



Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: February 10, 2022

Re: Department Update Report for the February 14, 2022 Select Board Meeting

Administration

- Finance Department: Kate Carey will join our team on February 28th as our new Finance Director. Kate Carey is a finance professional with 28 years of experience working in the Life Sciences sector. Kate most recently worked at Waters Corporation, an analytical laboratory equipment company head-quartered in Milford, MA, where she led the Portfolio Management function, facilitating Research & Development investment and decision making. Prior to that Kate served as Senior Director of Finance, at Waters, managing finances Marketing and Research & Development organizations. Kate has a BS degree in Accounting from the University of Maine. She has worked in professional collaboration with Babson College, Harvard Business School and the University of Cambridge, supporting best practices in strategy development and business planning. Kate is a long-time resident of the Greater Worcester area and currently lives in Northborough, MA. She has a long love and appreciation for the Provincetown community and has been thrilled to be a part-time resident of the community since 2016.
- Seasonal Worker Housing: I met with the Massachusetts LGBTQ Chamber of Commerce to continue discussion on seasonal worker housing this upcoming summer. The Chamber wants to assist local businesses and the Town in exploring possible solutions. We have also had two internal meetings to explore the possibility of temporary trailers being deployed in Town during the summer season. The Town hopes to have more conversations with the Provincetown Business Guild and the Provincetown Chamber of Commerce about how we could collaborate on any viable short-term solution.
- Sewer Expansion: Our Sewer Team is prepping for the February 28th Select Board meeting to discuss options for sewer expansion.
- FY23 Budget: I joined with Department Heads in presenting our FY2023 budget proposals to the Finance Committee. The Finance Committee didn't recommend any changes in the budget approved by the Select Board.

- 3 Jerome Smith Road Project: Staff has been working with The Community Builders on outreach and community engagement efforts regarding the housing development at 3 Jerome Smith [the former VFW site] beginning with a presentation to the Select Board meeting on February 28th and continuing over the next few days. There will be an abutters meeting on March 1st at 6pm and a community meeting on March 2nd at 6pm. More details to follow.

Building

- The Surf Club: The second building permit to restore the building at 315-A-319 Commercial (The Surf Club) was issued in January 2021. Inspections will be conducted towards securing finals for occupancy during the next few weeks. As a reminder, this building was adversely affected by fire on May 27, 2017. This has been a long process because of the multi layered jurisdictional oversight.
- Permit Fees: The Department continues to review the fee schedules for the many aspects of the overall building department. We remain one of the highest fee departments on the Cape, however, we also evaluate differently. Most communities base their fees on square footage, while we base our fees on a percentage of cost of construction. The national average is 1.7%; we are currently charging 1.53%. The stated cost of construction is identified by the applicant. Valuation is reviewed by the Department and is cause for delay of permit issuance if found to be unrealistic.
- Project Delays: Active projects are beginning to feel the effects of the supply chain issues. While they remain active, the delivery of windows and exterior finishes such as shingles and specialty roofing materials are causing delays.

Council on Aging/ Human Services

- COA Programming Update: The Senior Center continues to offer programs through in-person, remote and hybrid (choice) formats. In addition to our many ongoing programs, new offerings include two fitness classes for people living with arthritis and neurological diagnoses, a computer class on digital culture, holiday programs, two intergenerational programs in partnership with the Recreation Department and several topic-based presentations. Weekly lunches are pick up/delivery and the media center and lounge/library remain open during Senior Center hours.
- COA/DHS Services Update: The Senior Center continues to offer extensive outreach, transportation, food access and podiatry services. Other offerings include emergency planning, applications for Fuel Assistance and other support programs, medical equipment loan, mobile library and the Senior Tax Work-Off Program. The Senior Center is also a drop off site for the Lions Club used eyeglasses program and for those with used flags for proper disposal. In addition, community agencies providing services at the VMCC through the DHS include Gosnold, Department of Veterans Services (benefits), Vet Center (counseling), Independence House and Cape Cod Children's Place.
- Fundraiser: The COA has been selected as the recipient of the Stop & Shop Bloomin' 4 Good fundraiser for March. \$1 of every Bloomin' 4 Good bouquet sold

will go to our year-round pantry, which is open to all with no eligibility requirements or registration required.

