

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: May 4, 2023

Re: Department Update Report for the May 8, 2023 Select Board Meeting

Administration

- **Fireworks:** I have executed a contract with our Fireworks vendor for the July 4th show. In response to support for the non-binding article at Annual Town Meeting, the July 4th show will be low-noise for the first time.
- **Town Website:** Launched revamp of the Town website on 5/2/23 to update it to a more modern look and feel. All of the information remains the same and can be accessed in much the same way as before. This is Phase 1 of our website work and we'll be involving the Select Board, community, etc. over the coming months to learn how we can better organize content and make sure people can more quickly and easily find the relevant information and services they're looking for.
- **Harbor Hill:** All work on 4 damaged units will be complete by June 1st, with 1-2 units complete sooner.
- **Regional Housing Needs Assessment:** The Cape Cod Commission invited me and other town officials from the Outer Cape to be part of a working group to provide feedback and direction for the regional housing needs assessment. We had our first meeting last week. As part of the assessment, the Commission just released a survey. I encourage Provincetown residents and workers to take the housing survey as part of the Regional Housing Needs Assessment. A high participation rate from Provincetown will provide us with more town-specific data on local needs, conditions, and sentiment. Link: www.capecodcommission.org/housingsurvey
- **Early Learning Center:** I have been working with School Superintendent Goyette and his team to work towards opening a third ELC classroom. There are 9 children currently on the waiting list - 8 are Provincetown residents and the ninth is the child of a Provincetown employee. Annual cost is around \$100,000. We have identified funds in the ELC revolving fund to fund salaries in FY24, and we will likely go to the Finance Committee with a request for \$25,000 to retrofit the third classroom as a one-time expense. Operating costs will become part of the FY25 budget moving forward.

Building

- CRS: The annual recertification information for participation in the Community Rating Service has been sent to the FEMA review team. The goal of the recertification is to maintain our Class 8 standing in the National Flood Insurance Program. A Class 8 translates, at this point in time, to an offering of 10% discount on Flood Insurance.
- The subcontractor for the Eversource transformer replacement at 260 Commercial has completed the below grade conduit installation. The second phase of the project to install the new pole and change out the transformer is being planned.
- May is Building Safety Month:
 - Important Fire Safety Tips:
 - Put a smoke alarm on every level of your home, outside each sleeping area and inside every bedroom.
 - Test each smoke alarm regularly. Keep batteries fresh by replacing them annually.
 - Make an escape plan so everyone knows how to get out fast. Pick a meeting place outside the home where everyone will meet.
 - Portable heaters need their space. Keep anything that can burn at least three feet away.
 - Keep all items that can burn away from your home, clean leaves from your gutters and clear dead leaves and branches from shrubs and trees.

Community Development

- Site Assessments: The Town has engaged River Hawk Environmental to conduct preliminary environmental site assessments at 288A Bradford Street and 26 Shank Painter Road as an initial step to prepare the sites for future housing development. River Hawk will also be assessing the open space properties at 86/88 Atkins Mayo Road to prepare the site for ecological restoration.
- Grant Application: Town staff is working with AECOM to submit an MVP Action Grant application for flood hardening improvements to the Town's Central Vacuum Sewer Pump Station (CVS).

Community Housing

- Economic Development Committee: The committee held a meeting on 4/10/23 with discussion about next grant cycle, remaining funds, and the Camoin Report.
- Year Round Market Rate Rental Housing Trust: The trust met on 4/11/23 and approved a contract for emergency repairs and approved a policy for seasonal roommates. Current tenants may sub-lease a room for a minimum of 90 days and up to 7 months. The seasonal roommate must complete the application and undergo screening to be added to the lease. Seasonal roommates must be employed, remote work with an employer outside of the Outer Cape does not qualify. Rent charged to seasonal tenant cannot exceed 50% of the monthly rent. The year-round tenant must reside in the unit.
- Meeting: Participated in Outer Cape virtual Peer group meeting on 4/11/23.

- Harbor Hill: Pre-construction electrical work completed 4/4/23. One bid was received for emergency repairs from Coastal Construction on 4/6/23 for \$334,948 and approved by the Year Round Rental Housing Trust on 4/11/23. Construction started on 4/13/23 with an estimated completion date of 6/1/23 [some units may be completed sooner]. Insulation was installed and inspected. Sheetrock was completed followed by taping and painting. The CDP and the Facilities Manager worked with tenants that required assistance in moving their belongings to allow for flooring and other construction. Ongoing work with Cape Cod Alarm Electrical and flooring expected mid-May.

