

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: April 8, 2021

Re: Department Update Report for the April 12, 2021 Select Board Meeting

Administration

- **First Week on the Job:** It has been a busy first week in Town Hall. I appreciate how warm and welcoming everyone has been. I've been meeting one-on-one with Department Heads and Town Staff, attended both the Year Round Rental Housing Trust and the Economic Stabilization and Sustainability Committee meetings, as well as introduced myself during my first meeting of the Cape Cod Managers group. I have sent Town Hall staff a survey with several questions to assess challenges and opportunities, how to improve operations, as well as how to foster collaboration within Town Hall and with the general community.
- **Fire Department Needs Assessment Study:** Elisabeth in my office has finalized the Request for Proposals (RFP) and it has been submitted for publication. The RFP will be out for three weeks, and once closed, I will work alongside the Board of Fire Engineers and the Fire Chief in the vendor selection process.
- **COVID and the Future:** I've met with both Board of Health Director Morgan Clark and Board of Health Chair Steve Katsurinis to discuss current data, the impact of variants, vaccination rate and availability and how we communicate what we should expect in the weeks and months to come. I've also reached out to external stakeholders, including Bob Sanborn from the Provincetown Business Guild and Radu Luca from the Provincetown Chamber of Commerce, regarding the upcoming season and how to ensure consistent messaging.

Building

- **The Surf Club:** The Building Permit to restore the building at 315-A-319 Commercial, The Surf Club, has been issued. The building was adversely affected by a fire event on May 27, 2017. The building was evaluated to determine compliance with the 50% rule for substantial improvement/substantial damage. The cost of construction presented demonstrated to be 44.2% of the Fair Market Value and is not required to be brought in compliance with the current FEMA standards.

- Compliance: The increased construction activity the Town has experienced in the past year has revealed an increase in activities being performed by unlicensed trades people and absent building permits. It is important to remind all that they are very few items that do not require building permits.
- 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 Essential Services: COA staff returned to the office in June per state guidelines with two employees working remotely. We continue to provide ongoing support to older adults regarding vaccine appointments as well as comprehensive outreach services including outdoor and on-site visits, a weekly pick up/delivery lunch program, mobile pantry, on-site pantry with delivery, medical rides Cape-wide, on-site podiatry appointments, AARP volunteer-led tax return assistance, check-in chats, a mobile library and tech assistance.
- COA Programming: Virtual programming continues to expand with 39 sessions in April including both staff-facilitated offerings and shared programming through a regional collaboration with Cape COAs. We are working on outdoor programming plans for the late spring/summer as well as with PTV to expand designated program slots for older adults.
- Volunteers: April is National Volunteer Month and each year we honor our 50 volunteers whose selfless dedication enables us to offer all of the programs and services that we do. This year, we will hold outdoor, small group gatherings per COVID protocols to express our appreciation with gifts and a take-home lunch. Despite having been closed, our volunteers have remained in close contact and will be ready to get to back to work once it is safe to do so.

Emergency Management/Transportation

- Street Sweeping 2021: Street sweeping season will soon be upon us. Street sweeping starts the Tuesday after Memorial Day and runs all summer long until the Tuesday after Columbus Day. For details on locations and times, please visit the Provincetown Parking Department webpage.
- Camper Permits: Thank you to everyone who participated in the 2021 Camper Permit lottery system. There are still some spots available for purchase at the VFW parking lot for those looking to obtain a permit. Information on how to apply can be done through the Town of Provincetown's online permitting found on the Town's website.
- Permit Parking: As a reminder, the permit and paid parking season begins on Saturday, May 1st. Please purchase your sticker online through the Town website as Town Hall remains closed to the public. Information on the types of permits available for purchase are detailed in online permitting found on the Town Website.

Environment/Conservation

- Open Space and Recreation Plan: The Town has engaged Horsley Witten Group to assist the Environmental Planner and the Open Space Committee on its 7-year update of the Open Space and Recreation Plan.