Emergency Management

- MEMA Initial Damage Assessment (IDA): Filed an IDA totaling \$191,405 in damages as MEMA seeks to determine if the costs of the blizzard for Barnstable County exceed the county threshold of \$938,883. The State-wide threshold is \$11,458,765. Snow removal was not included in the Barnstable County eligible costs as we did not exceed historic snow totals. Fire Station damages may be covered by insurance policies that limit Town exposure and possible reimbursement from FEMA if we qualify.
- Upcoming MEMA Training for Emergency Management Director Course: I will be in Plymouth on February 17th for this introductory State level course. I have completed the County level course. I have been wait listed for a Community Emergency Response Team Program Manager course at the end of March.

Environment/Conservation

- Conservation Land: The report for the last Select Board meeting stated that, following its review of an environmental assessment report on 63-R Howland Street, a/k/a "Site Y", the Open Space Committee would request a joint meeting with the Select Board to request that the parcel be dedicated for conservation purposes. However, Town Counsel advises that a Town Meeting vote will be required to establish the parcel as "park, conservation, and recreation land," so an article to this effect will be proposed for the Spring 2022 Town Meeting warrant.
- Atkins Mayo Road Property: The closing on the open space acquisition of 86-R and 88 Atkins Mayo Road is scheduled for February 17, 2022.

Finance

- Parking: Senior parking permit letters have been mailed and are starting to be returned to the Treasurer/ Collector's office for processing. Reminder mailings will also be included and mailed with all motor vehicle excise bills in mid-February.
- Audit: The external audit for FY2021 is underway. Preliminary documentation is being gathered and sent to Clifton Larson Allen.

Harbormaster

- Beaches: The Harbor Committee has posted an announcement for a public hearing to recommend an amendment to Provincetown Harbor Regulations that, if approved, would limit the number of Beach Boat Permits on our public beaches.
- Harbor: There are no known losses because of the January 28th blizzard. One fishing vessel was saved from sinking and another fishing vessel was prevented from breaking its forward most tie down point and thus breaking loose.

Health

- At-home COVID-19 Tests From Lower Cape Bulk Purchase: The Health Department offered iHealth antigen at-home COVID tests through two clinics, handing out approximately 900 rapid tests January 14th and about 500 on January 18th. The rapid tests have since been offered from the Department of Community Development front counter and expanded to offer up to three kits (6 tests) per business, distributing nearly another 200 tests. Provincetown is replenishing this supply by taking part in a county bulk purchase.
- Stop the Spread PCR Testing Clinics, Thursdays from 10 AM – 2 PM: The state continues weekly testing in the Town Hall Auditorium on a walk-in basis. 84 PCR COVID tests were performed January 6th; 144 tests on January 13th; 95 on January 20th; 88 on January 27th and 42 tests on February 3, 2022.
- Provincetown Health Department and the Barnstable County Public Health Nursing program COVID Vaccine / Booster Clinic: The county provided vaccines for 12 appointments scheduled in the January 25th local clinic. Four of those were children under 11 receiving a first dose. The PHN program does not have a second dose clinic planned in Provincetown. The county offers weekly vaccine clinics at the Harborview Conference Room in the Barnstable County Complex. This clinic provides primary series vaccinations and boosters from all three manufacturers on Wednesdays from 10 AM to 4 PM. Pediatric vaccines are scheduled between 2 PM and 4 PM.

Housing

- 3 Jerome Smith Road Project: Staff has been working with The Community Builders on outreach and community engagement efforts regarding the housing development at 3 Jerome Smith [the former VFW site] beginning with a presentation to the Select Board meeting on 2/28/22 and continuing over the next few days.
- CPA Grant Process: The Community Preservation Committee will be conducting their public hearing regarding the CPA applications on 2/9/22. Four CPA applications were received by the due date of 12/30/21. Applications received: Community Housing: Community Housing Council request for \$300,000 transfer to the Affordable Housing Trust Fund, Community Development Partnership request for \$15,000 for Lower Cape Housing Institute [2 years], Open Space/Recreation: Conservation Commission request for \$38,000 for Phase 2 B-Street Garden Bed reconstruction, and Recreation Department request for \$95,000 to resurface Motta field tennis courts for total of \$448,000 in requests.
- Room Tax Allocation: The Community Housing Council met on 1/24/22 and voted to support the proposed room tax allocation as presented by the Town Manager.
- The Year Round Market Rate Rental Housing Trust met on 2/1/22. The Trust has scheduled their annual public hearing for 3/8/22 for further consideration of proposed Town Meeting articles and to update the public on Trust activities.
- The Economic Development Committee is proceeding with the new economic development grant cycle. 17 applications were received by the due date of 1/20/22 with requests totaling \$132,586, available funds \$75,000. The Review Team will be meeting mid-February.

