

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: August 18, 2021

Re: Department Update Report for the August 23, 2021 Select Board Meeting

Building

- The Bradford Access Project (BAP): The project is still awaiting inspection by the State of Massachusetts Elevator Inspectional Department. No date has been given as to when this inspection will occur.
- 65 Franklin Street Construction: The foundation being constructed represents the third of the proposed five buildings to be constructed. The original parcel was subdivided into four lots in 2016.

Code Compliance

- With the upcoming ban on single use bottles of water, in-person visits will begin this week to each establishment affected. Locally owned retail stores will be targeted first as they may have stock they wish to sell before the ban goes into effect. Efforts will then shift to chain stores that can shift stock to other locations in other towns.

Finance

- FY2021 Year End Close: The Finance Team continues to finalize FY2021 closing entries, account review and filing annual state reports.
- FY2022 Tax Rate Recap: The Finance Team has submitted state required reports to prepare the tax rate recap in anticipation of the Select Board's August 23 classification hearing.
- Treasurer/Collector Position: The position is now posted; applications will be reviewed in the next two weeks.
- Barnstable County ARPA Funds: We await guidance on application and use of American Rescue Plan Aid funds distributed to Barnstable County for the Cape and Island communities.

Harbormaster

- Night Squid Fishing: The Deputy Harbormaster and Harbormaster are randomly spot-checking pier for fishing after 11:00 PM.
- Visiting Boats: Crew on visiting boats are being advised that masks are required indoors and recommended when outdoors in congested areas of town.

Housing

- The Year Round Market Rate Rental Housing Trust approved issuing the Request for Proposals for Property Management for Harbor Hill on 8/3/21 with proposals due by 9/30/21. The current contract with the CDP expires on 12/12/21.
- 3 Jerome Smith/VFW Housing Development: The Town received three proposals on 7/29/21 – from Commonwealth Community Developers, Pennrose, and The Community Builders [TCB]. Review pending Town Manager establishing the Review Team.
- Ownership Units: 30 Shank Painter Rd. Unit #102, one-bedroom inclusionary zoning unit \$215,000, is now available with open house 9/11/21 and applications due by 9/27/21. Note that comparable unit side-by-side is marketed for \$635,000 indicating how large the gap is - \$420,000 - from affordable to market rate.
- Community Housing Resource [CHR] has received approval from the Department of Housing & Community Development to change their management agent to Community Development Partnership which includes all the CHR units in Provincetown at 32 Conwell, 40A Nelson Ave, 83 Shank Painter, and Stable Path.
- The Year Round Market Rate Rental Housing Trust is exploring various options for future revenue including allocations from short-term rental tax and marijuana taxes and fees. The Trust has met with community members to discuss potential articles and other ways to boost rental housing. The Trust voted on 7/20/21 to request meetings with the Town Manager on annual goals and began that conversation on 8/3/21. They also voted to request joint meetings with the CHC and Select Board.

Human Resources

- Open Year-Round Positions: Currently the Town is seeking a Town Treasurer/Collector, Water Department Skilled Laborer/Equipment Operator, and On-Call Secretaries
- Open Seasonal Positions: Various Seasonal Positions for the 2021 Season: Community Ambassadors, DPW Highway Department 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, Community Ambassadors/Greeters, PPPC Deck Safety Crew Patrol Staff, PPPC Assistant Harbormasters, PPPC Night Watchperson- Deck Safety Crew Patrol, and PPPC Operations Staff. Applications and job descriptions for all positions can be found on the Town's website.

Library

- Provincetown Book Festival, September 17-19, 2021: The Provincetown Book Festival opens on Friday night, September 17, with a reading and reception for the recipient of the Rose Dorothea Award, given annually by the Board of Library Trustees to a person with a strong connection to the Outer Cape who has made a significant contribution through the written word. The 2021 recipient is performance artist, writer, and visual artist Karen Finley. Stay up-to-date on Book Festival news at provincetownbookfestival.org and [@provincetownbookfestival](https://www.instagram.com/provincetownbookfestival).
- COVID Vaccines: The Library is proud to display Board of Health sign recognizing that 100% of Library staff are vaccinated.
- Staying Up-to-Date on the Library: To stay current on all that is going on at the Library check the website provincetownlibrary.org to see calendar of events and to subscribe to online newsletter, and follow on Facebook and Instagram [@provincetownlib](https://www.facebook.com/provincetownlib). The Library remains open to the public Monday-Friday 10am-4pm & Saturday 1pm-5pm. Streetside pick-up of materials is available during all the Library's regular hours.

