

Memo

To: Select Board

From: Robin Craver, Town Manager

Date: June 18, 2020

Re: Department Update Report for the June 22, 2020 Select Board Meeting

Administration

Building Department

- The Bradford Street Access Project: Helical piles have been set into the slope. There has been excavating into the lot at the Bradford Street area to install the elevator pit. This activity requires removal of groundwater from the excavation, causing the closure of a section of the sidewalk on the North side of Bradford Street from the catch basin to the East towards the project entrance where the sidewalk terminates.
- Energy Storage System Project: The retaining wall for at 90 Race Point Road is nearing completion. The Building Department is anticipating receiving an application for the foundation of the building before the end of the month.
- Restaurant Seating: Participation in the re-opening for Phase II has included site inspections related to restaurants expanding their seating outside into areas not currently identified on their Special Permits. Many of the businesses will be erecting tents for cover of inclement weather; building permits for this type of work are required. The Town has been working with applicants to make this a quick process.

Council on Aging

- Reopening: Staff have begun returning to the office, with calls answered in person rather than being forwarding to staff cell phones. The Department is reconfiguring and repurposing space, expanding essential services to include critical on-site individual appointments (such as podiatry), and developing outdoor programs to supplement increased virtual programming.

- Food Program Update: The Council on Aging (COA) and Family Pantry of Cape Cod monthly mobile pantry has grown 35% since March, serving residents 60+ and families with children. The COA also collaborated with the Cape & Islands Veterans Outreach Center to offer a new food pantry to local veterans. Pre-bagged, non-perishable items will be distributed in the parking lot of the VMCC monthly starting in late June. COA staff continue to deliver Grab and Go bags from the on-site non-perishable pantry (as needed).
- Staff Development: While working remotely, staff members have participated in over 40 online professional trainings, while maintaining over 25 programs and services to seniors providing physical, emotional and social lifelines during the stay-at-home order.

Environment/Conservation

- Grant Application: During the week of June 8th, the Marine Coordinator, on behalf of the Outer Cape Coastal Resilience team, submitted phase two of the Intermunicipal Shoreline Management Framework grant request. This project builds on the four towns (Provincetown, Truro, Wellfleet, and Eastham) to improve coastal resilience and manage coastal areas based on natural management cells and sound science based decision-making. The two-year project request is \$331,430.

Housing

- Ownership Opportunities: The Housing and Economic Development Director has responded to numerous requests for applications and information as a result of the marketing and outreach efforts for the resale of two one (1)-bedroom condominium units: 2 Meadow Rd. #4 [\$157,796] and 21 Bradford St. Ext #10 (\$148,770). The income eligibility for these properties is up to 80% Area Median Income (\$54,150 for one (1) person; \$61,850 for two (2)). Applicants must be pre-qualified for a mortgage. Applications will be due July 20, 2020. The Director anticipates a two-bedroom unit coming online for resale in near future.
- Harbor Hill: 23 units are now occupied, with two (2) units under agreement for move-in July for total leased of 25 out of 28 [89%]. Only three (3) units remain available. There are ongoing unit and spring grounds preparation such as increasing size of dumpsters for increase in occupancy and assigned parking spaces].
- CPA: The Department received an off-cycle CPA request from the Cape Cod and Islands Veterans Outreach Center for the construction of a new home for homeless veterans in Dennis. The group has had discussions with the Director for further information about our timelines.
- Regional Housing Meetings: The Director has participated in numerous housing meetings regarding potential regional rental housing assistance and the creation of housing coalitions. More information will be shared as it is received.

