



Meeting Agenda

The Provincetown Board of Selectmen will hold a public meeting on Monday, November 10, 2014 at 6:00 p.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

Swearing in of Police Sergeant Gregory M. Hennick.

Consent Agenda – Approval without objection required for the following items:

- A. Pilgrim Monument and Provincetown Museum Letter of Support for the Massachusetts Cultural Council – Cultural Facilities Fund to support the repair and repaving of our Parking Lot.*
- B. Environment Massachusetts - Letter to Governor Elect in Support of Solar Energy*
- C. Treasurer's Transfer – Library Gift Fund, Invoice from Box Lunch in the Amount of \$331.25*
- D. Treasurer's Transfer – Beautification Committee Gift Fund, Invoice from ME O'Brien & Son, in the amount of \$785.00*
- E. Treasurer's Transfer – John Henry Trust – Cape Cod Children's Place, in the amount of \$5,594.25*
- F. Treasurer's Transfer – Library Gift Fund, Invoices from Recorded Books, Inc., totaling the amount of \$1,312.94*
- G. Auditorium Beer/Wine Request - Provincetown Business Guild – Winter Concert on December 6, 2014*

- 1. Public Hearings - Votes may be taken on the following items:
 - A. FY2015 Property Tax Rate Classification: Principal Assessor Scott Fahle.
- 2. Public Statements – Five minutes maximum, Selectmen do not respond to Public Statements.
- 3. Selectmen's Statements – Initial comments from the Selectmen. Discussion dependent – Votes may be taken.
- 4. Joint meeting / Presentations - Votes may be taken on the following items:
- 5. Appointments - Votes may be taken on the following items:
 - A. Regina Binder, appointment to the Licensing Board – term to expire 12/31/2017.
- 6. Requests - Votes may be taken on the following items:
 - A. Monthly Police Report for the Month of October - Act. Police Chief Golden.
 - B. 911 Equipment and Incentive Grant – Act. Police Chief Golden
 - C. VMCC Impact Protection System Project – DPW Director Erik Larsen
 - D. Entrance Fee Increase for Cape Cod National Seashore – Cheryl Andrews

- E. Special Meeting requests:
 - 1. Round Table Discussions (Proposed by Raphael Richter)
 - 2. Town Manager Qualifications (Proposed by Cheryl Andrews)
- F. Selectman Policy Statement: Policy Relating to the Addition and Removal of a Streetlight.

- 7. Town Manager / Assistant Town Manager - Votes may be taken on the following items:
 - A. 2014 Special Town Meeting – Follow up
 - B. Town Manager follow-up
 - D. Other - Other matters that may legally come before the board not known at the time of posting - votes may be taken.

- 8. Minutes – Approve minutes of previous meetings. Vote may be taken.

- 9. Closing Statements/Administrative Updates - Closing comments from the Selectmen. Discussion dependent, motions may be made, votes may be taken.
 - A. *Letter of Thanks- Stephen Milkewicz's Service to the Town- Resigned October 24th*
 - B. *Letter of Thanks - Dan Hoort's Service (Charter Enforcement Commission) Resigned October 28th*
 - C. *Letter of Thanks – Vida Richter Service on Licensing Board – Resigned October 29th*



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

00

CONSENT AGENDA

Approval required for the following items:

Requested by: BOS Chair Tom Donegan

Action Sought: Approval

Proposed Motion(s)

MOVE that the Board of Selectmen vote to approve items listed on the consent agenda as submitted.

Additional Information

See attached materials for each of the following consent agenda items:

Consent Agenda – Approval without objection required for the following items:

- A. *Pilgrim Monument and Provincetown Museum Letter of Support for the Massachusetts Cultural Council – Cultural Facilities Fund to support the repair and repaving of our Parking Lot.*
- B. *Environment Massachusetts - Letter to Governor Elect in Support of Solar Energy*
- C. *Treasurer's Transfer – Library Gift Fund, Invoice from Box Lunch in the Amount of \$331.25*
- D. *Treasurer's Transfer – Beautification Committee Gift Fund, Invoice from ME O'Brien & Son, in the amount of \$785.00*
- E. *Treasurer's Transfer – John Henry Trust – Cape Cod Children's Place, in the amount of \$5,594.25*
- F. *Auditorium Beer/Wine Request - Provincetown Business Guild – Winter Concert on December 6, 2014*

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
NOVEMBER 10, 2014

00A

PILGRIM MONUMENT AND PROVINCETOWN MUSEUM

Letter of Support

Requested by: John McDounagh, Executive Director PMPM

Action Sought: **Approval**

Proposed Motion(s)

MOVE that the Board of Selectmen vote to approve Letter of Support for the Massachusetts Cultural Council – Cultural Facilities Fund to support the repair and repaving of the Parking Lot.

