

# Memo

To: Select Board  
From: Charles Sumner, Interim Town Manager  
Date: September 23, 2020  
Re: Department Update Report for the September 28, 2020 Select Board Meeting

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## Administration

- 2020 Annual Town Meeting: I think it's appropriate to take a moment to reflect on our recent 2020 Annual Town Meeting. I believe it is fair to say that the evening was highly successful and well received by the community. Special recognition is appropriate for David Gardner and Josee Young in finalizing the development of the FY2021 Town Budget and Warrant, which was done in certainly some trying circumstances. Additionally, many of our Town staff played an important role in planning and executing this important endeavor. Finally, we want to gratefully thank Father Mick from the St. Peter the Apostle Church; he was incredibly helpful and cooperative as we planned and executed this meeting.
- Community Ambassador Program: As you know this program was originally created with the original understanding that it would end after Labor Day. Tim Hess was tasked with managing this program, which was funded with parking and CARES funding. At one time we had approximately 12 employees working in this area; current staffing is now about 6 people. It is our intention to continue this program through the end of October on an as-needed basis, from Friday through Monday. I will also add that one of our Ambassadors, John Ahumada, did create a report that attempted to analyze the Town's Coronavirus measures and whether these measures were effective.
- Filming & Photography Applications: We have received three applications for filming and photography activities in Town, those being, 1) High Town Season II, 2) 20<sup>th</sup> Century Television Pilgrim, and 3) Soffit Shoe Company. I had a meeting on September 23 with several Town staff members to review these proposals in accordance with the Select Board's October 15, 2010 policy statement.
- Staff Introductory Meetings: I am continuing my efforts to meet individually with various Town staff and officials. Recently I met or spoke with, the following:
  - Regina Binder, Provincetown Pier Corporation

- Brandon Motta, Recreation Director
- Morgan Clark, Health Director
- Steve Katsurinis, Chair of the Board of Health
- David Abramson, Chair of the Select Board
- Personnel Board: I will be meeting on Thursday, September 24 with Marianne Clements and Regina Cassidy, Chair and Vice-Chair of the Personnel Board, along with Elise Zacaro, HR Director to discuss the status and role of the Personnel Board. One of the principal goals of this meeting is to improve communications and cooperation going forward. In addition, I would like to initiate a process to review and update the Town's Personnel policies.
- Town Clerk Position: As you are well aware, our Town Clerk, Phil Gaudet will be resigning effective September 25, 2020. I have done some outreach with Cape Cod communities in order to potentially identify some temporary resources to assist us this Fall, without much success to date. Linda Hutchenrider, the retired Town Clerk from Barnstable and the past President of the Massachusetts Town Clerk's Association did come to Provincetown to review our situation and offer some valuable advice relative to our readiness for the upcoming November Election. Additionally, she and several other Cape Cod Town Clerks are willing to provide advice on an ongoing basis during this period. Obviously, I will continue to work on this matter and evaluate more alternatives.
- EPA Cyber Security Assessment –Cody Salisbury, our Water Superintendent informed me that The Water Department will be participating in an EPA funded Cybersecurity Assessment that will start later this month. The main deliverable will be a Cybersecurity Action Plan that the town can use to seek funding and implement the recommended enhancements to our system.
- The National Fish & Wildlife Foundation has awarded a \$12,000 grant to the Town to support recovery and recycling of abandoned fishing gear over a four year period.
- Early Learning Center: Based on the concerns raised by Select Board members at our last meeting, I did reach out to the School Superintendent, Suzanne Scallion. We held a meeting on Tuesday, September 22, 2020 to discuss the status of the program, along with Eva Enos, School Committee Chair, Tim Reynolds, School Principal, Josee Young, Finance Director, Morgan Clark, Health Director and myself. For background purposes, the School Department's back to school program, which has been approved by the School Department, allows for remote learning as of September 16. This is a living document that will change as they adapt to new health metrics for COVID 19. Additionally, September 18 was the first day for school for Pre-school, Pre-K and Kindergarten. The infant and toddler's program is more problematic due to staffing, resignations and possible retirements. The School Department has done some advertisements for future staffing with no results. The School Department has had a few complaints about this program element, but frankly they are very limited in numbers. School