Human Services

- New Hires: None
- Position Moves: None

- Retirements: Joyce Mathews, Fire Department Secretary, June 30th
- Resignations: Eric Sussman, Emergency Management/Transportation Coordinator, June 26th
- Open Year Round Positions: Currently the Town is seeking On-Call Secretaries
- Open Seasonal Positions: Various Seasonal Positions for the 2020 Season: Provincetown Public Pier Corporation (PPPC): Operational Staff, Assistant Harbormaster, and Night Patrol. Department of Public Works (DPW): Highway Department Laborer, Transfer Station/Sanitation Laborer, Buildings and Grounds Attendants, Third Barrel Pickup Attendants, Comfort Station Attendants, Beautification Maintenance Staff, Groundskeeper Maintenance Staff, and Floating Custodian. Parking Department: Cashiers, Parking Lot Attendants, and Booth Attendants. Recreation Department: Recreation Leaders and Behavioral Aides. Applications and job descriptions for all positions may be found on the Town's website

Library

- Library Services: Despite the building being closed to the public since March 13th, the Library staff has been available by phone and email during regularly scheduled hours, seven days a week, to assist patrons with the Department's electronic resources and to answer any questions. Crop Swap continues when items are available: it has become a hugely successful program.
- Multi-phased Plan for Resumption of Library Services: The Library began "no-contact-street-side-pick-up" of library materials on Monday, June 1st. Patrons can request items by phone at 508-487-7094 or email pplstreetside@gmail.com or clamsnet.org. If patrons are unsure of what they are looking for, the 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 the Department is putting together a series of roughly hour-long videos for the community's viewing pleasure. Transitioning the marathon to a virtual format is thanks to the hard work of Assistant Director Brittany Taylor and Amy Davies from PTV.

Marine Services

- Beach and Mosquito Control Programs: The Marine coordinator is preparing to take over the county bathing beach and mosquito control programs to relieve pressure on the Health Department during the COVID pandemic.
- Chapter 91 Project: The Harbor Committee and their consultant are adapting the Chapter 91 project to address the pandemic and changes at the Department of Environmental Protection (DEP). Work over the summer will focus on training for the committee members, development of a training manual, and preparations with DEP for multiple meetings with property owners and real estate agents.
- Operations: The Pier/Harbormaster (HM) office opened to the general public on June 15th from 8AM- 4pm with limited services. The Department will only allow

one customer at a time with a mask on at the inside counter. The Department has installed plexi-glass screens along the front counter and will only have one staff member operating the front counter/office per day. 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 the Department continues to process applications for permits using the secure locked dropped box on the outside of the office or US Mail.

- Tenant Activity: The Department continues to work with all tenants on their re-opening plans. These tenants consist of the fishing fleet, fast ferries, excursion businesses, charters and the artist trap sheds. The Department will assist them in following the guidelines set forth by the state and local governmental orders. Reopening plans were due back to the Pier Corporation by June 15th for review.
- Bay State Cruises plan to begin their full ferry service on June 22nd, and Boston Harbor Cruises are hoping to start up a limited Ferry service on June 29th similar to their "Shoulder Season" schedule.
- Restrooms out at the end of the Pier were opened June 15th with a heightened cleaning schedule. Artist trap sheds also opened at this time.

MIS

- Desktop Replacements: MIS is beginning the process of coordinating desktop replacements for staff. Instead of replacing all desktops at once, the Department staggers this process over three years. Each spring, 1/3rd of the fleet is replaced. This ensures that desktops are no older than three years, which in turn gives staff access to the most recent technology.
- Backup and Archiving Appliances: MIS is refreshing appliances used for centralized backup and archiving. As part of our agreement with our backup provider, every four years, the Department receives an updated model of our backup and archiving appliances free of charge. This gives us added storage capacity and improved performance. Data will be migrated to the new appliances over the next 30 days.

Planning

- Food Establishment and Retail Businesses: Over a dozen restaurants have been approved by Community Development staff for modified outdoor seating designed to permit social distancing as part of the Board of Health, Select Board, Planning Board, and Zoning Board of Appeals orders. The Department is working with retail establishments to allow outdoor displays to allow them to implement social distancing within their establishments.

