

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: June 8, 2023

Re: Department Update Report for the June 12, 2023 Select Board Meeting

Administration

- Departments submitted draft goals and TM and ATM worked to refine and draft both Town Manager Goals and Deliverables and overarching Town-wide Goals for FY24.
- Developed and distributed Joint Housing Workshop Survey to Select Board, CHC, YRMRRHT, and Planning Board to inform discussion during Joint Housing Workshop on June 20.
- CCRTA provided updated ridership from May 30 through June 4 (212 riders) as well as 503 total ridership since the service launched on May 5.
- Met with LCAA and Truro to discuss contract. LCAA committed to providing draft contracts to each town week of June 12.
- Early Learning Center: Finance Committee approved \$25,000 request from the Provincetown Schools to retrofit a new classroom to accommodate the opening of a third ELC classroom, allowing the program to accept an additional 9 students, all of which either live in Provincetown or family who works for the Town.
- Water Facilities Tour: The Board expressed an interest in touring the Town's water facilities with the Water Superintendent, Cody Salisbury. We could plan a tour between July 10th and 13th or July 24th to 27th.

Building

- Department Activity: The first five months of the year have been busy. The Department has received 475 permit applications for review. This includes HVAC, roofing, sidewall and signs. It does not include plumbing or electrical applications. The increase for these applications at this point in the year is in part caused by the winter storm "Elliott" event on 12.23.2022 and the intense cold event on February 4, 2023.
- Allowed Construction Times: Typical of this time of year, we have fielded calls about construction times. 13-2-21 of the General Bylaws has Construction Time:

Exterior repairs and construction shall not take place until after 7AM and closing time ending at 9PM. Most of the questions pertain to the construction on the weekends.

- Building Damage: On May 25, 2023, a vehicle struck the southeast corner of the building at 35 Bradford Street. This building houses Mussel Beach Health Club. Fortunately, no one was hurt and the damage was limited to a small portion of the single story of the building.

Code Compliance

- STR compliance is ongoing. First round of enforcement letters achieved 95% compliance from the list of properties letters were sent to. Second round has already achieved 40% compliance from that property list in less than 2 weeks.
- After issues with ebikes/scooters found parked on Town property for an extended period of time, a compliance letter was sent to the company ordering them to be removed from Town property immediately. Will be continuing conversations with the company about proper parking/storage procedures to ensure Town property is not used.

Community Housing

- Year Round Market Rate Rental Housing Trust: Harbor Hill emergency repairs due to burst pipe and flood are complete with few minor punch list items to be done; tenants are moving back in.
- 26 Shank Painter Road/15 Brown Street (current police station): Request for Proposals yielded 1 proposal submission.
- Meetings: Participated in COA Human Services Roundtable 5/4/23; HOME Consortium Mt. 5/18; Outer Cape Subregional Stakeholder Working Group 5/22.

Council on Aging/ Human Services

- DTA Advisory Board Appointment: COA Outreach Coordinator Andrea Lavenets has been appointed to the Department of Transitional Assistance (DTA) Cape & Islands Advisory Board. The mission of the DTA is to assist and empower low-income individuals and families to meet their basic needs, improve quality of life and achieve long-term economic self-sufficiency. DTA administers SNAP (Food Stamps), Transitional Aid to Families with Dependent Children (TAFDC) and Emergency Aid to the Elderly, Disabled and Children (EAEDC) as well as workforce training. The role of the Advisory Board is to assist the DTA by providing feedback and collaboratively developing recommendations specific to policies, programming and expansion of access to services.
- Senior Property Tax Work-Off Program: The Senior Property Tax Work-Off Program is offered through the Assessor's Office and administered by COA staff. This program allows eligible property owners to work with Town Departments/Boards/Committees in exchange for an exemption on their property tax. So far this year, 50 people have signed up for the program. Interested residents are encouraged to apply as soon as possible for the 2023 program. Residents can contact the COA or the Assessor's Office for more information.

