

Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: October 22, 2020

Re: Department Update Report for the October 26, 2020 Select Board Meeting

Administration

Ambassador Program

- End of Season: The Ambassador Program will be active monitoring the Mandatory Mask Zone on Halloween Weekend with the program's last day on Sunday, November 1st.

Building Department

- The Eversource Energy Storage System at the Transfer Station at 90 Race Point Road: The steel roof members are being lifted and secured in place. The building envelope should be completed by the end of October.
- The Peak Flow Storage Tank at the Wastewater Treatment Facility at 200 Rt. 6: The contractor is presently pouring the sump cavity and has compacted the soil for the interior tank pad. It is anticipated that this pad pour will occur early the week of October 26, 2020.
- The Bradford Access Project of the Pilgrim Monument and Museum: Work continues on the construction of the incline elevator. The activities on the grounds and around the base of the Monument include accessible ramps and the installation of two handicapped parking spaces.

Compliance

- Masks: Issues in Town continue to revolve around employee mask wearing as mask fatigue seems to have sunk in. The Licensing Board voted to allow annual liquor licensees to close this winter for more than the allowed 30 days that would normally be the rule in non-pandemic times. The ABCC has given this latitude to the local boards to assist local businesses who may not find enough off-season business this year due to the current situation. This decision is consistent with the Select Board's recent

decision not to hold licensees to their seasonal Economic Development Permit conditions.

Council on Aging/ Human Services

- Flu Clinic: The COA is hosting a VNA drive-through flu clinic (quadrivalent vaccine only, not high dose) on Thursday, November 12. It is open to adult Provincetown residents and Town employees. Appointments can be made by calling the Senior Center.
- Food Insecurity: COA Outreach Coordinator Andrea Lavenets recently served as a panelist at the “Food Insecurity-the Hidden Epidemic” workshop hosted by the Cape Women’s Coalition. The take-away from the program was that, while there is sufficient food available to feed Cape residents, there are hurdles in access and distribution including stigma associated with seeking help, a lack of public awareness regarding resources, language barriers and fear of disclosing personal information. Locally, there are multiple programs for food access and providers meet regularly to coordinate efforts, mitigate barriers and publicize resources.
- New COA Vehicle: Thanks to CIP funding, the COA now has a 2020 Ford Transit T150 5-passenger van to replace the 2008 Toyota Sienna. It will be used for door-to-door medical rides and as a back-up to the CCRTA-provided bus. The Transit is equipped with custom running boards and a high ceiling to ensure easier accessibility and mobility.

Emergency Management/Transportation

- Tabletop Exercise: The Acting Emergency Management and Transportation Coordinator will be working with students from the Massachusetts Maritime Academy to develop a tabletop exercise. The students have taken a tour of the Town and will be reaching out to various Departments to put together a “what if” scenario to go over the Town’s response to a specified emergency. This, in conjunction with the work proposed by the AmeriCorps service member, will be a great way to explore the communication strategies for the Town.

Environment/Conservation

- Grant Application: The environmental planner, the marine coordinator, and the DPW director coordinated to submit a Statement of Interest to the Mass. Emergency Management Agency to include the Ryder Street dune enhancement project and the Ryder Street outfall relocation project in an application for a #3 million FEMA grant. We will learn in November whether the projects will be approved to be continued to the next step for they FY22 grant round.

Health

- COVID-19 / Public Health: The Health Department is partnering with Provincetown Schools to provide an asymptomatic testing program for school and other town front line staff.
- COVID-19 / Public Health: The COVID-19 Update group through the Town’s alert system has just under 500 subscribers! It remains the best way to stay informed

of highlights from the Town and State's operations and response. Please direct folks to alerts.provincetown-ma.gov to register for our alert system and be sure to select to join the COVID-19 updates group once registered.

- Regulatory Operations: Health Agent Lezli Rowell continues to manage all normal regulatory operations for the Health Department, including inspections, pre-application meetings, plan reviews, and other day-to-day functions. All operations are currently functioning.

Human Resources

- Position Opening: The Community Development Administrative Assistant position will be posted soon.

Library

- Book Clubs: As the Library's Provincetown 400 Book Club has ended, the Library's weekly virtual book club and read along/read aloud with group leader, Linda Ohlson Graham begins this week. Each session will focus on *Common Ground: A Naturalist's Cape Cod* by local author Robert Finch. Linda Ohlson Graham will read aloud from the book while encouraging other participants to read along or aloud as well. *Common Ground: A Naturalist's Cape Cod* is about beginnings, or landfalls, in a place by the sea that has been explored, settled, visited, studied, and written about more than almost any other stretch of the North American coastline. The focus of these essays is a personal response to the changing face of this curved peninsula, keeping in touch with the place where one lives.
- Services: In collaboration with the other Outer Cape libraries and with the guidance of the Health Department and Town Manager, the Library is developing a plan to open for limited access/grab and go service. With the Governors' reopening plan libraries are permitted to open for "limited browsing." In the interest of safety for staff, patrons, and visitor the plan will limit the hours, occupancy, and building access. In the meantime, while the building remains closed to the public, the Library continues to provide services 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. Items may be requested through clamsnet.org, by calling 487-7094, or emailing pplstreetside@gmail.com.

Pier

- Office Protocols: The Pier/HM office continues to be open to the general public with limited services with NEW Fall hours 8AM- 10 PM, limiting customers to one at a time in the office, masks required.
- Ferry Service: Baystate Ferry Companies is limited to Saturday and Sunday arriving at 10am and departing at 3pm each day. The last Ferry for the season will be 3pm departure on Sunday Nov 1st.

