



# Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: March 23, 2022

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

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## Administration

- Police Station: I joined Building Committee Chair Sheila McGuinness and member Jeff Mulliken on "Wake Up Provincetown" at the Provincetown Brewery to discuss the Police Station project. In addition, I've done several media interviews on the project which have resulted in news stories on various platforms.
- Town Meeting Preparation: We had over 45 people attend the Town Meeting Forum last Monday, most questions focused on the Police Station and the slate of Housing articles on the warrant. Another forum is scheduled for 3/29 at 5pm with a focus on the housing-related articles.
- Finance Committee: I attended the Finance Committee's Public Hearing and meeting on Town Meeting recommendations. I appreciate the Finance Committee's unanimous support for the Police Station project and for the entire slate of Housing related articles.
- State Delegation: I met with State Representative Sarah Peake to go through the Town Meeting warrant, with a focus on the Police Station, Housing Articles, and any other article that would need to be approved by the legislature.
- Other Public Hearings: I attended the Building Committee's public hearing and the Open Space Committee's public hearing in advance of Town Meeting.
- Creative Economy: I met with Sharon Poli, Executive Director of the Fine Arts Work Center, and Aziz Isham, Executive Director of Twenty Summers, to discuss engaging stakeholders around the potential of developing a creative economy plan for Provincetown.
- Housing Council: I met with the Chair of the Community Housing Council to discuss 288A Bradford Street, then attended the most recent Community Housing Council meeting to present the proposed purchase of 288A to the Council, which voted to recommend the article's passage at Town Meeting.

- Fire Department: Fire Chief Mike Trovato and Deputy Chief Jimmy Roderick, Assistant Town Manager David Gardner and I met with the Fire Facilities Needs Assessment consultant as we prepare for the 4/25 Select Board Meeting.
- Cannabis: I met with Bruce Stebbins, Chair of the Massachusetts Cannabis Commission about the introduction of an on-site consumption pilot program for cities/towns in Massachusetts as they get closer to finalizing regulations on this aspect of the industry.
- PTV: I met with the newly hired Executive Director of Provincetown Community Television, Vanessa Vartabedian, to discuss various issues and her vision for PTV in her new position.
- Provincetown Public Art Foundation: I met with Sam Tager, the Director of the Provincetown Public Art Foundation to discuss his role and the potential for more public art opportunities and projects.

### Building

- 315-A-319 Commercial Street: The work at the Surf Club is winding down. They will be installing the correct take-out windows this coming week. We are collecting the final paperwork for review for FEMA compliance. Because they have not restored the building to the pre-damaged condition, they would only be eligible for a Temporary Certificate of Occupancy.
- Construction Projects: Active projects continue 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.
- All disciplines for permit required activities remain busy. The first two months of 2022 saw the issuance of 79 building permits. Most also required attendant plumbing and electrical permits to issue for the projects. Since January 1, 2022, the Department has received 198 new applications, ranging from roofing/siding to major interior renovations. Not all the 79 permits issued were received after January 1, 2022.

### Council on Aging/ Human Services

- Tablets: The Senior Center has tablets with free Wi-Fi available for loan at no charge to residents 60+ years of age. Much appreciation to Helping Our Women for securing a grant from Cape Cod Healthcare Community Benefits and partnering with T-Mobile for this project. Residents can contact the Senior Center for info.
- Walk Massachusetts Challenge: Sponsored by MCOA, this annual walking challenge encourages fitness and, for the first time this year, is open to all ages. Participants can walk for varying distances between April and October. Walkers can win gift cards and one COA will win funding for future programming. Residents can contact the Senior Center for info.
- SHINE Volunteer: SHINE (Serving the Health Insurance Needs of Everyone) is a state program offering free, confidential insurance counseling on Medicare options to beneficiaries and their families. The regional office oversees volunteers at every Senior Center on the Cape and is looking for someone to serve in

Provincetown. Extensive training is provided and anyone interested can contact the local SHINE office at 508-375-6762.

### Finance

- Tax Billing: The FY22 tax bill file has been prepared, proofs are back, and tax bills are set to go out on or before April 1<sup>st</sup>.
- Condo Conversions: FY23 new growth for condo conversion is in the database and analysis is underway.
- Town Audit: We are making good progress on the FY21 Audit engagement with Clifton Larson. There are no known issues. The FY21 audit is targeted for completion in the month of April.
- Staffing: Nick Robertson, Assistant Town Accountant, has accepted a job working for the Town of Wellfleet as Town Accountant as of April 2nd. We wish him luck in his new position. Work is underway to put a transition plan in place until his replacement is hired.
- Continuing Disclosure: We are working on the annual Continuing Disclosure which is due by the end of March.