Council on Aging/ Human Services

- COA Board Training: The COA Board and COA Director attended an in-person COA Board training offered by Massachusetts Councils on Aging (MCOA) in April. MCOA is the professional organization for COAs, providing support, training and legislative advocacy for senior centers and residents. The training was led by Adam Sutton, an inspirational speaker, corporate trainer and coach who is a leader in the field of positive psychology.
- Art Show: The Senior Center has hosted an annual art show since 2010 to showcase the work of students in COA art programs. This year's event will be on Thursday, May 18, 3:00 – 5:00 p.m. at the Center and will include work from the painting, drawing, collage, decoupage, weaving, knitting and ukulele classes as well as from an intergenerational program with PAAM and students from the Provincetown Schools. All are welcome to enjoy the artwork, refreshments and time to socialize.
- Wake Up! in Provincetown: Watch for the Senior Center to be featured on an upcoming episode of Wake Up! in Provincetown, a locally-produced morning show on Facebook and YouTube. It will include a discussion of programming with COA Director Chris Hottle and Program Coordinator Shane Landry as well as videos of classes.

Diversity, Equity and Inclusion

- Survey: Drafting a Staff, Committee and Board demographic survey. The next step is setting up the process and timeline for releasing the survey.
- Seasonal Staff Training: Conducted additional PowerPoint presentation for Parking summer staff.
- Outreach: 'Understanding Provincetown by the Numbers' is updated and more user-friendly. The report will serve as a transparent link to the information the DEI Office is using to formulate plans of action.
- Town Boards: Working on issues that came up through observing the Open Space Committee and the Licensing Board. Both focus on procedures (or lack thereof) in terms of accessibility (Open Space) and inequity of procedures (Licensing).

Finance

- End of Year Budget Preparation: Main project is working on reviewing accounts to make sure data is correct including meeting with department heads to review budgets in preparation for end of fiscal year close-out.

Harbormaster

- Harbormaster Boats: Marine 1, primary patrol boat, is currently being prepared for being put into service this week. Marine 3, winter utility boat, remains only boat in service until Marine 1 is launched.
- Harbormaster Staff: Six seasonal Assistant Harbormasters will be ready to begin summer service beginning May 14, 2023.
- Marine Service Agreement (MSA): At the request of Town and Pier Corporation leadership, Pier Manager Jamie Demetriou and I have begun the process of revising the MSA. The next step is the Pier Corporation will be taking our suggestions for their review and editing before submitting for Town Management review.

Health

- A Tour of our Webpages within the Town's website: The main landing page at <http://www.provincetown-ma.gov/117/Health> includes the sign-up for emergency alerts, and links to the Board of Health's bylaws and regulations, fees and meeting schedule. There are links for finding beach water quality at <https://www.capecod.gov/departments/health-environment/programs-services/water-and-wastewater/beach-sample-results/> and information about the regional Household Hazardous Waste (HHW) Collection events (June 3 in Wellfleet, August 5 in Truro and October 7th at the Provincetown transfer station), available to any Outer Cape resident.
- COVID: Since 2020, the Health Department has curated the COVID-19 Information webpage at <http://www.provincetown-ma.gov/1364/COVID-19-Information-Page> as a local, trusted source beginning with the emerging pandemic declaration, through the various public health orders and reopening regulations, vaccine rollout, booster clinics etc. On May 11, 2023, the public health emergency officially ends, per CDC and MA DPH announcements, and Health will archive outdated content on this webpage. Important links for state, federal and WHO resources will still be available.
- MPOX: Similarly, Health deployed a Monkeypox Information webpage at <http://www.provincetown-ma.gov/1420/Monkeypox-Information> last May upon the breaking news of two MA cases. This page provided public education and risk abatement guidance, links to partners in public health, Provincetown's MPV Prevention Forum and clinic details when Jynneos became available. The effectiveness of vaccination was observed by tracking state case counts with weekly calculations of the percentage increase, highest in early to mid-July 2022, stable by September and contained by mid-October. The accumulated total of cases in the state has increased by less than 10 from December to the present; risk has flat-lined. Health will also archive outdated content, continuing to offer links to important resources.

- Provincetown Public Health Programming: Health maintains this page at <http://www.provincetown-ma.gov/1389/Provincetown-Public-Health-Programming> to support the currently running health and nutrition clinics, the Provincetown Community Support Liaison program, Buried in Treasures and other budgeted programs.
- The “Ways to Connect” webpage was launched during the COVID lockdown but remains a useful electronic bulletin board, sharing the offerings of other town departments, posts for the new MA Behavioral Health Help Line, Substance Use Help Line and 9-8-8 Suicide Hotline, as well as listing recovery resources. See <http://www.provincetown-ma.gov/1317/Ways-to-Connect>

