

Memo

To: Select Board

From: Charles L. Sumner, Interim Town Manager

Date: August 20, 2020

Re: Department Update Report for the August 24, 2020 Select Board Meeting

Administration

- I started work as the Interim Town Manager on Wednesday, August 12, 2020; as a reminder during the week of August 24 I will be working remotely.
- I met with John Giorgio, Town Counsel on Monday, August 17 to review the KP Law's legal team and their associated areas of expertise. In addition, Mr. Giorgio I discussed the upcoming Town Meeting warrant, Town Charter, several special issues and projects, as well as, a litigation status report.
- I have had a series of meetings with a variety of Department Heads and staff in order to obtain an understanding of issues, projects and problems in their area of responsibilities. I will continue this effort over the next several weeks in order to better understand important issues and challenges facing their department and the community.
- Participated in my first staff meeting with town staff on August 18.
- Worked with David Gardner, Assistant Town Manager, Phil Gaudet, Town Clerk and several other officials to review alternative sites for the 2020 Annual Town Meeting. This process resulted in our decision to utilize the parking lot at the Saint Peter the Apostle Church on Prince Street. I would like to express our appreciation to Father Mick, who was incredibly helpful during this process.
- Worked with Josee Young and David Gardner to review and finalize the warrant for the 2020 Annual Town Meeting.
- Participated in the COVID- 19 weekly operations and front-line meetings with Morgan Clark, Director of Health.
- Participated in a meeting on August 20 with Select Board members Louise Venden and Lise King, along with David Gardner, to discuss the formation and mission of a new committee addressing issues related to economic resiliency and sustainability.

Ambassador Program

- Personnel: One of the Ambassadors resigned last week for personal reasons. The schedule was adjusted accordingly. After this weekend the program will be down 2 Ambassadors as the scheduled schoolteacher's last day was Saturday, Aug 22nd. These 2 Ambassadors carried a full-time schedule for the program so there will be less of a presence as before but still completing the program's mission of education, protection and distribution of masks.

Building

- The Energy Storage System Project at 90 Race Point Road: the concrete walls continue to proceed and wall #2 is to be dampproofed and backfilled at the beginning of next week. It is understood that sections of the metal building that will house the batteries have been delivered to the site.
- 2 Commercial St.: Construction has commenced on a new home on the Murchinson property. This is a single-family dwelling consisting of 3 bedrooms.
- Building Inspector testing: The in-person testing sites are starting to re-open at limited capacity. Local Inspector Jim Nickerson is scheduled for August 28, 2020 for the Commercial Building Code exam.

Compliance

- Mask wearing in businesses was still a focus this weekend and is much improved.
- The issue of lines at fast food remains an issue with no great solution as the lines would end up in the public way or on another business's property.
- Our county inspector found the same general conclusions.
- Issues to look at moving forward with more people in town would be occupancies in retail and fast food (pizza, ice cream, etc.) establishments.
- The pools continue to maintain their new level of compliance with table service and social distancing of seats.
- We are continuing to look into each complaint as they come in.
- We will be working on an email to food licensees with a list of items that need continued vigilance.

Housing

- Ownership opportunities: the lottery was held on Tuesday, August 11th outside on the Town Hall lawn for the 13 applications 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 #1 pick for each property is moving forward with Offer to Purchase.
- Year Round Market Rate Rental Trust & Harbor Hill: 24 units are occupied with 1 more pending for total of 25 units out of 28 [89%] leaving 3 units available. The CDP continues with ongoing repairs and maintenance.
- 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

- Crop Swap: Crop Swap: Provincetown's Produce Swap Shop 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.
- 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.

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 liaised with Board and the public on live entertainment concerns, and continued to hold weekly meetings.
- Covid-19: Updated local businesses on evolving regulations and guidance, this week mainly on occupancy loads and the distribution of an economic impact survey. In addition, continued to work with Enforcement/Compliance and the ABCC, to identify persons/licensees in need of education and direction on Covid regulations.

Marine Services

- National Fish and Wildlife Foundation Grant award: this is a \$12,000, three-year award to continue the Fishing for Energy bin program sponsored by Covanta Energy and Schnitzer Steel. This program takes derelict fishing gear to recycle or burn for for energy. We have been using this program since our first project in 2009.

- Harbor Committee Groynes repair project: Last year the Select Board acted on the Harbor Committee recommendation to expend funds from the Harbor Access Gift Fund (HGF) to repair (reposition) the marker stones standing at the ends of the groynes on the east end of town. Cape Cod Excavating has completed that work for \$3,600 and provided an estimate to repair the rest of the groynes in the West end of \$2,400. At their meeting on August 12th, the committee voted to recommend an expenditure from the HAGF. A written request will be submitted.
- Bennett Pier: Shellfish Constable provided an update and review of the development of Bennett Pier into the John Baldwin Shellfish Nursery at Pier Corps request.

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.
- The Pier is working with the Board of Health and has provided a Trap shed and adjacent area at the beginning of the Pier for COVID asymptomatic testing for town employees, especially those that work with the general public throughout town.
- Mooring assignments as well as locating abandoned/unidentified moorings continues to be going very well. This being contributed to the HM staff and software being use, which has allowed us to allocate and assign more moorings over the past two seasons.

Planning

- Visitor Center: The Gerry E. Studs Stellwagen Bank National Marine Sanctuary Visitor Interpretive Center Steering Committee convened on August 19, 2020 to review project progress and discuss conceptual uses for the visitor center with representatives from the selected architectural firm Oudens Ello Architecture, LLC. Over 25 representatives from multiple organizations attended the meeting to provide support and guidance for this important and collaborative project.

Public Works

- Sewer Expansion: DPW is finalizing construction contract with AECOM and USDA to begin construction of the Peak Flow Storage Tank at the existing treatment facility (phase 5A). It is our hope to break ground on this important project in early September. We continue to await award notification from USDA on our second grant application to fund treatment and collection system improvements (phase 5B).
- Bradford Prince Street Intersection Improvement: DPW is gearing up to begin this project after the Columbus Day weekend. We currently have an executed contract

with the contractor and currently working on the details of a laydown area during construction.

- Pilgrims First Landing Park: DPW is gearing up to begin this project just prior to the Columbus Day weekend. We are working to get a contract executed for construction and anticipate this being complete before the end of the month. Prior to the start of construction, DPW staff will enter the park to remove overgrown vegetation and existing tree stumps.

Tourism Department

- Travel + Leisure: The magazine editor responded to our recent press releases and sent a journalist to visit Provincetown for four days to do research for a story. The Tourism Office worked with ConranPR to make all the arrangements and put together the itinerary for the visit. The article is scheduled to be published in the May 2021 summer issue received by subscribers and dropping on newsstands in April 2021.
- Safecation: The current digital ad campaign reflects our recent safecation press release theme highlighting the safe open-air outdoor things for people to do when they visit Provincetown. Wearing of masks is included in the ads. To date this month the most successful ad in the campaign is "Travel safely to your safe place."

Town Clerk

- In-Person Early Voting is required by law for the September 1st State Primary Election. In-Person Early Voting will take place on August 22-23 9:00am-12:00pm, August 24-27 8:30am-4:30pm, August 28 8:30am-11:30pm, in the Town Hall Auditorium.