

Memo

To: Select Board

From: David Gardner, Acting Town Manager

Date: July 22, 2020

Re: Department Update Report for the July 27, 2020 Select Board Meeting

Building Department

- The Bradford Access Project: The footing for the lower level pavilion was poured last week. The walls will be formed up and pour within the next week. Up on the hill the steel cage is set and that will be poured within the week.
- The Energy Storage System Project: The footings are being poured for the first of two (2) sound walls. The area for the building has been compacted and it is being staked out for that foundation.
- Community Rating Service (CRS): The preliminary results regarding the credits for the CRS program have verified 1384 credit points for the Town of Provincetown. This information is still subject to acceptance by DHS/FEMA, however our efforts have shown a result in achieving a CRS Class 8 up from a Class 9. That's an increase in \$45,000 in annual savings, for a total of \$115,000 in savings/year for Provincetown flood insurance policyholders.

Emergency Management/Transportation

- Parking Lot Updates: The Department continues to troubleshoot issues as they arise at the two License Plate Recognition (LPR) Parking Lots (Grace Hall and MacMillan Pier). As a reminder, any permit holder whose plate is not being read at either the entrance or exit of these lots should contact Erin Ellis at eellis@provincetown-ma.gov or Alex Williams at awilliams@provincetown-ma.gov so that the permit can be reviewed and adjustments made as needed.

Housing

- Housing Choice Designation: On July 7, 2020, the Town of Provincetown received notice of Housing Choice Designation for 2020; this designation is good for two years and provides extra points on various state grant opportunities. It is our second such designation.

- Ownership Opportunities: With applications due by July 20th, continue to respond to many requests for applications and additional information for the resale of two 1-bedroom condominium units: 2 Meadow Rd. #4 [\$157,796] and 21 Bradford St. Ext #10 [\$148,770]; income eligibility up to 80% Area Median Income [\$54,150 for 1 person; \$61,850 for 2]. Four applications are in-hand and expect more; the lottery will be held first week of August.
- Harbor Hill: 24 units are now occupied out of 28 [86%]; only 4 units remain available.
- Year Round Market Rate Rental Housing Trust: Conducted second virtual meeting since early March on 7/14/20.

Library

- Collaborative & Virtual Programming: The Wellfleet, Truro, and Provincetown Libraries are teaming up to present two virtual puppet shows this summer! First, on Thursday, July 23 at 10:30 am, Tom Knight Puppets will present “The Library Boogie!” Tom Knight has been delighting children and their grown-ups with his original, interactive, musical puppet show since 1988. His unique blend of musicianship and puppetry celebrates reading (“The Library Boogie”), the environment (“The Garbage Monster”), and science (“The Solar System”), with hand-made puppets, catchy songs, and a high degree of audience participation. The strong visual elements appeal to children as young as 2, while fun lyrics engage children up to twelve, and adults alike. He has performed nearly 1000 times at festivals, museums, and libraries across the country, including the Museum of Natural History at the Smithsonian Institute in Washington, DC, The Cape Playhouse in Dennis MA, and The Green River Festival in Greenfield, MA. On Thursday, August 6th at 10:30 attendees are invited to Caravan Puppets' summer 2020 program "A Celebration Of Imagination!," which will feature a blend of live interaction and pre-recorded videos where the world becomes the stage. Both events will be shown on Zoom. For an invitation, email outercapelibraries@gmail.com. Please include the name of the show(s) you wish to attend and the names and ages of your viewing party.
- Library Services: The Library has been offering street-side-pick-up of circulating library materials since June 1st and will continue until further notice. Delivery between CLAMS libraries has resumed, giving patrons access to items cape-wide. Items may be requested through clamsnet.org, by calling 487-7094, or emailing pplstreetside@gmail.com. Wireless printing is also available. Library staff is available by phone and online during regular library hours (7 days a week) to offer reader's advisory, electronic resources assistance, and help answering questions and finding answers.
- The Friends of the Provincetown Public Library have installed two Little Free Libraries in town. This is a great and well-received way to get books to people. The LFLs are stocked with donations. Anyone is welcome to take a book and/or leave a book.

