

# Memo

**To:** Select Board

**From:** Alex B. Morse, Town Manager

**Date:** September 20, 2023

**Re:** Department Update Report for the September 25, 2023 Select Board Meeting

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## Administration

- Thanks to all residents and businesses for heeding warnings about Hurricane Lee and preparing accordingly.
- Town staff did a great job of preparing and communicating important information to residents. 230 additional subscribers signed up for the Town's emergency alert system between September 8 and September 15.
- Town staff have begun CIP and budget process.
- TM Office working with Harvard Kennedy School Field Lab class this fall to look at housing policy/housing incentives to support year-round housing in Provincetown, using UMass Donahue Report and other related housing discussions as a starting point.

## Building

- 16 Jerome Smith, Provincetown Police Dept. building work continues. Framing for the dropped ceilings is commencing. The finished ceiling in the shower and bathroom areas is underway.
- The 3-year renovation project at 347 Commercial, adjacent to Lands End Marine parking lot, is just about complete. This project was slowed by difficulty to acquire materials while in the throes of the COVID-19 pandemic. The next summer season should see the first-floor commercial space occupied after being empty for several summers.

## Code Compliance

- Active compliance work is ongoing in the following categories:
  - Compliance work continues using the Granicus software
    - Since 8/15, twenty (20) new 1<sup>st</sup> round compliance letters have gone out with 8 new certificates applied for.
      - Seven (7) cease & desist letters have gone out with four new certificates and 3 STR ads removed from listing sites.

- One fine issued to a non-compliant listing.
- We have yet to see an increase in non-compliant units on the rental portals, although we do expect to see an uptick this fall.
- Rental inspections based on application discrepancies.
- Year-round rental inspections are underway.
- Outdoor Display compliance work in conjunction with the Zoning Enforcement Officer.
- Sign compliance work in conjunction with the Zoning Enforcement Officer.
- Licensing compliance work in conjunction with the Licensing Agent.

### Community Development

- Over the Indigenous People's Day holiday weekend (Oct. 6-9), new carpet will be installed in the basement of Town Hall, and the Community Development Department will undergo an office reorganization. To facilitate the packing and unpacking of office spaces for this work, the Community Development counter will be closed to the public on the following dates:
  - Friday, Sept. 22
  - Friday, Sept. 29
  - Friday, Oct. 6
  - Tuesday, Oct. 10 (8:00-1:00)

### Community Housing

- Applications for 170 Bradford St. Ext. are due no later than 9/20/23 with 11 in-hand at the time of this writing [9/19]. Maximum sale price is \$241,100 with income eligibility up to 120% AMI: 1-person household \$104,412; 2-person household \$119,328. Following review of applications, a lottery will be scheduled in October.
- One application was received for the expanded Self-Sufficiency Local Voucher Rental Assistance program with income eligibility up to 100% AMI by the due date for applications of 9/14/23. Additional interest has been expressed following due date. Remaining applications for funds will be accepted on a rolling basis.
- Participated in Outer Cape Housing Peer Group meeting on 9/12/23 in Wellfleet.
- Prepared and participated in Year Round Rental Trust meetings on 8/21/23, 8/29/23, and 9/19/23.
- Preparing for Economic Development Committee meeting for 9/19/23 and kick-off of next Economic Development Grant cycle.

### Conservation/Environmental Planning

- 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)
- Please remember to contact the Environmental Planning and Conservation Department prior to any work on properties within Flood Plain, on the Harbor, or near any other wetland to ensure that projects are properly permitted.

- The Open Space Committee would like to remind residents and visitors that household trash and other items may not be dumped or stored 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.

#### Diversity, Equity and Inclusion

- Creating a workable toolkit via the Managers Equity Review Process document to help with staff's understanding of the process.
- Working with the Human Services Committee to discuss grant application changes to gather more demographic information on applicants and grantees.

#### Finance

- Starting on FY23 Audit.
- Working on transferring Pier bookkeeping to Munis.
- FY22 Audit completed. Final report has been issued.
- Working on Free Cash and Schedule A preparation for DOR.

#### Health

- ARPA Progress: Requests for Proposals for positions to support the Outer Cape ("OC") Wellness initiative were extended to the end of August by Eastham, acting as the ARPA grant funds fiduciary agency. Each Health Director has submitted evaluations of the applicants for the three RFP positions. The plan is for each town's community resources Navigator to be able to deploy mental health and RN services as needed, funded through the American Rescue Plan Act grant awarded to Eastham, Wellfleet, Truro and Provincetown, for shared regional public health services.
- We anticipate moving into the next priority this fall - RFPs for wellness clinics, such as the pilot project we ran with the Barnstable County public health nursing program at the library last winter (ending 6/21/23). We also expect to begin the final prong, the "asset mapping" meeting schedule, going into this winter.
- Community Resources Navigator: The OCHS Navigator program now holds office hours at the Provincetown Library on Thursdays 10-1 pm this week. In addition to being the point of contact for the ARPA-funded "OC Wellness" clinical supports as they come online, the Navigator program has Spanish and Portuguese interpretive services available. The Homeless Prevention Council Community Services Liaison will be shifting some office hours from the Methodist Church also to the Library, providing support and resources for the unhoused, housing insecure and other folks with tenancy issues. Both contractors met with the Health Department recently to ensure cooperation with referrals and case management.
- October 19th Flu and COVID booster Vaccine Clinic: The Barnstable County Public Health Nursing Program will provide a flu clinic and has ordered the updated COVID-19 monovalent Pfizer vaccine. We still await shipment and

