

# Memo

To: Select Board

From: Robin Craver, Town Manager

Date: May 6, 2020

Re: Department Update Report for the May 11, 2020 Select Board Meeting

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## Administration

### Building Department

- 137 Bradford Street-Cape Cod 5 project: The renovation of the existing building being outfitted as a bank is 95% complete, with the asphalt recently applied.
- 90 Race Point Road-Eversource Battery project: The permit to construct the gravity and reinforced retaining walls around the majority (75%) of the perimeter of the proposed Energy Storage building has been issued.
- Permitting: It is to be noted that building permit activity is not as strong as it was prior to March 10, 2020, but the activity of filing, reviewing, and issuing building permits continues. Contractors are adapting to social distancing and mask-wearing requirements. The limitations set due to COVID-19 have slowed productivity within the construction industry but have not stopped it.

### Council on Aging

- COA Essential Services: Staff continues to provide transportation to critical medical appointments Cape-wide, assistance with food, prescriptions, home care needs and finances, emotional health, family and caregiver support, as well as regular telephone calls to older residents to reduce social isolation and monitor well-being.
- COA Programming: The Senior Center has launched its "Create to Share" project, encouraging older residents to submit a photo of something they have created during the stay-at-home order. The video announcement is on the COA Facebook page and PTV along with weekly posts of submissions and messages from COA staff. Staff continues to develop virtual programming, including classes and socialization opportunities, to share on both venues.

- Re-opening Planning: The COA Director is working with staff and regional partners in developing plans for a gradual re-opening of the Senior Center in accordance with local, state, and federal guidelines. Through weekly conference calls with Massachusetts Council on Aging Facilities (MCOA's) and Massachusetts Executive Office of Elder Affairs (EOEA), COA Directors are sharing specific areas of need as well as requests for information on best practices. The Department anticipates receiving guidelines from the State in the near future.

#### Emergency Management/Transportation

- PARCS Systems Equipment: COVID-19 has delayed the installation, testing, and training of the new PARCS systems equipment. It is not yet safe to staff seasonal personnel at the parking booths. As a result, the paid parking season has been delayed until June 1<sup>st</sup>.
- Pay-On-Foot Machines: The Town is procuring three (3) Pay-On-Foot machines for installation at the MPL and GH lots to reduce human-to-human contact. The machines are scheduled for installation before July 1<sup>st</sup>.
- Personal Protective Equipment: Agencies continue to experience the Personal Protective Equipment (PPE) shortage facing most of the country. Supply chains have not yet corrected themselves and remain limited. Social distancing may be working to flatten the curve, but as of yet, Massachusetts has not seen a decline in positive cases over a 14-day watch period.

#### Environment/Conservation

- Intermunicipal Shoreline Management Plan – CZM Grant: The Environmental Planner and the Marine Coordinator are working with their counterparts in Wellfleet, Truro, and Eastham to finalize the report for the CZM Coastal Resilience grant for phase 1 of the Intermunicipal Shoreline Management Plan. The project team and the Center for Coastal Studies will be presenting the shoreline resources database that CCS has compiled to resource management staff of the four towns via a remote video conference on May 21, 2020. This presentation will familiarize staff (public safety, DPW and planners) with the new tools to analyze changing shorelines and vulnerabilities. The team is also preparing a public remote presentation on June 4, 2020 to update the Select Boards and the public on the report of phase 1 as we close out the grant project. The team is working on developing an FY21 grant application to the CZM Coastal Resilience program to continue phase two of the plan.
- Open Space Committee: The Environmental Planner is working with the Open Space Committee to advance the update of the Open Space and Recreation Plan and various Land Bank acquisitions, including 668R Commercial Street, at a meeting of the committee on May 6, 2020.
- Eversource Project: The Environmental Planner is working with Truro and Eastham staff to try to store sand excavated from the Eversource community battery site for future use for regional beach nourishment projects.

## Finance

- FY21 Budget: The Finance Director will meet with Cape & Islands Accountants and well as three DOR representatives on May 15 to ask questions and obtain guidance on how to move into FY21 without an adopted budget.
- FY19 Free Cash: While FY19 Free Cash closes at the end of FY20 in normal circumstances, due to the COVID-19 emergency, the Town will be able to appropriate approved free cash after year-end, if needed.
- Deficit Spending Approval – The Town has requested and received approval of DLS for deficit spending for FY20. While we do not currently anticipate a general fund net deficit at year-end, the request ensures we have the option to amortize any realized deficit over three years. Without the approval, 100% of any deficit would have to be raised on the FY21 tax rate recap.
- Grant Application: The Town is pursuing a USDA grant to fund the purchase of CIP line items from the Fire Department and Public Works budgets. The Town of Provincetown is eligible for this opportunity, known as the Community Facilities Grant, as it is one of the seven Massachusetts communities with less than 20,000 residents (based on the 2010 Federal census). More information will be provided as it is received.

