

Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: October 8, 2020

Re: Department Update Report for the October 13, 2020 Select Board Meeting

Administration

- **Town Manager Search Process:** As you are aware, Rick White and Tom Groux have begun the recruitment process. They have begun the effort to undertake confidential interviews with the department heads/staff in order to solicit their input regarding the recruitment of a Town Manager. Based upon advice from Select Board members, they will also be interviewing approximately 16 community leaders. Once these interviews are completed they will compile a synthesis of the feedback from each group. This synthesis will serve as a basis for a conversation with each member of the Select Board. Our consultant will then prepare a draft community profile for approval by the Select Board that will be sent to prospective candidates. The community profile will provide a description of Provincetown, its Town Government, desired managerial style, experience and education desired, responsibilities of the position, and current issues for the Town Manager.
- **Town Insurance Program:** Josee Cardinal Young and I recently met with Paul Silva from Benson, Young & Downs Insurance Agency to renew the Town's general liability, automobile collision and property insurance policies effective October 1, 2020. We will be implementing a comprehensive loss control program with the goal to reduce our loss ratio and, of course, control premiums going forward. Emphasis will be to implement programs that will reduce the number and severity of auto losses. Our carrier does offer new and enhanced online training programs without additional costs to our workforce.
- **Early Learning Center:** During our recent staff meeting School Superintendent, Suzanne Scallion indicated that the School Department has secured some staff to offer infant care to the community. I do have a call in to the Superintendent in order to obtain more information; and I hope to update you further at the Select Board meeting.
- **Halloween:** I did hold a meeting on Monday, October 5, 2020 with Town staff along with Leslie Sandberg to discuss the celebration of Halloween at the end of

the month. Obviously, Halloween will be different from past years due to COVID-19. October 31st will fall on a Saturday this year, so we do anticipate that this will result in more people in Town. As you will notice under the Recreation Department's comments, the traditional Costume Parade for children and the Greet and Treat has been canceled. We are working on a public service announcement and press release with some guidance to the community. Additionally, we are planning to commit some additional Police and Ambassador resources during this event.

- Hightown Season II: Based upon the recent Select Board's authorization we are working internally to draft a license agreement for the upcoming filming event. Representatives from the filming company are in Town this week to review venues and facilities. I hope to finalize these negotiations and agreement by the end of this week.

Ambassador Program

- Scheduling: Currently the Ambassadors are scheduled on Friday, Saturday, Sunday and Monday from 10:00 am-2:00 pm and 2:00-6:00 pm through the Halloween weekend. For the Halloween weekend, there are 6 Ambassadors scheduled on different shifts. As of now, Sunday, November 1, 2020 will be the last day of the Community Ambassador Program for 2020.
- Masks: The program has been given 13,250 masks to distribute to the public by either the Ambassadors offering masks to unmaskers or to people requesting a new mask from the Ambassador table at the Firehouse.
- Bags: The program has also distributed 3,800 plastic bags containing a mask.

Building Department

- Certifications: October is a heavy month of available continuation credits that the Building Officials are required to maintain. Due to the pandemic, these classes are being held virtually, reducing the cost of travel to places like Taunton. While the classes are longer in time, and do not permit the typical networking, it is enabling us to stay current with the State requirements.
- Eversource Battery: Progress continues on the Energy Storage System project at 90 Race Point Road, with the erection of the building commencing on October 5, 2020.
- Permitting: The recent nice weekend weather has brought a boost in building renovations, specifically roofing activities. While most are being conducted under permits, there have been some done without the benefit of permits. While we have been alerted to most and have notified the contractors of the violation, it creates another layer to our enforcement and can absorb valuable time responding to permitted activities and general inquiries by the Public.

Council on Aging/ Human Services

- Fuel Assistance: The COA is one of three approved sites in Provincetown for Fuel Assistance applications. The Outreach Coordinator has been assisting residents

with renewals and will help new applicants once applications are available. Last year, she assisted 40 households with benefits totaling over \$40,000. It is anticipated that requests for applications will increase this year.

- MCOA Conference: The state annual MCOA professional conference will be held virtually this year during the week of October 19. The COA Director and Outreach Coordinator will each attend 9 workshops, many focused on pandemic-related issues. Plenary speakers will include Gov. Baker, Executive Office of Elder Affairs Secretary Chen and other government officials.
- Human Services Committee: The HSC will issue the FY2022 Human Services Grant Program application on October 21st, following a Public Hearing on needs assessments for the Grant Program and the John A. Henry Trust Fund. The deadline for submission of applications will be December 1st.

Emergency Management/Transportation

- AmeriCorps Service Member: On September 29th, the Department welcomed Tristan Jilson to the Town of Provincetown. Mr. Jilson will be working with the EMTC, Marine Coordinator, and Conservation Agent to develop new communications strategies to reach out to various members of the community. This effort will also coincide with the Hazard Mitigation Plan Update required by FEMA. More information on this effort will be shared as it progresses.

