

# Memo

To: Select Board

From: Robin Craver, Town Manager

Date: June 4, 2020

Re: Department Update Report for the June 8, 2020 Select Board Meeting

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## Administration

- New Town Clerk Philip Gaudet and returning Town Engineer Robert Capurso both start on Monday, June 15<sup>th</sup>.
- On Tuesday, June 2<sup>nd</sup>, the Pilgrim Monument turned off their lights at 8:46pm ET to show solidarity support for the memory of George Floyd. They coordinated the lights-out with Town Hall.

## Building Department

- The Bradford Street Access Project: Continues to remove trees and stumps. Sheet pile driving occurred on the crest of the hill last Thursday. There have been voiced concerns from the neighbors at 116 Bradford regarding this activity. The contractor has been very responsive to acknowledging these concerns;
- The Energy Storage System project at 90 Race Point Road: Constructing the retaining wall. The Building Department, along with the Fire Chief, are engaged in conversation with Eversource and the State Fire Marshall's Office to address any concerns on the actual construction of the building.
- Overall Activity: Construction activities remain strong. A few projects have scaled back and some have paused during this COVID-19 time, but we are still accepting and reviewing building permit applications. Activity has increased in requests from Realtors regarding property file requests.

## Council on Aging

- Transportation: The Senior Center continues to provide rides to critical medical appointments Cape-wide and home deliveries of food, prescriptions, medical

equipment and other needs, and will resume the mobile library program in June in collaboration with the Provincetown Library.

- Virtual Programming: As staff continues to gain skills in various tech platforms, the Department is cognizant of residents who may not have devices to enable them to participate in programs or may need instruction in using their devices in new ways. The Program Coordinator has been offering individual tech assistance to older adults in using Zoom so that they can join weekly Council on Aging (COA) coffee hours and other virtual programs. The Department is also asking seniors, through various publicity venues, to contact us if they do not own devices or cannot afford Internet connection so that we can determine how many residents may need financial assistance and begin to look for funding sources.
- Regional Collaborations: The COA Directors group COAST (COA's Serving Together) has increased meetings to twice/month with focus on reopening plans, increased communication with the Mass Executive Office of Elder Affairs and our professional association, MCOA, and are working together to re-envision Senior Centers of the future. In addition, the regional Outreach Coordinators group and the regional Program Coordinators group have begun meeting to share COVID-related issues and ideas.

#### Environment/Conservation

- Intermunicipal Shoreline Management Plan – Coastal Zone Management (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 (CCS) presented 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. The team will also host a remote public 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. A video of this meeting will be posted on the Town website and on the Town's social media platforms.
- FY21 MVP Action Grants and CZM Coastal Resilience grants: The Environmental Planner is working with the Public Works Director and the Marine Coordinator to finalize applications for CZM Coastal Resilience grant and MVP Action grant programs for FY21.

#### Housing

- Ownership opportunities: Marketing began for the resale of two 1-bedroom condominium units: 2 Meadow Rd. #4 (\$157,796) and 21 Bradford St. Ext #10 (\$148,770) including advertisements and direct outreach to agencies, individuals, and other interested parties. The income eligibility is up to 80% Area Median Income (\$54,150 for 1 person; \$61,850 for 2). Applicants must be pre-qualified for a mortgage, and applications are due July 20, 2020. Please contact Michelle Jarusiewicz with any additional questions.

- Harbor Hill: 21 units are now occupied, plus 2 units leased for move-in June 1<sup>st</sup>, for total leased of 23 out of 28 (82%).
- Lower Cape Rental Assistance: The Housing and Economic Development Director is participating in ongoing discussions about potential regional rental assistance program. The consensus is that people are keeping up with rent payments now due to extra unemployment funds. There are still concerns about when those funds expire and work options as we begin to open up. Childcare for families is also of concern. Just a reminder that next winter's unemployment is based on this year's work.

### Human Resources

- Open Year Round Positions: Currently the Town is seeking On-Call Telecommunicators and On-Call Secretaries
- Open Seasonal Positions: Various Seasonal Positions 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

- Library Services: Despite the fact that the building has been closed to the public since March 13<sup>th</sup>, the 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.
- Multi-phased Plan for Resumption of Library Services: The Library will begin "no-contact-street-side-pick-up" of library materials on Monday, June 1. Patron can request items by phone 487-7094, email [pplstreetside@gmail.com](mailto:pplstreetside@gmail.com) or [clamsnet.org](http://clamsnet.org). If patrons are unsure of what they are looking for Library Staff will do the browsing for them. Because there is no delivery between libraries at this time only items check-in at the Library are available.
- Virtual Moby-Dick Marathon: This year's 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.

### Marine Services

- Operations" The Pier/HM office remains closed to the general public but we are now open to the Tenants of the Pier with limited hours so that they can obtain their parking

passes, purchase ice, and assist with additional paperwork as needed as well as boat and dockage needs.

