

# Memo

To: Select Board  
From: Charles Sumner, Interim Town Manager  
Date: September 9, 2020  
Re: Department Update Report for the September 14, 2020 Select Board Meeting

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## Administration

- 2020 Annual Town Meeting Preparation: We have been holding weekly meetings with appropriate staff in preparation for the September 21, 2020 Town Meeting at 5:00pm at the Saint Peter the Apostle Church parking lot. We have rented approximately 300 chairs for Town officials and our citizens, which will be set up that morning. The Town Warrant was distributed in the Provincetown Banner on September 3, 2020 and, of course, is available on our website. Copies of the warrant booklet will be provided at Town Meeting as well. We will be holding our Virtual Town Meeting Public Forum on Wednesday, September 16, 2020 at 6:00 PM. This call-in meeting will be televised and replayed leading up to Town Meeting. We will have extensive staff and volunteers present to assist citizens attending Town Meeting.
- Electronic Communications: We did hold a meeting with various staff on Tuesday, September 1, 2020 to review the protocol on management of electronic/social media communications. The goal was to standardize the processing of these communications for the Town. Leslie Sandberg is under contract to handle COVID-19 emergency communications, which will remain unchanged. All other website and social media communications will be addressed via Lynne Martin, the Town's MIS Analyst.
- Staff Introductions: As I had mentioned in my last report, I am working to meet with most of our department heads over the next few weeks. Recently I have had meetings with the Department of Public Works/Water Department, Grant Administration/Housing Specialist, Tourism Department and Council on Aging. This process will continue over the next several weeks.
- Town Financial Forecast – The Town Charter requires that the Town Manager annually prepare a Long-Term Financial plan covering a minimum period of five fiscal years. Josee Young, the Municipal Finance Director and I have begun work

on this critical project. The Charter does require that we submit the plan on or before October 1. Additionally, the Select Board and the Finance Committee will have to conduct a joint meeting on or before October 15 to review this plan. At this meeting the Select Board is required to adopt financial policies for the ensuing fiscal year. Obviously, this has been a challenging period relative to local receipts, particularly with room's occupancy and meals tax revenues because reporting from the State will be somewhat delayed. Nevertheless, we will be presenting a plan within the timelines as established within the Charter.

- Police Station Generator: The 20-year-old generator at the Police Station will be replaced with a 40-kw propane fueled Blue Star standby generator.
- Pilgrim's First Landing Park: The rehabilitation of the park, which was scheduled for this past spring, was delayed due to the pandemic. The Town is now ready to move forward with the contractor, Land Cape Inc. and work will begin this fall.
- Work Safety Grant Application: The Town has applied for an MIIA Risk Management Grant for equipment to reduce lifting injuries and increase workway safety. MIIA offers up to \$10,000 to municipalities each year in qualifying safety areas.
- USDA Grants: The Town has applied for funds to purchase a small-sized packer truck that would be used in place of the current 1-ton truck to collect recyclables. This truck would be more efficient in collecting and safer for Public Works staff. The Town has applied for funds to purchase a new ambulance for the Fire Department. The department's oldest ambulance is from 2011 and it will be kept as a back-up emergency vehicle.
- Provincetown Municipal Airport Grant: DOT announced the allocation of \$1,736,682.00 to acquire an emergency generator and to install taxiway lighting at Provincetown Municipal Airport.

#### Ambassador Program

- Foot traffic is now noticeable slower since Labor Day weekend.
- Two Ambassadors have ended their employment with the program.

#### Building Department

- Sal's Place Fire: On Monday September 7, 2020, 99 Commercial St., operating as Sal's Place, sustained fire damage in the bathroom of the establishment. The cause of the fire is to be believed to be a live candle. Repairs have been affected to the wiring and the opening in the roof made during the fighting of the fire. Clean up of the discharged dry fire extinguisher has been executed to the satisfaction of the Health Dept. and the establishment is allowed to reopen to patrons as of Wednesday September 9, 2020. The roof repairs are temporary in nature and provide sufficient cover from the elements and animals.
- Provincetown Monument Funicular: Bradford Access Project continues with the placement of rebar and forms in preparation for the pouring of concrete later in the

week on the intermediate pier locations going up the hill. The incline elevator will climb from the lower landing pavilion at elevation 9.73' to the upper landing pavilion at elevation at 87.10'.