ANTICIPATE it coming by third or fourth week of September, but the County notes that definite receipt is out of their control. Links for the public to register for appointments will be posted to <http://www.provincetown-ma.gov/1389/Provincetown-Public-Health-Programming> and circulated to staff.

- The U.S. Food and Drug Administration authorized the updated COVID boosters on 9/11/23, and the Centers for Disease Control and Prevention approved on 9/12/23. Recent data indicates the booster offers additional protection against currently circulating variants and especially protects against severe disease and death, particularly for those who are elderly or immune compromised.
- Opioid Settlements: The Provincetown Health Department continues to meet with Outer Cape Community Solutions, in stakeholder workshops as part of the “OC Wellness” group. We are preparing a combination of harm reduction, treatment, recovery, prevention and transportation options to support and directly affect people with substance use disorder and their families in the Outer Cape communities. The Board of Health will have a presentation at their Special Town Meeting public hearing on 10/5/23.

### Human Resources

- Hired: Nina Cantor, Assistant Tourism Director, start 10/2/2023
  - Mario Washington, Meter Reader/Repair Person, start 9/25/2023.
  - Samuel Walter, Water Admin Assistant, start 9/25/2023.
- The Town is currently advertising for the follow open year-round positions:
  - Executive Assistant to the Town Manager (14 applicants, Interviews Scheduled)
  - Fire Department, Paramedic (1 applicant)
  - Fire Department, EMT (7 applicants)
  - COA Program Assistant (1 applicant)
  - Police Officer (2 positions available)
- Open Seasonal and Part Time Positions Include:
  - On-Call Secretaries
  - On-Call Telecommunicators.
  - After School Recreation Staff
- Applications and job descriptions for all positions can be found on the Town’s website.

### Library

- Seventh Provincetown Book Festival: The Provincetown Book Festival takes place on Friday, September 30th through Sunday, October 1st at the Library. The Festival will welcome over 20 authors and presenters over the three days. The full schedule and registration for all the events can be found at [provincetownbookfestival.org](http://provincetownbookfestival.org).
- ARIS Report Results: Fiscal Year 2022 at the Library saw pre-pandemic numbers in regards to library visits (up 32%), programs (up 37%), program attendance (up 47%), and book circulation (up 9%).

- Check our websites and Social Media: Like and follow and keep up with the Library at provincetownlibrary.org, @provincetownlib, provincetownbookfestival.org, and @provincetownbookfestival.

### Licensing

- Licenses: Event licensing, parking permit stickers, enforcement/compliance.
- Licensing Board: Determining/updating policies related to criteria for allowing applicants to apply for extend hours on special one-day entertainment licenses, required attendance, and noise bylaw waivers. Held an 'emergency' special meeting to approve licenses for a couple who had to quickly change reception date due to potential storm.
- Licensing Department: Continuing multi-department action on lodging licensees currently operating without having passed inspection.

### MacMillan Pier

- Dinghy Dock: Six thermal motion detection spotlights were installed on the Dinghy Dock and areas were marked off for Dinghy assignments according to size.
- Switch Gear: Engineers here on September 20<sup>th</sup> for Switch Gear analysis
- Water Main: Deadline is approaching for GHD to send Water Main proposal due 8/12/2023.
- Security Cameras: Meeting this week with Cape Cod Alarm for estimate to replace our current system.
- Nao Trinidad: Nao Trinidad was here for a week giving educational tours. She is a replica of The Santa Maria hailing from Sevilla Spain.
- Fishing Fleet: Winter Transients are starting to request dockages for the Fall of 2023 through Spring of 2024.
- Trap Sheds: Trap Shed Seasonal Applications for 2024 will be going out October 1
- Courtesy Float: Proposal for new Courtesy Float submitted to TH last week.
- Awnings: Bay State Cruises will remove The Awnings before October 31.
- Salacia Accident: The Salacia hit the Pier on 9-4-2023 while parking the boat. Damage seems minimal, wales were cracked and displaced. Getting estimate from ACK Marine soon.

### Parking

- Damaged gate at Grace Hall Lot was fixed and operational as of September 8.

