

# Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: July 20, 2023

Re: Department Update Report for the July 24, 2023 Select Board Meeting

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## Administration

- Select Board member Leslie Sandberg and the Town Manager attended the Martha's Vineyard Commission's Housing Task Force meeting in Oaks Bluff last week to highlight the work Provincetown is doing to advance our shared housing goals, and how Provincetown can be a model for other communities on the Cape and Islands.
- Over the last few weeks, TM met with a family directly involved in the incident at the East End Basketball Courts, and also convened a meeting between a family, the Chief, and the responding officers to continue conversations about how we move forward as a community.
- Worked with the Provincetown Housing Authority to successfully rehouse one of the tenants from 288A Bradford St, and their lease began on July 1st. We continue to work with the one remaining tenant to find suitable housing after initial housing opportunities were not accepted by the tenant.
- The Finance Committee held a meeting last week to review FY23 budget to actuals - revenues and expenditures, as well as review the FY23 rooms tax and meals tax receipts. The latter is enclosed at the end of the TM report.

## Building

- 147 Bradford Street Extension: A permit to demolish and reconstruct a building over 50 years of age and subject to review under the Demolition Delay Bylaw, Gen. Bylaw 11-1-5, is in front of the building department. This most recent application up for consideration is Unit 2 at 147 Bradford Street Extension. This is a detached single-story one-bedroom cottage.
- 898 Commercial Street: The redevelopment of this parcel continues. The building foundation has been installed and the vertical build will commence once a confirmation of the elevation of the lowest floor complies with FEMA elevation requirements.

- 25 Pilgrim Heights Road: The building at this site has been demolished in preparation for a new building.

### Code Compliance

- Short Term Rentals: Compliance work continues using the Granicus software.
- Rental Inspections: Being performed based on discrepancies with rental applications.
- Enforcement: Outdoor display and sign compliance work in conjunction with the Zoning Enforcement Officer. Licensing compliance work in conjunction with the Licensing Agent.

### Community Housing

- Ownership Opportunity through Inclusionary Zoning: Worked with developer on application packet for new 1-bedroom condo at 170 Bradford Street Extension. Marketing and outreach will begin the week of 7/17/23. Open House scheduled for 8/12/23 with applications due by 9/20/23. Maximum sale price \$241,100 with income eligibility at 120% AMI: 1-person household \$104,412; 2-person household \$119,328. Maximum assets \$75,000. Other requirements apply including first-time homebuyer, year-round sole domicile, and must submit pre-qualification for a mortgage.
- Community Housing Council: Prepared for and attended meeting on 7/10/23. The CHC approved \$100,000 for an expanded Self-Sufficiency Local Voucher Rental Assistance program with income eligibility up to 100% AMI. Outreach and marketing will begin early August.
- Harbor Hill Roof Repair and Replacement: Invitation for bids issued with sub-bids due by 7/27/23 and bids due 8/3/23.
- 26 Shank Painter Road Development: Participated in review meetings on 6/28/23 & 7/10/23.

### Council on Aging/ Human Services

- 4<sup>th</sup> of July Parade: Many thanks to the Recreation Department for organizing the annual 4<sup>th</sup> of July parade and to the Police Department and DPW for all they do to support it. This year, the COA staff was proud to accompany the 2023 Provincetown Senior of the Year Larry Moodry in the parade, celebrating this well-deserved honor.
- Alzheimer's Family Support Center at the VMCC (AFSC): The AFSC offers multiple in-person services at the VMCC to families and individuals living with Alzheimer's and other dementia-related diseases. These include individual consultations, a support group for caregivers and a concurrent group for their care recipients. The AFSC also provides care planning, phone support, education, insurance support and social and cultural programming. All services are free and confidential. For more information, residents can call the Senior Center at 508-487-7080.

- Veterans Services: In-person services for veterans at the VMCC include: (1) weekly office hours with Veterans Agent Shawney Carroll, (2) monthly appointments with the Cape Cod Vet Center Social Worker Donna Scaglione. For more information, residents can call the Senior Center at 508-487-7080.

### Diversity, Equity and Inclusion

- Provincetown Sociodemographic Survey: Surveys for both Town Staff and Town Boards and Committees closed on June 30<sup>th</sup>. We received 121 responses from the Boards and Committees out of approximately 255 members and 63 responses from approximately 145 Town Staff.
- Education: Conducted a DEI workshop for the Fire Station's new hires on Jun 28<sup>th</sup>.
- Public Outreach: Attended the meeting with Police Chief Golden, Town Manager Alex Morse, Select Board members John Golden, Leslie Sandberg and Austin Miller and concerned parents, students, and citizens regarding the police response to an alleged gun at the East End Mildred Greensfelder Playground. Working with the Town Manager and Assistant Town Manager to identify additional trainings for Police leadership and officers.
- 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

- Hydraulic Dredging: The Conservation Commission asks that sightings of hydraulic dredging in Herring Cove be reported with photos to the Environmental Planner and Conservation Agent via email at [mmillett@provincetown-ma.gov](mailto:mmillett@provincetown-ma.gov)
- Open Space Committee: The committee would like to remind residents and visitors that household trash and other items may not be dumped at the entrances to conservation areas or trails. Help protect our green spaces by practicing leave-no-trace and bringing your trash and other belongings with you when you leave.
- Volunteer: The Department is excited to announce that we have been awarded an AmeriCorps Member for the 2023-2024 service year. The Member will start service in October 2023, and will be working mainly on Coastal Resilience and Open Space projects.

