

# Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: December 10, 2020

Re: Department Update Report for the December 14, 2020 Select Board Meeting

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## Administration

**COVID-19:** With the heightened concern with the rise in COVID cases across the state and the country, and with the holiday season upon us, we did issue a revised Travel and Quarantine policy on November 25, 2020, that reflects recent action by Governor Baker's COVID-19 Order No. 45. We strongly encourage employees to work from home for their entire quarantine period and continue to encourage staff to work from home if possible. The document identifies exemptions to the travel ban, as well as mandatory steps for those that choose to travel prior to their return to work. The policy is intended to comply with the State's Travel Ban and to protect health and safety of the Town's employees and to keep transmission levels as low as possible.

**Police Station Project:** At a recent Select Board meeting, member Bobby Anthony asked for an update of the Police Station Construction process. I did have an introductory meeting with Building Chairperson Thomas Coen to review the history and status of this project. Additionally, I held a second meeting on December 3, 2020 with staff, consisting of David Gardner, Jim Golden and Richard Waldo. We reviewed the plan, recent Town Meeting actions and the location issues. We have reached out to our OPM and Architect in order to get some cost estimates for services to potentially review the project design, code compliance and the construction cost estimates, and will report back to the Select Board. The Select Board should provide some guidance on the issues of facility location, i.e., will we maintain the plan to construct this facility at 16 Jerome Smith Road. Additionally, the building design also seemed to generate a level of concern; so should we include a review of the exterior building envelope.

**Code of Conduct Policy:** Elizabeth Paine, Elise Zarcaro and I participated in a conference call with John Giorgio from KP Law to review the questions that were generated at the most recent Select Board's meeting. Mr. Giorgio will modify the policy document shortly to reflect the various comments. The goal will be to finalize the draft, share with our volunteers and

hold a public meeting in mid-January 2021, where Town Counsel will participate in order to answer questions from the Select Board and our volunteers.

Town Clerk's Position: We have posted the vacant Town Clerk's position internally and are conducting interviews. I hope to finalize the process within a couple of weeks, and will notify the Select Board shortly; this is one of the positions under the Town Charter that is subject to confirmation by the Select Board or if the Board fails to act within 15 days implies confirmation.

Property Tax Deferral: We did receive an inquiry from a citizen concerning the interest rate that the Town of Provincetown utilizes for those individuals that choose to defer their property tax obligation. The current practice of the Town is to charge a rate of 8% on this deferred commitment, which is the maximum rate allowed by the enabling legislation. Communities may lower this rate, but the only pathway to consider a lower rate is by means of an article at a future Town Meeting. Scott Fahle, our Principle Assessor, has written a memo that provides more information on this particular matter that I will share with the Select Board.

### Compliance

- COVID Precautions: Business is slower in the off season and there were no compliance issues the weekend of December 4-6th. Compliance operations will continue through the holidays.

### Council on Aging/ Human Services

- Senior Center Programming: Since the pandemic, COA staff has created an increasingly robust and popular "virtual Senior Center." In January, new programs alone will increase by 50% over new programs in December, along with offering already established remote ongoing programs, developing programming through PTV and continuing to provide essential services such as podiatry, medical rides, food programs and outreach.
- Thanksgiving Programs: This year's food distribution through the COA reached 64 households thanks to the Family Pantry of Cape Cod and a generous anonymous donor through the Mews Restaurant. This is a 400% increase over last year's holiday deliveries. Items included turkeys, chickens, fresh produce and non-perishables as well as cooked meals delivered on Thanksgiving Day by staff for people living alone or unable to cook.
- LGBT Training: Per a new state law, any providers who receive funding from the state Executive Office of Elder Affairs, which includes all COAs, must ensure that employees, interns and volunteers complete a training on the "Prevention and Elimination of Discrimination Based on Sexual Orientation and Gender Identity and Expression." The online training was developed by Fenway Health and will be available next month.

### Emergency Management/Transportation

- Emergency Management: The Town of Provincetown was one of 10 communities on the Cape and Islands selected by the Massachusetts Maritime Academy to continue the tabletop exercise development. The first semester the Maritime

students worked with Town Staff to learn more about the Town for the creation of this exercise. During the Spring semester, the students will continue their work with Town Staff in hopes of being able to execute this exercise in accordance with COVID restrictions.

- Parking: Just a reminder that the Commercial Street Parking Ban remains in effect. Any updates on this matter will be reflected on the Town of Provincetown's Parking Department webpage.

### Environment/Conservation

- Committee Appointment: The Environmental Planner has been elected as co-chair of the steering committee of the New England Municipal Sustainability Network.
- Hazard Mitigation Plan: Town staff has been meeting regularly with Cape Cod Commission staff on the 5-year update of the Hazard Mitigation Plan. A survey of residents and other stakeholder groups is being released this month, and we anticipate that a draft of the updated plan will be presented to the BOS for review and approval in February.

### Housing

- Community Preservation Act Grant Cycle: Conducted outreach for applications due by 12/30/20.
- Economic Development Grant Cycle: Conducted outreach for applications due by 12/30/20 for micro and macro economic development grants.
- Housing: Preparation for resale of deed-restricted 1-bedroom unit at 6 Sandy Hill Lane #11.

### Library

- Library Operations: For two weeks the Library was able to open for Limited Access/Quick Browse for 10 hours a week. Over the course of those two weeks we welcomed 72 people into the Library. Everyone was grateful and fully complied with all our health and safety protocols. Unfortunately, due to elevated levels of the virus detected in the wastewater and after consulting with the Health Director and Interim Town Manager it was determined that for the time being and in an abundance of caution the Library will suspend Limited Access/Quick Browse. 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](http://clamsnet.org), by calling 487-7094, or emailing [pplstreetside@gmail.com](mailto:pplstreetside@gmail.com).