## Health

- Public Health: The Health Department's video, "Weathering this Storm" has been viewed 3,000 times on social media (Facebook and Instagram) and the posts launching the video reached over 7,000 people.
- Daily Operations: All of the Health Department's normal services continue to be offered remotely, as most if not all of the Department licensees and regulated industries are considered essential. Health Agent Lezli Rowell is running the Department's daily operations.
- Public Health: Crystal Free and Yoga for Addiction Recovery continue online. Please check the Health Department's Ways to Connect When Distancing webpage for how to access.

## Housing

- Participated in zoom meeting hosted by CDP on Friday, April 24<sup>th</sup>, regarding available housing resources and on Friday, May 1<sup>st</sup>, regarding current and potential rental assistance programs including potential regional program.

## Human Services

- New Hires: John Carrier Sanitation Skilled Laborer & Ryan Tileston Sanitation Skilled Laborer
- Position Moves: Christopher Roderick from Sanitation Forman to Transfer Station Skilled Laborer & Matthew Brazil from Sanitation Skilled Laborer to Sanitation Forman
- There were no retirements or resignations to report.
- Open Year Round Positions: Currently the Town is seeking a Town Clerk, On-Call Telecommunicators, and On-Call Secretaries

- Open Seasonal Positions: Although Seasonal Hiring has a temporary moratorium, applications for various Seasonal Positions are being accepted for the 2020 Season: PPPC Operational Staff, PPPC Assistant Harbormaster, PPPC Night Patrol, 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 Dept. Cashiers, Parking Dept. Parking Lot Attendants, Parking Dept. Booth Attendants, Recreation Leaders, Recreation Behavioral Aides. Applications and job descriptions for all positions can be found on the Town's website.

### Library

- Community Engagement: The Library continues to stay in touch with the community through our eNewsletter and social media accounts. Social media engagement through the Library's Facebooks pages and Instagram has increased by 12%. The Library's website is frequently updated and it includes a curated list of "Fun Things to do at Home." Additionally, the Library is using WOMR to get the word about the Library and how we continue to serve the community at this time.
- Library Services Continue: Library staff continues to be available by phone and email during regularly scheduled hours, seven days a week to assist patrons in use of electronic resources and to answer any questions. Crop Swap continues when items are available and it remains a hugely successful program. Access to and use of electronic resources increases and our monthly book club is now a weekly zoom meeting that is well attended and much enjoyed by the participants.
- Multi-phased Plan for Resumption of Library Services: Libraries across the Cape and Islands, as well as, across the State are coordinating multi-phased plans for resuming library services. We are coordinating specifically with other Outer Cape libraries and are seeking guidance from professional association and organizations like MBLC (Massachusetts Board of Library Commissioners), ALA (American Library Association), and MLS.

### Marine Services

- Shellfishing: Recreational shellfish season total landings were approximately 1230 pecks of mixed oyster and quahog during the regular season, plus an additional 300 during the post-season extension. Additionally, moderate amounts of soft shell clams, bay scallops, and sea clams were harvested. The ratio of quahog to oyster harvested appears to be about 3:1 (similar to last season's observations). Counting the closing date extension, the amount harvested exceeds last year's total of 1390 pecks of mixed shellfish.
- Grant Request: The Marine Coordinator submitted a \$12,000 grant request to the National Fish and Wildlife Foundation (NFWF) continuing a 10-year program to have a disposal container positioned at the Transfer Station for derelict fishing gear. The Foundation changed how they process the activities of this program into a grant cycle, and this grant is for 4 years. This program supports commercial fishers as they replace gear due to age, damage or changing regulation, and keeps additional material out of the Provincetown waste and recycling stream.

Provincetown averages about 19 tons (4 bins) a year and most material gets recycled at Schnitzer Steel or burned at the Covanta Energy Plant.

## MIS

- Remote Work: MIS continues to support staff who are working remotely. The Department has tools in place that allow for remote assistance, which enables control of a workstation remotely and troubleshoot from afar. We support staff's use of Microsoft 365 collaboration tools, such as Teams.
- Parking Equipment: MIS has been assisting the Parking Department with technology upgrades at the municipal parking lots. This requires a coordinated effort between the Town and multiple vendors.
- Remote Learning: MIS continues to support the school's remote technology needs, and has helped onboard new staff over the last few weeks. New laptops have been provisioned for administration, and MIS is supporting the use of collaboration tools in Google GSuite, such as Google Meet.

## Planning

- New Board Member: Steven Azar was appointed as an Alternate Member to the Planning Board.

