

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: February 8, 2023

Re: Department Update Report for the February 13, 2023 Select Board Meeting

Administration

- Town Meeting: Staff will be holding office hours for residents who may be seeking assistance with Citizens' Petition Articles for Town Meeting. Office hours will be available on Thursday, February 16 and Tuesday, February 21 from 1-4pm each day at Town Hall. To register for a 45 minute session, residents should contact the Town Clerk's Office.
- Fire Department Planning: Staff continue to work with stakeholders on transition plan and have posted job descriptions/applications for new roles we are looking to hire for in Provincetown beginning immediately after Town Meeting through July 1 and beyond.
- The Barnstable County Board of Commissioners and Assembly of Delegates announced the award and execution of a \$208,000 American Rescue Plan Act (ARPA) funding grant from Barnstable County to the Town of Provincetown. The grant will support the Provincetown Sewer Connection Grant Program. This new grant program will assist residents with their connection costs for new municipal sewer service that will become available to their property. The Town's sewer expansion project is critical to environmental resiliency efforts and will help approximately 250 properties, many of which are in flood zones, that currently have cesspools or sub-standard septic systems that can't be replaced to meet current Title 5 requirements.
- Town Manager was appointed by Governor Healey to serve on a new working group established by Executive Order No. 605, "Establishing a Working Group to Envision the Creation of a Housing Secretariat." According to the LG's office, it is a defined period of time, between January and March, by when the Governor would file legislation to create the Housing Secretariat position. We had our first meeting on 2/3, second meeting on 2/9.
- Town staff met with the Executive Director and Board President of Provincetown Community Television to discuss renewal of their lease at the Freeman Street Building.

- Town staff went before the Finance Committee on 2/7 to present the FY24 budget. The Committee made no changes to the general fund budget, and plan to address the FY24CIP with Select Board at the joint reconciliation meeting on 2/27.
- Town staff met with Pat Patrick and his team to discuss the Barracks project and next steps following the settlement agreement.

Building

- 25 Pilgrim Heights Road: We have reviewed and approved the demolition of the building located at 25 Pilgrim Heights Road. This is noteworthy by the fact that this is a demolition of a building outside of the Historic District and less than 50 years old and not subject to demolition delay as stated in General Bylaw 11-1-5.
- Storm Aftermath: Repairs continue to the structures adversely affected by the 12/23/2022 winter storm Elliott. As debris has been removed and the buildings have more closely observed for damage, the overall impact has been less structural to buildings than the 01/04/2018 storm. The storm has also increased the awareness of deck construction and attachment and the need to reconsider the palletized deck construction methods.

Code Compliance

- Active Compliance Work: Ongoing rental compliance work and inspections, outdoor display in conjunction with the Zoning Enforcement Officer, sign compliance in conjunction with the Zoning Enforcement Officer.

Community Housing

- Harbor Hill: The complex suffered from a frozen pipe that burst, resulting in significant impacts on four apartments in the early hours of February 5th. The Community Development Partnership has been working with tenants, the insurance company, and others to move forward with clean-up and remediation as quickly as possible. Along with many other properties both near and far, all remediation companies are significantly impacted with long waitlists for call backs.
- Housing Office: Relocated from Town Hall to VMCC beginning in December and we are settling in. Deputy Housing Director Mallory Kender's first day was 1/17/23.
- Year Round Market Rate Rental Housing Trust: Prepped and participated in meetings 1/25/23 and 2/1/23. Focus has been on the roof replacement and bidding process along with CIP requests. Working 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.
- Community Housing Council: The Council met on 1/30/23 and approved targeted income levels for a development at 27 Winthrop St./34 Court Street which will create one community housing unit with income eligibility up to 120% AMI and priced at 100% AMI.
- CPA Applications: Applications were submitted 12/29/22. Six applications were submitted with requests totaling \$1,274,580, which is approximately double the

available funds. Community Preservation Committee will hold a public hearing on 2/7/23.

- 286A Bradford Street: The two ownership units created under inclusionary zoning moved to closing with Unit #7 closed on 2/3/23 and #12 to close on 2/9/23.