### Finance

- End of Year: Closing out Fiscal Year 2023 and opening Fiscal Year 2024. Reviewing budget encumbrances from departments.
- Fiscal Year 2023 Audit: Preparation has started in anticipation of the next annual audit.
- Department of Revenue: Have started prepping for DOR reporting for Fiscal Year 2023.

## Harbormaster

- Harbormaster Boats: Marine 2, the Clean Vessel Act pump out boat, has a cracked engine block head, is being nursed with the hopes of it running through this season and obtaining a replacement engine through the 75% CVA + 25% Town purchase agreement.
- Harbor Committee: The Harbor Committee approved to move forward with recommending a new mooring management computer program that will significantly enhance mooring permit sales, mooring ownership knowledge, and mooring location control in Provincetown Harbor.
- Beach Access: To help assure the public's access to our waterfront beaches, signs reading PUBLIC BEACH ACCESS have been installed at designated Chapter 91 easements on private property.

## Health

- ARPA Progress: Following the County award, the Outer Cape health agents met with Jacqui Beebe, Eastham Town Manager, and Shana Brogan, Eastham procurement officer, as the fiduciary agents for our grant. We discussed the timeline for the RFPs going out in phases, with our first priority to begin recruiting the network coordinator, mental health professional and RN contractors. Eastham health director Hillary Greenberg-Lemos has been working on job descriptions and RFP materials expected to be ready to go out to bid by the end of July. It has been a large undertaking drafting suitable job descriptions and evaluation criteria to serve our team and solicit the services, with the flexibility we will need moving forward. RFPs are expected to go out in print and online posting, with the anticipation of awarded contracts by the end of summer, putting services in place. The goal is for each town's community resources navigator to be able to deploy mental health and RN services as needed. We anticipate moving into the next priority by the fall - RFPs for wellness clinics, such as the pilot project we ran with the Barnstable County public health nursing program at the library the past few months (ending 6/21/23). We also expect to begin the final prong, the "asset mapping" meeting schedule, fall into next winter.
- New Title 5 Code: Revised Title 5 regulations (310 CMR 15, The State Environmental Code for on-site sewage disposal systems) become effective 7/7/23 after a year-long public process which Provincetown participated in. With approx. 50% of our properties sewered, Provincetown does not immediately fall under the new requirements as we are already using the "best available technology" for wastewater treatment. The impacts on the Cape will initially be where watersheds have an assigned TMDL (total maximum daily load) for nitrogen input; the Provincetown [BOH updated wastewater](#) regulations effective 2/2/23 dovetail with the MassDEP interest in protecting natural resources and reducing on-site soil disposal system (SDS) nitrogen discharges. The Board of Health regulations sunset out any non-engineered septic systems as technical failures, either upon inspection or when sewer becomes available to the property and sets up denitrifying standards to protect environmentally sensitive areas.

- Administrative Consent Orders (ACOs): To streamline the service of moving properties with failed septic systems into sewer planning, at our last meeting the Board of Health provided for ACO documents to be filed as soon as the agreement is in place between the Health Department and parties for the property, rather than holding until their next monthly agenda. In forecasting more properties will need this relief as their failed status comes to light, allowing the ACO documents to be issued in a timely manner will have the benefit of resolving wastewater issues promptly. It is worth noting that Health, DPW and MIS have been working on a digital record system through our online permitting portal where all properties that have ACOs are listed, enabling all departments and the sewer team to pull reports for project planning purposes. As rapidly as an ACO document is signed for deed recording, Health can now add that property into this record-keeping. This avoids delay in getting on to any necessary “quick fix” repairs to keep an on-site septic safe and sanitary, pending sewer availability.

### Human Resources

- Hired: Mackenzie Perry, Deputy Housing Director- Start Date July 24<sup>th</sup>, 2023.
- Retired: Brian Cowing, DPW - Maintenance Supervisor, Randall Mateer, DPW- Water Utility Specialist.
- Open Year-Round Positions: DPW Meter Repair Person (1 applicant), DPW Water Admin Assistant (1 applicant) and Community Development Admin Assistant (5 applicants).
- Open Seasonal and Part Time Positions: Council on Aging On-Call Van Driver, On-Call Secretaries and On-Call Telecommunicators.
- Applications and job descriptions for all positions can be found on the Town’s website.