### Harbormaster

- Town Meeting Article 32: The Harbor Committee's vote to table Article 32, the Boat Removal Reserve Fund, will provide the time necessary to build a consensus for a plan for rapid removal of boats that present a danger to our harbor's environment and economy.

### Health

- Public Outreach: The Health Agent attended the March 12th Year-Rounders Fest with various program flyers for the public (rental certificates program, CropSwap, Yoga for Addiction Recovery, Tips to Protect the Sewer/FOG education brochure). The Department distributed 180 COVID rapid tests to Fest attendees, assisted by Town Planner Thaddeus Soule. Health shared a vendor table with Rex McKinsey for Emergency Management planning information, including Red Cross volunteer training information.
- COVID-19 Testing: As of March 12<sup>th</sup> the Health Department has provided over 2500 rapid tests in the community and continues to offer test kits from the Department of Community Development counter during business hours. The Agent took receipt of an additional 1080 at-home rapid tests from the MEMA warehouse provided by the state. March 31<sup>st</sup> will be our last local Stop the Spread PCR test clinic. As of March 17<sup>th</sup>, Stop the Spread has conducted over 600 COVID tests in Provincetown.
- State and local COVID-19 metrics: Massachusetts Department of Public Health (DPH) began counting as COVID-19 fatalities individuals who either had COVID-19 as a cause of death on their death certificate or who had a COVID-19 diagnosis within 30 days of their death. Previously, the state counted as COVID-19 fatalities people who had the disease listed as a cause of death on their death certificate or who had a COVID-19 diagnosis within 60 days of their death.

According to Dr. Catherine Brown, “After a deep dive into our data and reviewing thousands of death certificates we recognize that this updated definition gives us a truer picture of mortality associated with COVID-19.” The new reporting system means the current number of total COVID-19 fatalities for Barnstable County on Cape Cod has been lowered (from 680, now a total of 573 COVID-19 fatalities). The Provincetown positivity rate on the weekly DPH dashboard has been at 0% for the last two rolling periods and under 1% since the February 24<sup>th</sup> report; however, our county public health nurse reported two cases on Friday. Our local case count has been at 2 or less in every weekly report since February 3<sup>rd</sup>.

### Housing

- Housing Trust: The Year Round Market Rate Rental Housing Trust Board of Trustees conducted their annual public hearing on 3/8/22 providing updates on Harbor Hill [still at 100% occupancy with ongoing waitlist], discussion of potential future endeavors including seasonal worker roommates, and other programs, along with recommendations for proposed housing articles for town meeting.
- Housing Council: The Community Housing Council met on 3/7/21 and voted recommendations for Town Meeting articles.
- Community Outreach: Participated in Year Rounders Festival on 3/12/22 with a Housing table. The Community Builders also had a table focused on the development of 3 Jerome Smith Road.

### Human Resources

- Open Year-Round Positions: Currently the Town is seeking a Town Hall Custodian, Full Time Telecommunicator, 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. Contact [araff@clamsnet.org](mailto:araff@clamsnet.org) to register.

- Moby-Dick Marathon: After two years of presenting virtual Moby-Dick Marathons we will return to the traditional in-person marathon on April 29, 30 and May 1 this year. Contact [btaylor@clamsnet.org](mailto:btaylor@clamsnet.org) to sign-up to be a reader.
- Winter Wednesdays/Whenevers 2022: This year's hybrid version was a success. Ninety-eight classes with over 800 participants were presented over a seven-week period. It's a great way for the community members to come together and learn new things during the darkest months. This program is a collaborative series offered by the Library, Community Development, Wellfleet Health Department, and Provincetown Schools.

### Licensing

- Licenses: Preparing Seasonal Alcohol Licenses for renewal.
- Licensing Board: Licensing Board is holding a work session in April on Taxi Regulations.
- Licensing Department: Working on renewals for summer season.

### MacMillan Pier

- Fender Pile Project: A kickoff meeting took place this week regarding the Fender Pile and Infrastructure Project. This project will mobilize towards the end of April and should take 5-6 weeks to complete.
- New Water Line: A kickoff meeting with the Engineers regarding the new water line for the pier also took place this week. Discussions included Grant submissions and applications specifically with Mass Works, GHD Engineering will be supporting and helping with these submissions,
- Ice Machine: The repairs await parts and materials, but we will begin the season with limited ice production from the smaller 3 ton unit and options to support the fishermen are being looked into in the interim.
- 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.

### Marine and Emergency Management

- Excess Personal Protective Equipment from the Department of Public Health: The Department of Public Health is making certain personal protective equipment available to municipalities before being sent to the State's surplus program. We have submitted a coordinated list from the several interested departments. Our order includes KN95, N95 and surgical masks, eye protection and face shields, gloves, coveralls, aprons and thermometers. Storage will be in the several departments and our response trailers for the shelter and pollution control.
- Clammer Dragging on Herring Cove: Assisted Deputy Harbormaster answering a call for a Clammer on Herring Cove. Referred possible violation to Department of Marine Fisheries.