### Public Works

- "Hurricane" Lee - DPW handed out 600-700 sandbags to property owners and assisted property owners in the east end of town in understanding ways to protect their properties. DPW also
- 227R Commercial Street - The temporary windscreen held up during the current storm. DPW has requested expedited installation of temporary fence. We are standing by for confirmation of installation date. Met with KP Law to discuss Chapter 91 issues on this property.

- Jerome Smith & Captain Bertie's Way Sidewalk Project- Construction is expected to take place in the Spring of 2024. We will continue reaching out to other neighbors to discuss the proposed design and impacts on each property.
- Route 6 Study on Potential Land for Housing Development - The draft of this study has been sent to us and we are expecting Final Report in the coming days - We will send to Select Board as soon as we receive it.
- Sewer Design, Stub Locations - DPW will be working with AECOM to send out notices to property owners, asking them to identify the location where they want their stub installed on their property line. We are working out details of how best to communicate with property owners to capture the information we need to proceed with final design plans. We expect some letters to go out this Fall.
- Vacuum Sewer Independent Review - we have received the final report from Environmental Partners. The report and additional information is attached at the end of the Town Manager's Report.
- Sewer Expansion Funding - We continue to await the announcement of funding awards. We submitted a \$45M application for Phase 6A Sewer Expansion.
- Pavement Management Planning - DPW will be seeking BOS opinion on which streets need to be repaved. With many infrastructure projects (sewer, stormwater and water) expected in the coming years, we have been holding off on large scale paving to avoid having to dig up newly paved roads. Once we gather all information, we will develop a prioritized list and start paving roads that are in the most need of repair. Currently Alden Street is at the top of our list. Please contact Braden at DPW with any priority locations you would like included.
- Firehouse #2 - the final design has been submitted to the Historic District Commission for review.
- Pickel Ball Courts – 2 sides of the permanent fence have been installed and courts reopened for play.
- Shank Painter Water Main Replacement - this has been put out to bid, bid closing is on October 5<sup>th</sup>. Construction is expected to start late Winter or early Spring 2024.
- Work on the roofs at Harbor Hill to begin on September 25. Work is anticipated to take approximately 3 weeks.

### Recreation

- The Cannery Wharf Park project has received a Certificate from the Secretary of Energy and Environment, following review of the project's Environmental Impact Report. Secretary Tepper has found that this project complies with the Massachusetts Environmental Policy Act and its regulations and may now proceed with permitting from other required agencies.
- Town Staff and Weston & Sampson will be going before the Historic District Commission again on September 20<sup>th</sup> at 3:30 p.m. to further discuss the proposed design of 387 Commercial Street. At the previous meeting on September 6<sup>th</sup>, 2023, the Historic District Commission voiced their concern regarding the design, primarily with the bathroom. The HDC had asked Town Staff to come back with

numbers for a more historic prefabricated bathroom structure for the next meeting and will be further discussed on September 20<sup>th</sup>.

- The Recreation Commission has created a survey for pickleballers related to their use of the new Jerome Smith Courts. The survey is now open and can be found on the Recreation Department's Pickleball website.

### School

- The ELC has been updated. The facility looks fantastic, fresh, and new! We are still searching for 2 infant toddler teachers.
- Tennessee Williams Festival has secured Fisherman Hall for performances this Fall! Adam Berry has secured the Hall for a "ghost" talk in October and is currently in discussion to rent the hall this upcoming summer season.
- Cameras are now installed in the building.
- The first day back to school with the students went smoothly. Open House was held on 9/19.
- We will be celebrating our 10-year anniversary as an IB school. More info to follow!
- Teachers will be signing up for workshops during the All-Cape Professional Development Day on October 6<sup>th</sup>.

### Tourism

- Publisher Lineup: As a compliment to the digital display ads, search engine marketing, and social media advertising done by the contracted media company, the Visitor Services Board and Tourism staff have identified lineup of fourteen publications for fiscal year 2024. The varied campaigns will reach a broad demographic, including younger audiences, women, men, LGBTQ+, families, BIPOC communities, art lovers, daytrippers, shoppers, eco-tourism, and cannabis tourism. The varied packages include online publishers with sponsored content, custom content, ROS (run of site) digital impressions, audio ads, newsletter, sponsorship, social media group targeting, and print magazines.
- Regional Radio: The fourth quarter regional radio campaigns have been confirmed to provide coverage for events and activities throughout the fall and holidays. The campaign includes Shop Local Provincetown to promote retail businesses. The Shop Local campaign will also be complimented with a CapeCod.com digital campaign on desktop and mobile devices.

### Town Clerk

- The Clerk's Office continue to send out notices regarding residents' voter registration status, and residents are encouraged to contact the office at 508-487-7013 if they have any questions.
- Town Clerk Elizabeth Paine attended the Massachusetts Clerk Conference on September 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup>.
- Residents may register to vote for the upcoming Special Town Meeting until Friday, October 13<sup>th</sup> at 12 pm.