MacMillan Pier

- Ferry Service: Passenger counts have returned to normal and have increased due to Carnival week. A full schedule remains in place.
- Commercial Fishers: Business continues to be busy and active.
- Charters and Excursions: Businesses are returning to normal levels of customers, but remain a bit lower capacity than 2019.
- Cruise Ships: ACL, with the Cruise ship American Constitution, has canceled a third visit (August 22nd), but plans to return on their usual scheduled visit on Sept 1, 2021.

Marine and Emergency Management

- Mosquito Disease Transmission: The Massachusetts Department of Public Health has identified 40 West Nile virus positive mosquito samples collected in Barnstable, Bristol, Essex, Hampden, Middlesex, Norfolk, Plymouth and Suffolk Counties. The populations of mosquito vectors that transmits WNV and EEE are above average and increasing due to intense regional precipitation events and continued warm weather. The positive sample collected in Barnstable was in Falmouth on July 16th. Additionally, the Cape Cod Mosquito Control Project (CCMCP.net) reports a mosquito outbreak in Wellfleet this summer due to saltwater inundation in Duck Harbor. While we have done some postings regarding the larger mosquito populations this season, we haven't wanted to dilute the messaging for Covid on the Health Dept. Facebook pages.
- Bathing Beach Program: This summer has only had a few persistent closures at Franklin Street by the Coast Guard Station and Town Landing 1 and 2 by Snail Road earlier in the season. There have been no recent closures. Those clean water results were supported by additional testing as part of the shellfish / marine fisheries tests for fecal chloroform. East Harbor (Pilgrim Lake) is the only understandably hot spot due to shallow water of an enclosed estuary. As part of

our testing for the Bathing Beaches Program, we hope to join the Association to Preserve Cape Cod and fund testing of our freshwater ponds next year (Shank Painter and Clapps). There will be more information about this program in the fall.

Planning

- Transportation: The Town Planner is collaborating with the Cape Cod Commission on submitting a One Stop for Growth grant application to the Commonwealth for a multi-use path and parking study within the Route 6 corridor.
- Community Development Department: Coordinating with the Building Commissioner to review department fees and potential recommendations for updating the fees.
- Local Comprehensive Planning Committee: Completed the overarching goals of the plan; adding data on existing conditions; drafting the Targeted Action Plan & Implementation Schedule.
- Affordable Housing: Ongoing research and data collection on other community's affordable housing bylaws in the support of making recommendations for updating Provincetown's Inclusionary and Incentive Zoning Bylaw.

Public Works

- Wastewater Update: DPW staff is putting together a sewer update for the Select Board's September 13th meeting. The presentation will target brief history, current treatment and collection status, and future considerations for further system expansion.
- Capital Planning: DPW is working on their Fall capital program which will include paving Standish Street between Commercial and Bradford Street, repairing sink holes on Route 6, sand blasting and repainting the hoppers at the transfer station. We are struggling to receive quotes for the Aids Memorial walkway but hope to complete that project this Fall.
- Eversource Battery Project: DPW will have a site meeting this week with teams from Eversource to discuss radio communication associated with the battery project. Eversource has a license agreement to install an antenna on the Captain Bertie's Water Tank.

Recreation

- East End Waterfront Park Planning: Town staff, the East End Waterfront Park Working Group and the consultant firm Weston and Sampson have held three community meetings on-site and three via remote means, while also continuously engaging those of the public through a virtual survey. Because of the public planning process, a majority of the feedback we are receiving is in regard to prioritizing climate resiliency, providing shade and access for all to the beach. The working group and the consultant will be taking the next two weeks to start developing conceptual themes for the park that will look to address the bulkhead, space layout, ADA access and some park furnishings. These conceptual designs will be presented in a community meeting on Saturday, August 28th and be available for exercises to gauge the public's thoughts.