Health

- Environmental Health: The Health Department and Board of Health are grateful to Marine Coordinator Rex McKinsey for continuing to coordinate both the Arbovirus Surveillance program with our regional partners, the Cape Cod Mosquito Control Project, and the Bathing Beach Water Quality Monitoring Program with the assistance of the Barnstable County Department of Health and Environment. Both programs are critical public environmental health programs.
- Departmental Operations: Health Agent Lezli Rowell continues to run normal Health Department operations. As in non-pandemic spring seasons, Lezli is meeting with new or potential business owners to ensure new businesses meet all applicable health regulations. Code Compliance Officer Aaron Hobart continues to be the point person for COVID-19 industry standard guidance, education, and enforcement. Health Director Morgan Clark continues to primarily manage pandemic operations and response with BOH Chair Steve Katsurinis and the Regional Collaborative for Vaccination partners.
- COVID-19 / Public Health: Thanks to our partners, Outer Cape Health Services, the Provincetown Rescue Squad and the Police Department, all Provincetown's senior living residents, congregate housing, and homebound have been vaccinated. Currently, we are promoting the Regional Collaborative's preregistration process for local food service workers to ensure they receive opportunities for vaccination. For more information or to get the link to share, please contact the Health Department check the Department's webpage.

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; open house is scheduled for 4/10/21.
- Economic Development Grant Cycle: Prep for review team and Economic Development Committee meetings held on 4/5/21 recommendations to be presented to Select Board.
- Community Housing Council: Meeting held 3/29/21.
- Year Round Rental Housing Trust: Meeting held 4/6/21.

Human Resources

- Hired Ellis Wilson: Building and Grounds Custodian for the Library.
- Open Year-Round Positions: Currently the Town is seeking Administrative Assistant Community Development and On-Call Secretaries.

- Open Seasonal Positions: Various Seasonal Positions for the 2021 Season: DPW Highway Dept. Laborer, DPW Transfer Station/Sanitation Laborer, DPW Barrels & Grounds Attendants, DPW Third Barrel Pickup Attendants, DPW Comfort Station Attendants, DPW Beautification Maintenance Staff, DPW Groundskeeper Maintenance Staff, DPW Floating Custodian, Parking Lot Technical Manager, Parking Lot Assistant Technical Manager, Parking Lot Booth Attendants, Recreation Behavioral Aides, Recreation Leaders, EMT, EMT-I and Paramedic.

Library

- National Library Week: The Library is celebrating National Library Week (April 4-April 10) with special promotions of library services accessible with library cards, a Library Color Off, special book reading & discussion, and new library card sign-ups.
- National Poetry Month: In honor of National Poetry Month the Library is holding a Outer Cape Haiku Contest for adults and school children and, through a series of email newsletters and social media posts, will be sharing staff recommendations for poetry in books, audio, and movies.
- 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.

Licensing

- Licenses: Addressed with MIS the possibility of emailing licenses.
- Licensing Board: Renewed Seasonal Liquor Licensees
- Covid-19: Responded to questions from theme week organizers and local businesses on evolving regulations.

MacMillan Pier

- Applications: Renewal Applications for slips and mooring have gone out and completed applications have begun to come back in. The Fishing Fleet should be returning to their assigned slips by the beginning of May, if not sooner.
- Regulations: The Pier Corp voted in favor of the new changes and revisions to Chapter 1 of the Harbor Regulations, which included Appendix A, B, & C and they voted to differing implementation of the new rates until April 1, 2022 but will be implementing the changes to the Harbor regulations Chapter 1 this season.
- MacMillan Pier and the Harbormaster office have been advertising for Seasonal Summer Season: Staff and applications are starting to come into the HR office at town hall. The official season on the pier begins once the 1st ferry from Boston arrives. There is much preparation to do before that date in May happens. We look forward to seasonal staff and the upcoming season.

