

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: June 22, 2023

Re: Department Update Report for the June 26, 2023 Select Board Meeting

Administration

- Held a successful Joint Housing Workshop between the Select Board, Community Housing Council, Year-Round Market Rate Rental Housing Trust, and Planning Board. We have shared follow-up items with UMass Donahue for the STR study and are reviewing other comments with Town staff to determine next steps.
- AIDS Support Group of Cape Cod: Town Administration and Health Department staff are partnering with ASGCC on a fentanyl and Narcan outreach campaign. This campaign is launching throughout town as well as in targeted locations inside bars/clubs to help protect residents and visitors by warning them about the dangers of fentanyl in the region's drug supply, offer access to free resources, and more.

Building

- Charging Stations: The permit for the Tesla Charging Station, to be located parallel to Snail Road in the property of 698 Commercial Street (Harbor Hotel), has been issued. The proposal plans to install 12 EV (electrical vehicle) charging stations on the property.
- 898 Commercial Street: The redevelopment of this parcel continues. The building that was previously sited there has been demolished and the developer has begun to install the foundation for the single story single-family dwelling.
- Plumbing Inspections: Plumbing Inspector, Patrick Whitty, is continuing to provide the Town with the required plumbing inspections for projects. We are still advertising the position, with the intent of hiring an alternate inspector to accommodate the number of inspections that are beyond what can be executed by the current arrangement with the present plumbing inspector.

Code Compliance

- Active Compliance Work is Ongoing in the following categories: compliance work continues using the Granicus software, rental inspections based on application discrepancies, outdoor display and sign compliance work in conjunction with the Zoning Enforcement Officer, and licensing compliance work in conjunction with the Licensing Agent.

Community Development

- Coastal Resilience Meeting: On Thursday, June 29, 2023, at 1:30 p.m., the Town of Provincetown and the Town of Truro will hold a virtual public meeting to present the preliminary design and feasibility-level costs for the preferred alternative to protect Route 6A (Shore Road in Truro / Commercial Street east of Snail Road in Provincetown) from impacts from sea-level rise and coastal storm flooding. This is part of the Mass. CZM Coastal Resilience grant-funded initiative of the four Outer Cape towns to develop intermunicipal shoreline management measures. Interested members of the public may join the remote meeting through the Microsoft Teams link through this link: [Click here to join the meeting](#), or over the phone by calling (833) 579-7589 and entering this Phone Conference ID: 402 389 544 #.

Community Housing

- MHP Housing Institute: Participated in both days of the Mass. Housing Partnership annual conference with Day 1 virtual and Day 2 in Devens. The full Binder with presentation slides and other information is available at the link below.
- Community Housing Council: Prepared and attended meeting on 6/5/23, discussion included reorganization and preparation for Housing Workshop scheduled for 6/20/23.
- The Commons: Participated in focus group at the Commons on 6/7/23 to discuss their mission; attendees included artists, gallery owners, and business people.
- Economic Development Committee: Prepared and attended meeting on 6/12/23, discussion included preparing for next ED grant cycle, timeline, and info sessions. Overall, the goal is to have application due date and review earlier to allow awardees more time to prepare for the season.
- Year Round Market Rate Rental Housing Trust: Prepared and attended meeting on 6/13/23, discussion included reorganization, preparation for Housing Workshop scheduled for 6/20/23, policy discussion and vote on rent increases at unit turnover. The Trust approved a policy to increase rents to the comparable market rents for market rates at turnover; that is, \$1900 for 1-bedroom, \$2100 for 2-bedroom, and \$3000 for 3-bedroom. Harbor Hill emergency repairs due to burst pipe and flood are complete with few minor punch list items to be done; tenants for 3 units are moved in with final tenant move-in scheduled for 6/21/23 at tenant's request.

Council on Aging/ Human Services

- **HOWIES Award:** The John Henry Trust Fund has been selected by Helping Our Women (HOW) for a HOWIES Award (Helping Our Women's Inspirational & Exceptional Supporters) as an outstanding 2023 Community Partner in recognition of the support it provides to Provincetown children and families. The Fund was established in 2003 when Provincetown resident John Henry left money to the Town to be used "to benefit underprivileged children." It is administered through the Select Board by the Provincetown Human Services Committee and Department of Human Services (DHS) staff and is managed by Charlotte Fyfe of Cape Cod Children's Place. The Town appreciates this honor from HOW and commends Charlotte for her caring and capable management of the program. For information about the Fund, residents can contact Chris Hottle, DHS Director, at 508-487-7080.
- **Human Services Office Hours:** Several human services agencies offer office hours to Provincetown residents of all ages at the Veterans Memorial Community Center (VMCC) including: Cape Cod Children's Place, Gosnold on Cape Cod (counseling and social services assistance), Independence House, Massachusetts Department of Veterans Services Town Veterans Agent, and the U.S. Department of Veterans Affairs Vet Center Social Worker. In addition, SHINE volunteers offer free health insurance counseling to residents with Medicare and South Coastal Counties Legal Services provides elder law consultations to residents 60+. For more info: 508-487-7080.
- **VMCC Drop-Off Site:** The VMCC is a drop-off site for used flags for proper disposal and for used eyeglasses for distribution to those in need. Many thanks to Shawney Carroll, Veterans Agent, and the Provincetown Lions Club for providing these services.

