

# Memo

To: Select Board  
From: Alex B. Morse, Town Manager  
Date: May 6, 2021  
Re: Department Update Report for the May 10, 2021 Select Board Meeting

---

## Administration

- A big thank you to Provincetown residents for their warm welcome at Town Meeting. It was a productive and successful first meeting and I look forward to many more.
- I recently met with Laura Shufelt from Mass Housing Partnership to restart the work on the Request for Proposals for housing on the VFW property. We are reviewing past documents related to the site, including feedback from community stakeholders. A draft RFP will be presented to the Select Board before issuance. In response to their RFP to find a development consultant for the expansion of Maushope at 42-46 Harry Kemp Way, the Provincetown Housing Authority has recently hired Anser Advisory. I met with Kristin Hatch and visited the site last week.
- I finished my first course in the process to become a Massachusetts Certified Public Purchasing Officer (MCPPO). The class, "Public Contracting" ran Tuesday-Thursday 8:30am-3:00pm. I will begin the second class, "Supplies & Services," later this month.
- Last week, I met with Tom Cahir, Administrator of the Cape Cod Regional Transit Authority to discuss transportation and routes and how to better serve the needs of Provincetown residents, workers, and businesses.
- I met with Jay Coburn, CEO of the Community Development Partnership, to discuss Harbor Hill and a number of other housing related work in Provincetown and throughout the Cape.
- On Friday afternoon, I attended the 13th anniversary of the Pilgrim Bark Park, which included an opportunity to meet me and my dog Oliver.

## Ambassador Program

- 2021 Season: The Ambassador Program launched Saturday, May 1st with four Ambassadors at the Town Meeting

- Staffing: On Sunday, May 2nd, there were two Ambassadors stationed at the Firehouse. One started at Noon until 4:00 pm. The Second Ambassador worked from 2:00 - 6:00 pm. The weekend of May 8th, there will be four Ambassadors on Saturday and Sunday.

### Building

- 66-72 West Vine: Two foundations have been installed to support the construction of what will be four new dwelling units.
- The Bradford Access Project (BAP): The project is still awaiting inspection by the State of MA. Elevator Inspectional Department. The test consists of communication, ability to move minimum weight requirements and emergency stopping.
- Community Rating System (CRS): The annual Community Rating System (CRS) recertification has been submitted. We have received our official letter of having achieved a Grade 8 in the last recertification cycle, which was also our 5-year recertification, completed last Spring. The ISO review of that information will be conducted over the next month.

### Code Compliance

- Mask Compliance: This weekend there were a few reports that businesses had customers without masks in their stores. In this case, the business owner is notified, which may lead to a verbal warning. There were reports of unmasked employees but the Compliance Officer did not personally witness any. Going forward this may be the main compliance concern in the short term: Unmasked customers who are either mask-wary after a year of mask wearing, uninformed vaccinated individuals who no longer feel it is necessary or anti-mask travelers (who were prevalent last season). A message has been sent to all businesses reminding them that masks are required indoors for both customers and employees.

### Council on Aging/ Human Services

- COA Services and Programs: COA staff continue to provide essential services to older adult residents (comprehensive outreach, food pantries and meal programs, medical rides Cape-wide, podiatry appointments, check-in chats, mobile library, medical equipment loan, tech assistance, referrals for support services) and will offer 27 virtual programs in May.
- Outreach Handbook: Andrea Lavenets, COA Outreach Coordinator, will serve as the regional representative on a Massachusetts Councils on Aging (MCOA) committee to create a new outreach handbook for the state network. MCOA is the state professional organization that supports Senior Centers through advocacy, networking, professional development, consumer education and resource opportunities.
- Walk Massachusetts: This annual walking event through MCOA is open to all residents and runs from May through September. Participants will choose a distance or time goal, walking outside or indoors and tracking their mileage. There are chances for individual prizes and an opportunity for COAs to receive

funding for programming. Interested residents can register/get info on the MCOA website or through the Senior Center.

#### Emergency Management/Transportation

- Election Parking: As a reminder, Ryder Street will be marked off as "Election Parking Only" on Tuesday, May 11<sup>th</sup>. Please plan accordingly.
- 2021 Parking Season: The 2021 Parking season is upon us. Wescor, the company which services the Town's devices, has been and will continue to be on site to bring our equipment online and ready for the season. Please be patient as we bring the License Plate Recognition program back online. Please direct questions to Erin Ellis at [eellis@provincetown-ma.gov](mailto:eellis@provincetown-ma.gov).