Council on Aging/ Human Services

- Intergenerational Programming: In January, the Provincetown Art Association and Museum (PAAM), the Provincetown Schools and the COA partnered in offering a cross-generational art making program at the Senior Center. Second graders and older adult participants had the opportunity to discuss artwork from the museum and then create their own art inspired by Provincetown and its natural landscapes. These works were then featured in a special exhibit at PAAM in early February. Many thanks to Grace Emmett, PAAM's Curator of Community Education, and to all at the Provincetown Schools for working together to offer this program. In February, students from both the Schools and the Early Learning Center will visit during Senior Center lunches to share Valentines and to sing. These intergenerational events are in addition to ongoing programs with the children in the Provincetown Recreation Department afterschool and summer programs.
- Senior Property Tax Work-Off Program: The Senior Property Tax Work-Off Program is offered through the Assessor's Office and administered by the COA. This program allows eligible property owners to work with Town Departments and Boards/Committees in exchange for an exemption on their property tax. In 2022, 44 people participated, contributing over 3,000 hours of service. Residents can contact the COA or the Assessor's Office for more information.
- Food Pantries: There is a non-perishable food pantry at the Senior Center that is open to all residents during VMCC business hours with no eligibility or registration requirements. In addition, the Healthy Meals in Motion mobile pantry is offered by the COA in partnership with the Family Pantry of Cape Cod and is open to residents 60+ and to families with children. Monthly food distributions include fresh produce, dairy products, meats, baked goods and non-perishables. Residents can contact the COA for information on both of these pantries.

Diversity, Equity and Inclusion

- Staff Training: Have met with the cohort groups for Phase II of employee training. Worked with Dan Riviello to finalize the training manual.
- DEI Initiatives: Working with Earl Hinton and finalizing a calendar of projects through the remainder of the year for DEI initiatives.

Environmental Planning/Conservation

- Land Purchase: The closing on the Town's Open Space purchase of the six parcels of land at 806 – 832 Commercial Street is set for February 8, 2023.
- Grant: The Town has partnered with the Cape Cod Commission and four other Outer Cape towns on a Massachusetts Energy & Environmental Affairs Planning Assistance Grant to develop complementary model wetland and zoning

regulations for coastal floodplains that will help communities regulate development in the region's high hazard areas.

Finance

- Free Cash: State certification has started.

Harbormaster

- Harbormaster: Harbormaster will be attending State required Harbormaster Law Academy January 17 through March 17, 2023 with most classes being all day Monday, Wednesday and Fridays except for 5 straight days for the weeks beginning Jan 30 and Feb 13.

Health

- Regional Health Planning: The Provincetown, Truro, Wellfleet and Eastham Health Departments continue to meet along with Outer Cape Community Solutions, as partnered in our ARPA application for regional public health shared services planning. The Agents group is investigating hosting a MA DPH "Get Boosted" campaign clinic soon, utilizing the County public health nursing program for wellness screening clinics and coordinating a MOA to regionalize Opioid Remediation spending.
- Updated Board of Health regulations: Following the Board's 1/19/23 approval of amended wastewater regulations, public notice was posted to <https://www.provincetown-ma.gov/DocumentCenter/View/15836/Board-of-Health-Regulations-changespn230120> for the revised regulations to be effective upon publication. Health provided a coversheet checklist and updated instructions to the wastewater professionals that have filed reports with Provincetown over the past two years. Additionally, Health continues to work closely with the DPW and sewer team preparing for sewer expansion phases.
- Proposed Sanitary Code Amendments: Health attended the 2/1/23 "Moving Forward with a Revised Housing Code" presentation by the MA DPH and hosted by the Massachusetts Health Officers Association, regarding updates to 105 CMR 410, *The Minimum Standards of Fitness for Human Habitation*. The revised code may go into effect in April. If adopted as presented, Health and Code Compliance will incorporate amendments into the rental certificate application. The Sanitary Code would newly specify minimum appliance sizes for refrigeration/freezer units and cooktop/ovens, to ensure "occupants have the ability to prepare a meal for a family" and well as the new owner's responsibility to conduct pre-occupancy pest inspections. Owners (or their representatives) will be required to make visual property inspections and keep records of findings, document any repairs to ensure maintenance of the exterior of the structure, and pest treatments. Such record shall be available 'upon request' and was stated to apply to STR units between occupancies (unless modified before enacted).

Human Resources

- New Hire: Mallory Kender, Deputy Housing Director (1/17/2023).

- Open Year-Round Positions: Currently the Town is seeking Senior Project Manager for DPW, Conservation Agent/Environmental Planner, Council on Aging Admin Assistant, Community Development Admin Assistant, Communication Specialist/Telecommunicator. Seasonal and Part Time Positions include Council on Aging On-Call Van Driver, Council on Aging Program Assistant, DPW Seasonal Positions, Parking Seasonal Positions, Police Department Seasonal Police Officers and Community Service Officers, Recreation Seasonal Positions and Behavioral Aide, On-Call Secretaries and On-Call Telecommunicators. Applications and job descriptions for all positions can be found on the Town's website.

