

Memo

To: Select Board

From: Robin Craver, Town Manager

Date: May 20, 2020

Re: Department Update Report for the May 26, 2020 Select Board Meeting

- It has also been repeated that part-time residents are not allowed to park in town lots at this time, and it would be helpful to remind everyone that the parking ban does not include any residents. There is continued confusion regarding parking restrictions. As it currently stands, any vehicle with a Provincetown parking permit is allowed access to all municipal parking lots. The lots also remain open to employees and patrons of essential services. Provincetown expects to resume paid parking operations on June 1st. In order to maintain parking privileges, motor vehicle operators will be required to obtain a 2020 season permit (available for purchase online). Alternatively, paid parking will be available, and mandatory, at all meters, kiosk parking zones, and parking lots.
- Following Select Board Member Lise Kings question about alleged crimes involving folks being targeted for having out-of-state license plates on their vehicles, the Police Chief has the following information to offer:
 - From March 01, 2020 to May 14, 2020 there are three instances of “reported” MV Vandalism, Property Damage or Vandalism to vehicles. Two of them were vehicles with out of state plates (both in April).
 - However, in the same timeframe last year (without the unnecessary social media hype) from March 01, 2019 to May 14, 2019 there were two instances of “reported” MV Vandalism, Property Damage or Vandalism to vehicles. I think a rise of one instance is certainly not indicative of anything. I think with the crushing number of out of state plates in town right now the increase over 2019 is negligible.
 - Cars receive damage from time-to-time and sometimes the mechanism for that damage can be very subjective
 - It has been often repeated on social media that our DPW has refused (or will refuse) to turn on water for part-time or summer residents. I think it would be important to

clear up this rumor. The Water Dept. continues to schedule water service turn-ons. Per the current Governor's orders, the Department is not turning on short term rental properties unless the service is being turned on for maintenance or sanitization reasons. For additional information, please see the Water's Department's website here: <https://www.provincetown-ma.gov/1342/Water-Department-Operations-During-COVID>

- I have had a few complaints about part-time residents who are traveling back and forth to the city every weekend, and some who appear to be bringing guests with them. We would ask that any such concerns be directed to ? (the BOH? Or would this be the Health Dept?) This is not a violation of the Governor's Advisory and therefore not an appropriate complaint that would be addressed by town staff. As long as no more than 10 people were travelling, we do not regulate who is permitted to social distance together.
- May we remind everyone of the recent guidance for part-time residents from the Cape Cod Legislative Delegation The press release issued by the legislative delegation is still on our website. In addition, Robin specifically met with the PPRTA, we sent them an email targeted directly to the members of the PPRTA and we have also issued our own general message on May 13, 2020 (which is similar in tone to the Cape Delegation message).
- We are asking you to refrain from traveling to the Cape and Islands, even from within Massachusetts, if you are displaying symptoms (of COVID-19)," the guidance states. If they cannot postpone nonessential travel here, arriving seasonal residents and workers are advised to quarantine for 14 days upon arrival, bringing all necessary food and supplies — including prescriptions, cleaning supplies, personal health items and personal protective equipment — with them." This language is specifically in the May 13th message.
- A reminder that the Governor's current order states that short-term rentals are not allowed The Governor's Guidance on Short Term Rentals is available on our website. We specifically sent an email to everyone on our Rental Certificate List informing them of the Governor's Order and informing them that recreational short term rentals are not permitted under the existing stay at home order.
- And finally, let's make it patently clear that residents - both those returning from winter excursions and part-time homeowners - are of course welcome to return to their homes, per the guidance from the state. Perhaps a reference on where to find this information? Again, based on the response above, we have sent several messages both directly to the PPRTA and to the general public acknowledging this information.

Administration

Building Department

- On Monday, May 11th, a virtual pre-construction meeting was held with the Bradford Street Access project team. The construction crew will be removing

trees from the hill via a crane on Friday May 22, 2020. The Building Department anticipates a more detailed timeline to be presented within the next two weeks.

- The past month was slow for inspections on licensed business. This past week has seen a dramatic increase in inspection requests as business begin to prepare to reopen. To facilitate these requests, the Department has expanded the number of days and time slots to meet the demand.
- Construction activities remain strong. A few projects have scaled back and some have paused during this COVID-19 time, but the Department is still accepting and reviewing building permit applications.

Council on Aging

- Staff continues to provide essential services such as medical transport, deliveries of food, prescriptions and other critical necessities, assistance with financial, home care and caregiver needs, emotional and mental health support and telephone outreach. Daily messaging is maintained on our Facebook page, PTV, WOMR and town website; the June newsletter will be mailed shortly.
- The Council on Aging is now offering a weekly coffee hour via Zoom and will be expanding virtual programming offerings in the coming weeks. Staff has been attending trainings to develop skills in alternative programming and is providing individual teaching and tech assistance to seniors.
- Despite working remotely, the Department continues to work with Human Services agencies and Town Departments to provide programming and services to older residents. Special appreciation goes to the Recreation Department for sending messages and drawings from children to share with seniors.