#### Environment/Conservation

- The Environmental Planner is working with Town counsel on the Purchase and Sale Agreement for the acquisition of 86R and 88 Atkins Mayo Road for conservation purposes. This purchase was approved by Town Meeting.
- The Open Space Committee and the Environmental Planner are convening a working group to guide the update of the Open Space and Recreation Plan.

#### Finance

- Financial Management Review: The DLS Technical Assistance Bureau (TAB) recently began a comprehensive Financial Management Review for the Town as requested by the Select Board Chair and Town Manager. The review process includes interviewing staff, reviewing documents and policies and issuing a report with findings and recommendations.
- FY2020 Annual Audit: The FY2020 audit is now completed and we expect to have final reports next week.

#### Harbor

- Board Members: Harbormaster is soliciting mutual guideline ideas from the Pier Corporation and the Harbor Committee for their exchange of volunteer liaisons to enhance a positive relationship between the two boards.
- Kayak Racks: Approximately 85% of the available town beach kayak racks spaces have been rented thus far this season.

#### Health

- COVID-19 / Public Health: The final Barnstable County Regional Vaccination Clinic to be held on the Outer Cape will be in Eastham on Monday, May 17 (rain date, Friday, May 21) at the Little Creek Parking Lot. There will be 500 doses of Johnson & Johnson vaccine. Contact the Health Department for the link to register.
- COVID-19 / Public Health: The Health Department and other Community Development partners will hold virtual Q&As for industries on the state's guidance

at the time on the following dates. Email [mclark@provincetown-ma.gov](mailto:mclark@provincetown-ma.gov) to register and to send questions in advance.

- Restaurant Q&A: Wednesday May 12th at 11 am
- Lodging Q&A: Wednesday May 12th at 1 pm
- Retail Q&A: Thursday May 13th at 1 pm
- Public Health: On 5/4/21, Health Director Morgan Clark testified at the State Senate's Joint Committee on Mental Health, Substance Use and Recovery listening session on the emerging threat of stimulant use in Massachusetts.

## Housing

- Ownership Units: 6 Sandy Hill Lane #11 is moving towards closing in May with deed restriction on the Select Board agenda for May 10th; 36 Nelson Unit #3 [1 bedroom, 1 bath, \$178,500, as part of the inclusionary zoning development at 30 Shank Painter], open house was conducted April 10th and applications are due by May 3rd; anticipate one-bedroom unit at 30 Shank Painter Rd. to become available for outreach this summer.
- Income Limits: HUD Area Median Income [AMI] limits for FY 2021 updated 4/2/21 followed by CPA and MHP, both use HUD numbers as a base but vary. Note that the AMI dropped from \$96,600 in FY 20 to \$89,300 overall; some individual categories rose slightly. As all housing programs are connected to AMI, some go by HUD, some by CPA, the AMI table was updated [see attached].
- Community Preservation: CPA FY 21 proposed projects were all approved by annual town meeting on 5/1/21 including transfer to the Affordable Housing Trust Fund of \$100,000, new pilot program for ownership rehabilitation [\$100,000], contribution to new CC5 rental development [\$20,000], and community planning initiative for Motta Field [\$100,000].
- Harbor Hill continues at 100% full occupancy. Property Management continues to work on upgrades and Capital Improvement planning with the assistance of staff including the public works department.
- Maushope: The Housing Authority chose a development consultant, Anser Advisory, for the expansion project.
- VFW Development: Staff met with Laura Shufelt of MHP on April 30th regarding drafting an RFP for the site to be issued as soon as possible.
- Ongoing: Continue to respond to inquiries regarding incentive zoning development, local voucher program, down payment assistance and general housing availability.
- Affordable Housing Annual Tax Exemption applications for properties that provide year round rentals are under review in conjunction with the Assessing Department.
- Economic Development Grants: Economic Development Committee approved recommendations on April 5th; Select Board approved all grant awards on April 12th and award notices were sent out on 4/13/21.