Additional Information

See attached Letter of Support

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

Loretta Dougherty

From: David Gardner
Sent: Tuesday, November 04, 2014 11:14 AM
To: Loretta Dougherty
Subject: FW: PMPM MCF grant application

From: John McDonagh [<mailto:jmcdonagh@pilgrim-monument.org>]
Sent: Tuesday, November 04, 2014 10:43 AM
To: David Gardner
Subject: PMPM MCF grant application

Hi David,

Brief summary of our grant app to the Massachusetts Cultural Facilities Fund (Mass. Cultural Council):

Repair/Re-paving of main parking lot (66,400 square feet); milling and re-paving by MCE Dirtworks; engineer supervision by Coastal Engineering; and electrical by Carlos Silva.

Total cost \$243,446. Grant request \$110,223 PMPM to match 1:1

Work to take place in April 2016.

John

John McDonagh
Executive Director



P.O. Box 1125
Provincetown, MA 02657
508-487-1310
www.pilgrim-monument.org

Find us on [Facebook!](#)
Follow us on [Twitter!](#)



Board of Selectmen
Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Telephone (508) 487-7003
Facsimile (508) 487-9560

November 10, 2014

Ms. Anita Walker
Executive Director
Massachusetts Cultural Council
10 Saint James Avenue
Boston, MA 02116-3803

Dear Ms. Walker:

We the undersigned Board of Selectmen of the Town of Provincetown on behalf of our citizens do without qualification support the current application being made to the Massachusetts Cultural Facilities Fund by the Pilgrim Monument and Provincetown Museum to repair and re-pave its primary parking lot.

The Pilgrim Monument and Provincetown Museum (PMPM) is one of our most cherished cultural assets and an iconic heritage destination for more than 90,000 visitors annually. The town and its people are deeply proud to have been the Mayflower's first landing in 1620, and the place where the Mayflower Compact was written and signed. We are all looking forward to the 400th Anniversary of this event in 2020, and we want our Town to be its absolute best for that international occasion.

We urge the Massachusetts Cultural Council and its Advisory Committee to consider PMPM's application favorably as this central and vital asset will be critical to our success in the next few years. We are grateful for your thoughtful considerations.

Sincerely,

Tom Donégan, Chairman

Erik Yingling, Vice-Chairman

Cheryl Andrews

Raphael Richter

Robert Anthony

[e-mail: selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov)

<http://www.provincetown-ma.gov>



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
NOVEMBER 10, 2014

00B

ENVIRONMENT MASSACHUSETTS

Letter of Support

Requested by: Jessica Colarossi, Environment Massachusetts

Action Sought: **Approval**

Proposed Motion(s)

MOVE that the Board of Selectmen vote to approve Letter of Support to the Governor-Elect Charlie Baker, in support of solar energy, requested by Environment Massachusetts.

Additional Information

See attached Letter of Support

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

Loretta Dougherty

From: Tom Donegan
Sent: Monday, October 27, 2014 12:19 PM
To: David Gardner; Loretta Dougherty
Subject: FW: Solar Energy Support

Agenda item

Tom
Tom Donegan

Town of Provincetown

Board of Selectmen

508-487-7003 (Town Hall)

508-487-1934 (Cell Phone)

From: Jessica Colarossi [jcolarossi@environmentmassachusetts.org]
Sent: Monday, October 27, 2014 11:18 AM
To: Tom Donegan
Subject: Solar Energy Support

*

Dear Mr. Donegan,

I work with Environment Massachusetts, the statewide grassroots environmental advocacy organization. One of our top priorities is fighting global warming and promoting clean energy. I want to ask you, as a local official, to sign our letter in support of solar energy.