Finance

- FY2021 Tax Rate Recap: The finance team is in the process of preparing and submitting the required forms for preparation of the tax rate recap and setting the FY2021 tax rate.
- FY2020 Audit: The finance team is preparing and gathering information requested by CLA for the FY20 audit.
- FY2021 Local Option Rooms and Meals Tax: The State announced they granted an extension to the previous deferral of regular sales tax, meals tax, and room occupancy taxes for small businesses. Now, tax due from March 2020 through April 2021 will be due in May 2021 which will impact our ability to accurately project FY2022 local option revenue.
- Financial Forecast: Preparation of the FY2022 – FY2026 financial forecast is underway and will be presented to the Select Board in October.
- FY2022 Budget: Kick off of the FY22 Budget process is planned for late October or early November.

Health

- COVID-19 / Public Health: Health Agent Lezli Rowell supported both the Barnstable County Regional Flu Clinic on 9/26 and the Provincetown Town staff flu clinic on 9/30. In Barnstable, 590 flu vaccines were administered over 4 hours. Twenty staff participated in the staff flu clinic, not including staff from the schools, police, and fire departments who had their own flu clinics. The Health Department continues to promote information on how to access flu vaccine locally through its COVID-19 update newsletter and through social media.

- COVID-19 / Public Health: Lower Cape Ambulance is holding a food/fund drive to benefit the following food serving agencies that serve Provincetown and the Outer Cape: Provincetown Food Pantry at the Methodist Church (a Lower Cape Outreach Council pantry); AIDS Support Group of Cape Cod (ASGCC); Helping Our Women (HOW); Soup Kitchen in Provincetown (SKIP); Provincetown Council on Aging; Truro Council on Aging; Provincetown Crop Swap. This effort came out of our Meeting Needs group, which is focusing on mental health/connection and food security this fall. There are many ways to give: **Give online** either through Facebook at [Lower Cape Ambulance Association's Facebook page](#), or via PayPal at the Lower Cape Ambulance Association [website](#). **Shop locally**, and drop off at one of the following locations:
 - **Seamen's Bank** locations:
 - 56 Shank Painter Road, Provincetown (next to Stop and Shop)
 - 221 Commercial Street, Provincetown
 - 350 Route 6, Truro
 - **Salty Market**, 2 Highland Road, Truro
 - **Far Land Provisions**, 150 Bradford Street, Truro
 - **Angel Foods**, 467 Commercial Street, Provincetown
 - **Helping Our Women**, 34 Conwell Street, Provincetown
- **Mail a check to** Lower Cape Ambulance, P.O. Box 1721, Provincetown, MA 02657. Please write LCAA Food Drive on the memo line.
- **Buy items online** (i.e., paper goods and non-perishables) via our [Amazon Wishlist](#), and have them shipped directly to LCAA, at 346 Route 6, Rear Unit, Truro, MA 02666.
- Public Health: The Parks Planning Team continues to work on the participatory portion of the first ever Provincetown Parks Plan. The weeks of 9/28 and 10/5 focus groups and surveys were offered. This is a team effort between the Recreation Department, the Environmental Planner, and the Health Department and is run by volunteer Russell Lopez and intern Jessica Kent. We're excited to include a plan for our Parks in the newest Open Space and Recreation Plan.

Housing

- Harbor Hill: 27 units are now occupied with another unit scheduled for 10/9 – that will bring it to full 100% occupancy!
- Ownership opportunities: Closing for the resale of 2 Meadow Rd. #4 [\$157,796] was scheduled for 10/5/20 and for 21 Bradford St. Ext #10 [\$148,770] potentially on 10/15/20.

Library

- History of Theater on Cape Cod: Join author and theater reviewer Sue Mellen as she lifts the curtain on the rich history of theater on Cape Cod, beginning—where it all began—in Provincetown. She paints a vivid picture of the early years of American drama on the culture-rich peninsula, bringing attendees into the world of Eugene O'Neill and the Provincetown Players, the Barnstormers and other early

groups. Then, as she does in her book, *A History of Theater on Cape Cod*, she takes audiences on a tour of the Cape's many-faceted theater history, giving theater-lovers an insider's view of what has made Cape theater. Program held over Zoom.

- Remote 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.
- 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 continues. 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.