### MIS

- Cybersecurity: MIS is continuing its efforts to harden the Town's cybersecurity posture by implementing advanced endpoint detection and response (EDR), which is the next generation of traditional antivirus. EDR includes real-time monitoring and detection of threats – including those that may not be easily recognized or defined by standard antivirus. Also, EDR is behavior based, so it can detect unknown threats based on a behavior that isn't normal.
- Sound System Preparation for Town Meeting: MIS is working with PTV to ensure the audio from Town Meeting will capture and broadcast on Channel 18. April's Town Meeting will be the first in the Town Hall auditorium since 2019, during which time several improvements were made to Town Hall audio equipment.

### Public Works

- Town Engineer: DPW welcomes the new Town Engineer, Jim Vincent, to our team. Mr. Vincent began work on March 21, 2022 and will target ongoing capital projects including managing the pavement management plan, ongoing sewer planning, Shank Painter Road redevelopment, etc.
- Spring Service Orders: As warmer weather slowly descends upon us, your team at DPW is working to get our community ready for the busy upcoming season. We are starting to receive more requests for seasonal water turn-ons, sweeping the streets, and starting spring projects.
- Knowles Crossing Distribution Building: Staff held a pre-construction meeting to tear down and reconstruct the distribution storage building at the Knowles Crossing treatment plant. We expect construction to begin within the next month and take 10 – 12 months to complete.

### Recreation

- Cannery Wharf Development Project: Phase 1 of this project: completion of the community planning process has been completed. A final report has been submitted to the Town from the consultant firm Weston and Sampson that entails the process, current conditions of the site, and how to address needs of the site with the development project with respect to ADA access, restrooms, climate change, and passive recreation needs of community members. This report can be found on the Cannery Wharf Webpage, a subpage located off the Town of Provincetown Recreation website. From here, the working group steering this planning project, are engaging the public through the Year Rounders Festival, Town Forum, and will hold an informational session with the Recreation Commission on March 30, 2022.
- Pickleball Update: The Recreation Commission voted 4-1 not to stripe the rear court of the East End Basketball Courts for pickleball court lines. After hearing many views in opposition of that proposal, the community feedback supported the decision to not move forward with that proposal. Even though this property will not have pickleball courts, the demand for court space remains. The Department is looking for alternative solutions for courts, but remains without any viable space that is not near residences. However, through the last few meeting discussions

about pickleball, the Recreation Commission has created a subcommittee to better plan for this sport and will define its mission on March 30th.

- Veterans Memorial Community Center Mask Mandate: Even though the town mask mandate has ended, the VMCC instilled a mask mandate through March 21<sup>st</sup>, out of an abundance of caution to protect some of our vulnerable population at the community center. In coordination with the School Department, VMCC Departments have agreed to change the mask mandate to a mask advisory making masks optional.

### School

- SAVE the Dates: Our students return to the stage with the musical Beauty & the Beast Junior on May 20th & May 21st! Details will be forthcoming.
- Utility Bills: Our fuel bills for February and March have been very high. Fortunately, we have some relief from ESSER 3 grant money but have concerns about next year if prices don't drop to pre-Ukraine prices.
- COVID Update: Masks are now optional in the schools and everyone has been both cooperative and respectful about the personal choices of others.

### Town Clerk

- Annual Town Report: The Annual Town Report is out! Copies of the 2021 Annual Town Report are available for pick-up in the Office of the Town Clerk and will be available at the Annual Town Meeting to be held on April 4, 2022.
- Elections: The time for candidates to return nomination papers for the Annual Town Election to be held on May 10, 2022, has passed. The following seats are up for election: 2 Select Board seats (3 year terms), 1 Board of Library Trustees seat (3 year term), 1 Charter Compliance Commission seat (3 year term), 1 Charter Compliance Commission seat (1 year term), 2 School Committee seats (3 year terms). The following individuals returned papers and will appear on the ballot (pending they do not withdraw):
  - David C. Abramson (Select Board, candidate running for re-election)
  - John T. Golden (Select Board, candidate for re-election)
  - Matthew Richard Gunn (School Board)
  - Paul Michael Richardson (Board of Library Trustees, candidate for re-election)
- Board Vacancies: There are numerous board vacancies which can be viewed online at <https://www.provincetown-ma.gov/DocumentCenter/View/812/Board-Vacancy-Report-PDF> . Submit a board application online to be considered. Please fill out the simple application found here <https://provincetownma.viewpointcloud.com/categories/1074/record-types/1006552>.