Since 2008, Massachusetts' solar energy capacity has grown more than 150-fold, helping to clean up our air and reduce our contribution to global warming. In 2013, the solar energy industry employed 6,400 Massachusetts residents, an increase of 42% from the previous year. But without proper support from state government, this rapid growth could come to a halt.

Virtually every city and town in Massachusetts has seen the benefits of solar power firsthand. We are asking local officials to sign our letter speaking to the benefits that solar has brought to communities across the state, and urging our next governor to embrace a goal of getting 20% of Massachusetts' electricity from the sun by 2025.

Below is a copy of our letter in support of solar energy. Would you like to add your name to the letter?



Board of Selectmen
Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Telephone (508) 487-7003
Facsimile (508) 487-9560

November 10, 2014

Governor-Elect Charlie Baker
24 Beacon Street
Boston, MA 02133

Dear Governor-elect Charlie Baker:

As local and state civic leaders, we encourage you to make solar energy a key element of Massachusetts' energy future.

By using solar energy to power our homes, businesses, schools, farms and government buildings, we can reduce pollution, cut energy bills, and boost local economies. Currently, only a small fraction of Massachusetts' power comes from the sun.

Solar is growing in Massachusetts and across the country. Over the past three years solar capacity grew by 84 percent per year in Massachusetts. In the first half of 2014, more than half of the new electric power capacity installed in the U.S. was solar. Recent progress shows we can take it to the next level.

Solar helps the environment, boosts local economies, and creates local jobs that cannot be outsourced. The solar industry jobs grew ten times faster than the rest of the economy in 2013. And because solar has no fuel costs, it helps protect us from rising fossil fuel prices.

For the sake of our environment, our health, and the economy, we ask that you join us in committing the state to getting 20 percent of our power from the sun by 2025. We can achieve that goal, if we grow solar by 27 percent per year.

The cost of solar is declining. The cost of air and water pollution from fossil fuels is growing, along with the threats posed by climate change.

Please help to set strong goals for solar in Massachusetts, to put us on a path to clean energy leadership.

Sincerely,

Tom Donegan, Chairman

Erik Yingling, Vice-Chairman

Cheryl Andrews

Raphael Richter

Robert Anthony

Cc: The Baker Committee

e-mail: selectmen@provincetown-ma.gov <http://www.provincetown-ma.gov>



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
NOVEMBER 10, 2014

OOC

TREASURER'S TRANSFERS

Library Gift Fund

Requested by: Treasurer Constance Boulos, 10/09/2014

Action Sought: **Approval**

Proposed Motion(s)

MOVE that the Board of Selectmen vote, as Commissioners of the Town of Provincetown Gift Funds, pursuant to MGL C44 § 53A, to approve the use of **\$331.25** from the Library Gift Fund to pay for the attached invoice(s).

Additional Information

Attached are the authorized Voucher(s) to Pay this request totaling **\$331.25** from the Library Gift Fund leaving a balance of **\$49,094.57**.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



TOWN OF PROVINCETOWN

REQUEST FOR TRANSFER OF FUNDS

Date: November 3, 2014
To: Constance Boulos, Treasurer
From: Board of Selectmen

As Commissioners of the Town of Provincetown Gift Funds, permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of **\$331.25** from the Library Gift Fund for the payment of the attached invoice(s):

\$ 331.25 Box Lunch Provincetown
Invoice – Mooncusser’s Ball; 09/13/2014

\$ **331.25 TOTAL**

The Honorable Board of Selectmen:

Thomas N Donegan, Chair

Erik Yingling, Vice Chair

Cheryl Andrews, Selectman

Raphael Richter, Selectman

Robert Anthony, Selectman



To the Town Treasurer:

The Board of Library Trustees MOVES that the Board of Selectmen vote, as Commissioners of the Library Gift Funds (#1107), pursuant to MGL C44, 53A, to approve the use of funds in the Library Gift Fund to pay \$354.44 to Box Lunch Provincetown. Invoice attached.