- COA Programming: This summer, in addition to ongoing programs, special events at the Senior Center will include commemorations of the 10th anniversary of the VMCC, Pride Month, Juneteenth and the Portuguese Festival, as well as an annual ice cream party and an intergenerational magic show with the children in the Rec Department's summer program. In addition, the 2023 Provincetown Senior of the Year, Larry Moodry, will be honored during the 4th of July parade.

Diversity, Equity and Inclusion

- Continued discussion with Consultant and Assistant Town Manager on target date to send sociodemographic survey to Town staff as well as Town Board/Committee members.
- Training: Continue to meet with staff to conduct additional PPT presentations. Will meet with Recreation Department staff in June.
- Report: '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.

Environmental Planning/Conservation

- Workshop: The Environmental Planner and Conservation Agent attended a workshop on Nature Based Approaches hosted by the MA Office of Coastal Zone Management, Stone Living Lab, and Woods Hole Group on 6/5/2023.
- Conservation Commission: The Commission is still seeing a large volume of applications for work relating to damage done in the winter storms. Community members are urged to apply to the Conservation Commission for any work on their beach stairs, decks, or bulkheads as soon as they are able. Please contact the Environmental Planner and Conservation Agent for more information.

Finance

- End of Year Finances: Preparation of the annual letter to department heads and admin staff regarding end of year close-out procedures, dates, encumbrances, final FY23 warrants, etc. Continued review of accounts to make sure data is correct in preparation for end of fiscal year close-out.
- Department Operations: Starting reviews of internal procedures to improve expediency, accountability and accuracy.

Harbormaster

- Harbormaster Boats: All available Harbormaster boats are currently in service for the season: Marine 1, primary patrol boat; Marine 2, Clean Vessel Act pump out boat; and Marine 3, utility work boat.
- Harbormaster Staff Training: Nine staff from the Harbormaster and Pier Management Offices successfully completed DEP sponsored Oil Spill first responder training on May 23, 2023.

Health

- ARPA: As mentioned in the Health presentation to the Select Board on 4/24/23 (see <http://www.provincetown-ma.gov/ArchiveCenter/ViewFile/Item/29728>) the health agents from Eastham, Wellfleet, Truro and Provincetown filed an ARPA application in September, 2022 and on May 31st were awarded funding in the amount of \$381,375 for our three-pronged community wellness proposal in support of mental health! Provincetown’s 2015 public health assessment and our regional post-COVID needs survey conducted last summer indicate social isolation as a mental health trigger. Our proposal flows from working under an MOU with the rural health network, Outer Cape Community Solutions, building upon proven, successful models. With the ARPA grant, the Outer Cape health departments will gain a licensed mental health professional and RN to work with the navigator program, responding to needs in our communities; undertake ‘asset mapping’ to address existing and future needs; and increase biometric wellness and other “ask a nurse” type programs. Check out the Barnstable County press release at <https://www.capecod.gov/2023/05/31/barnstable-county-announces-5-million-in-arpa-grants/> and local press release <http://www.provincetown-ma.gov/CivicAlerts.aspx?AID=1479> prepared by Assistant Town Manager Dan Riviello. Of the 110 applications filed last fall, our project is among the 20 finalists awarded funding, with the second highest approved budget in this allocation of \$5 million.
- Roll out of the “OC Wellness” Identity: In other ‘Thank you Dan’ news, the Outer Cape Health Agents leaned in for assistance branding our regional efforts, to build an identity around the collaborative work we already do and lay the foundation for upcoming ARPA projects. This initiative is aimed at promoting health, inclusivity, and community engagement to residents across all four towns. Stay tuned for “OC Wellness Happenings” – events and activities to promote physical, mental, and emotional health and well-being.
- Restaurant Update: 68 full-service and 42 limited-facility food licenses have been renewed for 2023. For new food licensees, there have been four plan reviews with one pending, a total of 5 new operations this season. Routine food inspections have been performed thus far for 24% of the full-service and 26% of the limited facilities, and 100% of the non-profit or institutional food licensees that require them. The Barnstable County summer sanitarian program begins the week of June 5th, supporting inspectional services.
- Semi-public Pools Update: 19 of 20 licensed pools and 11 of 12 licensed hot tubs are opened, with the two final inspections scheduled. There has only been one plan review this year, permitting a new semi-public hot tub license.
- Grease trap Inspections (as required once every 5 years for food service): 98% of the licensees are in compliance with either completing this critical inspection or providing notice that it’s been scheduled. Updated reports were due from the restaurants by 12/31/2020 but due to COVID impacts on their industry, the Board of Health granted extension, requiring filings for 2023 licensing.