### Library

- Collaborative Programming with FAWC for Family Week: In celebration of Youth Literature Week, on Tuesday, July 25<sup>th</sup> at 4:30 we will present a story time and activity for ages birth to 5 with guest illustrators Cecilia Ruiz and Mike Curato and author Kyle Lukoff. At the same time there will be a tween and teen reading for ages 12 and up with guest writers Brandy Colbert, Sara Farizan, and Aaron Aceves.
- Art on the Lawn and Wednesday Story Time: Every Friday in July and August at 10am (except August 25<sup>th</sup>), join us for Art on the Lawn for kids and on Wednesdays the Library will hold story time on the lawn at 10am through July and August.
- Websites and Social Media: Like and follow and keep up with the Library at provincetownlibrary.org, @provincetownlib, provincetownbookfestival.org, and @provincetownbookfestival.

### Licensing

- Licenses: Issuing event licensing and parking permit stickers. Conducting enforcement/compliance.

- Licensing Board: Approved amendments to regulations related to “one-day” Special Alcohol and Special Entertainment licenses to streamline the process and reduce fees and hurdles to licensing. Now only applicants with previous violations and/or for extended hours (beyond 10:30 p.m.) are required to notify abutters by certified mail.
- Licensing Department: Met with the managing director of a company that facilitates J-1 travel and placement in the United States regarding J-1 status individuals’ non-eligibility to drive pedicabs. Twenty-eight new pedicab licenses have been issued to eligible applicants since many of the J-1 status individuals were discovered to be ineligible.

### MacMillan Pier

- FOTH Engineering: FOTH Engineering completed an eel grass study last week for the US Army Corps of Engineers. This was part of the request from the USACE and FEMA’s open item list for the attenuator project closeout.
- Requests for Proposals: GHD is preparing two Requests for Proposals- one for the Water Main and one for the Switch Gear. FOTH Engineering is also working with them on these projects.
- Barnstable County Dredge Advisory Committee: The Pier Manager has been appointed as the new representative for Provincetown and attended a meeting this week.

### Planning

- Shank Painter Road Corridor Planning: The Planning Board’s subcommittee will have its first meeting on July 26<sup>th</sup> to begin discussing goals and outlining a process for selecting a consultant for the first phase of the Shank Painter Road community planning process.
- Housing: Based on the feedback from the Select Board’s Housing Workshop with the Community Housing Council, Year-Round Market Rate Rental Trust and Planning Board, the Town Planner is drafting potential zoning bylaw amendment articles for the Boards to consider at the next workshop.

### Public Works

- Facilities Manager: We have hired Nicole Paine as our new Facilities Manager. She will replace Braden Witt, who was promoted to Senior Project Manager.
- Sewer Update: We continue to follow up on the draft report from Environmental Partners on the Central Vacuum System Independent Study. Working out details on executive study and recommendations for next steps. We will have a follow-up meeting with George’s Path neighbors who will need to provide an easement on their property to allow sewer line to pass through a corner of their parcel. If approved, this will prevent George’s Path residents from having to install grinder pumps. Working on Sewer Connection process workflows with several Town staff with goal of having a clear and efficient process for homeowners in place by late fall. Still waiting for USDA announcement on the \$45M application we submitted.

We will be submitting multiple State Revolving Funds applications in August, which will total over \$30M.

- Tree Warden/Hedge Obstruction: We have sent out compliance letters to property owners who do not meet the hedge bylaw. A few properties have brought their hedges into compliance while some are requesting to meet to discuss the situation. If compliance is not met, we will move to enforcement.
- Shank Painter Road/Route 6 Project: Working with MassDOT to go over upcoming tasks for DPW regarding right of way issues and easements. The Court Street pump station project will require borings near the fire station to verify depth to groundwater. This is scheduled for September.
- Pickleball Courts: DPW continues to work with the Recreation Department to look at sound engineering improvements and other improvements for the new pickleball courts in the Jerome Smith Parking Lot.
- 227R Commercial Street: DPW staff met on site last week to review conditions. DPW is contacting Landmark Fence to get a quote on the installation of an 8-foot fence to be installed in front of the building. The fence will extend from the easterly edge of the front of the building, stretching westerly and diagonally to attach to the westerly front edge of the rear of the building. This will close off the camping area and secure the front of the building as best we can. DPW will also identify trees/shrubs that can be taken down on-site to allow improved visibility for police officer patrols and to discourage camping on-site.