- Restrooms: Public Restrooms out on the end of the pier will continue be open well into November dependent on staff availability, as we reduce staff for the season.

Planning

- Trees Provincetown: Last month, the Planning Board met with Tree Warden Rich Waldo and Margaret Murphy an environmental lawyer and the founder of Trees Provincetown, a nonprofit organization recently formed to provide tree-related community service in town, to discuss the Tree Bylaw and the Planning Board’s Site Plan review process.
- Meetings: The Town Planner is attending a meeting of the Barnstable County FEMA Coastal Erosion Study on October 20,2020 and a Citizen Planner Training Collaborative Workshop focused on Place Making in the Winter during Covid 19 on October 28, 2020.
- The LCP Committee is on track to present a draft plan for Spring Town Meeting 2021. Although meetings were suspended from March through August due to Covid 19, core group members and interested citizens have been meeting remotely for an hour every week since August to generate, review, and refine strategic objectives and tasks. The LCP will be more than just an update of the 2000 document, but a reimagined guide that builds on the many plans created over the past decade to put implementation front and center. The vision statement and growth policy were approved in February 2020 are posted on the LCP Committee’s webpage: <https://www.provincetown-ma.gov/1001/Local-Comprehensive-Plan-Update>
- In addition to editing the working drafts of each goals section, the LCP anticipates drafting the Infrastructure and Environmental Adaptation section and will then begin combining the pertinent information from already existing plans to create a Housing Plan and Capital Facilities Plan that will meet or exceed the requirements of the Cape Cod Commission.

Required Items	Status
Vision Statement	Complete 😊
Existing Conditions	In progress
Goals	In progress
Capital Facilities Plan	
Housing Plan	
Targeted Action Plan and Schedule	In progress

Goals (by category)	Status
Land Use, Historic Preservation and Community Character	Draft
Economic Development	Draft
Transportation	Draft
Infrastructure and Environmental Adaptation	
Public Health and Emergency Preparedness	Draft
Natural Resources, Open Space and Recreation	Draft

Public Works

- Sewer Expansion: The Peak Flow Storage Tank is on schedule, the crews will begin pouring the concrete base this week. Once the base is complete, the prefabricated sidewalls will be transported to the site. The sidewalls are being fabricated in Truro and will be immediately erected once the panels on site.
- Halloween: The Public Works Department will contribute to the Recreation Departments Halloween treat deliveries. Public Work coloring books and pencil pouches will be added to each gift bag.
- Grant Opportunities: The Town has merged two critical resiliency projects into one combined project for the purpose of gaining more interest for grant funding. The Ryder Street dune enhancement project and the outfall relocation project were joined and a letter of interest submitted to MEMA for BRIC funding. A formal grant application will be forthcoming in November should MEMA show interest in the two projects.

Recreation

- “You Trick, We Treat”: As a coordinated effort, Provincetown and Truro Recreation Departments are offering a safer Halloween celebration on October 29, 2020 open to all community members. Due to the current pandemic, Provincetown's Trunk or Treat was cancelled due to safety concerns and replaced with this safe, fun alternative. Community members will sign up in advanced online, to receive a treat bag that will consist of individual packaged treats. Then on October 29th, community members living in Truro or Provincetown will have a contactless treat bag delivered to their households by their Fire and Police Departments. Households will provide a treat bucket, or an area clearly marked where you would like your treats dropped off. We are encouraging everyone to get

dressed up in their costumes and wave to the first responders as they deliver treats from a safe distance!

- Provincetown Recreation's SPOOK-tac-u-TOUR: To offer another safer Halloween option, this year Provincetown Recreation Department will present its first ever spooky, but family friendly interactive tour of Provincetown. Throughout Provincetown, QR codes will be placed on town buildings and other locations. Once scanned on a cellular device, the QR codes will provide images and historical background of that specific location, provided by the Building Provincetown website. At the end of each QR Code there will be a clue leading families/community members to the next location on our SPOOK-tac-u-TOUR. This tour incorporates local history while also encouraging one's imagination. To make this event inclusive to all, QR Codes will be accessible from a car, if driving, or by foot, if walking. For those who do not have access to a cellular device, a hard copy of the SPOOK-tac-u-TOUR can be provided upon request. The overall goal is to provide families and community members a safe, fun and alternative way to celebrate Halloween in Provincetown. Community members can participate in this Historical Halloween Event October 26th through November 1st, 2020, which will start at Provincetown High School Building.

School

Tourism

- 4th Quarter Marketing: The 4th quarter marketing campaign focus is shopping, dining, overnight stays and outdoor activities. The ads have fully transitioned from late summer to fall and will transition to holiday after Thanksgiving. The target audience continues to be the drive market to encourage people to support the open businesses in Town.
- What's Open in Provincetown: The Tourism Department is working with the Chamber and PBG to gather information of the businesses open through the end of the year. The list, with links to each business, is on the homepage of the ptowntourism.com website. The current list is for Halloween weekend and will be updated through the end of the calendar year to support the 4th quarter campaign promoting shopping, dining, overnight stays and outdoor activities.
- Tourism Grants: The fiscal year 2022 Tourism Marketing Grant announcement has been published and the online grant applications went live October 8, 2020. Applications are due Monday December 7, 2020.

Town Clerk

- Ballots and Voting:
Mailed Absentee Ballots- 211
Mailed Vote by Mail/Early Voting- 1643
Early voting in person from 10/17/2020 to 10/20/2020- 427
- Early Voting Hours: In-person daily early voting for the November 3, 2020 elections commenced on October 17th and will end on October 30th (Monday –

Thursday 9am to 3pm; Friday – Sunday 9am to 11am). The Town Hall auditorium voting hours are posted on the front page of the Town web site.