- Naming of East End Waterfront Park Process: The Recreation Commission began the discussion of the naming of the current “East End Waterfront Park” at their August 11th meeting. The commission received suggestions from the public and the working group to consider. The two recommendations from the working group were East End Waterfront Park and Cannery Wharf Park. The working group suggested that the commission consider these due to the geographic location, which can be easily referenced, or the historical significance of what the parcel used to be, as is often the case with a majority of town properties. The commission also heard from the public, which expressed support for naming it after the previous owner’s family, Hall or Preston’s Park. The commission felt it was necessary to gather more feedback and support of the four names and give the public an additional opportunity to suggest names for the park. An online survey, as well as exercises at our community planning meeting will be available now through August 30th. Results and further discussion of the name will be continued at the Recreation Commission Meeting on September 15th.
- Summer Program: The Recreation Department is wrapping up its nine-week summer program! Throughout the past nine weeks, childcare from 8am-4pm Monday through Friday was offered. Mask wearing was mandatory for both children and staff the entire duration of the summer. We will be ending the summer with a series of fun events for the children including a Carnival theme day with a dunk tank and other interactive games, a talent show where the children can show us their hidden talents and a cookout!

School

- The schools are preparing to welcome back our PreSchool through 8th grade students at the end of the month. Actual start dates vary by grade so that screening and assessments can be accomplished.
- You may notice our beautiful new van on the road this fall as we expand our transportation options. COVID necessitated a reduction of the total number of passengers so we needed to increase our capacity.
- We have been awarded our COVID-related ESSER II grants. In addition to supporting year-round student learning, ongoing COVID response, and Social-Emotional Support & Recovery, it will also help with fuel costs associated with the increased air turnover in the schools.
- We are SO proud of the resilience and flexibility exhibited by our students in the 20-21 school year. We look forward to an exciting and challenging school year ahead for our International Baccalaureate All-Stars!

Tourism

- Recovery Marketing Campaign: The national news following the July COVID cluster had an effect on Provincetown tourism. There were some lodging cancelations and a noticeable decline in daytrip tourists. The Tourism Department and Visitor Services Board immediately reacted by pivoting the fall marketing campaign in the hopper in preparation to launch into a Late Summer Campaign.

- Digital Advertising: The campaign highlights [Late Summer – It’s Good to be Outside](#). The messaging points to the outdoor activities and the things visitors can do to play and enjoy Provincetown responsibly and safely. The ads include ‘*For everyone’s safety masks are required indoors.*’ The text on the social media ads is [Provincetown - There’s Still A lot of Summer to Love](#).
- Radio Advertising and Public Service Announcements (PSA): A Southeastern Massachusetts regional radio campaign was launched on Thursday August 5th. The campaign consists of commercial spots on ten stations across the Cape and Islands with reach to Bristol and Plymouth counties as well. Additionally, PSAs were recorded by Town Manager Alex Morse and mirror the theme of the commercials with added newsy content. The radio is currently scheduled to run through Labor Day and will be updated for September.
- Public Relations: A news release has been circulated to the travel media and news desks with the latest updates on the now low COVID positivity rates and the July cluster being behind us. [The release has also been posted on ScoutTravel.com and to the PRWeb Newswire extending the reach to the internet where it will come up in search.](#) The content includes the Late Summer – It’s Good to be Outside messaging and how tourists are able to visit Provincetown and enjoy it responsibly and safely.

Town Clerk

- Board Vacancies: A list of current board vacancies can be found at <https://www.provincetown-ma.gov/DocumentCenter/View/812/Board-Vacancy-Report-PDF>. There are currently 22 vacancies. To apply please fill out the simple application found here <https://provincetownma.viewpointcloud.com/categories/1074/record-types/1006552>.
- Services: The Office of the Town Clerk continues to offer our services online including vital record requests (birth/death/marriage certificates), business certificates, dog licenses, public record requests, and board & committee applications. The Office of the Town Clerk requires appointments to file marriage intentions.