### Recreation

- Jerome Smith Pickleball Courts: July 5<sup>th</sup> marked the opening of the new courts on Jerome Smith Road, which will be available to players from 9am to 7pm daily. The courts are experiencing high demand at 9am, with lighter demand during the middle of the day, then increasing again from 5-7pm. These courts are an open play style, where any player of any skill can play on a first come, first serve basis. Players put their paddles in a paddle rack system to determine who is next on the courts, while limiting play to one hour at a time.
- Currently the courts are lined with temporary jersey barriers with four-foot fence extensions. The northern and eastern boundaries will be replaced with permanent ten-foot chain link fencing next month. The remaining sections will be replaced once the sewer discharge area below the parking lot is discontinued.
- Nickerson Street Courts Update: As of July 5<sup>th</sup>, pickleball play at the West end Courts has ended, as the Recreation Commission voted unanimously to end pickleball play at the Nickerson Street courts at their June 28<sup>th</sup> meeting. The pickleball courts lines were eliminated on July 11<sup>th</sup> and the only athletic court lines that remain are basketball. Signage has been posted notifying all court users that pickleball is no longer played at this location, and that those seeking pickleball play should check the Jerome Smith and Mott Field Courts. For convenience, a QR code is available on the sign, which brings people to the pickleball portion of the Recreation Department website.
- Cannery Wharf Park Update: Cannery Wharf has received its initial MEPA certificate through its initial submittal, the Expanded Environmental Notification

Form, with its approval of our request for a Single Environmental Impact Report. This is excellent news, saving the project time with only one Environment impact report review. This is estimated one months' worth of review time, without any comments from reviewing agencies. Weston and Sampson is currently working on the Chapter 91 license, to be ready for submittal as soon as the Town has word on the SEIR, to avoid time lapse. In addition, the project will start the local regulatory process, with the project targeted to go before the Historic District Commission on September 6<sup>th</sup>. Currently, Weston and Sampson is projecting to have all permits in hand by August 2024, but their hope is that we don't need the full 9 month chapter 91 review and potentially will have all permits in hand by June 2024.

- Childrens' Summer Program Update: The 2023 Provincetown Recreation Department Summer Program is almost at the halfway mark. Beginning on June 26<sup>th</sup> and ending August 25<sup>th</sup>, the summer program has been very successful, thus far seeing an average of 65 children per day with over 100 children registered. Some exciting events that have taken place this summer include: a field trip to the Provincetown Monument, an Ice Cream Truck visit, Ice Skating in Orleans, and a series of beach days at the Ryder Street Beach in Provincetown. We look forward to many more upcoming fun activities with the children and finishing the summer off strong!

### School

- Staff Training: The infant/toddler teachers are now working on EEC certification as part of the professional development week (July 10 – July 14)
- Early Learning Center: The rooms have been switched around and the floors have been stripped and waxed. The facility looks warm and welcoming.
- Peregrine Theater: Their performances are being held in Fisherman Hall is holding this summer.
- Security: 1 of 42 school districts to receive grant funds for physical security enhancements which we plan to use to improve school safety by installing cameras inside and outside of school buildings. Provincetown Schools received \$45,183.73 in Safer Schools and Communities Initiative grant funding.

### Tourism

- Madden Media Onboarding: The contract officially started on July 1, 2023; however, we began the onboarding process for the new digital media and social media relations firm with two visits in June: June 20<sup>th</sup> attending a VSB meeting and the full Madden team June 26<sup>th</sup>, 27<sup>th</sup> & 28<sup>th</sup> for a Destination Discovery Immersion. They met with stakeholders and began the initial strategic planning meetings with us. The past two weeks we've been gathering details and completing the onboarding information to provide all the tools they will need. The Madden team is brainstorming campaign concepts and the next steps will be a meeting the first week in August to share their recommendations to proceed and launch the first campaign.



- Filming in Provincetown: The production company Family History Films, based in London, creates private family documentary films. They filmed in Provincetown on Sunday, Monday and Tuesday July 16th, 17th, and 18th. The working title is Fraser History Film and the family has ancestors going back generations in Provincetown. They filmed in the following locations: Pilgrims' First Landing Park, Bas Relief Park, along Commercial Street, Bob Gasoi Memorial Art Alley, the beach along the bay/harbor, and MacMillan Pier. They had a crew of 5 and used a handheld camera for most of the locations and a tripod and fixed camera at the Pilgrims' First Landing Park and Bas Relief Park. This was a low impact project not requiring street closures, intermittent traffic control, nor a police officer detail. A detail officer was offered by Chief Golden and they chose not to pay for the service.

#### Town Clerk

- Annual Street Listing: The Clerk's Office has sent off the second mailing for the Annual Street listing. The office will be sending out postcard reminders at the end of the month for those who have not replied.
- Training: Town Clerk Elizabeth Paine attended Year 1 of the New England Municipal Clerk's Institute classes in Plymouth NH.
- Office Operations: The office continues to process marriage intentions, vital requests and public records requests.