

Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: March 18, 2021

Re: Department Update Report for the March 22, 2021 Select Board Meeting

Administration

- Fire Department Facilities Assessment Study: We recently completed the Request for Qualifications (RFQ) for designer services to conduct a conditions assessment and feasibility study to determine the Fire Department's building needs. The RFQ will be released by the end of this month, which will allow for a contract award in mid-May of 2021.
- VFW Property: Michelle Jarusiewicz, our Community Housing Specialist and Grant Administrator recently participated in a Request for Proposals (RFP) development training session offered by the Massachusetts Housing Partnership (MHP). Based upon this process, Michelle is optimistic that we can prepare the RFP in-house using our staff and with assistance provided by the MHP and the Cape Cod Commission. Additionally, we do have approximately \$20,000 remaining from the original \$75,000 appropriation from Article 24 of the 2018 ATM that funded the Goldson Report. We believe that we could have a draft RFP developed within a 4 to 6 week period.
- Barnstable County: We did receive notice from the Barnstable County Board of Regional Commissioners that they have appointed Elizabeth Albert as the County Administrator to replace Jack Yunits. Ms. Albert previously served as Barnstable County's Director of Department of Human Services since 2008.
- Browne Street Community Garden: We recently signed a contract with Coastal Companies of Eastham, MA for the renovation of the community gardens with a completion date of May 15, 2021.
- Harbor Hill: We are currently working to create a Request for Proposals to hire a consultant to assist in the creation of a 5-year Capital Improvement program for the Harbor Hill property. This process will take some time, so we do not anticipate that we will be making any significant capital funding requests at the 2021 Annual Town Meeting. The goal would be to complete this process during the summer of 2021. In the meantime, if there are some more

immediate capital repair needs, we will have to utilize the \$150,000 capital budget for both FY2021 and FY2022.

Building

- Bradford Access Project: The metal roof has been installed on the lower pavilion. Work continues on the electrical for the operation of the car.
- Ongoing Construction: The building located at 53 Commercial Street was demolished last week. Activities on the site will now be involving the rebuild of the seawall prior to any construction of the two (2) new buildings that will be constructed on the parcel.
- CRS: It is that time of year again for the recertification of our standing in the Community Rating System (CRS). We are still awaiting our official letter of having achieved a Grade 8 in the last recertification cycle, which was also our 5-year recertification, completed last Spring.

Council on Aging/ Human Services

- COA Services & Programs: COA staff continues to provide ongoing support to older adults regarding vaccine appointments as well as comprehensive outreach services, food programs, medical rides Cape-wide, podiatry appointments, check-in chats and a mobile library. In April, we will produce 28 virtual programming sessions, supplemented by ten additional Zoom programs through a regional collaboration of COAs.
- Fuel Assistance: The deadline for Fuel Assistance applications has been extended to May 28, 2021 for this winter. The COA is one of three state-approved sites in Provincetown for Fuel Assistance applications. Our Outreach Coordinator assists residents by phone and through outdoor meetings.
- Gosnold, Inc. Services: Through a Town Human Services grant, Gosnold, Inc. provides one full-time therapist and one part-time social services assistant available to Provincetown residents of any age. The assistant can help with any issues including financial assistance, health insurance, disability, food access, fuel assistance and more. Pre-pandemic, both saw clients at the VMCC; in the last year, services have been remote or via outdoor meetings.

Emergency Management/Transportation

- Camper Permits: The 2021 Camper Lottery was a success, with all that applied receiving a parking spot. Additional spots at the VFW will be available on a first come, first serve basis. Anyone who is interested in receiving a spot can apply online through the Town's online services on the main webpage.
- Voice Annunciators: The Department is working with Wescor to develop the language associated with the new voice annunciators to be installed this spring. This system will greet patrons when they enter the MPL and Grace Hall Parking lots by providing a brief message on how to use the system. This system was recommended by MassPort, which had seen a great deal of success after implementation on eliminating confusion when entering a gated lot. The Department hopes that this will reduce confusion and thwart users from putting

their credit card into the entrance machine, which had caused significant backups and delays during the previous system.

Finance

- FEMA/Municipal CARES Act Reimbursable Grants Update:
 - FEMA Round 1 request \$102,506 pending
 - FEMA Round 2 request \$39,348 pending
 - CARES ACT Round 1 request \$157,173 received
 - CARES ACT Round 2 request \$163,482 pending
 - TOTAL for both programs \$462,509

Health

- COVID-19 / Public Health: Health Department staff continue to staff subregional vaccine clinics at Eastham's Little Creek lot as they occur. Cape Health Departments have continued to pivot with the state's announcements and changes in vaccine rollout. 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 launched 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. A lottery was held on March 4th and the top pick is moving forward with the purchase. 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] has begun with applications due by 5/3/21.
- MHP RFP for Housing Training: Participated in regional virtual training program about the development of a Request for Proposal for housing development on March 5th as part of the Housing Institute program through the Community Development Partnership.
- Meetings: Participated in HOME Consortium meeting on March 11th. Prepping for Year Round Rental Housing Trust meeting on 3/16/21.

