

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: February 22, 2023

Re: Department Update Report for the February 27, 2023 Select Board Meeting

Administration

- Fire/EMS: Meetings continue to discuss this topic. The Town Managers/Administrators and Fire Chiefs from Wellfleet, Truro and Provincetown met to discuss the challenges. Town staff continue to meet with LCAA and other stakeholders as our plan evolves to best meet our needs.
- Transportation Pilot for Provincetown Workers: Assistant Town Manager Dan Riviello, Select Board member Leslie Sandberg, and Steve Katsurinis held follow up meeting with CCRTA. Given CCRTA's inability to assist, decision made for the Town to move forward on its own - we've already secured a 15-passenger bus, HR working on advertisement to begin recruiting drivers, and funding article inserted into ATM warrant to fund related costs.
- Airport Engineering Services: The Town issued a Request for Qualifications and received one proposal from Jacobs Engineering. The Town is in the process of securing a contract with Jacobs in partnership with the Airport Commission.
- Short Term Rentals: Town Manager and Assistant Town Manager meet with PPRTA to discuss STR compliance and STR rental certificate fee and answer questions.
- Pier Corp: Town Manager and Assistant Town Manager meet with Chair of the Pier Corp board to discuss transition plan following Pier Manager's resignation, and opportunities to work together moving forward.
- Town Manager and The Community Builders present to the Community Housing Council on 2/27 to formally request \$750,000 in Affordable Housing Trust Funds to help meet the Town's \$3M commitment to the 3 Jerome Smith Road housing project.

Code Compliance

- Granicus: Continuing with the onboarding/implementation of Granicus for monitoring short term rentals.
- Short Term Rentals Analysis: MIS and Community Development have shared rental certificate, assessing, and lodging data with Granicus as they begin their analysis of the STR landscape in Town

Community Development

- District Local Technical Assistance Application: The Community Development Department has submitted an application to the Cape Cod Commission for District Local Technical Assistance (DLTA) funds in the amount of \$22,000 to develop Model Tools to Support Year-Round Housing Occupancy and to Incentivize Dormitory or Employee Housing. Specifically, the funding would be for consulting services to carry out two scopes of work: 1) to create a model deed restriction and other tools to encourage the use of existing housing inventory to expand opportunities for year-round occupancy; and 2) to draft a proposed amendment of the Town's zoning bylaw to provide incentives for developers to create dormitory or employee housing.

Community Housing

- CPA Recommendations: 6 CPA Applications were submitted 12/29/22. The Community Preservation Committee held a public hearing on 2/7/23 and voted on recommendations for Town Meeting on 2/16/23. Recommendations include Housing: 3 Jerome Smith \$500,000 [65 rental units], Juniper Hill Wellfleet \$75,000 [46 rental units], and Transfer to Affordable Housing Trust Fund \$225,000, Open Space/Rec: Resurface Chelsea Earnest playground \$100,000, Historic Preservation: PAAM roof \$73,500, and Hindu re-plank the deck \$73,500, and general administration \$35,000.
- Harbor Hill: One of the buildings suffered from a frozen pipe that burst resulting in significant impacts on 4 apartments in the early hours of February 5th. The Community Development Partnership [CDP] continues to work with tenants, the clean-up company, insurance company, and others to move forward with clean-up, remediation, and restoration as quickly as possible. Of the four households displaced, two will move into upcoming available units at Harbor Hill while awaiting return to their homes. Displaced tenants do not need to pay rent during this time unless they are moving to one of the temporary units. They do need to maintain their electricity for heat but will be reimbursed for that expense.
- Year Round Market Rate Rental Housing Trust: Prepped and participated in meeting on 2/13/23. Focus has been on the damaged Harbor Hill apartments and roof replacement and bidding process along with CIP requests. Continue to work with Facilities Manager Braden Witt on preparing an Invitation for Bids to replace all four roofs this Spring/Summer and prepare a capital needs assessment.
- 286A Bradford Street: The two ownership units created under inclusionary zoning with Unit #7 closed on 2/3/23 and #12 closed on 2/9/23. Sale fees to the Housing Office were \$5,787 each and totaled \$11,574.
- Professional Development: Participated in ADU Resource Center Housing Institute training on 2/14/23 and HOME Consortium monthly meeting on 2/16/23.