Library

- February Movie Nights: Join us for Wednesday Night Movies at the Library! This month we are showing four romantic films based on books and featuring the one and only Keira Knightley! This line-up has been carefully selected by Deb Karacozyan, Library staff member and film aficionado. The films start at 5:30 pm and will be shown in the following order: February 1: *Pride and Prejudice* (2005; 2 hours, 9 minutes), February 8: *Atonement* (2007; 2 hours, 3 minutes), February 15: *Never Let Me Go* (2009; 1 hour, 43 minutes): February 22: *Anna Karenina* (2012; 2 hours, 9 minutes).
- Play Reading February 11 from 2:00pm to 4:00pm: The Provincetown Public Library is pleased to announce the first public reading, as enhanced readers theater, of *Checkmate, Reckoning in a Trans-Racial Family*, an original, new play by Tim Bosworth, Cape Cod writer and playwright. It features Glenn Starner-Tate, Sallie Tighe, Steve Brito, and Karen McPherson. Checkmate was written in 2022 and has been described by a critic as a fresh approach to an old problem.
- Winter Wednesdays/Whenevers/Wherevers: The Winter Wednesday program began on January 18, 2023 and runs until March 7. Six classes are offered in person at the Provincetown Schools, nine classes via Zoom, and six in other Outer Cape towns. These classes are free, and the program provides free transportation. This is a collaborative project between Provincetown Health Department, Provincetown Library, Wellfleet and Truro Health and Conservation Departments and Provincetown Schools. The program has expanded this year due to a grant from Cape Cod Healthcare Foundation and Cape Cod Foundation.

Licensing

- Licenses: Issuing Annual Licenses for 2023.
- Licensing Board: Continued discussion of potential fee changes for 2024, discussing Home Rule Petition request on 2/14/23.
- Licensing Department: Gauging interested in onsite TiPS training.

MacMillan Pier

- Pier Operations: As the Lobster season comes to an end at the beginning of February the pier becomes very quiet.

- Water Line: Engineers and designers continue to work on a new water line layout for the Main Pier and its tenants.
- Pier Lighting: Electrical engineers continue to work on a new lighting design concept for the entire Pier, hoping to have a draft presentation by late February, early March.

Parking

- Parking Permits: Resident Parking Permit applications will open on March 1. Senior resident permit renewal letters have been created and will be mailed out this week. Residents are encouraged to apply for/renew their parking permits online, but for those needing assistance in person, parking permits will no longer be managed out of the Treasurer/Collector's Office. Instead, residents should go to the Lower Level of Town Hall to the office outside of Community Development (former Housing Office) for in-person assistance. Staff are finalizing exact days/times of in-person permit hours and will be sharing a public announcement in the coming days.

Planning

- The Barracks: The Zoning Board of Appeals will be reviewing the request for a minor modification to the previously approved Special Permit application on February 16, 2023. The applicant has requested Town Staff determine if the modifications constitute a *de minimus* change to the Planning Board's approved Site Plan, which would eliminate the need for any additional review by the Planning Board.
- Affordable and Inclusionary Housing: A proposed six-unit development that includes one affordable unit located at 8 Willow Road was submitted to the Planning Board and is anticipated to be heard at its February 23, 2023 public meeting.
- 227R Commercial Street: A Special Permit application was submitted to the Planning Board to change the previously approved Affordable and Inclusionary component of the project from a payment in lieu to proposing a 20% affordable project by creating an offsite deed-restricted unit and is anticipated to be heard at the Board's February 23, 2023 public meeting.
- Motta Field Masterplan: The Town Planner is coordinating with the Recreation Director and consultants from Weston & Sampson to compile the public feedback from the February 8, 2023 forum. This includes the public's reaction to the two conceptual plans and the proposed programming that was developed through the initial public meeting and surveys.

Public Works

- Extreme Cold: Town buildings had little damage to report from the cold. The Library had a sprinkler freeze and go off in an isolated back stairwell, but thanks to Provincetown Fire Department's quick response, building damage was prevented. Frozen pipes also caused damage at Harbor Hill. Minor issues also reported at the School and on the Pier. The Water Department is reporting higher

than usual water flows for this time of year, which is causing concern that unoccupied and/or seasonal homes may be experiencing water leaks. The Water Department worked with the Town Manager's Office to issue an alert/reminder to property owners to check on their properties for burst/leaking pipes.