Human Resources

- Hired: Courtney Francis, Assistant Library Director- Start Date June 12th, 2023

- Vincent Patten, Buildings and Ground Custodian- Start Date June 12th, 2023
- Fire Department (8 openings) - 41 Firefighter EMT/Paramedic Applications (7 Paramedic, 34 EMT)
 - Extended offers to 5 paramedics and 3 EMTs week of June 5
- The Town is currently advertising for the follow open year-round positions:
 - Deputy Housing Director (9 applicants, Interviews Scheduled)
 - DPW Meter Repair Person
 - DPW Facilities Manager (3 applicants, Primary Interviews Completed)
 - DPW Buildings and Grounds Custodian (1 applicant)
- Open Seasonal and Part Time Positions Include:
 - Council on Aging On-Call Van Driver
 - Police Department Seasonal Police Officers and Community Service Officers (14 Openings, 12 Hired)
 - On-Call Secretaries
 - On-Call Telecommunicators.
- Applications and job descriptions for all positions can be found on the Town's website.

Library

- Staff Updates: Courtney Francis will start employment as the new Assistant Director on June 12. Courtney comes with years of experience having worked at the Truro Public Library for over ten years. The Library is excited to welcome her to the team.
- June Movie Nights: This month it is Films about Films! All movies begin at 5:30pm and will be shown in the following order - June 14: *Hearts of Darkness* (1991; 1 hour, 36 minutes): Documentary that chronicles how Francis Ford Coppola's *Apocalypse Now* (1979) was plagued by extraordinary script, shooting, budget, and casting problems—nearly destroying the life and career of the celebrated director. June 21: *Lost in La Mancha* (2002; 1 hour, 29 minutes): Film about Terry Gilliam's doomed attempt to get his film, *The Man Who Killed Don Quixote*, off the ground. June 28: *This Film is Not Yet Rated* (2018; 1 hour, 38 minutes): Kirby Dick's expose about the American movie ratings board.
- Book Launch Party: On Saturday, June 17th at 2:00pm come celebrate the launch of the 9th book in the Sydney Riley Provincetown mystery series, *The Fine Art of Deception* by Jeannette de Beauvoir. Jeannette will talk about the series in general and this new book in particular, and there will be giveaways, food and beverages, and more. The book will be available for purchase, and she'll be happy to inscribe your copy! A member of the Mystery Writers of America and Sisters in Crime, Jeannette writes both mystery and historical fiction.

Licensing

- Licenses: Finishing up renewals for 2023.
- Licensing Board: Discussing requirements for one-day licenses.

- Licensing Department: Focused on compliance and enforcement and reviewing regulations.

MacMillan Pier

- FOTH Engineering: FOTH Engineering completed the Topside structural inspection. Still waiting for the below deck inspection with divers
- GHD Switch Gear: Docs for bidding being prepared by FOTH.
- GHD Water Main: GHD said water main should be going to bid at the end of June.
- Stakeholder Meeting: The Stakeholder Meetings are booked for June 26 and 27 with FOTH Engineering. First meeting is with the east side of the pier with the fishermen and the second meeting is with the west side of the pier with the trap shed and excursion float tenants.

MIS

- Munis Upgrade: MIS is working on a major software upgrade to our Munis environment. Munis is the Town's financial system and needs to be periodically updated to a newer release. The upgrade is planned in stages, first rolling out to a test environment. That is the stage we're currently in. We expect the upgrade to go into production in late June or early July.
- Email Security: MIS is implementing additional security measures into the Town's email environment. These new protections will help prevent spear-phishing attacks, account takeover attempts, and spoofing/impersonation emails. We're expecting the solutions to be in place by the summer of 2023.