11070200 520000



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

OOD

TREASURER'S TRANSFERS

Beautification Committee Gift Fund

Requested by: Treasurer Constance Boulos, 10/14/2014

Action Sought: **Approval**

Proposed Motion(s)

MOVE that the Board of Selectmen vote, as Commissioners of the Town of Provincetown Gift Funds, pursuant to MGL C44 § 53A, to approve the use of **\$785.00** from the Beautification Committee Gift Fund to pay for the attached invoice(s).

Additional Information

Attached are the authorized Voucher(s) to Pay this request totaling **\$785.00** from the Beautification Committee Gift Fund leaving a balance of **\$4645.25**.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



TOWN OF PROVINCETOWN

REQUEST FOR TRANSFER OF FUNDS

Date: November 3, 2014
To: Constance Boulos, Treasurer
From: Board of Selectmen

As Commissioners of the Town of Provincetown Gift Funds, permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of **\$785.00** from the Beautification Committee Gift Fund for the payment of the attached invoice(s):

\$ 785.00 M.E. O'BRIEN & SONS, INC.
Invoice #I140937-IN; 08/07/14

\$ 785.00 TOTAL

The Honorable Board of Selectmen:

Thomas N Donegan, Chair

Erik Yingling, Vice Chair

Cheryl Andrews, Selectman

Raphael Richter, Selectman

Robert Anthony, Selectman



M.E. O'Brien & Sons, Inc.
 PO Box 650
 93 West Street - Unit F
 Medfield, MA 02052-0650
 (508) 359-4200

INVOICE NUMBER: I140937-IN
 INVOICE DATE: 8/7/2014

ORDER NUMBER: S140678
 MEO PO #: PO34929
 ORDER DATE: 6/23/2014

SALESPERSON: 15MA
 CUSTOMER NO: TOW260M

Sold To:

TOWN OF PROVINCETOWN
 260 COMMERCIAL STREET
 PROVINCETOWN, MA 02657

Ship To:

DPW BLDG & GRDS/TOWN CEMETERY
 M/F BENCH
 BARBARA RUSHMORE
 24 CEMETERY ROAD
 PROVINCETOWN, MA 02657

ORDERED BY: BARBARA RUSHMORE

pmacara@capecod.net

JOB: BENCH/TOWN OF PROVINCETOWN MA

CUSTOMER P.O.	SHIP VIA	SHIP DATE	F.O.B.	TERMS	TAX STATUS	
VERBAL	MF	8/6/2014	DESTINATION	NET 30	046-001-274	
ITEM NO.	VENDOR	UNIT	ORDERED	SHIPPED	PRICE	AMOUNT
39-60D	DUMOR	EA	1.00	1.00	785.00	785.00
6' BENCH WITH DOUGLAS FIR SLATS WITH CABOT DRIFTWOOD GREY STAIN, S-3 GULL WING SUPPORTS BLACK						

24HRS B4 DEL CALL BARBARA RUSHMORE @ 508/487-1789

"ASKLAR BENCH"
 © PAAM
 OK TO PAY
 from Gift Fund
 Voted 9.8.14
 3-0 Bill

WARNING!! PROTECT YOURSELF

Examine shipment before accepting. If damaged or short, request agent to show name on freight bill and send it to us at once. Unless you do this, credit cannot be allowed for loss or damage in transit.

A FINANCE CHARGE OF 1.5% PER MONTH WILL BE CHARGED ON PAST DUE ACCOUNTS.

ALL CLAIMS MUST BE MADE WITHIN 30 DAYS FOLLOWING SHIPMENT.

Net Invoice:	785.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	785.00

Beautification Minutes of September 8, 2014, 4:30 pm at Town Hall.

Present: Barbara Rushmore, Bill Docker, Anika Costa, plus Eric Larsen, Deputy Director, DPW. Ross Sormani excused absence.

BD moved to accept the amended Minutes of August 12, 2014: Frank Vasello was not present and there were 16 lights placed on the Fishermen's Memorial Park. AC seconded. So voted 3-0.

Financial: BR moved to pay BR back \$1451.00 (the bill was for \$1530.75 minus \$79.70 Sales Tax.) from the Budget for 12 pine trees: 2 for Fishermen's Memorial Park, 10 for the Highway Dept. for Rte.6. AC seconded. So voted 3-0.

BD moved to hold the Conwell bill of \$231.73 until the next meeting.

