages on Saturday mornings. It is a class where kids are welcome to have fun and be silly with their friends.
- Spring Programming: In addition to our virtual programming, which we will continue to offer for as long as possible, the Recreation Department is also planning SAFE in-person programs for this upcoming Spring. Some of the programs include sports that can be played safely following all guidelines and art orientated programs as well. We have created a survey to gather more input on what the families and Provincetown school students would like to see and will base our programs based on the information we receive.

School

- Racial and Social Justice Program: The staff will be working with Harvard Professor Sara Lawrence Lightfoot as we proceed with our focus on Racial and Social Justice for all with a particular emphasis on engaging all families. Lightfoot is a renowned professor, MacArthur Award winner, author, and the first African American at Harvard for whom an Endowed Professorship has been named in her honor.

Tourism

- Strategic Plan: We have completed the FY22 strategic plan. The plan from year to year is designed to be seamless and remains fluid and flexible. As we continue in FY21 and move forward into FY22 the campaigns remain focused on outdoor safe activities with the ability to respond and react as necessary to maximize the tourism economy opportunities; in FY20 and 21 we quickly reacted with a crisis marketing strategy allowing flexibility to pivot as needed in reaction to the state and local government reopening requirements and orders, this aspect remains and is part of the FY22 strategy as well.
- Tourism Economy Report: The CY20 Tourism Economy Report has been completed and published on the Tourism Department page of the Town of Provincetown website. While CY20 had many challenges there were also highlights, these are shared in the report. <https://www.provincetown-ma.gov/DocumentCenter/View/13707/Tourism-Economy-Report-CY-2020-FINAL>
- Filming in Provincetown: We received an application from a faculty member at Rhode Island School of Design (RISD) for an independent think-ubator student art film project. RISD provided a letter stating it is an approved project and they included their COI. The window for filming was tight and over three days Friday, Saturday and Sunday February 26, 27 & 28, 2021. There was crew of four people (cinematographer, assistant cinematographer, production assistant and student director), the cast consisted of two and one faculty advisor. It was a small activity the weekend before 20th Century Fox began filming on Monday March 1, 2021.

The filming took place in Town on Friday and Saturday and the National Seashore on Sunday. The Film Industry COVID protocols were strictly enforced, which is an important part of their curriculum. The faculty advisor was the Health and Safety Supervisor, all of the cast and crew had quarantined for two weeks prior to filming and tested for COVID prior to beginning filming. Masks were worn at all times and social distancing was enforced. Cast only removed masks when filming and put them back on immediately following the action shoot.

Town Clerk

- Census: The Office of the Town Clerk has been diligently processing returning census forms and updating the voter registry system.
- Efficiency: DBA, Doing Business As, renewal and new applications are available on the website. Please go to the town website and click "Online Services". Under the Office of the Town Clerk you will find DBA certificates. Please encourage your friends and neighbors to make use of our online services.
- Nomination Papers: Nomination Papers are available for the May 11, 2021 Town Election from the Office of the Town. Please call the office to verify information and schedule a pickup.