Council on Aging/ Human Services

- New COA Employee: Jeff Corbett has started as the new COA Program Assistant. He will help with programs at the Senior Center as well as in the office. This is a part-time, grant-funded position and we welcome Jeff to the team!
- SNAP Emergency Allotments: Recent action by the federal government ends the extra COVID SNAP benefits, known as SNAP Emergency Allotments, as of February 2023. SNAP recipients will receive their last COVID SNAP payment on March 2, 2023. The COA Outreach Coordinator is working with older residents to make sure they are receiving the maximum benefit for their household size by confirming qualifying expenses or reporting changes to their case. For assistance, contact Andrea Lavenets, COA Outreach Coordinator, at 508-487-7080.
- Tech Help: Many thanks to Amy Raff, Provincetown Library Director, for providing monthly tech assistance to older adults at the Senior Center and for offering a program in March on the recent CLAMS Update. A reminder that the Library and COA also collaborate to provide a mobile library for homebound residents. For information, contact the Senior Center at 508-487-7080.

Diversity, Equity and Inclusion

- DEI Training Cohorts continue with week 2 of training.
- Equity Reviews: Working with Earl Hinton on the next phase of the equity review process and finalizing a calendar of projects through the remainder of the year for DEI initiatives.
- Community Compact Grant: Preparing application for this grant.

Finance

- Free Cash: Free Cash reviewed, DOR questions answered and free cash resubmitted.
- Audit: FY22 audit continuing.
- End of Third Quarter: Ongoing review of accounts for overages, proper posting of expenditures and adjusting entries if needed in preparation for end of 3rd quarter.
- Town Meeting: Assisting with drafting Annual Town Meeting warrant articles.

Health

- COVID: Provincetown hosting two MA DPH “Get Boosted” COVID clinics recently, vaccinating approximately 30. These events offered primary of booster doses, Moderna or Pfizer recipients, adult or pediatric patients, with each vaccinated getting a \$75 gift card as part of this state family-friendly school vacation campaign. The Health Department webpage at <http://www.provincetown-ma.gov/1364/COVID-19-Information-Page> has been updated with the press releases about plans to end the COVID-19 national emergency declarations on May 11, 2023.
- Regional Health Planning: The Outer Cape health agents have arranged wellness screenings with the County public health nursing program starting Wednesday

March 8th at the Provincetown Library, chosen as a pedestrian-accessible location, 10:30 am – 12:30 pm weekly. The wellness program will run for 16 weeks through June 21st. The nursing program will provide free blood pressure and glucose screening and “ask a nurse” health information. These sessions are paired with the County “Buy Fresh Buy Local” nutrition education program, focused on sourcing local produce, SNAP/HIP benefits and the DASH diet which focuses on a diet high in fruits and vegetables. No registration or commitment to attend every week is required.

- Health Department Webpage: The “Ways to Connect” webpage at <http://www.provincetown-ma.gov/1317/Ways-to-Connect> has been updated post-COVID with new MA DPH help lines developed to connect anyone in the state with mental/behavioral health or substance use disorder to services. This Health Department webpage is where announcements for AA/NA meetings, Crystal-Free and Yoga for Addiction Recovery programs, suicide hotline, Narcan through AIDS Support Group of Cape Cod and information about new Wellfleet Mobile Unit for medication-assisted opioid treatment and other resources are posted.

Human Resources

- Resignations: Doug Boulanger, Pier Manager, with a last day of March 3rd. Drew Wander, Assistant Director of Tourism, with a last day of March 15th.
- Fire Department- The Town currently has 3 EMT Basic Applications, 18 Firefighter EMT/Paramedic Applications, and 5 Deputy Fire Chief Applications.
- The Town is currently advertising for the follow open year-round positions:
 - Senior Project Manager for DPW (2 Applications)
 - Conservation Agent/Environmental Planner (interviews in process)
 - Community Development Admin Assistant (1 Application)
 - Assistant Tourism Director
 - Communication Specialist/Telecommunicator
- Open Seasonal and Part Time Positions Include:
 - Council on Aging On-Call Van Driver
 - DPW Seasonal Positions
 - Highway Department Laborer (2 openings, 1 applicant)
 - Transfer Station/Sanitation Laborer (1 opening, 1 applicant)
 - Comfort Station Attendants (6 openings, 6 applicants)
 - Beautification Maintenance (2 openings, 1 applicant)
 - Groundskeeper Maintenance (1 opening)
 - Parking Seasonal Positions (16 Openings, 5 Applicants)
 - Pier Openings (12 Openings, 1 applicant)
 - Police Department Seasonal Police Officers and Community Service Officers (14 Openings, 7 Applications)
 - Recreation Seasonal Positions and Behavioral Aides (11 Openings, 3 Applicants)
 - On-Call Secretaries