- Safety Precautions: The Department has installed plexi-glass screens along the front counter and will only allow one customer/tenant inside at a time.
- Staffing: The Department continues to have a presence on the Pier in one form or another. The Harbormaster and Deputy Harbormaster continue to patrol the pier and the harbor. Office phone lines are still open for questions and/or concerns 24hrs a day, and we continue to process applications for permits using the secure locked dropped box on the outside of the office as well as US Mail.
- Re-Opening Plans: The Department continues to work with all tenants on their Re-Opening plans. These tenants consist of The Fishing Fleet, the Fast Ferries, the Excursion businesses, Charters and the Artist Trap Sheds, and will assist them in following the guidelines set forth by the state and local governmental orders. Reopening Plans are due back to the Pier Corporation next week for review.

### MIS

- MIS continues to support staff who are working remotely. The Department has tools in place that allow for remote assistance, which enables us to control a workstation remotely and troubleshoot from afar. We support staff's use of Microsoft 365 collaboration tools, such as Teams.
- 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

- Based on the May 28, 2020 Select Board/Board of Health approved Order, the Planning Board and Zoning Board held a joint meeting on May 28, 2020 to approve the issuance of amendments and minor modifications to valid Special Permits and Site Plans to all restaurants and retail establishments in Provincetown. This approval was to allow them to submit a revised seating or outdoor display plans to the Community Development Department for expedited approval of social distancing measures.

### Public Works

- Bradford / Prince Intersection Improvement: The DPW expects to break ground in the next week to improve the Bradford Street at Prince Street Intersection. The improvements will include a bike climbing lane on the North Side of Bradford Street, handicap accessible access out of the Grace Hall Parking Lot, and widening of the sidewalks. The project's anticipated completion is the first week of July.
- Town Hall Restrooms: The Town hall restrooms are now open during the weekends only (Friday, Saturday, and Sunday) between the hours of 9:30am-5:30pm.
- Pilgrim's First Landing Parking: The Town has received bids for the project and looks towards securing supplemental funding to move forward with some of the

bid add alternates. There is suitable funding to move forward with the base bid. The Department expects this project to start sometime in June and likely lasting into July.

### Recreation

- Virtual Recreation Challenge: The department continues to engage the community by posting weekly virtual recreation challenges. We have intentionally chosen different challenges to try and engage all community members' interests. Challenges range from fitness to pet appreciation. We will continue to try and engage the public in something that is not related to the current pandemic.
- Summer Program: During the past two months the Recreation Department has been planning many scenarios to be prepared when the state allows Recreational Summer Camps. Though the summer program is not a "Camp," we want to abide by these regulations to have a higher standard of care as possible. This summer will certainly be different than others, as we expect rules on capacities, strict social distancing, disinfecting rules, group ratios, virus mitigation protocols, etc. The Department remains hopeful that the state will allow the summer program to begin in Phase 2, as it was outlined in the reopening plan on May 18<sup>th</sup>. Any delay in the beginning of Phase 2, has serious implications in effecting how we can effectly run the summer program. Any delay or cancellation of this program will certainly effect the town's ability to staff the seasonal positions that make up this seasonal economy. If parents can't find child care, they will not be able to work in the shops, restaurants, inns, and the many other local seasonal businesses.
- Summer Program Survey: With respect to the summer program, the department has made a survey that will be sent to all Provincetown schools families to better understand the need for childcare this summer. This survey will ask families what their child care needs are, their comfort level with sending their children to a limited group program, and gauge the families finical burden of paying a fee for the summer program. This will give the Town a better understanding of the need of child care, and be apt to make a decision based on data.

### School

- Remote Learning: Our students continue to engage at high levels in our remote learning program thanks to the availability of tech devices and a strong infrastructure for technology.
- Graduation Banner: Be sure to see the banner celebrating all Provincetown residents who are members of a Class of 2020 from our own 8th graders to those who have gone on to successfully complete studies in other locations including Nauset Regional, Cape Cod Tech, Sturgis and universities.
- We continue to celebrate our diverse school community and ways to make the world more like ours at Provincetown IB Schools... respectful and kind.

### Tourism Department

- Digital Media Campaign: Throughout April and May the Department ran digital marketing campaigns to increase social media following and maximize traffic to

the PtownTourism.com website. We have been following the recovery strategy in place with ads including messages of staying safe and hope for a bright future. 90% of the visits to the website are the results of the ads, and is increasing visibility to users and strengthening the sites organic search engine position. At the agreed upon time, the advertising will pivot to the third step in the campaign with a messaging to visit Provincetown.

- Public Relations: ConranPR was contracted by the Town in April as our Destination Marketing PR firm. Their immediate efforts reaching their extensive list of press and media contacts have been positive. They have already peaked immediate interest and dialog with travel writers and two journalist published stories about the current climate of tourism in Provincetown, one written by Christopher Muther for Boston Globe, and the second by Rosie Spinks for Skift, a Travel Marketing trade publication. Other journalists are interested in writing travel stories about Provincetown and Gayle Conran is managing the timing to be in line with the reopening phases of the Commonwealth and the Town.
- Recovery Coalition: The Department is participating in the Provincetown COVID-19 Recovery Coalition as Town staff and part of the Tourism and General Business Sector. The Tourism Department administered the Business Survey on behalf of the Coalition and provided the presentation for the Sector.