Human Resources

- New Hires: Braden Witt: Facilities Manager, Randall Mateer: Utility Billing Specialist, Kenneth Joseph: Public Restrooms Custodian, Harry Buch: Water Meter Reader/Repairer, Michael Vazquez: Town Hall Custodian, Steven Cove: Transfer Station and Recycling Center Skilled Laborer and Katherine Carey: Finance Director.
- Open Year-Round Positions: Currently the Town is seeking a Town Engineer, Fire Department Secretary/Paramedic, DEI Director, On-Call Secretaries and On-Call Telecommunicators.
- Open Seasonal Positions: Currently the Town is seeking Seasonal Police Community Service Officer, Seasonal Police Officers, Seasonal Highway Department Laborers, Seasonal Transfer Station/Sanitation Laborers, Seasonal Barrels and Grounds Attendants, Seasonal Third Barrel Pick Up Employees, Seasonal Comfort Station Attendants, Seasonal Fire House & Town Hall Public Restroom Attendants, Seasonal Beautification Maintenance Staff, Seasonal Groundskeeper Maintenance Staff, Seasonal Recreation Behavioral Aides, Seasonal Recreation Leaders.

Library

- Winter Whenevers/Wednesday: Classes start February 7 and run until March 24. This free seven-week series offers eleven classes via Zoom Monday-Thursdays and three in-person classes on Wednesdays at the Provincetown Schools. Go to <https://www.winterwednesdays.org/> for more information.
- Legislative Event: The Annual CLAMS Legislative event was very well-attended and thought-provoking. This video was created for the event to showcase the work and service of all libraries CLAMS-wide during the pandemic <https://www.youtube.com/watch?v=IBkzGbmTVHY>
- Crafty Coffee Hours: The Library is pleased to offer Crafty Coffee Hours every Friday from 10-12. This is a casual program with coffee, snacks, crafting, and comradery. All supplies provided.

Licensing

- Licenses: Sending out 2022 Seasonal Alcohol License renewal forms and instructions.
- Licensing Board: The Board approved pedicab regulation amendments.
- Licensing Department: Updated regulations on the Town website.

MacMillan Pier

- Fender Pile and Infrastructure Project: The project is out to bid, with bids due on February 17th. If all goes well and materials are available, this project should kick off this spring.
- Fishing Community: Activity on the Pier continues to be active with fishers, with the majority being the Transient Fishing vessels coming to Provincetown harbor to

access the amenities MacMillan Pier has to offer with regards to product offloading and safe harbor dockage.

- Operations: The office remains open 7 days a week from 8am to 4pm and additional hours as needed to support the needs of the tenants and transients of the Pier. Emergency “on call” numbers are posted and the pier is monitored off hours.

MIS

- Cybersecurity Awareness. The Town of Provincetown was invited to participate in the Commonwealth’s Cybersecurity Awareness Training program for 2022. The program kicked off at the end of January, and like the 2021 training, it will be a year-long endeavor that will consist of four primary assignments. Provincetown was named a Cyber Aware Community by the Commonwealth for its effort during the 2021 program. We hope to achieve the same in 2022!
- FY23 Caucus Hall Upgrades: MIS recently outfitted the Caucus Hall meeting room at Town Hall with videoconferencing capabilities. This will allow staff and boards and committees to support remote participation.

Parking

- 2022 Parking Permits: The 2022 Parking Permits are available for purchase on the Town’s website.