Planning

- Community Planning Grant Applications: The Town Planner assisted the Community Development Director with submitting four applications through the Commonwealth's One Stop For Growth competitive grant program to fund potential projects. These include: 1) Shank Painter Road Corridor Planning; 2) Demolition and Site Preparation for 26 Shank Painter Road and 288A Bradford Street; 3) Septic System Removal and Site Preparation at 3 Jerome Smith Road; 4) Province Road Bike and Pedestrian Roadway Improvements.
- Shank Painter Road Design Public Hearing: A hearing will be held on Tuesday, June 13, 2023 at 5:00 pm in the Judge Welsh Room in Town Hall to present the design for the proposed Shank Painter Road Corridor Improvements and Related Work on Shank Painter Road and Route 6 to Bradford Street. The purpose of this hearing is to provide the public with the opportunity to become fully acquainted with the proposed Corridor Improvements and Related Work on Shank Painter Road and Route 6 to Bradford Street project.
- 3 Jerome Smith Project: The Community Builders will be hosting an abutter and community engagement meeting: Wednesday, June 14, 2023 at 5:00 pm at the VMCC Multipurpose Room, and via Zoom. Zoom link: <https://tcbinc-org.zoom.us/j/82099052553> or this link: <https://tinyurl.com/2tsf82bw> The

development will be comprised of four 3-story buildings on a 1.8-acre site providing rental housing for households earning 30% of area median income (AMI), 60% AMI, "Workforce"/moderate-income households (80% AMI), and a handful of market rate units. These include 18 studio apartment units, 32 one-bedroom units, 10 two-bedroom units, and 5 three-bedroom units.

Public Works

- Facilities Manager: We have two final candidates for the Facilities Manager position with second interviews scheduled.
- Wastewater Update: The Central Vacuum System Independent Study workshop was held on May 22nd with AECOM and EPG. We had an engaged discussion and EPG is working on the final draft of the report by the end of the month. We held a meeting with AECOM, Community Builder's and George's Path property owners, to discuss sewer alternatives. More meetings on this coming up shortly.
- Beautification of Downtown Corridor: The temporary asphalt paving of Standish Street sidewalk was completed prior to Memorial Day weekend. Some settling of the materials will require that the contractor will need to return. This will likely be in September to avoid seasonal congestion and impact on local businesses.
- Tree Warden/Hedge Obstruction Bylaw: We have identified 3 properties that do not meet the hedge bylaw and we will be reaching out to them this week to inform them that they need to bring their hedges into compliance. If compliance is not met, we will move to enforcement.
- Shank Painter/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: DPW met with paving contractors to get estimates on paving costs and potential dates to do the work.
- 227R Commercial Street: DPW re-secured plywood over a section where someone tore the plywood that was covering a window of the remains of the buildings at 227R Commercial Street. We continue to monitor the premises and will continue to reattach plywood and fencing to deter entry into the building.

Recreation

- Pickleball: Rec Commission voted to set Jerome Smith Courts hours for pickleball play as 9am-7pm, 7 days a week. Commission also voted to close Nickerson St. to all pickleball play once Jerome Smith Courts become operational. Temporary jersey barriers and fencing for Jerome Smith Courts were delivered this week, paving is anticipated the week of June 12, and play surface vendor is on stand-by for painting once paving is done and asphalt has properly cured. DPW believes courts will be completed and open for play by mid-July and will have Nickerson repainted for basketball to remove pickleball lines once Jerome Smith Courts are open.
- Cannery Wharf Development: To follow up on the memo included at the last Select Board meeting, Cannery Wharf has officially submitted its first review in the lengthy permitting process, which is a single environment impact report which is

