

Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: November 18, 2020

Re: Department Update Report for the November 23, 2020 Select Board Meeting

Administration

Ambassador Program

- Personnel: The schedule was reduced from 7 days a week to Friday through Monday, after the Columbus Day Weekend. The shifts were reduced to 10:00-2:00 pm and 2:00-6:00 pm. On Halloween night, there was one Ambassador until 9:00 pm at the Firehouse. The program was launched on July 3rd with 4 Ambassadors by August the program had 12 Ambassadors. The attrition began in mid-August by the last weekend there were 5 Ambassadors covering the shifts.
- Supplies: Masks were placed in Ziploc bags to keep sanitized when handing out on the street. The other masks not in bags generally were dispersed at the Firehouse using tongs and the Ambassadors working the Mandatory Mask Zones also used tongs to hand out masks. The amount of supplies used:

Disposable Masks =	13,250
Reusable Cloth Masks =	121
Hand sanitizer 8oz bottles =	105
Nitrile Gloves 100/box =	2 boxes each of S, M, L & XL
Ziploc bags =	4,500
- The Community Ambassador Program ended November 1, 2020. Many business owners came up to the Ambassadors to thank them for their presence during the program. They were very appreciative of the mission to keep Provincetown Safe. Almost everyone that approached the Firehouse also expressed their gratitude for handing out free masks, sanitizer and the program outreach. I have not heard and nor the ambassadors, any derogatory comments on the program. It has been all supportive.

Building

- Demolition Permitting: Our pre-built environment of buildings are showing their age and the usefulness. A permit to demolish 30 Shank Painter has been issued to make way for a multi-family residential building including an affordable unit. 341 Bradford St. is being reviewed under the Demolition Delay By-law by the

Historic District Commission (HDC) for tear down and rebuild, and the HDC just recently approved a demolition for an accessory building on Central St.

- Energy Code: As of November 7, 2020, the 2018 IECC, International Energy Conservation Code, came to be in full effect. As a Stretch Code Community, we have been complying with more restrictive energy codes since 2011. Some of the changes in the 2018 code in individual references appear to relax some thresholds, which could increase energy use in residential buildings. Incentive offsets to these potential increases are woven in the new code.

Council on Aging/ Human Services

- Meals Programs: Now that the COA kitchen has reopened, we will begin weekly food pick up/delivery in December. Each week will be different, ranging from full meals to themed offerings or grab and goes. Staff will be filling in for volunteers who previously assisted the cook until the Senior Center reopens. We are extremely excited to be able to provide these vital services again.
- Thanksgiving Programs: Every Thanksgiving, COA staff delivers turkeys and dinner trimmings to older adults the weekend before the holiday. This year, the Family Pantry of Cape Cod has stepped in to provide the food for 50 households, more than double the previous number, and we were able to add additional residents thanks to donations to our Friends organization.
- Veterans Day: COA staff delivered gift bags to local veterans this year with funding from a Title III CARES Fund grant from Elder Services of CC & I. Programs involving deliveries also allow time to socialize (outdoor) and have been an integral part of maintaining connections since the pandemic.

Emergency Management/Transportation

- Parking Season: As a reminder, the Commercial Street Parking ban remains in effect. Please be mindful of this when parking in Town.
- Workmen's Compensation: The Acting Emergency Management Transportation Coordinator is pleased to report that due to her attendance to various trainings, the Town has received its maximum potential discount for the FY21 Workmen's Compensation Plan from MIAA.

Finance

- FY2021 Tax Rate Recap: Due to the efforts of the finance team and assessing, Provincetown was 20th community in the State to receive approval of its Tax Rate Recap by the DOR and tax bills posted November 1, 2020, even with the late Town Meeting.
- FY2021 Marijuana Revenue: To date, we have received \$158,000 in host fees and \$67,000 in local option tax. Local option is lower due to the timing of distributions from the State.
- Municipal CARES Act: Provincetown's first request for distribution of \$157,173 was by the State. This request represents the Town's emergency COVID expenditures from March – June 2020. The second request for reimbursement will be in January for expenditures incurred July – December 2020.

- FY2022 Budget: Budget season is underway with departments now developing their FY2022 budgets for review with the Town Manager.

Health

- COVID-19 / Public Health: Health Department and Community Development staff, particularly the Code Compliance Officer, continue to provide education and outreach about the many recent changes to state industry guidelines and updated orders and advisories to licensees and the general public.
- Public Health / Connectedness: Winter Wednesdays is looking for instructors for its 2021 version, Winter Whenevers. Program partners (Provincetown Health Department, Public Library, Housing/Economic Development, Wellfleet Health/Conservation, and Provincetown and Truro Schools) are expanding the program so that there will be two six-week sessions this year, and aim to have course offerings at different times of the day/week. For more information, or to apply, go to www.winterwednesdays.org. Instructor applications are due November 30, 2020. Course lineup will be announced early January 2021.
- COVID-19 / Public Health: Health Department, with the help of the public health communications contractor Leslie Sandberg, continues to support the state's efforts on educating the public on how to safely connect with others, and tips for the upcoming holidays.