- Cruise Ships: The office has also been receiving several cruise ship schedule confirmation requests for this upcoming season. We await the SB and Town's position on this season's COVID policies regarding coming ashore to Provincetown in 2021.
- Permits: Kayak rack and beach boat annual sticker permits go on sale on April 15th for the 2021 season.

Marine Services and Emergency Management

- Comprehensive Emergency Management Plan developments: We are in a periodic review of the CEMP using MEMA assistance and templates. This review follows the recently completed Natural Hazards Plan update. We have updated the list of critical facilities to Eversource in the event of power outage, departmental interviews are continuing for CEMP update and preparing for presentation of the draft final to Select Board after Town Meeting.
- Expedition Blue frames and posts being installed: 3 blue frame panels and 5 posts will be installed at town landings and facilities this month to complete the Blue Economy project with Cape Cod Chamber as part of a Seaport Economic Council grant. The Select Board committed to the project last April. The project is connecting locations across Cape Cod with an iconic system of focus points designed to educate our citizens and visitors about our economic ties to the sea. Each of these elements will direct attention to a point of reference and inform viewers of their significance to business, natural resources, history and future vitality of the area. The project uses QR codes to link viewers with more information about the sites.
- Stellwagen Visitors Center Update: The town website has been updated since the team meeting with the Select Board on March 8th. The design team has made refinements to the site layout and building structure incorporating input received. Town Staff is working on the companion traffic and parking study. The team will be looking for a final presentation meeting date after Town Meeting to conclude our public outreach and specific regulatory board meetings.

MIS

- Cybersecurity: The MIS Department has been working on several initiatives to improve the Town's cybersecurity posture. This includes programs sponsored by the Town's financial auditor, CliftonLarsonAllen, as well as a comprehensive training program administered by the Commonwealth's Executive Office of Technology Services & Security (EOTSS).
- Online Workflows: The MIS Department has been assisting multiple departments streamline existing workflows by making them available through a web interface. These workflows vary from internal-only, as well as public-facing workflows, such as public records requests.

Planning

- Planning Board: The Board approved draft Rules and Regulations. These will be voted on at a formal public hearing scheduled for April 22, 2021. The Board will

also have a public hearing on the proposed zoning bylaw amendment articles for Spring Town Meeting on April 22, 2021.

- Community Development: Pre-application meetings for prospective applicants are scheduled four times a week and all time slots are full through April 26, 2021.
- Climate Action: The Town Planner attended the webinar “Sea Level Rise and Underwater Municipal Budgets” presented by Dr. Linda Shi from Cornell University and hosted by the Metropolitan Area Planning Council (MAPC) on March 25, 2021.
- Local Comprehensive Planning Committee: The LCP Committee completed a draft of the land use, community character, and historic preservation goals section. Draft goals are posted on the LCP’s webpage.
- Public Landscape Committee: The Committee is progressing with plans to plant hardy, low-maintenance perennials and scheduling spring work days.
- Tufts Urban and Environmental Policy Field Project: The student team met on April 2, 2021 to discuss the launch of the historic buildings survey and next steps for developing the sea level rise mitigation measures for the historic district.
- Stellwagen Bank National Marine Sanctuary Visitor Center: The Select Board recommended further development of the Wharf Concept at it’s March 8, 2021 meeting and staff continue to develop an accompanying parking plan.

Public Works

- Conwell Street: The construction project has begun with drainage installation scheduled for the next two weeks. Catch basins and a drainage trunk line will be the first order of business for construction crews followed by full depth construction of the bike lanes. It is anticipated that the project will be substantially completed by the 2nd week of June.
- Highway Department: DPW crews at the Highway Department are transitioning into Spring cleanups. Snow and ice equipment is being overhauled and put away, including the removal of snow parking ban signs. The street sweeper is out cleaning the roadways in preparation for our annual line painting activities.
- Ryder Street Outfall: A new 36” diameter check valve has been installed on the Ryder Street outfall pipe. The check valve had failed over the winter causing flooding into Portuguese Square during extreme high tide events. Should the Town receive a BRIC grant award to relocate the outfall pipe, the check valve will be reused on the Gosnold Street outfall pipe.