Diversity, Equity and Inclusion

- **Survey Results:** Collecting responses to the Town Staff and Town Board/Committee surveys. Survey close date is June 30, 2023.
- **Staff Training:** Will meet with the Recreation Department staff in June. Setting up a DEI workshop for the Fire Station's new hires.
- **Networking:** Attended the Outer Cape Public Health Town Meeting on June 15th at the Four Points Sheraton in Eastham. Hosted by Outer Cape Community Solutions, it was an event to join local partners in health and human services to discuss the unique opportunities for improving health and wellbeing across the Outer Cape. There were networking sessions and interactive presentations by state public health specialists.
- **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

- **Conservation Commission:** The Conservation 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.

- B-Street Gardens: The compost area at the B-Street Gardens is no longer accepting any materials, including yard and food waste. Please do not dump any food scraps or yard materials at the Gardens.
- The Open Space Committee would like to remind residents and visitors that household trash and other items may not be dumped at conservation areas or trailheads. Help protect our green spaces by practicing leave-no-trace and bringing your trash and other belongings with you when you leave.

Finance

- End of Fiscal Year 2023: Sent out the annual letter to department heads and admin staff regarding end of year close-out procedures, dates, encumbrances, final FY23 warrants, etc. Continued preparation for end of fiscal year close-out.

Harbormaster

- Harbor Committee: The Harbor Committee is investigating a mooring management computer program to better suit the needs of today's mooring field challenges.

Human Resources

- Hired: Nicole Paine, Facilities Manager - Start Date July 5th, 2023. Mackenzie Perry, Deputy Housing Director - Start Date July 24th, 2023.
- Fire Department (1 openings) - 41 Firefighter EMT/Paramedic Applications (1 Offer Pending). Hired:
 - Dan Notaro, Firefighter Paramedic- Start Date July 1st, 2023
 - Joseph Nystrom, Firefighter Paramedic- Start Date July 1st, 2023
 - Lisa Potter, Firefighter Paramedic- Start Date July 1st, 2023
 - Michael Anderson, Firefighter Paramedic- Start Date July 1st, 2023
 - Molly Costa, Firefighter EMT- Start Date July 1st, 2023
 - Patrick O'Neil- Firefighter Paramedic- Start Date July 1st, 2023
 - Zach Goldstein- Firefighter EMT- Start Date July 1st, 2023

All new Fire Department hires have start dates, have completed their paperwork and have physicals scheduled.

- The Town is currently advertising for the follow open year-round positions:
 - DPW Meter Repair Person (1 applicant)
 - DPW Buildings and Grounds Custodian (1 applicant)
- Open Seasonal and Part Time Positions Include:
 - Council on Aging On-Call Van Driver
 - Plumbing Inspector
 - On-Call Secretaries
 - On-Call Telecommunicators.
- Applications and job descriptions for all positions can be found on the Town's website.

Library

- Upcoming Program: Please join us for a chat with Tananarive Due about her newest work, *The Wishing Pool and Other Stories*. The second collection of stories by the author is full of her signature offerings of horror, science fiction, and suspense while confronting monsters of all kinds, including racism, the monster within, and the supernatural. Due's prolific body of work cements the author as a leading voice in black speculative fiction for more than 20 years. Due is an award-winning writer, educator, and producer. Her body of work includes sixteen books, including the Blood Colony, The Living Blood, The Good House, Joplin's Ghost, Devil's Wake, and the forthcoming The Reformatory. In addition, she is a contributing author of Black Panther: Tales of Wakanda and Black Panther: Sins of the King. Collaborating with her partner Steven Barnes, she also co-wrote "A Small Town" for Season 2 of Jordan Peele's "The Twilight Zone" on Paramount Plus and two segments of Shudder's anthology film Horror Noire. About the Author: Tananarive Due is an American Book Award-winning, Essence bestselling author of sixteen books. She has won an American Book Award, an NAACP Image Award, and a British Fantasy Award. Register here: <https://libraryc.org/provincetownlibrary/30571>
- Summer Read Along/Read Aloud with Linda Ohlson Graham: Join us on Tuesdays in the Bowsprit Room 11:00am-12:00pm this Summer or on Zoom. We will be reading *The Whale: In Search of the Giants of the Sea* by Philip Hoare.
- Provincetown Book Festival: New website has launched for the 7th Provincetown Book Festival. Check the site for authors scheduled to appear. More being added soon! provincetownbookfestival.org

Licensing

- Licenses: Finishing up renewals for 2023.
- Licensing Board: Holding a public hearing on potential changes to special "one-day" entertainment and alcohol license regulations/requirements.
- Licensing Department: Focused on compliance and enforcement.

