

Memo

To: Select Board

From: David Gardner, Acting Town Manager

Date: August 6, 2020

Re: Department Update Report for the August 10, 2020 Select Board Meeting

Ambassador Program

- Personnel: Two new Ambassadors were hired to complete the program to 12 Ambassadors. One Ambassador, who is a 7th grade school teacher, will be leaving Aug 22nd.

Compliance

- Masks: Mask wearing in businesses was better over the first weekend in August, but remains something to keep on top of.
- Social Distancing: Crowds were light on the evening of July 31st, so social distancing in lines waiting for takeout was not an issue. It was more of an issue on Saturday night with heavier crowds, but certainly better than earlier in the summer.
- Restaurants: We will work with the local restaurants to ensure that social distancing of tables remains an important part of their daily checklists as customers move tables around during service.
- Pools: Compliance at the town's busy pools has improved immensely as they work with the Town on keeping everyone safe.

Council on Aging/ Human Services

- Grant: The COA received a mini-grant through the MArtap Program of the Massachusetts Department of Transportation to purchase PPE and cleaning supplies for our vehicles. Requests for rides to medical appointments continues to increase and we are providing one ride/one passenger/day using strict safety protocols.
- COA Board: The COA Board held its first remote meeting in July with a focus on essential services, virtual programming, reopening plans and re-envisioning the

Senior Center in the short and long term. They will resume monthly remote meetings in September and their commitment to advocacy for older residents and support of the COA is to be commended.

- Programming: We continue to increase virtual programming with opportunities for social connection still the main priority. We have expanded offerings to include live presentations and workshops, virtual outings and classes. Staff continues to offer one-on-one tech assistance to residents.

Housing

- Ownership opportunities: 13 applications were received by July 20th and reviewed for the resale of two 1-bedroom condominium units: 2 Meadow Rd. #4 [\$157,796] and 21 Bradford St. Ext #10 [\$148,770]. The lottery is scheduled for Tuesday, August 11th at 9am outside Town Hall.
- Lower Cape Housing: continue to participate in regional efforts including the Lower Cape Emergency Rental Assistance program related to COVID, which developed guidelines and parameters; anticipate submitting CPA application to provide funding.

Library

- Library Services: While the building is closed to the public, the Library has been providing services throughout the pandemic as Library staff is available by phone and online during regular library hours (7 days a week) to offer reader's advisory, assistance with electronic resources assistance, and help answering questions and finding answers. Wireless printing is also available. Street-side-pick-up of circulating library materials 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.
- Collaboration with Outer Cape Libraries: Wellfleet, Truro, and Provincetown libraries continue to collaborate in virtual summer programming for children as a means of resource sharing and to reach a wider audience.
- Crop Swap: Crop Swap continues to share free produce with the community. In addition to the usual donors, Crop Swap is now partnering with Sustainable Cape which gives access to produce from the Provincetown Farmer's Market and the garden at Provincetown Schools.

Licensing

- Licenses: Continued to process renewals and new licenses including inspections while informing applicants about the new permitting software. Have requested and received from MIS raw data to determine which licensees have yet to renew in order to contact them about renewing during Covid.

- Licensing Board: Have been holding weekly, and sometimes twice-weekly, meetings since June to handle time-sensitive Licensing issues including the creative of a new application process and licensing procedure for outdoor entertainment during Covid, per the Select Board and Board of Health Joint Order. Scheduling a special meeting for 8/5/2020 on compliance issues for a specific business.
- Covid-19: Worked with Compliance to identify persons/licensees in need of education and direction on Covid regulations.

Marine Services

- Stellwagen Bank VIC: the architects were in town for a site visit and meet with Town Staff to review the site and discuss permitting, infrastructure and community character. Steering Committee meeting currently set for August 19 with the public presentation for comments to be scheduled after Town Meeting.
- Emergency Management: Town staff monitored and prepared for a possible storm. Initial messages were set out and the Harbormaster provided weather updates to the fleet on MacMillan Pier.
- Chapter 91: Continuing to address questions and concerns regarding public access and property rights inherent to Chapter 91 licenses and regulations.