reviewed by the MEPA Office (Massachusetts Environmental Policy Act). “MEPA” requires that state agencies and municipalities study the environmental consequences of their actions and requires them to take all feasible measures to avoid, minimize, and mitigate damage to the environment. MEPA review occurs before permitting agencies act, to ensure that each project is fully cognizant of environmental consequences. MEPA empowers the Secretary of Energy & Environmental Affairs to oversee the review process. The process is public and encourages comments from citizens and from state, regional and local agencies. The town has engaged MEPA reviewing agencies in this project since December 2022, in a proactive effort to hear concern, and has had an opportunity to alter the design based on the reviewing agencies concerns ahead of this very process. The Town held a consultation meeting virtually on June 7th at 3pm, with the MEPA reviewing agencies. The public was welcome to attend to hear concerns about the project. The Town’s preemptive efforts to hear concerns ahead of this consultation meeting helped to streamline this review period and the Town can now move on to the next permitting benchmark, a Chapter 91 license through Mass Department of Environmental Protection.

- Motta Field Master Plan Update: May 3rd was the final community meeting on the preferred plan for Motta field, where attendees both virtually and in person were able to view and make comments on the design. There was consensus in the room on the design presented, as the design had been modified over the community planning process due to consistent public feedback received. Feedback received at this meeting was to ensure the Town investigated sound mitigation for pickleball courts in the next phase, along with suggestions on aesthetics for benches, plantings, and other site amenities. As part of the contracted services the Town holds with Weston and Sampson, the firm is required to produce a final report summarizing the entire Motta Field Master Plan process. The report will include the final design plan, community planning data, summary of public input processes, and the cost opinion. The working group currently holds a draft copy of the report to make and edits and the final version will be sent to the Town by June 16th, 2023.

School

- MYP 3 students returned from London and will be presenting their experiences at the school committee meeting on June 12th.
- PYP 5 presented their end of the year projects at town hall on June 2nd. The auditorium was packed! Kids did a great job
- All School Family Week: Included an International Food Festival, International Art, Music and Dance Day, Puppet Parade through town, Field Day, World Ocean Day, a whale watch and charter fishing trips. This was paid for through the SEL grant that we received.
- ARPA Grant: Provincetown Schools applied for an ARPA grant for repairs and upgrades to the Early Learning Center building and grounds and were awarded \$362,801.

Tourism

- Social Media Influencer: Hanna and Alia AKA @hersandhers visited Provincetown from June 1 through 5. They are global travel influencers with a strong following across social media with over 101,000 IG followers, and they meet the demographic we are targeting to appeal to a younger LGBTQ+ audience. We had them visit for Women's Week last fall and they agreed to come back for Provincetown PRIDE to provide a series of posts, reels and TikTok videos. They are very professional and dedicated to their work. Their posts from their PRIDE visit are already gaining some traction. Here are some of the results from their visit to Town last October. <https://drive.google.com/drive/folders/1-Bbb2KmWg6TrZluhDEbdBiSXJWE2NZYI>
- Filming in Provincetown: Duck Hook LLC has applied to film in Provincetown on Tuesday, June 13, 2023. The project is to capture B-roll footage by drone in three private property locations in Provincetown, Saint Peter's Cemetery, Pilgrim Monument, and Provincetown Marina, and they're aware it is their responsibility to contact and make the arrangements with each property owner. Due to the adjacency, and blurred lines between the Marina and MacMillan Pier, the applicant was put in touch with the Harbor Master and Pier Manager to review their planned activities. They are using a licensed drone pilot for the filming activities. There is a total crew of five, using one minivan to move them to each location for approximately one hour of filming the latter part of the day prior to sunset. In addition to filming in Provincetown they will film in the National Seashore, Wellfleet, and Wayland.
- Digital Media and Social Media Relations: A Request for Proposals was published on February 23, 2023. We received nine proposal responses and organized a review and selection committee to support the process. The committee met on May 15, 2023 to interview the finalists. Madden Media was unanimously chosen by the committee as the most desirable firm, and we are negotiating the contract to commence work on July 1, 2023. The Madden team assigned to work on our account will visit Town for an immersion and to get acquainted June 26th – 28th.