## Public Works

- Eversource Battery Project: The Transfer Station Battery Project continues with the installation of conduit between the transfer station and Route 6. A portion of the trench has been paved on Route 6, and this trench will settle over the next few months before the travel lane will be milled and repaved. The project is on schedule and will take several weeks to complete.
- Water Main Replacement: The water main replacement between Race Point Road and the transfer station has been completed including the installation of a new fire hydrant.
- Town Hall Painting: The crews continue to prep the exterior of the building for before the final coat of paint. The storm windows should be removed next week for re-glazing. Despite the recent inclement weather, the Town is on target to be completed by June 1<sup>st</sup>.
- Town Hall HVAC Upgrade: The Town received a single bid for the upgrade of the Air Conditioning at Town Hall at \$100K higher than available appropriation. Staff has finalized and submitted a grant request to the green communities grant program with hopes of receiving up to \$125,000 in grant funding. Given the delay, the Department does not anticipate the upgrades to the HVAC system occurring before the summer season.
- VFW Demolition: The Department was unable to secure a contractor to perform the demolition of the VFW Building. The Town will now switch gears and solicit quotes to remove asbestos along with other hazardous material from the building. Once this work is complete, and depending on funding available, the Town may either utilize the DPW to demolish the building or go out for bid for the remaining work.

- Bradford/Prince Street Intersection Improvement: The Town has received bids to construct a bike climbing lane on the north side of Bradford Street to the east of Prince Street, and upgrade the intersection to improve handicap accessibility out of the Grace Hall Parking lot. The Town is currently checking contractor references and expects to have an executed contract within the next two weeks. The work shall begin within the next month.

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### Recreation

- Virtual Recreation Challenge: The Department continues to engage the community by posting weekly virtual recreation challenges. The Department has intentionally chosen different challenges to try and engage all community members' interests, with challenges ranging from fitness to pet appreciation.
- Sending Smiles: The Recreation Department and Council on Aging have created a program called "Sending Smiles." This program is getting families together at home to draw, paint, or send a photo of something that makes them feel happy. These are then sent to seniors at home who may be struggling with the isolation related to the current stay at home order. Families have been emailing their artwork to the Recreation Department, who then forward them to the Council on Aging, where they will compile all of them to email directly to the seniors they are in contact. For those that don't have or use email, PTV has offered to run the images on their government channel in hopes that seniors can view them. Please contact the Department for additional information on how to participate in this program.
- Summer Program Planning: When the Department began drafting a "Reentry" plan, the single most vital program that we offer, the summer program, was of top concern. With the recent closures of school buildings throughout the end of the school year, this could possibly put the summer program as the first childcare program open to the public after restrictions are lifted. The Recreation Department programs are designed to keep kids active in moderate to large groups, and are made up of yearround residents, second home owners, and visitors. Given the current unknowns, the Recreation Department is putting together a plan that outlines as many scenarios as possible. Along with each scenario is a possible action plan, along with risk factors and any other concerns associated. Once guidelines become clearer, the Department can alter these plans. As guidelines emerge, policy decisions may involve Select Board discussion.

### School

- Remote Learning: The Provincetown Public School has completed their 6<sup>th</sup> week of Remote Learning, and have nearly 100% participation most days thanks to the diligence and outreach of our staff. Various adjustments throughout each grade to increase student engagement and enthusiasm.
- Earth Day: The student's response to staff developed Earth Day kits was very positive. The school has received artwork and photos of their seeds germinating into flower and vegetable plants.
- Resources for Families: A focus on social and emotional wellness for students, staff and families is on-going. The Department is mindful of the many layers of

stress our families are experiencing. We continue to provide information about local resources for food, housing and utility expenses, and emotional support. We are grateful to a group of donors who provided some financial assistance this month for 5 of our families towards utilities and rent. A great deal of gratitude goes to the community for their ongoing support of the schools.

#### Tourism Department

- Digital Media Campaign: On March 15<sup>th</sup>, the originally scheduled advertising campaign for spring/summer was paused, and the Department went dark for three weeks as the first step in our three pronged crisis strategy. On April 3<sup>rd</sup>, we moved into step two, the cares campaign using our video with the “Stay safe out there” messaging. The Department will continue to keep its toe in the water with the next installation of the cares campaign, with messages of hope launching on May 6<sup>th</sup>. This campaign will also include a call to action for people to share their favorite memories of Provincetown on social media. The messages of hope will be accompanied with a Postcard from Provincetown in the Boston Spirit Magazine online store, a free opportunity as an advertiser, and regional radio commercials beginning May 18<sup>th</sup>.
- Zoom Meetings and Webinars: Staff is staying connected with other Destination Marketing Organizations (DMOs) through zoom meetings with our counterparts across the Commonwealth, including Regional Tourism Councils (RTCs), the Massachusetts Office of Travel and Tourism (MOTT), as well as national and international travel and tourism professionals. Destination Marketing webinars have been helpful providing global consumer travel survey results capturing planned behaviors of travelers after COVID-19.
- Business Survey: As part of the Tourism and General Business Sector of the Recovery Coalition, the Tourism Director has been working with the Chamber and PBG on a business survey designed to provide input on the 2020 season from businesses. The results will help us understand the position and plans of many businesses in Town. The survey was deployed on Friday, May 1<sup>st</sup>, and ran through Sunday, May 3<sup>rd</sup>.

#### Town Clerk

- Assistant Clerk, Ana Ruiz is taking over the Clerk’s Office as Darlene Van Alstyne transfers to the School.