Planning

- Planning and Zoning: The Town Planner attended the 2022 Municipal Law Update presented by the Massachusetts Municipal Association (MMA) that included recent court cases on zoning and administrative law.
- Renewable Energy: The Town Planner, Parking Director, and Deputy DPW Director are coordinating with the Recycling and Renewable Energy Committee to explore options for installing additional electric vehicle charging stations within municipal parking areas.
- Motta Field Planning: The Town Planner is assisting the Recreation Director with outlining a vision and goals for the consultant coordinating the planning process for Motta Field.
- Local Comprehensive Planning Committee: The Committee continues to meet regularly to review and edit drafts of the Targeted Action Plan. The Committee is requesting photos and artwork from members of the community who want to contribute to making the Plan colorful, attractive, and unique.

Recreation

- Pickleball at East End Basketball Court: The Recreation Commission has been discussing the possibility of painting pickleball court lines to the rear section of the East End Basketball courts. This section currently is separated from the main court and is striped for half-court basketball lines. The proposal is to add pick ball lines to the half court section to make it dual use for the rear section only; the main court will not be touched. In order to hear the concerns of

abutters on the proposed change, a letter was sent out to all abutters within three hundred feet of the courts encouraging them to write or attend a Recreation Commission meeting. At the February 2 meeting, approximately 30 people voiced their opposition to the proposal, and the department received an additional 32 letters in opposition. The Recreation Commission extended the opportunity for all community members to write to the Commission or attend their next meeting on March 9th. It is expected that the Commission will make a decision on how to move forward with all the community input received at their March 9th meeting.

- Afterschool Program: After an extended pause in afterschool activities from January 4 through January 22, all afterschool programs are running fully in person again. Due to the amount of rising COVID-19 cases within our program effecting participants and staff, the Recreation Department had no other alternative but to pause program for a full two weeks. Now the Department is holding afterschool programs in person to provide the needed extended childcare, sports and clubs to provide that much-needed socialization that children miss when programs are canceled. Provincetown played its first organized youth basketball game on Wednesday February 2, it was the first basketball game since March 4, 2020.

School

- School Assembly: Our recent Artist-of-the-Month was 8th grader Jack Verde whose photographs inspired our students at all grade levels. Our monthly schoolwide assemblies made a recent shift from famous artists to a feature of a student artist each month.
- Sports Program: Our basketball teams are finally back on the road playing a limited schedule but enjoying the normalcy of interscholastic competition with those schools with a program on the Cape.
- COVID: Covid has dropped dramatically and we are grateful for the efforts of our families, our community, students, and staff to minimize contagion and keep life moving in as normal a pattern as possible.

Tourism

- First Quarter Ad Campaign: In January we begin advertising for spring and summer to encourage early bookings. The campaign primarily consists of digital ad impressions including display ads, Facebook and Instagram, as well as key online publishers including PRIDE Media, EDGE Media, Towleroad, Yankee Magazine and the Cape Cod Travel Guide. The geographic target has expanded nationally after focusing on the drive market for the past 20 months beginning April 1, 2020. Print ads in the Gay & Lesbian Review and Boston Spirit Magazine are included in the campaign as part of the marketing halo.
- PRIDE Radio: A national *Take PRIDE In Where You Travel* campaign with iHeart's PRIDE Radio began January 3, 2022 and will run through April 2, 2022. We have also worked with PRIDE Radio to run a six-week contest for a trip for

two to Provincetown. The contest is running from mid-January to end of February to provide additional promotional coverage throughout the daily broadcasting.

- Podcast Advertising: [Las Culturistas](#) national podcast advertising from February 7, 2022 through May 29, 2022 on pop-culture and comedy podcast co-hosted by Bowen Yang and Matt Rogers, and produced by Will Ferrell's Big Money Players podcast network and iHeart Radio. The commercials are mid-show and done by the [Las Culturistas](#) hosts in their banter style repartee. They deliver the commercial spot with an exciting and enthusiastic discussion about planning their visit to Provincetown.
- Tourism Grants: The Visitor Services Board held an open meeting on Tuesday, January 25, 2022 to review and discuss each Fiscal Year 2023 tourism grant application. There were 39 applications received and the meeting resulted in 38 grant recommendations.