



Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: February 23, 2022

Re: Department Update Report for the February 28, 2022 Select Board Meeting

Administration

- The fire building needs assessment is ongoing, findings expected to be presented to the Select Board during the 3/28 meeting.
- The salary compensation and classification study is wrapping up, we expect final report within the next two weeks.
- I met with the new leadership of the Provincetown Business Guild, Stephan Hengst and Trevor Pottinger. We discussed the upcoming summer season and their vision and goals for the organization. Last Thursday, I convened a meeting with the PBG leadership team and Town Hall staff to discuss planned events coming up this summer.
- We have started screening applicants for the Director of Diversity, Equity, & Inclusion position. Provincetown resident Earl Hinton is leading the recruitment, screening, and hiring process in partnership with my office.
- Last week, I met with Pier Manager Doug Boulanger, and Pier Corp board members Jamie Staniscia and David Colton to discuss several issues related to the pier: grant funding, the water line project, budgeting, etc. I hope to convene a workshop between the Pier Corp and the Select Board in the coming months to discuss the vision for the future of the pier.
- I executed a contract with Flash Parking to operate our municipal lots - MPL and Grace Hall. We will be working diligently with them to ensure we are prepared for the parking season beginning on May 1st.
- I met with Jacqui Beebe, Eastham Town Administrator, to discuss potential collaborations and regionalization efforts, health, and conservation specifically.
- On Tuesday, March 1, 2022, Town Staff, the Building Committee, and our planning and design team will be hosting officials from the USDA as part of our application for federal funding for the Police Station Project.

Building

- The acceptance test for the Fire Suppression and Fire Alarm at 315-A-319 Commercial, Surf Club, was successful. They still have some items to correct and to finish before all final inspections can be requested and executed. It is possible that the Summer of 2022 could see the re-opening of the Surf Club.
- Active projects are beginning to feel the effects of the supply chain issues. While they remain active, the delivery of windows, exterior finishes i.e., shingles, specialty roofing materials, are causing delays of the appropriate order to proceed toward inspections. We have been told that many windows that clients are seeking to install, new or replacement, are now experiencing a 20–45-week lead time.

Council on Aging/ Human Services

- Intergenerational Programs: Much appreciation to the Recreation Department for the “Sending Smiles” program in which students created cards with messages of love and kindness for older adults throughout February. Cards were included in the COA weekly lunch, delivered to residents at Maushope and the Seashore Point Wellness Center and distributed at the Senior Center. Many thanks to all of the students and Provincetown Schools for all the smiles. In March, we will celebrate “Read Across America Day” together as older residents read to students in the Recreation Department After School Program.
- Sight Loss Support Group: Sight Loss Services, Inc. CC&I offers a free, confidential monthly support group at the VMCC. The group is open to all regardless of degree of visual impairment, reason for impairment or age. There is an opportunity for sharing as well as learning about resources, latest research and more. Residents can contact Sight Loss Services at 508-394-3904 for info.
- Vet Center: The Cape Cod Vet Center (U.S. Department of Veteran Affairs) offers monthly appointments with a social worker at the VMCC to local veterans. Services include counseling and resource/benefit referrals. Residents can contact the Vet Center at 508-778-0124 for info.

Emergency Management

- Attended training by MEMA for Emergency Management Director Orientation; A review of the resources available from MEMA including classes, equipment caches and grant resources.
- Emergency management planning: Staff met on February 24th for a final review and orientation to the CEMP documents.

Environment/Conservation

- The Environmental Planner is requesting the relevant Town Boards to appoint members to the Coastal Resilience Advisory Committee, with the goal of convening the committee at the end of March. The charge of the committee is to advise Town staff in the development, oversight, and implementation of coastal resiliency and climate action initiatives and projects for the Town of Provincetown which address the risks and hazards to Town infrastructure and coastal properties

(public and private) that may be caused by the impacts of climate change, including coastal erosion, coastal storms, and sea level rise. The Committee shall address planning across the system-wide needs of the community and include social, cultural and economic needs, infrastructure needs, and environmental needs.