## Income limits FY 2021

Barnstable County median income \$89,300

Household Size	30% Income Limit Extremely Low HUD	50% Income Limit Low HUD	60% Income Limit Moderate MHP	65% Income Limit Moderate	80% Income Limit Moderate CPA	80% Income Limit Moderate HUD	100% Income Limit Median CPA	100% Income Limit MHP ONE
1	\$20,450	\$34,050	\$40,860	\$44,265	\$50,008	\$54,450	\$62,510	\$68,100
2	\$23,350	\$38,900	\$46,680	\$50,538	\$57,152	\$62,200	\$71,440	\$77,750
3	\$26,250	\$43,750	\$52,500	\$56,875	\$64,296	\$70,000	\$80,370	\$87,500
4	\$29,150	\$48,600	\$58,320	\$63,180	\$71,440	\$77,750	\$89,300	\$97,200
5	\$31,500	\$52,500	\$63,000	\$68,250	\$77,155	\$84,000	\$96,444	\$105,000
6	\$35,580	\$56,400	\$67,680	\$73,288	\$82,870	\$90,200	\$103,588	\$112,750
7	\$40,120	\$60,300	\$72,360	\$78,390	\$88,586	\$96,450	\$110,732	\$120,600
8	\$44,660	\$64,200	\$77,040	\$83,428	\$94,301	\$102,650	\$117,876	\$128,350

### Human Resources

- New Hire: Alexandria Paine – Community Development Administrative Assistant
- Position Change: Patrick Walsh – Town Hall Custodian to Buildings and Ground Maintenance Laborer
- Resignation: Alexander Williams – Town Treasurer
- Open Year-Round Positions: Currently the Town is seeking a Town Treasurer, a Part time COA Program Assistant, a Town Hall Custodian, an EMS Coordinator and On-Call Secretaries.
- Open Seasonal Positions: Various Seasonal Positions for the 2021 Season: DPW Highway Dept. Laborer, DPW Transfer Station/Sanitation Laborer, DPW Barrels & Grounds Attendants, DPW Third Barrel Pickup Attendants, DPW Comfort Station Attendants, DPW Beautification Maintenance Staff, DPW Groundskeeper Maintenance Staff, DPW Floating Custodian, Parking Lot Booth Attendants, Recreation Behavioral Aides, Recreation Leaders, EMT, EMT-I and Paramedic, Community Ambassadors, PPPC Deck Safety Crew Patrol Staff, PPPC Assistant Harbormasters, PPPC Night Watchperson- Deck Safety Crew Patrol, PPPC Operations Staff, PPPC Seasonal PT Administrative Assistant, Police Dept

Community Service Officer. Applications and job descriptions for all positions can be found on the Town's website.

### Library

- New Library Website: After months of development, the Library is pleased to announce the launch of a new website. This upgrade will be easier to use, more aesthetically pleasing, and optimized for mobile display. Check it out at [provincetownlibrary.org](http://provincetownlibrary.org) and email [araff@clamsnet.org](mailto:araff@clamsnet.org) with comments and suggestions.
- PPL Outer Cape Haiku Contest: For National Poetry Month the Library held its first Haiku contest. Over eighty entries were received from the Provincetown School, Nauset Regional School, and poetic adults from the Outer Cape. Winners will be announced in upcoming Library newsletter and library social media outlets.
- Little Free Pet Pantry: The Library is now home to a "Little Free Pet Pantry." Free food available for cats and dogs. The LFPP will be out with Crop Swap at the Library's Commercial Street entrance.
- Library Services: While the building remains closed to the public, Library staff is 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. Streetside 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

- Business Licenses: Retail business renewals are being processed in advance of the high season.
- Licensing Board: Welcomed a new alternate to the Board.
- Covid-19: Responded to questions from local businesses on evolving regulations.

### MacMillan Pier

- Boat Slips: Renewal applications for slips have been processed and the fishing fleet have begun to return to their slips. All slips aside from one have been assigned.
- Staffing: MacMillan Pier and the Harbormaster's office continue to advertise for seasonal staff through Human Resources. Operations/Maintenance staff began two weeks ago and have made great progress getting the pier ready for the season.
- Seasonal Changes: Second shift and night watch will begin the week of May 10<sup>th</sup> and restrooms out at the end of the pier will be officially open then.
- Ferry Service: The first ferry from Boston is scheduled to arrive on Sunday, May 16<sup>th</sup> dependent on the right whale harbor constraints.
- Permits: Kayak rack and beach boat annual sticker permits went on sale as of April 15<sup>th</sup> and there are still a few spots available for the 2021 season.

## Marine Services

- Stellwagen Visitors Center Meetings: The design team has met with regulatory boards for an informal 'first look' at the Wharf Design for input. Historic, Conservation, Planning and Zoning Board of Appeals have seen the updated designs and features from the Select Boards comments. There will be a consolidation of input ideas and a final public outreach for the final design of the contract.
- Harbor Committee Together Again: The members have wanted to meet in person so the next scheduled meeting is under the pavilion on the MacMillan Pier. This will be their first in-person meeting since March of 2020. Staff is finding some logistical issues to work around such as access to copiers for packets and wind that may become an issue, but overall the team is excited to be back together in person again. There will be some valuable results of our response to the pandemic but nothing compares to physically working together.