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

Library

- New Catalog for Library Users: All CLAMS libraries will be migrating to a new and improved online catalog called Aspen. Aspen will be functioning on Monday, February 27. Go to <https://www.provincetownlibrary.org/aspen> for more information.
- March Movie Nights: Join us for Wednesday Night Movies at the Library! This month we are showing five feature films that take place in hotels! This line-up has been carefully selected by Matthew Capaldo, Library staff member and film aficionado. The films start at 5:30 pm and will be shown in the following order: March 1: *Grand Hotel* (1932; 1 hour, 52 minutes): March 8: *Separate Tables* (1958; 1 hour, 40 minutes): March 15: *Lost in Translation* (2003; 1 hour, 42 minutes): March 22: *Best Exotic Marigold Hotel* (2011; 2 hours, 5 minutes): March 29: *Grand Budapest Hotel* (2014; 1 hour, 39 minutes).
- March 16th at 6pm Presentation: "The First Peoples of New England with Professor Edward Ingebretsen." Join Ed Ingebretsen for a talk on the First Peoples of New England in the Marc Jacobs Reading Room! This presentation explores the contours of this forgotten history, beginning in the earliest days of the landing of the Puritans in Massachusetts, where it was the colonial practice to enslave indigenous people for their labor and their lands.

Licensing

- Licenses: Issuing Annual Licenses for 2023.
- Licensing Board: Voted to hold a Public Hearing on licensing fees on March 14, 2023. Voted to place Home Rule Petition request on Town Meeting warrant.
- Licensing Department: Training on parking permit issuance.

MacMillan Pier

- Mooring Slips: Renewal Slip Applications have been sent out to the Fishing fleet as well as the West side excursion vessels in preparation for the 2023 Season.
- Staffing: Seasonal job postings for the 2023 season have been posted.
- Water Line: Engineers and designers continue to work on a new water line layout for the Main Pier and the Pier tenants and direct water service customers.
- Lighting: Electrical engineers continue to work on a new lighting design concept for the entire Pier, hoping to have a draft presentation by early March.

Parking

- Resident Parking Permits will be available to members of the public beginning Wednesday, March 1. Residents are highly encouraged to apply for their permits online at www.provincetown-ma.gov/ParkingPermits. Those needing assistance

can email ParkingPermits@provincetown-ma.gov or can go to the Lower Level of Town Hall on Mondays and Wednesday from 8:30 a.m. – 4:30 p.m. or Fridays from 8:00 a.m. – 11:30 a.m. for assistance in person.

- Senior Parking Permits: The 65+ Senior Resident complimentary Parking Permits are now available with the Parking Clerk Mondays and Wednesdays 8:30 am – 4:30 pm and Fridays 8:00 am – 11:30 am.

Public Works

- Sewer System Progress: Working with Health Director Lezli Rowell and MIS Analyst Lynne Martin to develop process flow for property owners who will be connecting to the sewer as part of the Phase 6 Sewer Expansion. AECOM engineering and design for wastewater expansion continues with the submittal of a USDA grant application for \$45 Million; grant funding announcement expecting in late Spring 2023. Working with John Goodrich; Environmental Partners conducting independent review of central vacuum system with the report available by Spring. Working with John Goodrich, KP Law and Environmental Partners on new DBO for Wastewater Enterprise Fund.
- Trees/Shrubs Hedges: Discussions with John Giorgio from KP Law; clarifying current obstructions of public way by tree or shrub by-laws; determining whether or not it needs an amendment.
- February 23rd public hearing scheduled for removal of two trees. (5 Pearl Street and Bradford St. Extension near Meadow Road). We received letters opposing the removal of both trees. We will be receiving a second report from another Certified Arborist to present at the public hearing. The Tree Warden will present his recommendations to the Select Board on March 13th. In accordance with MGL Chapter 87, Section 4, the Select Board will have to approve any recommendations to remove a tree.
- Standish Street Paving: It is unlikely that the full Standish Street paving and sidewalk project will be completed before Memorial Day. This is due to a number of factors including the updating of the Complete Streets program needs into the project design, conducting a survey of the area to determine precise location of property lines, timeline to have Chapter 90 funding approved and challenge of scheduling paving contractors. We are speaking with GHD on how to have a short-term upgrade to this area to make it safer and more attractive for the 2023 tourist season. We will also be looking at additional improvements to this area, including the possibility of widening the sidewalk.
- Howland Street Flooding: I have met with property owners in the Howland Street area and have listened to their concerns about flooding on their properties. DPW will be meeting with members of coastal resiliency officials from MassDEP and CZM to initiate a conversation where we look at short-term and long-term strategies to help property owners protect their properties from flooding.