Emergency Management/Transportation

- In conjunction with the Health Department, staff continue to work with our multi-modal transit partners in all sectors regarding passenger safety and population control as we enter an uncertain season in the under the impact of COVID-19. Town will retain ferry, plane, and bus access, though at altered capacities as carriers adjust their routes and passenger counts to meet new demand and safety standards. We are seeing an increased emphasis on sanitation and protective equipment for both staff and passengers alike across all modalities.
- The parking operation is implementing new practices and adjusting its staffing footprint to ensure the safety of lot attendants and motor vehicle operators by reducing human-to-human contact. June 1st will see a reduction in parking lot positions and shifts. The MacMillan Pier and Grace Hall lots will not be accepting cash payments for hourly/daily parking; payment by credit card or debit card, and Provincetown parking permits, will be allowed. The Town is installing three (3) pay-on-foot machines to accept automated cash payments at these lots, although completion of this work will not be completed by the June 1st opening.

Environment/Conservation

- As part of the four-town regional initiative for the Intermunicipal Shoreline Management Plan, the Environmental Planner worked with counterparts in

Wellfleet, Truro, and Eastham, as well as Eversource and the general contractor of the Community Battery project, Lawrence Lynch Corporation, to identify a regional facility that could store the 4,000-4,500 cubic yards of clean sand being removed from the site. The sand will be stored at an Eastham DPW facility and used for beach nourishment and dune enhancement projects, such as the Ryder Street Dune Enhancement project, throughout the four towns of the Outer Cape, and will bring significant cost savings to those towns.

Health

- 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.
- Starting the week of May 18th, the Health Department offered classes to licensees on how to operate their business safely, starting with food service licensees.
- Crystal Free and Yoga for Addiction Recovery continue online. Check the Health Department's Ways to Connect When Distancing webpage for how to access.

Housing

- At Harbor Hill, 21 units are now occupied, plus two (2) units leased for move-in on June 1st, which brings the total units leased to 23 out of 28 (82%).
- Marketing will begin for the resale of two 1-bedroom condominium units: 2 Meadow Rd. #4 (\$157,796) and 21 Bradford St. Ext #10 (\$148,770). These units are income eligibility up to 80% Area Median Income (\$54,150 for 1 person; \$61,850 for 2). Applicants must be pre-qualified for a mortgage, with applications due July 20th, 2020.
- Self-Sufficiency Local Voucher Program process has been completed for one (1) new recipient of voucher assistance bringing total to five (5) currently receiving this assistance and 11 overall.

Human Services

- New Hires: Seasonal Hires in the Police Department and DPW have come on board. We also expect to have a new hire for the Town Clerk position within the next few days.
- While there have not been any position moves, retirements, or resignations, the Town currently is seeking On-Call Telecommunicators, and On-Call Secretaries year-round.
- 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 Barrels & Grounds Attendants, DPW Third Barrel Pickup Attendants, DPW Comfort Station Attendants, DPW Beautification Maintenance Staff, DPW Floating Custodian, Parking Department Cashiers, Parking Department, Parking Lot Attendants, Parking Department Booth Attendants, Recreation Leaders, and Recreation

Behavioral Aides. Applications and job descriptions for all positions can be found on the Town's website.

Library

- This year's Virtual Moby-Dick Marathon is in its final stages. Forty readers contributed recordings to make the virtual Marathon possible and we are working to put together a series of roughly hour-long videos for the community's viewing pleasure. Transitioning the marathon to a virtual format has been made possible through the hard-work of Assistant Director Brittany Taylor and Amy Davies from PTV.
- The Library is coordinating with other Outer Cape libraries in planning for the Multi-Phased Plan for Resumption of Library Services. Plans are based on best practices from professional association and organizations like MBLC (Massachusetts Board of Library Commissioners), ALA (American Library Association), and MLS (Massachusetts Library System) and guidelines from the Commonwealth and health department officials. The guiding principle behind our plan is the health and safety of staff, patrons, and visitors.
- 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.

Marine Services

- Fishing boats have been returning and placing the traps in the water and getting ready to begin their fishing season, with mooring renewals issued through US Mail.
- The Pier/HM office remains closed to the general public but we continue to have a presence on the Pier in one form or another. Office phone lines are still open for questions &/or concerns, as well as a secure locked dropped box on the outside of the office. The Pier continues to have eyes on it and is patrolled by the acting Harbormaster and the deputy Harbormaster throughout the day and night.
- Dinghy dock and beach boat permits and Kayak Rack permits are being sold via phone or online and these permit stickers will be mailed once purchased.
- The Town is participating in a study to better understand the economic value of Provincetown Harbor. Working with Cape Cod Commission and Urban Harbors Institute (UMass Boston), Provincetown is one of four (4) towns selected for a pilot project to quantify economic impact of harbor related businesses. This modeling will inform our decisions for long-term operations and help address climate change to improve resiliency.