Marine Services

- Intermunicipal Shoreline Management Framework: The scoping meeting for this two-year grant with State representatives from CZM and Executive Office of Environmental Affairs begins phase two of our joint efforts with Truro, Wellfleet, and Eastham to manage coastal processes. The first grant resulted in a MOA between the Towns working collaboratively and creating a database framework actively addressing our shared resources.
- Mosquito Control: Mass. Dept. of Public Health will conclude mosquito testing and surveillance activities on 10/8/20 due to declining evening temperatures and low vector populations. Risk of human transmission will exist until the first hard frost. Warm daytime temperature combined with cooler evenings may increase resident's outdoor activity. Mosquito may feed before dusk due to low evening temperatures. Recommended public health measures include raising awareness among residents and reminding them that it is important to use mosquito repellents with an EPA-registered active ingredient, use long sleeves and pants to reduce exposed skin and be aware of mosquito activity until the first hard frost. There were 8 human cases of West Nile and 5 human cases of EEE this season, generally around Plymouth County. The Department considers this to be the second in a three-year cycle of elevated cases with EEE in Massachusetts.
- Stellwagen Bank Visitors Center Steering Committee: The next meeting of the steering committee will be October 14th at 11 am. The architects will present several iterations of building footprint with programming considerations as this project moves forward.

MIS

- Cybersecurity: MIS is working with the Town's auditor, CliftonLarsenAllen (CLA) to address items from the annual IT audit that is included as part of the Town's financial audit. A three year plan has been developed that will help uncover potential network vulnerabilities. For FY21, this includes an external network assessment, as well as a social engineering assessment. We will be meeting with CLA on October 14, 2020 to begin the process.
- Viewpoint: MIS continues to assist Community Development with the adoption of 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.

Public Works

- USDA Sewer Award: We are pleased to announce that the Town received another \$3 million dollar grant/loan package from USDA to fund phase 5B of the sewer expansion project. This phase will focus on upgrades to the existing facility to accommodate new flow from the peak flow storage tank. The award package entails a \$500,000 grant and a \$2.5 million dollar low interest loan. The loan portion will be paid through sewer betterments from new commitments.
- Hazardous Waste Day: Provincetown successfully hosted another Hazardous Waste Day with good participation from the public. We should receive the total tonnages of waste collected in a few weeks but from initial indications the event was a success.
- Project Update: Both the Pilgrims First Landing Park and Bradford/Prince St Intersection improvement project are scheduled to begin the Tuesday after Columbus Day weekend, weather permitting. The Bradford/Prince Street project should take approximately 3 weeks to complete while the Pilgrims First Landing Park construction will continue into late December. The access road to the Transfer Station will be paved soon after installation of fiber optic cable. The cabling is slated to be installed within the next two weeks.

Recreation

- Afterschool Program: The Afterschool Program is now in its fourth week, held exclusively outside at Motta Field. The Department chose to start this program before in-person learning started at Provincetown Schools in an effort to keep children outside socializing safely. Currently, our program is seeing between fifteen and twenty children per day, who are all participating in physical education activities and sports from the hours of 3 to 5pm.
- Childcare: In coordination with Provincetown Schools, The Recreation Department is also assisting with extending childcare from schools dismissal time at 1:15pm, and providing a forty-five minute physical activity. This forty-five minute activity is provided to all families in Provincetown Schools that have indicated the need for additional childcare. As a joint effort, both the school dept.

and the recreation department are bridging the gap between 1:15 and 3pm for families that are in need of childcare.

- Halloween: Every year the Recreation Department looks forward to providing fun Halloween events for families such as the annual Costume Parade to Seashore Point and the Greet and Treat. Unfortunately, due to the pandemic and cases on the rise in Massachusetts, the Recreation Department has cancelled these events for this year. The Department feels it would still pose a health risk for others by having such an event where gathering could take place. The Department will continue to work and plan alternate options that will give families a safer way to celebrate Halloween.

Tourism Department

- 4th Quarter Marketing: The marketing campaign focus this fall and early winter is on shopping, shopping and more shopping with a highlight on Monumental Yard Sale over the Indigenous Peoples weekend, holiday gift buying, outdoor activities and museums, PAAM (with a sculpture garden) and PMPM (climbing the Monument). We are currently promoting dune tours, whale watching and sailing charters along with bike trails, cycling, beach walks and hiking. The whale watch and sails will stop mid-October, the dune tours will go through November 15th Thursday-Sunday. Once more information is made available about the lighting of the Monument and the Lobster Pot Tree we will pivot and include in our digital campaigns.
- Sunday Boston Herald: The Boston Herald published a feature story in the Lifestyle/Travel section as a direct result from our October press release about shopping and outdoor activities. The story was written by Moira McCarthy. All the key retail messaging was included with an emphasis on Monumental Yard Sale.
- Tourism Grants: The VSB is meeting October 13, 2020 to review the fiscal year 2021 grants and revisit the applications and funding amounts due to the changes in the budget, event planning and schedules due to the pandemic. Once they have determined how they will recommend moving forward additional information will be provided.

Town Clerk

- Early voting: Putting together packets to give to registered voters. Updating the website for elections. Publicizing the schedule.
- Mail-in Ballots: Waiting for early voting election kits coming from the state, which should be here by October 9th. Updating the registered voter's mailing list and who applied for a mail-in ballot.
- Managing Volunteers: Putting together a list and schedule for volunteer sign up. The volunteers will be helping with elections.
- Everyday Management: Keeping up with daily marriage applications, agendas and minutes.