Pier 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.
- Mandatory Mask zone signage has been installed along the main Pier and public way, Compliance does not seem to be an issue and pedestrians and drivers all appear to be adhering.
- The Pier is preparing for the upcoming storm and all vessels and tenants have been kept updated of the storms progress up the coast, some captains have pulled their boats from the water, many will go out to their moorings to be on the safe side, but as the storm appears to be heading inland, a mandatory order to leave the docks may not be needed. But things could change if the storm does.

Planning

- Complete Streets: Town Engineer Robert Capurso, Bicycle Committee Chair Rik Ahlberg and Town Planner Thaddeus Soulé attended the online UMASS Transportation Center course “Complete Streets 201: Designing Your Streets For People” presented by Conor Semler and Caitlin Tobin of Kittelson & Associates on July 22 and July 23. This training is the first step for a community to become eligible for the MassDOT Complete Streets Funding Program that reimburses municipal funding for qualifying locally-owned roads.

- Online Applications: The Planning Board, Zoning Board of Appeals, and Historic District Commission have received over 30 electronic applications during the first month that the Community Development Department commenced using the new online electronic permitting filing system.
- New Members: The Local Comprehensive Planning Committee welcomed Guy Busa as a new member and the Zoning Board of Appeals welcomed new alternate member Eric Borg.

Public Works

- VFW Asbestos Abatement: The Town has fully abated the VFW building of all hazardous material and will move forward in preparing the building for demolition. The water service and power utility will be disconnected from the building. The building will be considered vacant and unusable for public purposes.
- Shared Streets & Spaces Grant Funding: The DPW has successfully submitted a grant application to the MassDOT program to help offset some of the transitional costs associated with COVID-19. An example of these costs are the rental of potable handwash stations, extra portable toilets, crowd control barricades, and the purchase of picnic tables. The town was awarded \$67,078 in grant funding.

Recreation

- Summer Program: The Summer Program completed its seventh week on 8/7. The program still has a maximum capacity of 40 total children enrolled, and a daily attendance of somewhere between 30 and 40 children per day. The department continues to be creative in the activities provided while the children are attending the summer program, such as social distancing tie dye, wacky hat day, make your own craft kits, etc. It's an understatement that the Recreation staff is doing an outstanding job keeping these children engaged while adhering to safety protocols and an extended day. The highlight of the summer so far has to be when an ice cream truck visited Motta Field for all the kids to be able to get ice cream on a hot day. John Ciluzzi had gone out of his way to donate the funds and arrange for the ice cream truck to visit the field, so that all children and staff could receive a nice cold treat. The smiles the ice cream truck music brought to all children's faces was priceless.
- Reopening Recreation Playgrounds and Basketball Courts: Mildred Greensfelder and Chelsea Earnest Playgrounds and courts have been open since 7/17. Recreation staff has been periodically monitoring the parks at least twice per day to ensure compliance with the park regulations. There has not been one violation of the guidelines found, nor has the department received a complaint about violations.

School

- School Opening: We are developing a variety of re-opening plans for the new school year with student and staff safety as our highest priority. The School Committee will choose the preliminary plan by 8/10.
- Testing: We are anxious to see reliable testing metrics for the region to help guide our decisions and remain concerned that testing is limited in many locations at this time.
- We are grateful for the support of our department colleagues especially the Board of Health, Police, Parking and Public Works. It truly takes a village and this is a great team.

Tourism Department

- Digital Media: The Tourism Department and Visitor Services Board has fully transitioned to Multiview the new digital media company. The Spark Group ad campaign ended on July 31, 2020. Multiview began search engine marketing (SEM) in July and the first social media and digital display ads launched on Monday August 3, 2020. The theme of the campaign is being safe when vacationing in Provincetown. #safecation
- Safecation Press Release: On Monday August 3, 2020 ConranPR sent a press release with a safecation theme highlighting the safe open-air outdoor things for people to do when they visit Provincetown. The mandatory mask order and the latest Commonwealth of Massachusetts quarantine order are both included as well.