## MIS

- Cybersecurity: The MIS Department's effort to improve the Town's cybersecurity posture is ongoing. The first of four training assignments was made available to town and school staff during the month of April. In addition to the assignments, staff will also be subjected to periodic simulated phishing campaigns to help determine the effectiveness of the training.
- Remote Participation: MIS is working with staff liaisons of boards and committees to improve access to public meetings. Part of this transition makes the "join" link to the Microsoft Teams meeting available to the public. This will offer a more interactive experience, and provides an alternative to calling into the meeting using a conference ID.

## Planning

- Planning Board: Zoning Bylaw Amendment Articles 29 through 38, sponsored by the Planning Board, were adopted by Town Meeting with the requisite two-thirds majority vote, including the update to the illumination requirements. The Town Planner will be coordinating with the Town Clerk on creating the certificates of vote and submission to the Attorney General's Office for final approval as required by MGL Ch. 40, sec. 32.
- Affordable Housing: At its April 22, 2021 public hearing, the Planning Board approved the site plan and special permits allowing 12 new units, including 2 deed-restricted affordable units that were also approved by the Community Housing Council, located at 286 ½ Bradford Street. The Town Planner will be submitting a draft final decision for the Board's May 13th public meeting.
- Workforce Housing: The proposed Barracks project that includes sixteen (16) rental apartments with a capacity of 34 persons and twenty-eight (28) dormitory style units with a capacity of 112 persons located at 207 Route 6 is scheduled for the May 6, 2021 Zoning Board of Appeals public hearing for a building scale

special permit application, and the May 13, 2021 Planning Board public hearing for a site plan review by special permit application.

- Stellwagen Visitor Center and Master Planning for MPL: In addition to an accompanying parking plan for the proposed Gerry E. Studds Stellwagen Bank National Marine Sanctuary Visitor Center requested by the Select Board, the Town Planner will be coordinating with the Parking Manager to update the conceptual MPL Master Plan as requested by the Planning Board.

### Public Works

- VMCC Lighting: The retrofit project began on May 4th.
- Town Hall: One sump pump from the Town Hall ejector pit had to be removed for rebuilding. The remaining pump will handle the building demand.
- Standby Generator: The library and Firehouse 4 plans have been delivered to the engineer so design work for the standby generator system can start in earnest.
- Conwell Street Improvements: The Conwell Street project continues on schedule.
- Pilgrims' First Landing Park: Grading and planting work is scheduled this week for First Landing Park. The lighting is substantially complete.

### Recreation

- West End Basketball Court Retrofit Update: The Chelsea Earnest Memorial Playground basketball courts (West End) retrofit continues. As previously mentioned in the last update, this project was fully funded by a CPA article from FY21 Annual Town Meeting. The fencing has been completed and paving of the courts took place starting May 6, 2021 until Monday May 24, 2021. During that time, the Basketball Courts will be CLOSED to the public and all users who wish to use a basketball court will be directed to our Mildred Greensfelder (East End) facility. The public has been notified and we look forward to the courts being re-opened on May 25, 2021.
- Spring Sports: The Provincetown Recreation Department is excited to announce that our Spring Sports for Provincetown School children have begun. Starting the week of April 26 and going until the beginning of June, basketball for grades fifth thru eighth, and soccer for grades kindergarten thru fourth grade are being offered after school. Children are safely participating in a series of instructional practice drills learning the fundamentals of each sport while also socializing with their classmates.
- Summer Program: Registration for our 2021 Summer Program is now LIVE. Registrations were released to Provincetown Residents and School Students on Tuesday, April 27, we currently have received 37 applications, and some age groups are almost at capacity. The registrations will become available to lower cape residents and those that are employed in Provincetown starting May 24, 2021 and if space allows registrations will then be open to all other non-residents.



## School

- Human Rights Academy: Provincetown Schools 'Student Voice Club' will again host the Barnstable County Human Rights Academy on Wednesday, May 5th.
- Community Support: The Schools are grateful to the community and its leadership for the ongoing and very palpable support of the schools including our efforts to support an anti-racism climate.
- MCAS: Our courageous and flexible students will take MCAS exams in the weeks ahead. Though abbreviated, this is a big ask of students and staff alike in an unprecedented year. We will assist our students in understanding the exams intended to measure what was taught this year and reflect on the curriculum of the Commonwealth.