BD moved to pay O'Brien and Sons \$785.00 from the Beautification Gift Fund for a undedicated bench. BR seconded. So voted 3-0.

The Provincetown High School building principal should be consulted by BR concerning siting a second bench on the Winslow Street side under the Catalpa tree.

The Tree for Frances Island work expected to commence by Sept. 10th.

Solar Lights: All are working. The Harbormaster, Vaughn Cabral, and J.P., Parking Lot Administrator all approve.

VSF is meeting September 17th at 3:00pm at the Library. BD plans to attend. EL will look at the Old Library and try to have the brick planters repaired at DPW expense. At our next meeting, we will want to hear new ideas for next year, such as: more benches, trees in the MPL and replanting into the Bas Relief.

AC is to sit on the 20/20 Commission as our representative.

Ryder St. Barrels: BD moved to spend \$100 from the Budget for mums in the Ryder St. barrels and the Linda Silva Memorial at the Alden St. Lot. BR seconded. So voted 3-0. The Linda Silver planter needs repair and soil.

Our Next Meeting will be Tuesday, October 14, 2014 at 4:30 at Town Hall.

Respectfully submitted,



Barbara Rushmore



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

OOE

TREASURER'S TRANSFERS

John A. Henry Trust Fund

Requested by: Treasurer Constance Boulos, 11/04/2014

Action Sought: **Approval**

Proposed Motion(s)

MOVE that the Board of Selectmen vote, as Commissioners of the Trust Funds, to approve the transfer of \$5,594.25 from the John A. Henry Trust Fund for the payment of the attached invoice(s).

Additional Information

This payment is supported by an annual contract between the Town and the Cape Cod Children's Place for FY15 of \$19,000.00 to be expended from the John A. Henry Trust to assist less fortunate children. This will leave a remainder of \$502,706.67 in the Estate of John A. Henry.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



TOWN OF PROVINCETOWN

REQUEST OF TRANSFER OF FUNDS

Date: November 10, 2014
To: Constance Boulos, Treasurer
From: Board of Selectmen

As Commissioners of the John A. Henry Trust Fund permission is hereby granted to you, the Treasurer of Provincetown, to pay the following award(s):

\$ 5594.25 Cape Cod Children's Place, Inc.
07/01/2014 – 10/01/2014

\$ 5594.25 Total

The Honorable Board of Selectmen:

Thomas N Donegan, Chair

Erik Yingling, Vice Chair

Cheryl Andrews, Selectman

Raphael Richter, Selectman

Robert Anthony, Selectman

cape cod children's place, inc.

TO: Chris Hottle
Director of Public Health & Human Services

FROM: Kathy Fee
Fiscal Manager

DATE: September 25, 2015

RE: John Henry Trust

INVOICE

Please reimburse Cape Cod Children's Place, Inc. for the following invoices paid on behalf of the John Henry Trust for the period of July 1 to September 30, 2014.

Date Paid	Invoice #	Purpose	Amount Paid
7/11/14	JHT15-01LR&GR	Daycare	2,000.00
8/14/14	JHT15-02DMF	Daycare	1,700.00
8/14/14	JHT 15-03ME	Housing	894.25
9/12/14	JHT15-04JG	Daycare	1,000.00

Total Balance Due **\$5,594.25**

Thank you.





Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

OOF

TREASURER'S TRANSFERS

Library Gift Fund

Requested by: Treasurer Constance Boulos, 11/05/2014

Action Sought: **Approval**

Proposed Motion(s)

MOVE that the Board of Selectmen vote, as Commissioners of the Town of Provincetown Gift Funds, pursuant to MGL C44 § 53A, to approve the use of **\$1312.94** from the Library Gift Fund to pay for the attached invoice(s).