Finance

- Finance Director: We are pleased to announce that the Finance Director position has been filled. Kate Carey will start in Provincetown on Monday, February 28th, 2022.

Health

- COVID-19 testing: Provincetown Health Department continues to offer free rapid tests to the community, acquired through two bulk purchases, while supplies last. Over 2100 COVID at-home tests have been distributed this year through February 18th. Beginning today, February 22, in light of school vacation week, increased visitation to town and the prospect of local folks traveling, the health agent is increasing the test kit availability to allow:

- two boxes per person
- four per household and
- five per business.

There are two tests per box. Rapid tests can be picked up from the Department of Community Development service counter during normal business hours.

The state “Stop the Spread” PCR testing continues weekly in the Town Hall Auditorium on Thursdays from 10 am – 2 pm, with over 500 tests this year through the February 17th clinic. Anyone who tests positive should review isolation guidance at <https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html> and inform your healthcare provider, as well as any close contacts.

- Provincetown Health Department routine work with the food service industry, plan reviews: Health has conducted several pre-operational inspections related to transfer of food service establishment ownership for new 2022 licensing. Inspection follows the plan review process (105 CMR 590) where new operators are guided into upgrades, such as appropriate handwashing and ware-washing facilities, installing mop or service sinks, and infrastructure improvements such as grease traps. Any operator of a facility with licensed food service that goes on the market should direct buyers to the Department of Community Development “pre-application” process generally for guidance with licensing transfers and the Health Department specifically to engage in the food code required plan review, as there is no “grandfathering” with health and safety standards.
- Provincetown Health Department routine work with the food service industry, trainings: The health agent has not been able to offer in-person trainings due to COVID these past two years, keeping licensees abreast of online courses throughout the pandemic. However, Health has booked Cape Cod Cooperative Extension to provide ServSafe certified food protection manager classes and the Medical Reserve Corps to give Choke Saver training in town this spring, subject to

safety under COVID conditions at that time. The agent is also making plans to revive FOG training for food service licensees. This is a local requirement, presenting best management practices to reduce source fats, oils, and grease from entering the municipal sewer system through appropriate grease trap maintenance.

Housing

- The Dept. of Housing and Community Development awarded a \$1.3 million regional Mass. CDBG [Community Development Block Grant] for ongoing regional housing rehab and childcare programs. The funds are for the towns of Provincetown, Eastham, and Town of Truro as lead community. The housing rehab program provides up to \$40,000 for code corrections for eligible households and the childcare program offers up to \$6,000 per eligible family. The MCBDG program is funded by HUD and benefits low- and moderate-income residents.
- Staff has been working with TCB on outreach and community engagement efforts regarding the housing development at 3 Jerome Smith [VFW site] beginning with a presentation to the Select Board at their meeting of 2/28/22, a remote meeting with abutters on 3/1/22, and a remote community meeting on 3/2/22 at 6 pm.
- The Community Preservation Committee conducted their public hearing regarding the CPA applications on 2/9/22. Four CPA applications were received by the due date of 12/30/21. The CPC is recommending for town meeting: 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 \$45,000 for Phase 2 B-Street Garden Bed reconstruction, and Recreation Department request for \$115,000 to resurface Motta field tennis courts.
- The Economic Development Committee Review Team met on 2/16/22 and will forward their recommendations to the EDC. 17 applications were received by the due date of 1/20/22 with requests totaling \$132,586, available funds \$79,000.

Human Resources

- Jim Vincent, Town Engineer
- Open Year-Round Positions: Currently the Town is seeking a, 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, Parking Lot Attendants, Seasonal EMT, Seasonal Paramedic, Seasonal Assistant Harbormaster, Seasonal Pier Deck Safety Crew,

Seasonal Pier Maintenance Technician, Seasonal Pier Night Watch/Deck Safety Crew.