MacMillan Pier

- FOTH Engineering: FOTH Engineering completed the Under Water structural inspection last week. The PPPC started receiving weekly topside and below deck comprehensive feasibility reports from FOTH Engineering. FOTH also reviewed GHD's Switch Gear Proposal and FOTH is asking for a more comprehensive proposal from GHD.
- Stakeholder Meeting: The Stakeholder Meetings are June 26 and 27 with FOTH Engineering. First meeting is with the East side of the pier, the fishermen and the second meeting is with the West side of the pier, the trap sheds and excursion floats. Mass emails went out to the East side and West side tenants. The Independent will publish the meeting this Thursday the 22nd.

- Blessing of The Fleet: Preparation for The Blessing of The Fleet on Sunday, June 25th.

Recreation

- Jerome Smith Pickle Ball Courts: The most northeast corner of Jerome Smith parking lot was milled on June 14th and then re-paved on June 15th. This playing surface needs a minimum of ten days to cure before the seal coat and paint can be applied to the courts. The department has scheduled that work to start on June 27th, weather permitting, which will require another 7 days to properly dry. Weather permitting, the courts will be available for play starting on July 5th from 9am -7pm seven days per week, as voted by the Recreation Commission on June 7th. The paint scheme for the new courts will be a green out of bounds area, with blue courts, grey kitchen area and white lines outlining the courts. Temporary fences, in the form of jersey barriers are in place along the edges of the playing surface, while we await permanent fence to be installed. A permanent fence will be installed along the northern and eastern edges of the courts in August, while the southern and western edges will remain temporary jersey barriers until the sewer bed below is no longer in use in approximately 2 years. DPW has ordered bike racks and benches for the new Jerome Smith Courts and is working with Accentech on sound engineering for the new courts. Accentech provides world-class consulting services in architectural acoustics, noise and vibration control, and will be providing recommendations for sound mitigation solutions at these new courts moving forward. Once open, the Nickerson Courts will be closed to pickle ball play and the courts will be repainted for basketball only.
- Portuguese Festival: The Provincetown Recreation Department will once again participate in this year's Provincetown Portuguese Festival. As a tradition, for more than 15 years, the Provincetown Recreation Department hosts a series of free family fun events during Portuguese Festival weekend. On Friday, June 23rd from 12PM-2PM, Recreation Department staff, alongside volunteers, host the Captain Kenny Silva Fishing Derby. This event takes place at the end of MacMillan Pier where children of all ages and their families can fish for the "greatest catch." All participants receive a prize. On Saturday, June 24th from 10AM-12PM families can also join the Recreation Department at the Motta Field Games. Children and their families can participate in a variety of "carnival" games where they can earn tickets to redeem for prizes. In addition to the games, a bounce house, dunk tank and a cookout is also available!
- Motta Field Master Plan Update: The final report is currently receiving last edits before a final version is provided to the Town by July 1st. The final report will detail the entire planning process, data received, the preferred plan, cost estimates and the recommended project schedule. Once the Town has received the final report, Town staff along with Weston and Sampson will provide a presentation to the Select Board.

School

- End of Year Ceremony: On Thursday, June 15th, the MYP 3 students engaged in their promotion ceremony.
- High School Choices: Of the 23 MYP 3 students, the 9 Provincetown students have stated their intentions for their high school attendance. 6 will be going to Nauset and 3 will be going to Tech.
- Family Week: The event was a HUGE Success!
- Close of School Year: June 20th was the last day of school!
- Theater Rental: Peregrine has secured the theater this summer for 32 shows.

Tourism

- Digital Media Contract: The current digital media contract with Multiview will end on June 30, 2023 and Madden Media, the firm chosen as the result of the RFP process, will officially begin on July 1, 2023. Madden is not waiting until the contract start date to initiate the destination discovery. Katie Burger, Destination Strategy Director, attended the June 20th VSB meeting, and a Madden team of four will visit Provincetown over a three day period (June 26th, 27th and 28th) for a Destination Discovery Immersion. They will meet with stakeholders and begin the initial strategic planning meetings with us.