MIS

- 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 troubleshooting from afar.

- 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.
- 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

- The Community Development Department, which includes the Health Department, Planning Department, Building Department, Licensing Department, and Conservation Department, is coordinating with other Town Departments and the Town Manager in order to develop social distancing policies and guidelines that promote a safe level of business and tourism activity in tandem with the Governor's four-phase reopening plan.
- The Town Planner will be working with the LCP Committee in planning to integrate lessons learned from the 2020 health pandemic in order to develop strategic recommendations related to zoning, the built environment, community safety planning, and economic sustainability.
- On May 14th, members of the Planning Board and Zoning Board of Appeals, Town Planner, and Building Commissioner attended the live online workshop "Roles & Responsibilities for Planning Boards & Zoning Boards of Appeals" led by attorney Adam Costa and hosted by the Citizen Planner Training Collaborative (CPTC). The CPTC is a collaboration between UMass, Department of Housing and Community Development, Massachusetts Chapter of American Planning Association, Massachusetts Association of Planning Directors, and Massachusetts Federation of Planning Boards, with a goal to empower local land use officials to make effective and judicious decisions.
- The Planning Department has updated the Planning Board and Zoning Board webpages to include project information related to active applications before the Boards to improve access to public information while Town Hall remains closed to the public.

Public Works

- 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 will settle over the next few months before the travel lane is milled and repaved. The water main replacement between Race Point Road and the transfer station has been completed including the installation of a new fire hydrant. The project is on schedule and will take several weeks to complete.
- The Town hall restrooms are slated to open on May 29th and will be open during the weekends only (Fri, Sat, Sun). The restrooms will be open between 9:30am-5:30pm and will be limited in use to 2 at a time.
- Line painting crews will be in Town for the next 2 weeks working nightly between 10pm – 8am painting all crosswalk, centerlines, and parking stalls.

- The DPW anticipates resuming full service at the transfer station for both our residential and commercial partners on Tuesday, May 26th. Please note that as a result of the battery project construction, there will be delays at times getting into the Transfer Station. Please be patient while the Town and Eversource work together on this important project. Also starting Tuesday May 26th, the transfer station will resume their summer schedule, open 7-days a week from 7am-2pm.

Recreation

- The Department continues to engage the community by posting weekly virtual recreation challenges, intentionally choosing different challenges to try and engage all community members' interests. Challenges range from fitness to pet appreciation, and the Department will continue to try and engage the public in something that is not related to the current pandemic.
- As an effort to keep the community engaged while the in person programs and classes have been suspended, the Recreation page on the town website has been changed to be more interactive and user friendly. This is a place where anyone in the community can find direct access to information they are looking, whether that be an outdoor or indoor activity or just a how to video. We have compiled a massive list of resources for everyone while stay at home orders remain, and made them available in one place.
- Thanks to a grant provided by Cape Cod Commission for the District Local Technical Assistance, which has been provided by the great work of Tim Famulare, a town parks plan will now begin to form. This plan will gather an inventory of town parks, their ruling authority, and create a survey about these parks to be sent out to the community. Focus groups and charrettes will be held (Virtually if needed), and the data used to form a report on what the community envisions for these town parks and how to move forward with data driven decisions. This report can also be used and included in the next Open Space and Recreation Plan update, which will be a joint effort between the Recreation Department, Health Department, and Conservation Agent.

School

- A group of women who enjoy sewing have donated a size-appropriate mask for each student for use. They have pledged additional masks as needed for use in school.
- Our students honored our teachers with this amazing video for Teacher Appreciation Week. <https://www.youtube.com/watch?v=Lq-ov0UTLFg>
- The school has begun plans for re-opening but await guidance from the Governor, the Department of Education and local officials. The School is studying a wide range of plans, including those being used in Europe right now such as the detailed Copenhagen Plan. In the meantime, our students and staff are working hard to use remote learning and 1:1 connections with students and families to ensure social and emotional connection.

Town Clerk

- The Department continues to operate the best to its ability while awaiting the onboarding of a new Town Clerk. The Assistant Town Clerk has been collecting early and absentee voting applications, which are available now through June 29th at 12pm.
- The last day to register to vote for the June 30th Election is June 19th, 2020. To check the status of your registration, please see the following link:
<https://www.sec.state.ma.us/VoterRegistrationSearch/MyVoterRegStatus.aspx>