Human Resources

- Hired:
 - Sam Sewell, Assistant Director of Tourism (start date: 5/8/2023)
 - Braden Witt, Senior Project Manager (start date: 5/1/2023)
 - Silas Barrepski, DPW Water Technician (start date: 5/1/2023)
- Fire Department (8 openings) - 41 Firefighter EMT/Paramedic Applications (7 Paramedic, 34 EMT, Primary Interviews Completed)
- The Town is currently advertising for the follow open year-round positions:
 - DPW Meter Repair Person
 - DPW Facilities Manager
 - DPW Buildings and Grounds Custodian
 - Assistant Library Director (8 applicants, interviews in Progress)
 - Deputy Housing Director (5 Applicants)
- Open Seasonal and Part Time Positions Include:
 - Council on Aging On-Call Van Driver
 - Parking Seasonal Positions (16 Openings, 23 Applicants. Applicants Hired and Sworn in)
 - Pier Openings (9 Openings, 9 applicants)
 - Police Department Seasonal Police Officers and Community Service Officers (14 Openings, 9 conditional offers made)
 - Recreation Seasonal Positions and Behavioral Aides (11 Openings, 16 Applicants, interviews completed)
 - Rescue Summer Standby (23 Applicants)
 - On-Call Secretaries
 - On-Call Telecommunicators.
- Applications and job descriptions for all positions can be found on the Town’s website.

Library

- Moby-Dick Marathon: The last weekend in April the Library produced their sixth in-person (but 8th year) Moby-Dick Marathon. The Marathon was opened with guest reader, Anne Hutchinson, local gender renovator and excommunicated preacher. Over 100 readers and 150 audience members participated over the course of three days when the book was read aloud in its entirety.

- May Movie Nights: Movies are shown each Wednesday night beginning at 5:30pm. This month's theme is, "I See Dead People, (but not in the sixth sense)". The movies will be shown as follows: May 3: Ghost Town (2008) May 10: Truly, Madly, Deeply (1990) May 17: Heart and Souls (1993) May 24: Hereafter (2010) May 31: City of Angels (1998). Check the website provincetownlibrary.org for more upcoming events and make sure to follow the Library on Instagram @provincetownlib and Facebook.

Licensing

- Licenses: Receiving lots of retail applications for the 2023 season.
- Licensing Board: Discussing requirements for one-day licenses.
- Licensing Department: Attended an ABCC training on 4/12/23 in Barnstable. In-person TIPS training on May 8, 2023.

MacMillan Pier

- Spring Clean-up: This week we plan to paint the Jib Hoists, bollards, and the Safety Rings will be installed.
- Public Restrooms: Plumbing will be turned on for the Public Restrooms May 1
- Fishing: Open Season for Pier Fishing is May 15th.
- Night Personnel: Second and Third shift will start May 15th.
- Transportation Float (TF): The Transportation Float will have work done before the Ferries arrive. The wells will have bumpers installed as well as zincs. The TF will also be painted at the same time.
- Audit: The Office is currently under Audit with CliftonLarsonAllen.
- Marine Services Agreement (MSA): The MSA that was revised by Don and Jamie was presented to the Pier Corp on Thursday, April 27th.
- Foth Engineering: Foth Engineering just completed the topside structural inspection. Below deck with divers is next.

Parking

- Permits: Over 2,800 parking permits have been issued for the 2023 season. Permit applications continue to be processed and staff are up-to-date on all applications to this point.
- Lot Operations: Flash parking lot/license plate readers are in operation and functional to let permit holders in/out of lots. Some small issues have been identified and are being worked through with affected individuals and fixes are ongoing with Flash.

Public Works

- Transfer Station: Now open 7 days per week.

- Senior Project Manager: After many months of interviewing, we are very pleased to announce that we have chosen Braden Witt as our new Senior Project Manager. We have posted the Facilities Manager position that he had filled.
- Wastewater Update: Central Vacuum System Independent Study workshop will be held on May 22nd with AECOM and EPG. We will also be holding neighborhood meetings with George's Path residents and property owners near Hensche Lane. The purpose of these meetings is to discuss potential easements that will cut down on the number of grinder pumps needed on some properties. Additionally, the USDA Phase 5B loan was closed on April 25th.
- Vacuum Sewer Modernization Update: The replacement of all of the internal vacuum structure equipment throughout town has been completed and we are nearing completion of the upgrades to the vacuum monitoring system. These upgrades include the installation of over 360 monitoring stations as well as the installation of a new radio system, antenna, and control panel at the CVS. The new monitoring stations and system upgrades allow staff and sewer contractors to see the status of all vacuum structures in town. They also provide alarms to the operators when there are problems with the valve components. This summer, residents, visitors, and business and property owners can expect that these improvements will lead to much faster and more efficient response times to any issues that may arise – we will be able to quickly identify exactly which pit is having issues and direct resources there to fix the problem – and this upgraded equipment and monitoring system should eliminate any surface spills.
- Beautification of Downtown Corridor: Freeman Street building exterior work has begun. The Public Landscape Committee has been working on islands and planters throughout the town, to be completed by Memorial Day. Public bathrooms have been cleaned and repainted and are ready for the season. Street line-painting completed, including Route 6. Summer seasonal staff started May 1st; we are excited to see the difference this will make, compared to the last few years when we did not have all of these positions filled.
- Tree Warden: Hedge Obstruction Bylaw-we will be conducting town-wide site visits to identify any public obstructions and follow the new by-law. Johnson Street Parking Lot tree trimming to be completed by Eversource in the next week or two.
- Shank Painter Road/Route 6 Project: MassDOT will be holding a public hearing on June 13, 2023 in the Judge Welsh Hearing Room. This is the 25% design hearing; and will allow us to proceed with projected construction schedule of FY 2025-FY 2027.
- Pickleball Courts: Design for layout of courts to be completed with architects in next two weeks and procurement for materials has begun.