### Compliance

- Mask wearing in businesses slipped a bit leading up to Labor Day weekend with more than a few reminders and warnings going out.
- Our assistance from the county continues once a week for the next few weeks helping us with business related COVID compliance.
- The biggest issue continues to be occupancy in retail and fast food locations. Stores must keep to their occupancy limits and staff must not be shy to enforce when overcrowding occurs.

### Council on Aging/ Human Services

- Census: The 2020 Census response rate for Provincetown has increased but is still extremely low, which could have a significant impact on residents if federal funding is reduced for Town departments and local providers. The COA has been conducting active outreach to older adults on the importance of completing the Census and we are now implementing a public awareness campaign for all residents through press releases, Mobile Questionnaire Assistance tables at local sites and messaging specific to the ways residents benefit from funding that is based on Census data.
- Food Programs: The VMCC roof and kitchen hood work is completed and the Health Department is applying for a grant to cover replacement of the walk-in refrigeration units. Although we cannot resume indoor meal programming yet, we are reopening the kitchen to provide weekly lunches for pick-up and home delivery as well as baking for special events and will continue to offer existing pantries and food deliveries.
- Senior Center Month: September is National Senior Center Month and this year's theme is "Delivering Vital Connections!" Traditionally, we celebrate with large events. This year, staff will make special home visits with seniors to deliver treats and take time for a safe, social visit outdoors with a continued focus on mitigating isolation.

### Emergency Management/Transportation

- Pay on foot machines: During the week of 9/9/20, the Parking Department will be bringing online Pay on Foot Machines for the MPL and Grace Hall Parking lots. These will be one additional way that patrons may streamline paying for parking prior to exiting these lots. A great deal of gratitude goes out to Ray Duarte from the DPW for making signs to direct the public to these machines.
- Emergency Preparedness month: September is National Preparedness Month. The Town website has a great website which the public can check for additional resources from shelters to sandbags to how to prepare for the cold

weather. Please consider visiting the site here: <https://www.provincetown-ma.gov/83/Emergency-Preparedness>

### Environment/Conservation

- Waterfront Park: The Environmental Planner and the Recreation Director have begun convening the East End Waterfront Park working group again to develop an RFP for a designer, pending approval of the CPA grant for this purpose at Town Meeting.
- Grants: As other departments have reported, the Town has been awarded both an MVP Action grant and a Green Communities grant for FY21. The Environmental planner is working with Cape Light Compact to prepare the Town's FY20 report on energy usage.
- Coastal Resilience Grant: We are still awaiting the announcement from the MA Office of Coastal Zone Management as to whether Provincetown, Truro, Wellfleet, and Eastham will be awarded a Coastal Resilience grant to continue the next phase of the Intermunicipal Shoreline Management planning process.

### Housing

- Harbor Hill: 25 units are occupied; Unit #18 moved in September 1<sup>st</sup>; total – 25 out of 28 [89%]; 3 units available. One application scheduled for October first move-in. One application under review for unit 14 with an immediate move-in requested. Other potential applicants for unit 16. If all applicants finalized, we will be at 100% occupancy.
- Year-Round Market Rate Rental Housing Trust: preparing for virtual annual Public Hearing scheduled for September 15<sup>th</sup> at 4:00 pm and Annual Town Meeting; video created by David Cox and produced by CDP released.
- Town Meeting Preparation: including Trust prep also preparing for Community Preservation Act articles.
- Ownership opportunities: the top applicants for the lottery held on Tuesday, August 11<sup>th</sup> for the resale of two 1-bedroom condominium units: 2 Meadow Rd. #4 [\$157,796] and 21 Bradford St. Ext #10 [\$148,770] are moving towards closing.

