

Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: November 5, 2020

Re: Department Update Report for the November 9, 2020 Select Board Meeting

Administration

- **Starz Hightown Film Location Agreement:** This agreement was finalized and executed this past week. Actual filming activities will on November 18 and continue through November 24, and locations will include the MacMillan Pier, Commercial Street and the West End Rotary near the Provincetown Inn. The company will be using the former VFW property and the Town Hall Auditorium. Additionally, they have contracted to use the private parking lot adjacent to CVS, where they will be installing a tent.
- **Police Station Project:** Based upon discussions at the most recent Select Board meeting, I have started to review the status of this project. I have reviewed the file, met with the Police Chief and set up a conference call with Tom Coen, Chair of the Building Committee, to discuss this important project. Hopefully we will be ready to review this project with the Select Board within the next month.
- **Fire Station Needs Assessment Study:** The recent 2020 Annual Town Meeting appropriated the sum of \$50,000 in order to conduct a facility needs assessment for the Provincetown Fire Department. We are in the process of developing a procurement for professional services to undertake this evaluation. I hope to finalize a draft document within the next couple of weeks.
- **Town Manager Search Committee:** The first meeting of this new committee will occur on Thursday, November 5, 2020 at 2:00pm. Our consultant will review the draft employment advertisement and community profile with the committee. Additionally, we will discuss the process and timeline for this recruitment exercise.
- **AFSME Union:** We held our first collective bargaining negotiations with AFSME on Monday, October 26, 2020 for the agreement that expired on June 30, 2020.
- **Barnstable County Fire Training Academy:** Josee Young and I participated in a conference call with Phil Burt and Paul Tucker from Barnstable County. Barnstable County, on behalf of the Cape communities, has secured two grants to 1) acquire a mobile fire training trailer and 2) build a permanent live training tower in Harwich, MA. Clearly this will be a worthwhile project for training of fire

personnel throughout the Cape. Provincetown will serve as the administrative host community for handling the grant award.

- Veteran's Day: Elisabeth Verde and I recently participated in a conversation with several representatives from the VFW, American Legion and the Knights of Columbus regarding Veteran's Day. We discussed options for in person and virtual ceremonies, but ultimately the veterans agencies decided to suspend ceremonies this year due to the pandemic.
- Governor Baker's Emergency Order: On November 2, 2020 the Commonwealth of Massachusetts issued the following COVID-19 Orders:
 - a) COVID-19 Order No. 53 that requires the early closing for certain businesses and activities, limiting hours for alcohol and adult use cannabis sales;
 - b) COVID-19 Order No. 54, further regulating indoor and outdoor gatherings, and
 - c) COVID-19 Order No. 55, requirement to wear a face covering.

Building

- 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 frame is complete and the building envelope continues to be installed.
- Peak Flow Storage Tank at the Wastewater Treatment Facility at 200 Rt. 6: The transfer pad was poured last week and will see the pre-formed arched walls placed by crane beginning Tuesday November 3, 2020. The walls were formed and poured offsite in Truro and are being placed by Winkler Crane.
- The Bradford Access Project of the Pilgrim Monument and Museum: Poured the arched retaining wall on the west side of the lower pavilion. The steel plates are in process of being set in anticipation of the track system. Delivery of that system is anticipated to be at the end of the month.

Council on Aging/ Human Services

- COA Programming: Virtual program offerings continue to grow along with planning for expanded collaboration with PTV. Due to the time-intensive nature of a virtual Senior Center, all staff members are involved in creating, scheduling and hosting programs in order to assist our part-time Program Coordinator. Current focus is on holiday and winter planning with a goal of promoting social connections.
- David Asher Dinner: Thanks to the dedicated community volunteers who host this annual holiday dinner for seniors, the event will happen again this year on Sunday, December 13. There will be pick-up and delivery options along with gift bags and surprises. The COA is publicizing the dinner, taking reservations and volunteering. Staff sends thanks to Lower Cape Ambulance, Steve Roderick, Robin Reid, Donna Vaillancourt, Tim McNulty, local chefs, volunteers and all who are making this beloved tradition happen this year when it will be especially meaningful.