Marine Services

- Office Operations: The Pier/HM office continues to be open to the general public with limited services from 8AM- 12AM. The office will still require online permit application downloading and will only allow one customer at a time with a mask on at the inside counter. The office continues to be limited staff per day.
- COVID-19 Enforcement: The main Pier and public way, (the main pier, boardwalks and excursion floats) are now part of the mandatory mask wearing zone. The fishing fleet areas consisting of the floating dock marina and the two fixed piers are excluded. Compliance does not seem to be an issue but full enforcement will take place once signage arrives and is in place. The pier signage will be consistent with the town signage. We are awaiting final approval of town signage.
- Excursion Businesses: The excursion businesses (whale watch, sunset sails, and charters) all appear to be adhering to their re-opening policies approved by the Health Dept and PPPC without issue.
- Ferry Service: The 6am and 7am Monday Morning Ferry service has been canceled for the remainder of the season. The Ferry Companies were not seeing any passengers using this “commuter hour” service. The remainder of their schedules remain the same.
- Stellwagen Bank Sanctuary Visitor Information Center Design: The VIC conceptual design will be ready to present to the steering committee next month with public outreach coming this fall. This is the next steps in the redevelopment of the MPL Comfort Station and adjacent transportation area. Previously STM 2016 Article 4 authorized \$17,000 as a local match for the feasibility study which was completed April 2017. The Select Board seated the steering committee in 2016 as well. STM 2017 article 5 was approved for \$25,000 local match for design services. The RFQ was advertised November 2018. Currently a draft Memorandum of Agreement (MOA) for the partners is under review by Counsel.
- Shellfish Nursery at Bennett Pier: Shellfish Constable reports that the nursery is operating and fully stocked with seed for the recreational stocking the west end of breakwater where the relays can't reach.
- Harbor Committee Summer Meetings: The committee is working through the summer on town landing signage in concert with Expedition Blue and additional regulation recommendations for the Select Board Public Hearing originally scheduled for March 23, 2020.

MIS

- Munis Server: MIS is in the process of prepping a new server to replace our existing Munis server. Physical servers are typically replaced after five years of daily use. The new server will offer increased storage capacity and increased performance. Because Munis is the Town's financial system and houses one of

our most mission-critical data assets, an on-premise server continues to be the most appropriate deployment.

- Viewpoint: The Town officially launched a new online permitting system on 7/1/20. MIS has been coordinating this effort for several months. Viewpoint is an OpenGov product, and nicely fits in with their portfolio of services. Users can apply for permits online, upload plans/drawings, documents, pay application fees, and all without visiting Town Hall.

Planning

- Planning Board: The Planning Board continues to discuss amendments to the Zoning Bylaw in anticipation of ten warrant articles for the Annual Town Meeting. Draft amendments are proposed for the following sections of the Zoning Bylaw: Multiple Buildings Per Lot; Illumination Standards; Site Plan Requirements; High Elevation Overlay; Commercial Design Standards; Residential Design Standards; Permitted Principal Uses; Outdoor Display; Growth Management By-Law; and Inclusionary and Incentive Zoning Bylaw.
- Local Comprehensive Planning Committee: The LCP Committee resumed weekly meetings on July 17, 2020 using remote participation. The Committee anticipates discussing Land Use, Transportation, and Economic Development goals and objectives at upcoming meetings.

Recreation

- Reopening Recreation Playgrounds and Basketball Courts: The Recreation Commission voted 4-1 to reopen the Chelsea Earnest and Mildred Greensfelder Playground and courts as of 7/17/20. Playground and Basketball court users will have to abide by a set of guidelines put into place, such as wearing a mask when social distancing cannot be maintained, use of hand sanitizer before and after entering the facility, and no more than 25 people in the playground or court at once. Parks will be monitored by Recreation staff periodically for compliance with the guidelines, first violations will result in education of the guidelines. If there are multiple violations, or there is a large amount of users not abiding by the guidelines, the park will be closed for a duration determined by the Recreation Director. Hand Sanitizer and posted guidelines are available at every entrance to each park or courts. All users can check the status of playground and courts daily on the Recreation Department Facebook page.

Tourism Department

- Digital Media: We began working with Multiview the new digital media firm on July 1, 2020. The digital advertising transition from The Spark Group to Multiview is taking place in July while Multiview is preparing to launch their first ad campaign with us on August 3, 2020. The Spark Group Facebook, Instagram and display ads will continue to run through July 31, 2020. On July 7, 2020 Multiview promptly began search engine marketing (SEM) using keywords to place

ptowntourism.com at the top of the users search results in their browser. Using keyword search for SEM has been cost prohibitive in the past and working with the new media company we are able to accomplish this important marketing tool.

- Five-Year Plan Revisions: The Director of Finance has provided a revised Tourism Fund FY'21 Tourism Budget Capacity of \$705,000. The previous estimate of \$840,000 was approved by the Select Board in November 2019. The VSB is working on revisions from \$840,000 to \$705,000 to meet Josee's 2021 budget capacity projection.