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

Library

- Upcoming Program: Conversation on Provincetown Aquaculture, Oysters, and Art: With Thor Johnson (artist, marine biologist, and Provincetown resident), Abigail Archer (marine specialist with Barnstable County's Cape Cod Cooperative Extension), and Kalliope & Michael Chute (shellfish farmers) on Thursday, March 31, 2022 from 4:00pm-5:30pm via Zoom.
- Winter Whenevers/Wednesdays: Classes began on February 7 and will run until March 24. During this seven-week series eleven Zoom classes and three in-person classes are offered free to the community. Many classes can accommodate more students. Go to <https://www.winterwednesdays.org/> for the full class listing and email araff@clamsnet.org to register. more information. Winter Wednesdays is program supported by Provincetown Department of Health, Provincetown Public Library, Provincetown Department of Housing and Economic Development, Wellfleet & Truro Health and Conservation Departments, and Provincetown Schools.
- March Wednesday Night Movies: This month we are showing five films featuring rebellious men! This line-up of classics has been carefully selected by Mary Alice Wells, Library staff member and film aficionado. The films start at 5:30 pm and will be shown in the following order: March 2: The Defiant Ones; March 9: The Wild One; March 16: The Thomas Crown Affair; March 23: Blackboard Jungle; March 30: Ocean's 11.

MacMillan Pier

- The Fender pile and Infrastructure Project received Bids on Feb 17th. Contractor bids are being qualified. If all goes well and materials are available this project should kick off this spring.
- 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.
- 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.

Planning

- Planning & Zoning: The Town Planner and Assistant Town Manager submitted final zoning bylaw amendment warrant articles for sponsorship by the Planning Board at the 2022 Annual Town Meeting.
- Historic Preservation: The Town Planner attended a workshop on Administering Local Historic Districts and Design Review hosted by the Massachusetts Historical Council on February 24, 2022.

- Local Comprehensive Planning Committee: The Committee is wrapping up the draft plan and will continue to meet to make final edits prior to submitting for final public review. Draft components are published on the LCP Committee's webpage. The Committee is requesting photos and artwork from members of the community who want to contribute to the Plan.

Public Works

- Town Meeting: Admin staff are working to prepare for Town Meeting including reviewing warrant, addition of new articles for sewer, reviewing budget for consistency through budget process, planning for support service during the event.
- DPW Staffing: DPW is at a full complement of staffing for the first time in several months. We are working to bring new staff up to speed across all disciplines and expect our new Town Engineer to start on March 21.
- Water Meters: DPW staff is piloting a new program that utilizes cellular technology to provide real-time data on water consumption at the meter. Working with Badger Meters, Inc. we will test out the technology and hope to offer it to customers in the future.

Tourism

- Publishers Content: We have been working with online publishers and magazine editors on content, inclusions, editorials and social media. During February we have received coverage in Advocate, EDGE Media, Yankee Magazine, Boston Spirit Magazine, OutTraveler and OnlyInYourState.
- 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. The six-week contest for a trip for two to Ptown, will continue to run through February. As of mid-February there were more than 1,100 entries in the contest.
- Podcast Advertising: [Las Culturistas](#) national podcast advertising will continue to run nationally through May 29, 2022 on pop-culture and comedy podcast co-hosted by Bowen Yang and Matt Rogers. The commercials are done by the [Las Culturistas](#) hosts in their banter style repartee. The spots are delivered with an exciting and enthusiastic discussion about planning their visit to Provincetown.
- Social Media: Over the past 30 days we have seen an increase in impressions and reach of 38%. We have started to engage our audience more with InstaStories which include videos, boomerangs, polls and pictures.

Town Clerk

- Nomination papers are now available for pick up in the Town Clerk's office for the May 10th, 2022 Annual Elections for such offices(s): two (2) Select Board Vacancies for a three-year term, two (2) School Committee Vacancies for a three-year term, one (1) Board of Library Trustees Vacancy for a three-year term, one (1) Charter Compliance Commission Vacancy for a three-year term, and one (1) Charter Compliance Commission Vacancy for a one-year Term, in accordance with M.G.L. c.41 §10.