Additional Information

Attached are the authorized Voucher(s) to Pay this request totaling **\$1312.94** from the Library Gift Fund leaving a balance of **\$47,624.04**.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



TOWN OF PROVINCETOWN

REQUEST FOR TRANSFER OF FUNDS

Date: November 10, 2014
To: Constance Boulos, Treasurer
From: Board of Selectmen

As Commissioners of the Town of Provincetown Gift Funds, permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of **\$1312.94** from the Library Gift Fund for the payment of the attached invoice(s):

\$ <u>1312.94</u>	Recorded Books, Inc. October 2014 Invoices
\$ 1312.94	TOTAL

The Honorable Board of Selectmen:

Thomas N Donegan, Chair

Erik Yingling, Vice Chair

Cheryl Andrews, Selectman

Raphael Richter, Selectman

Robert Anthony, Selectman

Town of Provincetown, Massachusetts
Provincetown Public Library
356 Commercial Street
Provincetown MA 02657
29-Oct-14

Voucher to Pay FY 2015

To: Recorded Books, INC C#259454
 PO Box 64900
 Baltimore, MD 21264-4900

Library Gift fund

Charge Acct	Item	Inv # - Acct #	Total
11070200-500071	Special account for audiobook purchases		
*10	Invoice 75009662 dated 9/24/14		\$636.84
	Invoice 75015048 dated 10/02/14		\$205.00
	Invoice 75014468 dated 10/02/14		\$111.37
	Invoice 75015647 dated 10/03/14		\$115.00
	Invoice 75016257 dated 10/06/14		\$78.75
	Invoice 75017204 dated 10/07/14		\$49.98
	Invoice 75019259 dated 10/09/14		\$76.00
	Invoice 75019924 dated 10/13/14		\$40.00
Total:			\$1,312.94



 Signature of Library Director

10-28-2014

 Date



11.5.14

RECORDED BOOKS, INC

270 Skipjack Road
Prince Frederick, MD 20678
1-800-638-1304 TIN: 464533122
www.recordedbooks.com

Invoice

Bill to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Ship to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Order # 75009661
Invoice # 75009662
Date 9/24/14
Ordered By Rebecca Levin
PO # 09202014EMD
Ship Via UPS/Ground

Item #	Title	ISBN	Business Term	Media Type	Qty	List	Disc %	Net
C02295	The Garden of Evening Mists	9781470338046	Purchase	CD	1	\$123.75	10.0	\$111.37
C02372	Red Sparrow	9781470344627	Purchase	CD	1	\$123.75	10.0	\$111.37
C2817	The Island at the Center of the World	9781419302183	Purchase	CD	1	\$123.75	10.0	\$111.37
C6015	Inherent Vice	9781440727375	Purchase	CD	1	\$123.75	10.0	\$111.37
CM0335	A Dangerous Fiction	9781470384289	Purchase	CD	1	\$123.75	10.0	\$111.37
DD12017	Colorless Tsukuru Tazaki and His Years of Pilgrimage	9780804166737	Purchase	CD	1	\$40.00	-	\$40.00
DD9429	Wicked Girls	9781452615974	Purchase	CD	1	\$39.99	-	\$39.99

Split for Faster Shipment.
Web Order #589841 RS

There are remaining items from original order # 75009661 that will be delivered at a later date.

Release of Order No 75009661

REMIT PAYMENT ALONG WITH A COPY OF THIS INVOICE TO:	CORRESPONDENCE & RETURNS TO:
Recorded Books, INC PO Box 64900 Baltimore, MD 21264-4900	Recorded Books, INC 270 Skipjack Road Prince Frederick, MD 20678

Subtotal	\$636.84
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00
Invoice Total	\$636.84
Payment Received	\$0.00
Amount Due	\$636.84

RECORDED BOOKS, INC

270 Skipjack Road
 Prince Frederick, MD 20678
 1-800-638-1304 TIN: 464533122
 www.recordedbooks.com

*Use designated
 donation - Audible book CDs
 - RL*

Invoice

Bill to:

Account #: 259454
 PROVINCETOWN PUBLIC LIBRARY
 356 Commercial St
 Provincetown, MA 02657

Ship to:

Account #: 259454
 PROVINCETOWN PUBLIC LIBRARY
 356 Commercial St
 Provincetown, MA 02657

Order # 75009661
 Invoice # 75015048
 Date 10/2/14
 Ordered By Rebecca Levin
 PO # 09202014EMD
 Ship Via UPS/Ground

Item #	Title	ISBN	Business Term	Media Type	Qty	List	Disc %	Net
DD1754	✓ A Storm of Swords	9780449011904	Purchase	CD	1	\$90.00	-	\$90.00
DD1755	✓ A Feast for Crows	9780449011911	Purchase	CD	1	\$75.00	-	\$75.00
DD8937	✓ The Goldfinch	9781600247118	Purchase	CD	1	\$40.00	-	\$40.00

Split for Faster Shipment.
 Web Order #589841 RS

There are remaining items from original order # 75009661 that will be delivered at a later date.