Housing

- Housing Authority Expansion: Acquisition closed 11/2/20 for CPA funded purchase of 46 Harry Kemp Way.
- CPA Grant Cycle: Advertised and issued application packet with applications due by 12/30/20.
- ED Grant cycle: Advertised and issued application packet with applications due by 12/30/20 for micro and macro economic development grants.

Human Resources

- Open Year Round Positions – Currently the Town is seeking Police Officers, a Sanitation Skilled Laborer, an 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

- Library Operations: On Tuesday, November 10, the Library opened for Limited Access/Quick Browse! On Tuesday from 10:00am-2:00pm and Thursday from 2:00pm-8:00pm the Library welcomed over 30 patrons into the Library. Everyone complied by the rules and was happy to be in the building even just in a limited way. At this time, only the first floor is 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.

- Programming for Children: The Library recently concluded a six-week virtual programming collaboration with other Lower/Outer Cape Libraries, "Full S.T.E.A.M. Ahead: A Home Learners Group" for children ages 11 & up. The Library continues to collaborate with the Provincetown School and Truro Library to bring the Mock Caldecott Award to the children on the Outer Cape.

Licensing

- Liquor License renewals are being processed in the new system for online licensing. Despite a learning curve, the feedback on the new program has been positive.

Marine Services

- Woods Hole Sea Grant COVID-19 Related Rapid Response Funding Award for Municipal Shellfish Propagation Support: The \$5,250 grant will pay for oysters to be purchased from Provincetown Growers to be planted west of the west end breakwater as well as relay wild stock from Johnson Street to east of the breakwater. All permits are in place and 50% local match is provided by logistical support and reporting by the Shellfish Dept.
- Stellwagen Bank Visitors Center Steering Committee: The next meeting of the steering committee has been postponed while the architects work through issues with underground infrastructure of the central vacuum station and the building footprint.
- Hazard Mitigation Plan Update: All senior staff have been working with the Cape Cod Commission to review and update the Hazard Mitigation Plan. This five-year document is required for many grant opportunities in addition to providing a blueprint for Town planning. We anticipate presentation to the Select board in February/March prior to submission to FEMA. Once approved by FEMA, the plan will be sent to the Select Board for final approval.

Planning

- Reimagined Public Spaces During the Pandemic: Public spaces in Provincetown have become more important than ever. This past summer, visitors used picnic

tables and benches located in different public areas around Town for outdoor dining. Examples include: adding a picnic table to one of the parking spaces in the Johnson Street Parking area at 363 Commercial Street; adding picnic tables to the recently acquired Hall Lot at 387-395 Commercial Street; and the tables added to the beach near Ryder Street Extension. As the declared state of emergency continues, the Planning Department is continuing to research and explore new opportunities for safe social distancing in Provincetown's public spaces.

Public Works

- Wastewater Treatment Plant: The project remains on schedule and anticipated to be complete by June 2021. The wall panels of the Peak Flow Storage Tank were placed into position last week as was the dome covering. The crews will now secure the wall panels together over the course of the next few weeks and mechanically fasten the dome structure to the wall panels. The mechanical components of the tank have been ordered and we expect them to arrive within the next 6-8 weeks.
- Bradford/Prince Street Intersection: The project had the final pavement laid Monday November 16th and line painting soon to follow, weather permitting. The project is 95% complete and maintained its original construction schedule.
- Sand Cleanup: A high tide and SW wind event over Sunday Night into Monday morning November 16th has required another significant sand clean-up effort by DPW staff. Sand from Ryder Street was blown all over Portuguese Square and as far over as Lopes Square. Route 6A by Snail Road also had several inches of sand over the roadway. It is our hope that with the dune enhancement project at Ryder Street Beach the sand transport will be minimized.

School

- Students: The students at Provincetown Schools are thriving and have made a beautiful adjustment to the COVID safety procedures. They recently sent a video greeting to the 'mask-makers' from town who provided beautiful masks sized for children of all ages.
- Play Area: One concern is that we have consistent foot traffic through the play area of the school during school hours from the parking lot to Winslow Street. We are particularly concerned when masks are not being worn.
- COVID: We are grateful that the town has worked so hard to keep our COVID numbers as low as possible.

Tourism

- Fall/Holiday Ads: The focus of the advertising is shopping for the holidays, visiting galleries, enjoying the outdoors and restaurants. The ads will be transitioning from autumn to festive holiday images following Thanksgiving and bring us through December and the New Year.
- Sponsored Content: To compliment and round out the targeted digital marketing programing we have scheduled the winter and spring sponsored content,

advertorial and print advertising. The placement will include a series of sponsored stories, two-page spreads, digital publications, magazine back covers and run-of-site digital ads throughout January to June. The publications will reach audiences in the arts and culture, LGBTQ, families, pride and general travel. Provincetown stories will be in line with the editorial calendars of the each of the publication which includes spring/summer travel editions.

- Filming in Provincetown: Hightown Season 2 moved into Town the week of November 15th to set up basecamp and filming is currently taking place. 20th Century Fox Television has moved filming dates for the production “Pilgrim” to February with intentions to move-in the last week in January. The application remains pending and once received it will be reviewed and processed by staff, at that point there will be more information to share. Due to COVID-19 protocol the filming is expected to be extended from the original planed eight days to three weeks.

Town Clerk