School

- COVID Update: We are following the Commissioner's mandates of full-time learning as variants of the virus are cause for concern on the Cape and elsewhere. We look forward to a time when our students can be vaccinated.
- Bus Drivers: Transportation continues to be a struggle as there is a Cape-wide shortage of drivers. Send along any interested applicants and get a free tour of the rooftop at the school!

- Staffing Issues: We continue to struggle to find housing for new hires and recently lost a stellar Math Teacher who we wanted to hire. We are looking for year-round rentals and teacher-affordable housing.

Tourism

- Spring/Summer Marketing Update: The spring and summer 2021 “*Take PRIDE in where you travel*” “*Plan your summer getaway*” campaign launched January 21, 2021. The campaign continues to be focused on the drive market and includes search engine optimization, digital display ads, social media ads including video, a series of ten sponsored content stories with online publishers accompanied by run-of-site ads throughout the months of February thru June. The marketing is being rounded out with a brand halo including minimal print ads, regional radio broadcasting from mid-April through June, promotional videos served through targeted television streaming apps and on demand cable; while drag continues to grow in appeal to mainstream audiences the video is being broadcast on VH1 during RuPaul’s Drag Race on Friday nights in Eastern Massachusetts. The campaign refresh with updated images and content will deploy in mid-April. Additionally, Provincetown will have a presence at the OutFilm CT virtual film festival with online banners and the promotional video will run as a trailer before film screenings.
- Public Relations: ConranPR, our contracted PR professionals, has focused press releases and media pitches on booking early and enjoying the outdoors in Provincetown. The media continues to respond with positive results. In March we received press coverage in Associated Press, four inclusions in the Boston Globe, Conde Nast Traveler, MassLive, MSN, PR Newswire, Travel + Leisure, Trips to Discover and WHDH. The next press release in queue is Spring Awakenings, the reopening and how a destination like Provincetown begins to blossom again after the winter, which aligns with the optimistic and eager to get out and away feeling of consumers right now.
- Guest Room and Rental Bookings: A sampling of innkeepers and short-term renters are reporting strong and early reservations. As of March 28th, room bookings are up compared to 2019 as much as 15% with some availability remaining, and short-term rental property owners are reporting they are fully booked through October with no availability.
- Filming in Provincetown: A Cape Cod Community College (4C’s) journalism student is filming a documentary titled Finding the Light. The project is taking place Friday, Saturday and Sunday April 9, 10 & 11. Cape Cod Media Center is supporting the project by providing equipment, a production professional, and a Health and Safety Manager. There will be a crew of four and they understand and will comply with the film industry COVID protocols. Mask wearing and social distancing will be enforced. The filming will take place on private property 10am-4pm Friday and Saturday and 10am-2pm on Sunday.

Town Clerk

- Elections: The Office of the Town Clerk is in the process of assembling the ballot for the Annual Town Election. 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- Lise King (for re-election), Oriana Conklin, Leslie Sandberg; Moderator- Mary-Jo Avellar (for re-election), Board of Library Trustees- No papers returned, Housing Authority- Ann Wood (for re-election), School Committee- Eva Enos (for re-election), Ngina R. Lythcott (for re-election), Charter Compliance Commission Julia Perry. Early Voting is being offered by mail for the Annual Town Election. Please print an application from the Town Clerk's website.
- Petitioned Articles: The Office of the Town Clerk in conjunction with David Gardner worked with citizens to review their petitioned articles. The last day to submit petitioned articles for the Town Meeting Warrant was 4pm on April 1st. Two citizen petitioned articles were submitted for the Town Meeting Warrant and they are Articles 13 and 14.
- 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.
- Voting: The Office of the Town Clerk will hold voter registration hours on Friday April 9th from 8am -8pm in the Town Hall auditorium.