### Licensing

- Licenses: Completed the preparations of Seasonal Liquor Licenses for renewal in new software and notified Licensees.
- Licensing Board: Held elections and approved 2021 Meeting Schedule.

- Covid-19: Updated local businesses on evolving regulations and guidance, this week on the rollback issue<sup>3d</sup> by the Governor's administration.

### Marine Services

- Maintenance Dredging of Floating Docks: The County Dredge is back to perform some maintenance dredging around the loading station at the floating docks on MacMillan Pier. As with the dredging for the attenuator, the sediment will be pumped to Court Street town landing for nourishment. This is a continuation of the permitted project.

### 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 January 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.

### Pier

- Adverse Weather: There was no apparent damage to the pier during last weekend's (12/5-12/6) very high winds and heavy rainstorm.
- Office Operations: As of December 1<sup>st</sup> The Pier/HM office has reduced staff and is now open only to the fishermen and tenants of the Pier with limited services from 8AM- 4PM; additional services beyond these hours are and can be set up with prior notice.
- Staffing: We continue to have a presence on the Pier through each evening and have the Harbor Master and Deputy Harbor Master on call each day.
- Fishing Fleet: A large number of fishermen will continue to catch fish/product through the end of the year and we will continue to hopefully have ice for their needs through then.
- Restrooms: Public Restrooms out on the end of the pier will be closing over the next couple of weeks in preparation for the winter months ahead.

### Planning

- Tufts Field Project for Spring 2021: Provincetown's Community Development Department will be partnering with Tufts University Urban and Environmental Policy and Planning (UEP) students to develop a plan for protecting Provincetown's infrastructure and historic built environment from coastal erosion hazards, storm damage, and flooding from projected sea level rise. Twelve possible projects were initially selected to compete for six field teams. Town

Planner Thaddeus Soulé presented at a Zoom meeting to UEP students and Provincetown's proposal was selected for a Spring 2021 field project.

### Public Works

- South Hollow Wellfield: A well company will be coming to perform repairs to well #9 at South Hollow Wellfield. The pump has failed to operate and will need to be pulled to check the status of the pump motor. The repairs will not affect our ability to delivery potable water to either Provincetown or Truro.
- Bradford/Prince Street Intersection: The project continues to wait for the air temperature to moderate to conditions acceptable for line painting. Once the line painting is complete, the contractor will finish final punch list items before we consider this project complete.
- Veterans Memorial Community Center Building: A masonry contractor is in town for a few weeks to install through-wall flashing on the exterior brick wall to prevent rainwater from infiltrating into the building. This is the last holdout leak to the building's exterior envelope before we can consider this building watertight.

### Recreation

- Ho Ho Home for the Holidays: On Saturday December 19<sup>th</sup>, the Provincetown Recreation Department, in collaboration with the Provincetown Police Department and Provincetown Fire Department, will be bringing the holidays home to all Provincetown families. Santa Claus and his Elves will be riding via Fire truck in Provincetown delivering a Holiday Kit to all families who register online. Each holiday kit will include an age appropriate board game for your child/children, a box of hot chocolate and other goodies to enjoy from the safety and comfort of your own home. For families who do not live in town, but attend Provincetown Schools, a pick-up option will be available. Please select the pick-up option in the registration.
- Light Up Provincetown: In light of the current pandemic and social gathering limits both indoors and out, the Recreation Department is asking community members to register their holiday light display. The department will create a map/display guide for members of the Provincetown Community, showing them where they can drive by to see beautiful holiday displays throughout town from the safety and comfort of their own vehicles. Places like the Lobster Pot Tree, Provincetown Monument and the Town Hall will also be a part of the guide. We ask that all participants have their homes decorated by December 15<sup>th</sup> and be lit up every night when/if possible through January 1<sup>st</sup>. (Please note that participants' names and phone numbers will not be disclosed at all during the duration of this event. Street names will be used to help map out the event, but exact addresses will not.)
- North Pole Mail Box: The Veterans Memorial Community Center will now be offering a North Pole Mail Box from December 8<sup>th</sup> Through December 21<sup>st</sup>. If anyone has something to share with someone special in the North Pole, we encourage all to write a letter, drop it off in our North Pole Mailbox and receive a letter back.

## School

- Student Body: Our students are thriving and we are hopeful that the health metrics in Provincetown stay where they are with zero cases. We are prepared to pivot if needed but are hoping for the best in the days ahead.
- Holiday Season: The community rallied once again as we rolled out a *Wish Tree* that ensures that each child in the school will receive a special holiday treat before Winter vacation.
- Meals and Food Distribution: Chef Andrew and staff continue to provide great meals to our students while at school and distribute groceries to families through various providers as needed. Last week Chief of Police Jim Golden delivered boxes from Farmers to Families that our team relayed out. We are so grateful for the partnerships like this that enrich our school community.

## Tourism

- Winter Digital Ad Campaign: Launched the winter campaign to encourage continued visitation to shop local for the holidays and extended winter stays. The ads will run into mid-January.
- Plan your 2021 Vacation Campaign: Beginning mid-January, the marketing will target new and repeat visitors to plan their 2021 getaway. The campaign will consist of digital, print, video and media outreach with a call to action encouraging early bookings.
- Filming in Provincetown: STARZ Hightown Season 2 completed filming and moved out at the end of November. We have received an incomplete application from 20<sup>th</sup> Century Fox Television for the production "Pilgrim", the locations and dates of filming have not been confirmed. Without these details, the Town Administration, Public Safety and Public Works are unable to plan to meet the needs of the production company and residents of Town. We are working closely with the location manager to get this issue resolved.