Recreation

- Summer Program and Seasonal Staff Update: As of May 2nd, the current summer program enrollment is 78 children registered, all of which reside in Provincetown, attend Provincetown schools, or are children of Town employees. The max capacity is set at 120 children at our budgeted staffing level, of which roughly 40 additional children from the public will have the opportunity to register on a first

come, first basis. The registration link will be provided to the general public (non-residents) on May 22nd, and the department expects to be at full capacity. The department will have its full allotment of staff when the program starts on June 26th, as there were more applications than available hirings. This year especially brought in a vast amount of qualified applicants that have experience working with children and/or have worked in a school setting before. Because of the quality of the applications this year, the staff will be the most experienced in recent history.

- Motta Field Master Plan Update: May 3rd marked the last community meeting as part of the initial Motta Field Master plan process. Over the course of the last 6 months, the Town and Weston and Sampson have been developing conceptual designs based on community input, continuously refining the design as a result of public feedback. This last meeting marked the presentation of the “Preferred” concept design. The meeting was held in the Judge Welsh room and the public could attend in person or remotely via Microsoft teams. Weston and Sampson heard from the public and are making changes based on this meeting and will submit a report to the Town outlining the process, “preferred” design, and potential next steps in the project, which should be completed by Memorial Day. I do want to thank the Community Preservation Committee for funding this project as they continue to recognize the need to fund Open Space and Recreation projects.
- Pickle Ball: At its most recent meeting, Rec Commission listened to feedback and concerns from neighbors on Jerome Smith about potential noise from the new courts. It was a good meeting and neighbors felt heard, and Rec Commission will be working with DPW to get advice on additional possible noise controls/mitigation while moving forward with the installation of the new courts.

School

- School Lunch Pop-up: This new event was held on April 26th and was extremely successful. The event raised \$3,000 for the MYP 3 trip to London.
- School Committee: Liz Lovati’s last School Committee meeting will be Wednesday night, May 3rd at 5:00. Liz has served on the School Committee for the past nine years.
- “Once on this Island Jr” Musical: The school musical will be presented on Friday and Saturday night, May 12th and 13th at 6:30pm.
- Open House: A school-wide International Baccalaureate Open House entitled “Who We Are” will be held on May 16th from 4 – 6pm.

Tourism

- Documentary Film Project: Left Right Holdings LLC is filming a low budget documentary; the working title is “*Untitled Lady of the Dunes project.*” The project took place on Sunday April 30th and Monday and Tuesday May 1st and 2nd. This is a film with Richard Hanchett, the biological son of Ruth Marie Terry (Lady of the Dunes). They filmed his first visit to Provincetown since learning his mother’s identity. At Saint Peter’s Cemetery they filmed a gravesite ceremony, and the subject near the causeway looking out at the water and dunes and walking

through Town on Commercial Street. They also gathered b-roll footage of the Town.

- Assistant Director of Tourism: We have hired an Assistant Director of Tourism. Her name is Sam Sewell and she starts on Monday, May 8th. Sam comes to us with a background in production management, social media management and hospitality. She will be a great new addition to the Tourism Department.
- Freeman Building: The building at 330 Commercial Street housing the Tourism Office is getting some well needed TLC. The back of the building has been cleared and trimmed. The façade is being cleaned up, the shutters on Commercial and Freeman Streets are being removed, painted and reinstalled. The portico has been scraped down and getting a fresh coat of paint, the planting beds have been cleaned and containers will be added to better maintain the seasonal flowers. It will be nice to be spruced up for the season. Thank you to Buildings and Grounds for all their support making this happen.

Town Clerk

- Annual Town Election (ATE) May 9th, 2023: Will be held in the Town Hall Auditorium from 7 am to 7 pm. Voters were able to cast an early election ballot up until Friday, May 5th. Questions about Election Day, please contact the Clerk's Office directly at 508-487-7013 for further information.
- Training: The Town Clerk and Assistant Town Clerk continue to attend weekly training sessions with the State.
- Office Operations: The office is beginning to see an increase in marriage intentions and vital records requests.