- Human Services Grant Program: The HS Grant Program application for FY2022 funding is now available on the Town website with a deadline of 12/1/20. This is the first time that applicants will be able to complete it online and the Human Services Committee and Department express our appreciation to Lynne Martin for her time and expertise in making it happen.

Environment/Conservation

- Conservation Area Maintenance: The Environmental Planner/Conservation Agent worked with Open Space Committee members and the Provincetown Conservation Trust to bring a crew of nine AmeriCorps Cape Cod service members on November 2, 2020, to remove trash and debris and maintain trails at several conservation areas in Provincetown, including the Old Colony Nature Trail, Hawthorne Wildlife Sanctuary, Snail Road Wildlife Sanctuary, Whistle Path Woods, and the Clapp's Pond conservation area. The hard work of the AmeriCorps members, as well as the assistance of DPW staff and a generous contribution of services by DeVita's Disposal, were greatly appreciated and made it possible for us to accomplish several important maintenance projects in our open spaces.

Health

- COVID-19 / Public Health: On 10/29/20 the Health Department, MIS Department, and Provincetown Schools ran a free COVID-19 test day for asymptomatic front line workers. Concentric by Gingko offered free testing for Massachusetts schools on this one day through donations and a partnership with MIT, and they graciously allowed us to offer the testing to other front line workers. Samples were collected through saliva and the test was a molecular PCR test, the gold standard for testing for COVID-19 virus. Rutgers University lab processed the results within 72 hours of receiving the samples. It was a much smoother process than the program we ran in August, and we will look for other ways to partner with these companies in the future.
- 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.

Housing

- Housing Authority Expansion: Processed deed restriction for CPA funded acquisition of 46 Harry Kemp Way

- CPA Grant Cycle: Met with Community Preservation Committee on 10/26/20 and finalized CPA grant packet to be issued this week.
- ED Grant Cycle: Met with Economic Development Committee on 10/29/20 and finalized the micro and macro grant packets to be issued this week.
- Ownership Opportunities: Met with owner of a one-bedroom condo at Sandy Hill regarding intent to sell. Community Housing Council met on 10/26/20 and voted on targeted income levels for two community units at 30 Shank Painter Road.

Human Resources

- Retirements: Sarah Bartholomew, Police Dispatcher 10/31 & Domenic Rosati, Parking Lot Manager 11/14.
- Resignations: Ryan Tileston, Sanitation Skilled Laborer 10/27.
- Open Year Round Positions – Currently the Town is seeking Police Officer, Sanitation Skilled Laborer, Administrative Assistant for Community Development and On-Call Secretaries. Applications and job descriptions for all positions can be found on the Town’s website.

Library

- Reopening Plan: Pursuant to the Governor’s Reopening Plan, during Phase III, Step 2 libraries are permitted to open for “limited browsing.” Beginning the second week of November, the Library will enter this phase by allowing “*Quick Browse!*” On Tuesdays from 10-2 and Thursdays from 2-8, the building is open for limited access. At this time, only the first floor will be available for patrons to browse New Fiction & Nonfiction, DVDs, audiobooks, Mystery, Large Print, magazines, and a collection of new children’s and Young Adult titles. Staff is available to retrieve items from other floors. Occupancy is limited to 10 patrons at a time with visits of no more than 30 minutes a day. Two computers are available for use for a maximum of 30 minutes a day. Printing is available. Seating is not available. Mask wearing is mandatory and hand-sanitizing stations are available. Social distancing guidelines are observed. This plan will be modified as needed in response to public health guidelines, operational considerations, guidance from the Massachusetts Board of library Commissioner and other professional organizations, and in collaboration with other Outer Cape libraries. The health and safety of staff, patrons, and visitor is of utmost importance to the Library. Library staff will continue to be available by phone and online during all 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.
- Upcoming Event: On Saturday, November 14th at 6:00pm the Library is please to present, “The History of the National Day of Mourning and the Myth of Thanksgiving” with Linda Coombs as part of the Library’s Provincetown400 programming. Linda Coombs, is member of the Aquinnah Wampanoag tribe on Martha’s Vineyard. A researcher, artisan, and interpreter, she has worked for 45

years as a museum educator at the Boston Children's Museum, Plimoth Plantation, and the Aquinnah Cultural Center. Email araff@clamsnet.org for Zoom invite to the program.