## Tourism

- Spring/Summer Marketing Refresh: The spring and summer 2021 *“Take PRIDE in where you travel” “Plan your summer getaway”* campaign launched January 21, 2021. The campaign continues to be focused on the drive market and includes search engine optimization, digital display ads, social media ads including video, a series of ten sponsored content stories with online publishers accompanied by run-of-site ads. The marketing is being rounded out with a brand halo including minimal print ads, regional radio broadcasting from mid-April through June, promotional videos were served through targeted television streaming apps and on demand cable; the video was broadcast on VH1 during RuPaul’s Drag Race and Untucked on Friday nights in Eastern Massachusetts. The campaign refresh with updated images and content will deploy in early May.
- Out Film CT: Provincetown will have a presence at the Out Film CT 34<sup>th</sup> annual LGBTQ Film Festival June 3<sup>rd</sup> – 10<sup>th</sup>; this year the festival will be both in person and virtual and our promotional video will run as a trailer before film screenings.
- Marketing Campaign: The fiscal year 2022 marketing campaign is in development following the completion of the fiscal year strategy. Like the strategy, the marketing and advertising will seamlessly flow into the new fiscal year with *“Take PRIDE in where you travel”* & *“It’s good to be OUTside”* originally launched January 21, 2021. In July we will begin promoting late summer and fall, and then flow into a winter holiday theme in the late fall. In the new year the marketing will expand to a broader audience based on travel guidelines and restrictions including national targeting and returning to international markets.
- May Media Visits: We are hosting three travel writers and editors in May. The first will be May 2-5 with Forbes travel writer Larry Olmsted visiting to gather information for a dedicated feature on Provincetown. The second will be May 17-22 when Jacob Anderson-Minshall, the Editor in Chief of Out Traveler will visit in exchange for two separate pieces of excellent coverage. And the third will be a visit from Anne Kazel-Wilcox a Travel Squire journalist May 23-26 to do a feature on Provincetown about visiting with her LGBTQ college-age daughter. Their itineraries include attractions and exposure to activities and the culture of the Town.

- Travel+Leisure Magazine: We began working with the editor of Travel+Leisure in July of 2020. We hosted their travel journalist in August and their photographer in September. The story is scheduled to be published in the June issue and three weeks later it will be published digitally.

### Town Clerk

- Town Meeting: The Office of the Town Clerk is working to send all Town Meeting decisions to the corresponding government offices to ensure decisions go into effect as voted.
- Early Voting: The Office of the Town Clerk is processing numerous early voting applications and continually working to send ballots out to applicants. For those who would like to obtain an early voting ballot, registered Provincetown voters can fill out an application available on the Town Website <https://www.provincetown-ma.gov/DocumentCenter/View/13738/2021-Vote-by-Mail-Application-June-30> or pick one up in person at the Ryder St. entrance to Town Hall. Applications must be returned by May 5<sup>th</sup> at 5pm.
- Election: The upcoming election is Tuesday, May 11th. Voting hours are being held in the Town Hall auditorium on the day of the election from 7am – 7pm.

### Public Facilities

#### Public Restrooms:

Municipal Parking Lot Bathrooms open 7 days/week

M-Th: 9am – 9pm (currently 9am – 5pm, changing Memorial Day weekend)

F – Sun: 8am – 10pm (currently 8am – 8pm, changing Memorial Day weekend)

Town Hall Bathrooms:

Daily: 9am – 5pm (starting April 30<sup>th</sup>)

Firehouse #2 Bathrooms:

M-Th: 11am – 5pm (starting May 24<sup>th</sup>)

F-Sun: TBD – staffing shortage

Harbormasters Bathroom:

Daily: 8am – Midnight (start date TBD)

Town Library:

TBD – If building opens, during normal business hours

#### Portable Toilets:

Waterfront Park (Hall Property)

Johnson Street Parking Lot  
Municipal Parking Lot (near courtesy float)  
Municipal Parking Lot (near public restrooms)  
Grace Hall Parking Lot  
Court Street Town Landing  
Motta Field  
East End Playground  
West End Playground

*Most portable toilets are serviced daily with a few serviced Thursday - Monday*

Hand Washing Stations:

Waterfront Park (387 Commercial Street)  
Johnson Street Parking Lot  
Municipal Parking Lot (near public restrooms)  
Court Street Town Landing

*Handwashing Stations are serviced daily Monday - Sunday*