### Library

- Virtual Moby-Dick Marathon: The Library and Provincetown Community Television are proud to announce the release of the first three video of the 2020 Provincetown Public Library's Virtual Moby-Dick Marathon. With the help of more than 35 dedicated readers, a shortened version of the Marathon took shape through video and audio recordings after the in-person Marathon was cancelled due to COVID-19. The Virtual Moby-Dick Marathon is comprised of nine videos located here: <https://vimeo.com/showcase/ptownmoby> Many thanks to Brittany Taylor and Amy Davies who were the force and talent behind this amazing production.

- Collaboration with National Seashore: The Library and the National Seashore are pleased to present a “Story Walk” along the Beech Forest Trail. This is another way to bring the Library and reading to the people while the building remains closed to the public.
- Climate Preparedness Week 2020: The Library is partnering with CREW (Communities Responding to Extreme Weather) and other libraries in the Commonwealth to bring a week of virtual programming to the community with the theme of “Social Resilience is Climate Resilience.” Program descriptions and registration information can be found at <http://provincetownlibrary.org/calendar/>
- Reminder: 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](http://clamsnet.org), by calling 487-7094, or emailing [pplstreetside@gmail.com](mailto:pplstreetside@gmail.com).

#### Licensing

- Licenses: Continued to process renewals and new licenses including inspections while informing applicants about the new permitting software and have issued deadlines for those yet to renew. Have begun to input current licenses for next year’s renewal into new permitting software.
- Licensing Board: Have liaised with Board and the public on live entertainment and noise concerns and continued to hold weekly meetings.
- Covid-19: Updated local businesses on evolving regulations and guidance, this week mainly food service and alcohol. In addition, continued to work with Enforcement/Compliance and the ABCC, to identify persons/licensees in need of education, fines, and direction on Covid regulations.

#### MIS

- School: MIS is busy helping to prepare for the new school year. This year, there will be an increased demand for bandwidth due to distance learning requirements. We are working closely with OpenCape to upgrade upload and download speeds to better accommodate simultaneous video transmissions during the school day.
- Viewpoint: Viewpoint is now the Town’s online permitting and licensing application. 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.
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## Public Works

- Green Communities Grant: The Town was awarded a \$138,350 grant from the Department of Energy Resources to be used to help offset costs associated with HVAC improvements to Town Hall. This is a remarkable award that will allow DPW to move forward on this important project.
- MVP Grant: The Town of Provincetown was awarded a \$70,465 grant from the Municipal Vulnerability Preparedness (MVP) Program to fund permit level design of the Ryder Street Outfall Relocation and Drainage Improvement project. We look forward to utilizing this new grant opportunity to push this important project into fruition.
- Leadership Exchange: Provincetown DPW was asked to participate in a Southern New England Program for networking communities together to share expertise in stormwater management and green infrastructure. The webinars will take place on the first Wednesday of each month from October to January. Each webinar will have a morning session (closed to public) and an afternoon session (open to public) to allow for both a small-group conversation as well as broader webinar. We look forward to sharing our experience with the group as well as gaining insight of other opportunities that may benefit Provincetown.

## Tourism Department

- Digital Media: A six-page article on America's oldest continuous art colony has been published in the Sep/Oct issue of Fine Art Connoisseur magazine. We are excited to have a story of this detail and length published in one of the most respected publications in the art world. The process began in February 2020 when Jeanne Shinto, the journalist assigned to the story contacted the Office. Jeanne was introduced to people in the Town's art community to interview for the article. The story was originally scheduled to publish in the Jul/Aug issue and due to the pandemic situation, the editor postponed publishing the story until the Sept/Oct issue to include information about COVID-19 to make the story most relevant to the moment. More introductions were made to people and interviews were done to gather the additional information about how Provincetown and the art community have approached the pandemic.
- Fiscal Year 2021 Marketing Strategy: The marketing strategy for the next four quarters has been drafted and approved by the Visitor Services Board. The Office of Tourism is positioned to take the marketing strategy to the next level to initiate the economic recovery of the Town. This year's focus is keeping Provincetown front of mind of the consumer, encouraging advance bookings and expanding the target to include a younger demographic. There was a noticeable decline and absence of the LGBTQ visitor in July and August; a second component will be increased reach to the LGBTQ consumer.