Licensing

- Permitting: Annual Liquor License Renewals are this month and I've been preparing the licenses for renewal in the new permitting software. I've been in contact with the licensees and am rolling out the new process tomorrow in the hopes it will streamline the process and enable renewals to be completely online except for inspections.

Marine Services

- Stellwagen Visitors Center Public Participation: Despite the rain, the on-site social distanced event on October 28th drew public interest in the programming and design ideas for the proposed visitor center at the comfort station/ vacuum station/ intermodal transportation area of Ryder Street Extension. Members of Center for Coastal Studies, National Marine Sanctuary program and Town Staff were on hand to describe design and programming efforts to date. We received input from visitors, residents and abutters during the event. PTV and Lower Cape TV was on hand to record the event and are posting videos regarding the plans and program survey. Due to the variety of uses and compact nature of the area, the visitor center design proposal attempts to address the needs and future developments of the comfort station, public transportation connections, the adjacent piers and the town center harbor walk into a cohesive package. Improvements to traffic flow, pedestrian safety and open space are elements of the design proposals. More information and the survey are here: <https://coastalstudies.org/connect-learn/stellwagen-bank-national-marine-sanctuary/sbnmsvc/> A public webinar is scheduled for November 19th at 7 PM for further outreach.
- Ryder Street dune enhancement and outfall relocation projects: MEMA has accepted a Letter of Interest prepared by the Environmental Planner to submit a \$3 Million grant request to complete design, permitting and construction of both the Ryder Street Dune and the relocation of the Ryder Street outfall drainage system. This is a collaborative effort of the Community Development Department, Dept. of Public Works and Marine Department. This grant involves a three-year cycle in a national competitive program to build resiliency and improve community infrastructures (BRIC). Only one project is selected from each submitting community to be included in the overall State sponsored grant request. Next step is to complete a benefit-cost analysis (BCA) by November 24th with complete submission due December 11th.
- Emergency Management and Hazard Mitigation surveys: Under the supervision of the Acting Emergency Management Transportation Coordinator our AmeriCorps member is preparing surveys and protocols for reaching out to the wide range of affected communities regarding emergency management and hazard mitigation awareness. While many residents may use a variety of electronic channels to stay informed about local government, we sense a disconnect with the populations

most in need of timely information regarding natural hazards and emergencies. Environmental justice and transient populations need to access bulletins and directions on a timely basis as well. Working across departments, we are using our volunteers and staff to update and validate changes to our emergency management and hazard mitigation plans.

- Seasonal activities: The Harbormaster has taken the patrol and pump-out boats out of the water and serviced them for the winter. As usual, the utility boat (M3) was pulled, serviced and relaunched for winter service. As one aspect of the harbor is stored for the winter, another opens; recreational shellfishing started its season on November 1st for the winter. The open area is west of the breakwater at the rotary. The no parking signs have been removed in the area of the rotary. There are additional dates for the area of Hatches Harbor. See the public notice or Shellfish Constable for more information.

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. An external vulnerability assessment has been scheduled for Jan. 4, 2021 and a social engineering campaign has been scheduled for March 1, 2020. MIS will be working with CLA over the next several weeks to prepare for these initiatives.
- 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

- Pilgrims First Landing Park: The project is progressing despite recent inclement weather. Memorial paver stones have had their locations documented and have been removed from the patio area. Crews will work to restore and level the patio over the next several weeks. Two 5" caliper Princeton Elm trees will be planted in the next two weeks while the remaining plantings will be installed early next Spring.
- Conwell Street Bike Improvement: The Public Works Department continues to work out the final details of this project with anticipation of spring construction. A contract should be issued this week to our design consultant to finalize construction drawings and bid phase services. The project will likely be out for bid in early February for start of construction to take place in April.
- Winter Preparation: DPW crews are preparing all winter maintenance gear for the upcoming season. The work shall take place over the next few weeks and includes winterizing summer equipment.