Committee Chair Enos also indicated that the School Committee has not received much if any feedback from parents. The School Department did survey their community to determine need for childcare and many, but not all, of these respondents have been covered within the current school program. Additionally, it seems that there was an extensive meeting in late June 2020, including a number of school, town, not for profit organizations to discuss childcare concerns. This group reached a consensus that individual babysitting services were the best option at the moment. The issue of some type of fundraising and/or town subsidy was mentioned. This information was transmitted to the Provincetown Town Manager on July 1, 2020. I am not aware of what action was taken on this recommendation. I have attached a copy of these minutes for your review. I will also note that the Town of Chatham does have a Childcare Voucher Program, which was recently funded by Town Meeting. This program is open to Chatham residents and Town employees. Awards are made upon need and availability of funds. The School Department did indicate that due to current operational conditions that they are not utilizing all of the funding provided for the ELC program, and that some funds might be available for an alternative program. This would require further evaluation and approval by the School Committee. I will admit that with the demands of the Annual Town Meeting, this was a quick and less than complete evaluation of this matter, but I wanted to get you some information in a timely manner. I would also add that the Provincetown School Committee is meeting on Wednesday, September 23, and it's possible that future programming will be discussed at this meeting. Finally, I would like to thank Superintendent Scallion and School Board Chair Enos for meeting with me on this matter in such a timely manner. They are busy dealing with challenging school issues and I appreciate their cooperation.

#### Ambassador Program

- Masks: To date the Community Ambassador Program has disseminated 13,250 masks since it's inception and start date on July 3, 2020 .

#### Building Department

- Permitting: Building permit applications continue to be accepted. The volume of applications has dropped off. This is not unusual for this time of year, however, applications to the regulatory boards has also slowed giving an indication of a decrease in work to be executed being sought.
- Energy Storage System: Progress continues on the Energy Storage System project at 90 Race Point Road, with the erection of the building to commence the first week in October.
- Bradford Access Project: The Bradford Access project at 1 High Pole Hill has completed the foundations for both the upper and lower pavilions and all but one of the intermediate platforms progressing up the hill. The lower area, once

backfilled, will see the start of the retaining wall on the West side of the parcel, adjacent to the Bas Relief Park.

#### Council on Aging/ Human Services

- Social Isolation: The COA received a Title III Cares Fund grant from Elder Services of the Cape & Islands for support and outreach services. Funds will be used for special items for homebound residents and fall/winter holiday programs designed to ease social isolation.
- Senior Center Month: In honor of Senior Center Month and because we were not able to hold our annual volunteer recognition event in April, COA staff visited volunteers at their homes to drop off cards and tokens of appreciation and hold outdoor, socially distanced visits to express appreciation and maintain the vital connection we have with our volunteers.
- Human Services Committee: The Committee will begin the FY2022 Human Services Grant Program funding cycle at its first meeting on 9/29/20.

#### Emergency Management/Transportation

- CERT Training: The Acting Emergency Management and Transportation Coordinator will be participating in a Community Emergency Response Training (CERT) workshop starting at the end of September. This program is something which the previous Coordinator had engaged in and will be looked into as an option for the Town. Anyone looking for additional information regarding this program should contact Erin Ellis at [eellis@provincetown-ma.gov](mailto:eellis@provincetown-ma.gov).
- November 2<sup>nd</sup> Traffic Hearing: Just a reminder that the Annual Traffic Hearing has been scheduled for Monday, November 2<sup>nd</sup>, starting at 5pm. Materials were due to the Select Board Secretary by 5pm on Monday, September 29<sup>th</sup>. A public notice about this hearing had been posted in the Provincetown Banner.

#### Environment/Conservation

- The Marine Coordinator and the Environmental Planner are pleased to report that the Towns of Provincetown, Truro, Wellfleet, and Eastham have again received a Coastal Resilience grant from the MA Office of Coastal Zone Management to continue our work with the Center for Coastal Studies for the next phase of developing a regional framework for shoreline management along Eastern Cape Cod Bay. The grant amount is \$248,470 for work to take place over two years. The four towns will work to update an intermunicipal geodatabase developed in Phase 1, explore a potential regional sand stockpiling system, identify parcels suitable for salt marsh migration, inventory low-lying roadways, and continue outreach and education with town staff and community members. The project addresses shoreline issues such as erosion and accretion and the alignment of regulatory frameworks and hazard vulnerabilities in both natural and built infrastructure in a way that allows the towns to work cooperatively. The regional framework also allows for real-world solutions to common issues such as the

concept of a regional sand bank which would enable the four towns to stockpile and reuse beach and dune nourishment material from projects, such as what occurred with the 4,000 cubic yards of clean, native sand conserved from the