- Wastewater Update: 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-submittal of USDA grant application for \$45 Million and grant funding announcement expected in late Spring 2023. Working with John Goodrich; Environmental Partners is conducting an independent review of the central vacuum system with the report available by Spring. Working with John Goodrich, Kopelman and Paige and Environmental Partners on an RFP to be issued in Fall 2023 for a new DBO agreement for wastewater design, engineering, construction and operation services. DBO to be awarded in early 2024 and to start in second quarter of 2024. New DBO will need to be done prior to June 2026, since current DBO extension only authorizes operation and maintenance of existing sewer areas.
- Trees/Shrubs Hedges: Public hearing scheduled for February 23rd for removal of two trees located at 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 public hearing. The Tree Warden will present his recommendations to the Select Board on March 13. In accordance with MGL Chapter 87, Section 4, the Select Board will have to approve any recommendations to remove a tree. After attending the tree warden conference, we sent a request for KP Law to redraft bylaws 11-6-4, 11-6-5 and 11-6-6 in regards to obstruction of public ways by trees and shrubs.
- Sewer Emergency Insurance: Thanks to the persistence of DPW Deputy Director Sherry Prada, the Town received \$198,000 from a submitted \$265,000 insurance claim on cost incurred to get the central vacuum system back on-line, resolving the sewer emergency last August.

Recreation

- Motta Field Master Plan: The Town and its consulting firm, Weston and Sampson, have been facilitating a community planning process for the future of Motta Field since November and presented two conceptual plans, derived from community input, at a community meeting on February 8.
- Youth Programming Updates: The Provincetown Recreation Department continues to make its best efforts to provide as many opportunities as possible for the children and families here in Provincetown. Since the start of the New Year, the Provincetown Recreation Department will offer/continue to offer the following: Movie Night, which takes place every 3 to 4 weeks, where approximately thirty children in grades Kindergarten and up are dropped off by their parents/guardians to see a popular film. In addition to Movie Night, Provincetown Recreation will be offering an upcoming "February Vacation Program", which will entail full day childcare from February 21st thru February

24th while Provincetown Schools is not in session. During this program, children will go on a field trip to the Wellfleet Cinemas, design their own theme park, see a magic show and much more. We anticipate having anywhere from thirty to forty children register for this program. As an update, we continue to see growth in our Afterschool Program. Our afterschool program is Monday thru Friday from 3PM-5PM. We average around 30 children per day but continue to receive additional registrations every month.

- Cannery Wharf Development Update: The Town continues to meet with state permitting agencies in preapplication meetings, making small adjustments to the design with recommendations from state officials that will work well within the coastal dune designation of the site. Two more preapplications are scheduled with Mass DEP and CZM in the month of February, before the design plans need to be submitted to MEPA for their initial review by March 26th.

Tourism

- Fiscal Year 2024 Tourism Marketing Grant Program: The Visitor Services Board held an open meeting on January 23, 2023. They began the grant review meeting rolling back \$13,681.23 of fiscal year 2022 unused grant funds, providing \$208,681.23 in available funds for the fiscal year 2024 grants. They reviewed 45 applications, 33 Event Marketing Grants and 12 Matching Marketing Grants and completed their recommendations for the Select Board's approval.
- Trade Show: Attended the Travel & Adventure show the last weekend in January in New York City at the Jacob Javitz Center. We supported the Cape Cod Chamber of Commerce booth. Provincetown was the only Cape Cod town present along with the Cape Chamber representative, Patti Lloyd, their Vice President of Sales.
- Assistant Director of Tourism: Drew Wander has resigned from his position as the Assistant Director of Tourism to pursue a career in the cruise industry. He has accepted a position with a luxury cruise line based in France. His last day will be March 15, 2023, and he will do some contracted work with us to complete projects. He will be relocating to South Florida and be based in Miami.

Town Clerk

- Street Listing: The office has sent out the 2023 Census. Failure to return by the 1st Monday in June will result in removal from the voters registry.
- Election: The office is preparing for the Annual Town Election, which will be held May 9, 2023 from 7 am – 7 pm in the Town Hall Auditorium. Nomination papers will become available for the open positions on Monday, February 13, 2023. Please contact the Clerk's Office directly at 508-487-7013 for further information.
- Town Meeting: The 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.
- Annual Town Report: The Clerk's office has begun compiling submitted reports.