Public Works

- Bradford/Prince Streets Intersection Improvement and the Pilgrim's First Landing Park projects have been put on hold until the fall of 2020.
- Sewer Expansion: A second grant/loan application has been submitted to USDA for \$3,000,000 for collection system and treatment plant improvements. This application is requesting to fully fund the original \$6,000,000 project that USDA

was unable to award in previous years. Last year, the Town had received a portion (\$3,000,000) in project funding to construct a peak flow storage tank (PFST). It is anticipated that construction of the tank will begin in late August. The new grant/loan application is requesting funding to modify the existing plant to accommodate flow that will be received by the PFST. The request is also seeking funding support for collection system expansion. We expect to hear word of a grant award sometime in October 2020.

- MVP Grant: DPW and the Conservation Department jointly submitted a grant application to the State's Municipal Vulnerability Preparedness (MVP) Grant program to fund a 25% design to relocate the Ryder Street Outfall. The Departments expect to hear a notice of award sometime this summer.

Recreation

- Virtual Recreation Challenge: The Department continues to engage the community by posting weekly virtual recreation challenges. The Department intentionally selects different challenges to try to engage all community members' interests. Challenges range from fitness to pet appreciation. We will continue to try to engage the public.
- Summer Program: The Recreation Department has been planning non-stop and following all guidelines to create a "different" but safe and fun program. The Department understands as phases allow businesses to reopen, there is a need for this childcare program so that families can resume their employment. There have been significant changes in how the program will run. This program, as mandated by the state, will only be open to Massachusetts residents. Normal activities implemented at "rec" will be in a setting where there is six feet of separation amongst the children and staff, or children will be wearing masks. Staff will be required to wear cloth masks the entire duration of their working day. Provincetown Recreation has always stood for bringing the community and children together, but this summer we will be doing that creatively as the state mandates us to have the children separated into groups that will not intermix. Children will now be broken up into five groups based on age, with a maximum of 10 children in each, and a total capacity of more than 50 children. There will be two staff members in each age group, with a total group capacity of no more than 12 staff and children. Staff members will stay with their assigned age group throughout the duration of the summer. Each age group will have their designated area on Motta field, designed for active play, crafting areas and a shaded lunch area. Each group will have access to their own porta toilet and hand washing, so we do not have the risk of cross-contaminating age groups and staff.
- Summer Program Registrations: Registrations will be taken on a first come, first serve basis, with the "resident" category receiving priority. A resident is defined as a property owner in Provincetown, Town employee or a Provincetown Schools student. All Nonresident registration will be accommodated after the Resident registration period concludes. Each registration will be sent digitally to the Director or Assistant Director via email, whom will review the registration form, to ensure the appropriate documentation is attached. Then each registration will get a confirmation email from Recreation staff and instructions on how to pay using the online payment center on the Town website. After payment has been received, the child will be added to the

enrollment list by the date the registration process is completed. Registrations after the maximum capacity of 10 children in the group will be put on a wait list in the order we have received the registrations, and will be filled based on the order received.

- Recreation Outdoor Facilities: Playgrounds and basketball courts will remain closed until Phase 3 of opening Massachusetts. The state allows outdoor basketball courts to be open, but they are limiting the use of these courts. Such use must be limited to no-contact drills and training exercises. Contact sports are those where ordinary play puts players into contact or close proximity to one another, and include, without limitation, basketball, football, baseball, soccer, field hockey and lacrosse. The Recreation Department does not have the resources to enforce such guidelines and, in the interest of safety, they will remain closed. Playgrounds, like outdoor courts, can open with strict 6 foot distancing regulation, and a very rigorous cleaning protocol after each use. The Town simply does not have the resources to abide by these cleaning protocols so, in the interest of safety, they will remain closed. However, it is not all discouraging news: the outdoor athletic fields are open, including the tennis courts. All have to abide by social distancing rules, sanitizing rules, but since tennis is a noncontact sport, users can participate in this sport at Motta Field.