- Eversource Community Battery project in Provincetown. Banking material allows towns to reduce cost of projects such as the Ryder Street Dune Enhancement project. The Marine Coordinator, Environmental Planner, Emergency Management Coordinator, and the Town Planner, with the advice and assistance of Cape Cod Commission staff, will be working this fall and winter on the five-year update of the Town's 2016 Hazard Mitigation Plan.

### Housing

- Harbor Hill: 26 units are now occupied with another unit scheduled for 9/25, and possibly one more for October 1<sup>st</sup> – that will bring it to full 100% occupancy!
- Year Round Market Rate Rental Housing Trust: conducted virtual annual Public Hearing on September 15<sup>th</sup> at 4:00 pm. Annual Town Meeting on 9/21/20 generously approved the funds for the debt service for FY 2021.
- Ownership opportunities: approaching closing for both resale 2 Meadow Rd. #4 [\$157,796] and 21 Bradford St. Ext #10 [\$148,770].

### Library

- Library Cards: September is National Library Card Sign-up Month. Residents can get a card by calling the Library (487-7094) or emailing ([pplstreetside@gmail.com](mailto:pplstreetside@gmail.com)). A Provincetown Public Library gives you access to millions of items cape wide, as well as, streaming movies, downloadable magazines, eBooks and audiobooks.
- Virtual Learning: In collaboration with Outer Cape and Lower Cape libraries, the Library will participate in the creation of two six-week virtual program series aimed at home learners. The series will begin in October and will focus on STEAM-related programs to supplement virtual and home-schooling curriculum. The Provincetown Library's edition hopes to once again partner with the National Seashore to provide an arts and crafts and national sciences-centered program.
- Library Operations: 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 continues. 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

- Software Upgrade: Licensing information is being transferred from the Accela system into the new permitting software to enable licensees to renew online.

### Marine Services

- Aquaculture permitting: MA Division of Marine Fisheries has required Provincetown to file a MEPA Environmental Notification Form before they will issue further aquaculture permits. This document has now been filed and is under review. It may trigger further filing requirements such as an Environmental Impact Report or Chapter 91 licensing.
- Ongoing Marine Response Training: Marine and MacMillan Pier staff to participate in a virtual USCG oil spill response coordination training exercise Sept 24, 2020, 9 am to 12 noon.
- AmeriCorps Service Placement: The coastal resources team will be working with our AmeriCorps service member to work on communications for emergency management planning as we work to update the Hazard Mitigation Plan over the off-season.

### Pier

- The Pier/HM office continues to be open to the general public with limited services from 8AM- 12AM until at least Columbus day weekend, limiting customers to one at a time in the office. We will begin closing the office at 8pm after Columbus day to accommodate the last couple weeks of Ferry service
- Public Restrooms out on the end of the pier will continue be open well into October of this year, possibly November depending on staff availability.

### Public Works

- Cape & Island Water Protection Fund: The Public Works Director has been appointed by the Select Board to represent Provincetown on this important Management Board. Our goal is to solidify an annual subsidy for existing debt and discuss possible expansion of sewer treatment capacity for the future.
- Baystate Roads: The UMass Transportation Center hosts a training program that offers technical assistance to local agencies through their Baystate Roads information program. The agency has asked Provincetown DPW to host a training session on green infrastructure and porous asphalt for their program session on October 27<sup>th</sup>. The training webinars are attended by hundreds of Town Managers, Public Works Directors, Engineers, and Contractors throughout New England. We are honored to lead this training session and happy that our ongoing environmental efforts are being noticed at the regional level.
- Project Update: The Peak Flow Storage Tank at the sewer treatment plant remains on schedule with installation of the pile foundation network over the next few weeks. Both the Bradford/Prince Street Intersection Improvement project and the Pilgrims First Landing Park is scheduled to begin the Tuesday after Columbus Day Weekend.