Tourism

- Firehouse No. 3 Schedule: The information to rent the Firehouse to promote organizations and events is posted to the Tourism Department page on the Town of Provincetown website. The application deadline is March 6, 2023. We do our best to accommodate all requests for dates and will confirm the scheduled dates for the 2023 season after the application deadline. Priority will be provided to organizations with designated week/weekend event submissions, applications are then prioritized based on date/time of submission. There is no rental fee to use the space. Firehouse No. 3 will be open for the season beginning April 1, 2023.
- Digital and Social Media Relations: The RFP for year-round digital media activities to support the marketing strategic plan has been posted on the Town of Provincetown website and published in the Independent newspaper and the Massachusetts Goods and Services Bulletin on Thursday, February 23, 2023. The objective is to engage a specialist to optimize our digital media efforts with a concentration during key travel planning seasons that provide the greatest potential to enhance the effectiveness and extend the reach of the Tourism Department's planned advertising activities. This includes expanding our reach of a younger audience and introducing Provincetown's diverse business segments including LGBTQ+ culture; Arts; Heritage; Ecotourism; Maritime Tourism; Entertainment and Nightlife; Retail; Wellness; Culinary; and General Tourism. The proposal deadline is Wednesday, March 22, 2023.
- Senior Volunteer Program Needs: The Tourism Department depends on the senior volunteers to support activities in the office. We request year-round volunteer help through the Council on Aging, which provides great support to us every year. Our biggest need is Tourism Ambassador coverage from May through October, and we are currently working on filling the Tourism Information booth and Town Hall lobby schedule for the 2023 season. To date we have 7 applications confirmed and three more pending. We will need up to an additional 10 volunteers to provide optimal coverage of the two locations.

Town Clerk

- Election: Election Papers are now available for the May 9, 2023 Annual Town Election. Please contact the Clerk's Office directly at 508-487-7013 for further information.
- Town Meeting: The April 3, 2023 Annual Town Meeting warrant is open. Residents who wish to file a petitioned article should contact the office for further information and to pick up forms.
- Census: Residents have begun returning their 2023 Census forms and the office has been inputting information into VRIS.
- Voter's Status: Residents who wish to participate and vote at the April 3rd Annual Town Meeting and May 9th Annual Election and are unsure of voting status, can look up their voting status at www.sec.state.ma.us or call the Clerk's office directly.

Memo

To: Select Board; Alex Morse, Town Manager
From: David Anderson
Date: February 21, 2023
Re: Parking Lot improvements for the Grace Hall Parking lot and MacMillan Pier lot

Since being implemented on May 1st, 2022, the Town's new PARCS (Parking Access Revenue Control System) from FLASH has improved all Town Lot functions and made payment processing easier for all users.

Improvements since implementing FLASH include:

- Reduced wait times at exit lines that have historically been associated with the MPL.
- Increased revenue capture
 - Parking season April to November \$1,415,264.55 in 2021
 - Parking season April to November \$2,279,493.03 in 2022
- Increased processing speed of the day-to-day functions of Town lots through.
 - Easy-to-navigate handheld devices on a cloud base system.
 - User-friendly interface
- Rapid deployment of FLASH technicians able to fix system issues.
- Easier access to parts to maintain system quality and function.

Preparing for the 2023 season, the Parking Department has been and continues to be in constant weekly contact with FLASH to continue improving all parking operations. Specifically, FLASH is working with Town Parking Department and MIS staff to troubleshoot a persistent issue at the Grace Hall Lot, upgrade connectivity, and recalibrate cameras to improve Permit Holder access to the lots. Meetings were held with FLASH about this several times, including in late January, early February, and again the week of February 20, and FLASH technicians will be on-site at the lot with MIS staff to continue working on a solution in March to ensure adequate time for testing before the Parking Season begins in May.

While FLASH is in town in March, upgrades will also be made to the exit lanes of Grace Hall and the MPL to increase processing speed even more and reduce the burden on staff as new mini kiosk stations are being implemented.

Ensuring that our parking lots and pay stations are functioning properly is not only a significant revenue source for the Town, but their smooth and reliable operation is important to our visitors and residents as well.