Recreation

- "You Trick, We Treat": As a coordinated effort Provincetown and Truro Recreation Departments offered a safer Halloween celebration for our communities on October 29th, 2020. Open to All Community Members: Due to the current pandemic, Provincetown's Trunk or Treats' was cancelled due to safety concerns and replaced with this safe, fun alternative. Community members were asked to sign up in advanced online, to receive a treat bad that will consist of individual packaged treats. In Provincetown, members of the Police and Fire Department visited 49 Addresses, and handed out 103 treat bags. The Recreation Department took registrations, provided a route for the first responders, and coordinated the donations to the treat bags. People and businesses banded together donating almost enough to fill a drawstring bag full of goodies to each community member ranging from coloring books, to stickers, pencils, snacks, candy apples, and yes candy. I would like to thank the following for donating to the event: Seashore Pointe, Northeast Insurance, Kaplansky Insurance, J&E Produce, Provincetown PTA, Knights of Columbus, Paige Perry & Glenn Perry, Seamen's Bank, Provincetown Police Department, Provincetown Fire Department, Cape Cod Oil, Pilgrim Monument and Provincetown Museum, Provincetown DPW, Grace Ryder O'Malley & Todd Prada, Provincetown Tourism Office.
- RFP for the East End Waterfront park 387 Commercial Street: The Recreation Commission and the waterfront park working group has completed a RFP to engage a professional consultant team to lead a community planning process to determine the vision for the park and develop a preliminary design concept. This project will be funded with \$50,000 from an approved CPC funding request, and \$20,000 from the land bank funds. The Recreation Commission has established a working group consisting of a member of the Recreation Commission, the Open Space Committee, the Public Landscape Committee, the Historical Commission, and the Harbor Committee, to advise the Recreation Commission on the planning of the park. The group has been meeting every two to three weeks since the late spring, and with town staff, will review all proposals and make a recommendation to the Recreation Commission and the Town manager. The RFP is scheduled to be released the week of November 4th and close on December 10th. I anticipated the community planning process to beginning after the New Year.

School

- Reverse Trick or Treating: Special thanks to the Police and Rec for bringing Halloween to our students this year.
- Remote Learning: Our numbers of students working from home has risen to almost 40%. Reports are that things are going well and we commend our teachers for their heroic efforts.
- Repair Funding: We had hoped the leak in our gym wall would have been repaired by now. We await word from Mark Hatch on the status of this 30K repair. We have paid for the renovation of the floor using Choice funds (thinking the leak had been resolved) and are now seeking assistance for this repair from the Town.

Tourism

- Search Engine Marketing: We began delivering ads using SEM to reach users entering keywords in their browsers. The click through rate (CTR) for our ads is 11.2% with an average SEM CTR across all industries of 3.2% and 2.2% for the Tourism Industry. Provincetown's ads have delivered 9% above other travel and tourism destinations and have resulted in 49k click through conversions to the ptowntourism.com website over the past 120 days.
- PR Firm Provincetown FAM: Organized a three-day familiarization trip (FAM) to Provincetown for ConranPR our contracted public relations firm. The principals of the firm were immersed into the culture and heritage of the Town as well as visiting the museums and attractions. Staff held an outdoor strategic planning meeting with the firm to brainstorm for the approach to 2021 as COVID-19 continues into the New Year.
- 2021 Tourism Grants: Following the joint meeting with the BoS and VSB the Tourism Department began the process of notifying the FY 2021 Tourism Grant applicants and preparing the individual award letters and grant agreements.
- Fiscal Year 2022 Five-Year Plan: The VSB is finalizing and voting on the FY 2022 budget recommendation to the BOS on Tuesday November 10, 2020 and will submit to the BOS. This year, due to the pandemic, rather than schedule the joint meeting with the BOS and VSB in November the VSB voted 6.0.0 to schedule the joint meeting early in January of the new year after the second Local Option Tax deposit from the DOR is received, and allowing more time for the Director of Finance to provide the estimated FY 2022 Tourism Fund capacity. If the BOS prefers to not wait until January a joint meeting can be scheduled sooner.