Library

- Virtual March Programming: On Tuesdays the Library offers a virtual read aloud/read along of *Mrs. Jack* by Louise Hall Tharp hosted by Linda Ohlson Graham. On Wednesdays the Library offers Zoom Tech Time. The first Friday of the month the Library offers a virtual book discussion for the 2021 Reading Challenge. On the third and fourth Friday of the month the Library offers Zoom Crafty Coffee Hours. The Library offers Zoom & Browse by appointment. Email Amy at araff@clamsnet.org for more information or for Zoom links.
- Donation for Crop Swap: Recently, Crop Swap received a donation from b/well to fund produce purchase for the coming months. b/well volunteers with pickup and delivery produce to the Library once a week. This new donation combined with funds from Lower Cape Ambulance Food Drive means Crop Swap will receive two deliveries of fresh produce a week. While the building remains closed to the public Crop Swap items are located outside at the Library's Commercial Street entrance. For the most up to date information about Crop Swap delivery follow Crop Swap Facebook page <https://www.facebook.com/provincetowncropswap> or @ptownhealth Instagram, or call the Library at 487-7094.
- Library Services: While the building remains closed to the public, Library staff is available by phone and online during all regular library hours (7 days a week) to offer reader's advisory, assistance with electronic resources assistance, and help answering questions and finding answers. Wireless printing is also available. Street-side-pick-up of circulating library materials continues. Items may be requested through clamsnet.org, by calling 487-7094, or emailing pplstreetside@gmail.com.

MIS

- **Cybersecurity:** An initial assessment of Provincetown's cyber security posture will be conducted in late March as part of the Commonwealth's Cybersecurity Awareness 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.
- **Servers:** The MIS Department has not requested a CIP for servers since FY2017. When implementing new solutions, we always pursue cloud options as part of the discovery process. When it is determined that the most effective way to run an application is on-premise, we make every effort to virtualize it. Virtualization allows us to run multiple systems on top of a single piece of hardware, which avoids placing additional physical servers in our datacenter. This, in turn, saves on maintenance and energy costs. Over the last several years we have also successfully migrated many core applications to the cloud, including:
 - Email
 - Website
 - Parking
 - Permitting and licensing

Public Works

- **Conwell Street:** The Town will be presenting before the Conservation Commission on Tuesday March 23, 2021 to reaffirm the Notice of Intent that has expire since the original submission to Commission. The duration of the approval process with MassDOT exceeded the time limit of the Conservation permit.
- **Shank Painter Road:** DPW staff met with the Cape Cod Joint Transportation Committee (JTC) to petition support to fully fund the Shank Painter Road project. Of the required \$14 million dollars, the Town has secured \$11.5 million to date. The remaining \$2.5 million dollars was petitioned for approval. The new draft TIP program fully allocates fund to Provincetown and advances the project bid date to December 2023 up one year from the previously slated start date of December 2024. The next JTC meeting in April will have a vote to accept the draft TIP recommendation.
- **Town Hall HVAC:** The project is officially underway and should continue for the next two months. The contractor had begun disassembling the existing chillers to make room for the new 70-ton electric chiller.

Recreation

- **RFP for the East End Waterfront Park 387 Commercial Street:** The Working Group, along with town staff interviewed all firms on Friday February 26, 2021. The final firms are all versed in similar projects with respects to Waterfront park planning, community engagement and municipal planning experience. The

Working Group has deliberated and a recommendation has been given to the Assistant Town Manager.

- Virtual Programming: The Provincetown Recreation Department continues to offer both children 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 Sports: It has been over a year since the youngsters of Provincetown have been able to participate in organized Sports. Starting April 26th, Provincetown residents and school students will be given the opportunity to play outdoor basketball, soccer, tennis and T-ball. All four sports will be hosted by Recreation Staff and follow state guidelines on amateur sports, such as mask wearing at all times, limiting sharing and distancing when possible. With our staff being so accustomed to the Recreation Department's COVID protocols, the department has decided to replace our normal volunteer coaches with Departmental staff to ensure that all protocols remain enforced. The children will not travel to surrounding towns as in years past; instead, smaller inter-town matches will be played to reduce the risk of exposure.

Tourism

- Mass Cultural Council Grant: The fiscal year MCC cultural district grants were announced in January and applications opened on January 15, 2021. The purpose of the grants is to promote the economic recovery of the 49 Mass Cultural Districts (MCD) in the Commonwealth, of which Provincetown is one of them. We did submit a grant application for the maximum of \$7,500 to market the Provincetown Cultural District (PCD) and on Friday March 12, 2021 we were notified we have been awarded the full \$7,500. The Provincetown Cultural Council is the managing entity of the PCD, and the Tourism Department will work with them to best utilize the grant funds to support the marketing.
- Promotional Video: [Provincetown's spring 2021 promotional video](#) was released on Thursday March 4, 2021. It is currently living on the homepage of the Tourism Department's website [PtownTourism.com](#) and is on our social media. A 30 second version of the video is being advertised through Facebook, Instagram, YouTube, on demand and streaming television apps, and broadcast on VH1 RuPaul's Drag Race on Friday nights in eastern Massachusetts.

Town Clerk

- Elections: As of 3/17/2021, the Department of the Town Clerk has received nomination papers from the following candidates who have secured a spot on the ballot for the Annual Town Election to be held on May 11, 2021- Select Board- Oriana Conklin, Moderator- Mary-Jo Avellar (for re-election), Board of Library Trustees- No papers returned, Housing Authority- Ann Wood (for re-election),

School Committee- Ngina R. Lythcott (for re-election), Charter Compliance Commission- No papers returned.

- Efficiency: Public Record Requests have been moved to our online services to provide more efficiency, accountability and transparency. Please encourage your friends and neighbors to make use of our online services.
- Board Vacancy Report: An updated board vacancy report for the month of March has been posted to the Town website and provided to appointing authorities. The Office of the Town Clerk accepts board applications using our online service platform in addition to hard copies, for better accessibility for those seeking to serve on a Town Board and to reduce the use of paper. To visit our Online Services please go to the Town website and click the yellow dot which reads "Online Services".