Release of Order No 75009661

REMIT PAYMENT ALONG WITH A COPY OF THIS INVOICE TO:	CORRESPONDENCE & RETURNS TO:
Recorded Books, INC PO Box 64900 Baltimore, MD 21264-4900	Recorded Books, INC 270 Skipjack Road Prince Frederick, MD 20678

Subtotal	\$205.00
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00
Invoice Total	\$205.00
Payment Received	\$0.00
Amount Due	\$205.00

RECORDED BOOKS, INC

270 Skipjack Road
Prince Frederick, MD 20678
1-800-638-1304 TIN: 464533122
www.recordedbooks.com

*Use designated
donation - AudioBook CDs
- RFL*

Invoice

Bill to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Ship to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Order # 75009661
Invoice # 75014468
Date 10/2/14
Ordered By Rebecca Levin
PO # 09202014EMD
Ship Via UPS/Ground

Item #	Title	ISBN	Business Term	Media Type	Qty	List	Disc %	Net
C00053	✓ Ordinary Grace	9781461823414	Purchase	CD	1	\$123.75	10.0	\$111.37

Split for Faster Shipment.
Web Order #589841 RS

There are remaining items from original order # 75009661 that will be delivered at a later date.

Release of Order No 75009661

REMIT PAYMENT ALONG WITH A
COPY OF THIS INVOICE TO:

Recorded Books, INC
PO Box 64900
Baltimore, MD 21264-4900

CORRESPONDENCE &
RETURNS TO:

Recorded Books, INC
270 Skipjack Road
Prince Frederick, MD 20678

Subtotal	\$111.37
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00
Invoice Total	\$111.37
Payment Received	\$0.00
Amount Due	\$111.37

RECORDED BOOKS, INC

270 Skipjack Road
Prince Frederick, MD 20678
1-800-638-1304 TIN: 464533122
www.recordedbooks.com

*Use designated
donation - Audio Books & CDs
RK*

Invoice

Bill to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Ship to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Order # 75009661
Invoice # 75015647
Date 10/3/14
Ordered By Rebecca Levin
PO # 09202014EMD
Ship Via UPS/Ground

Item #	Title	ISBN	Business Term	Media Type	Qty	List	Disc %	Net
CB949	✓ A Dance with Dragons	9780739375976	Purchase	CD	1	\$70.00	-	\$70.00
DC651	✓ A Game of Thrones: A Song of Ice and Fire, Book 1	9780307913098	Purchase	CD	1	\$45.00	-	\$45.00

Split for Faster Shipment.
Web Order #589841 RS

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Release of Order No 75009661

REMIT PAYMENT ALONG WITH A COPY OF THIS INVOICE TO:

Recorded Books, INC
PO Box 64900
Baltimore, MD 21264-4900

CORRESPONDENCE & RETURNS TO:

Recorded Books, INC
270 Skipjack Road
Prince Frederick, MD 20678

Subtotal	\$115.00
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00
Invoice Total	\$115.00
Payment Received	\$0.00
Amount Due	\$115.00

RECORDED BOOKS, INC

270 Skipjack Road
Prince Frederick, MD 20678
1-800-638-1304 TIN: 464533122
www.recordedbooks.com

*Use designated
donation - Audio books CDs
RJ*

Invoice

Bill to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Ship to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Order # 75009661
Invoice # 75016257
Date 10/6/14
Ordered By Rebecca Levin
PO # 09202014EMD
Ship Via UPS/Ground

Item #	Title	ISBN	Business Term	Media Type	Qty	List	Disc %	Net
DD1289	✓ A Clash of Kings	9780307987648	Purchase	CD	1	\$78.75	-	\$78.75

Split for Faster Shipment.
Web Order #589841 RS

There are remaining items from original order # 75009661 that will be delivered at a later date.

Release of Order No 75009661

REMIT PAYMENT ALONG WITH A COPY OF THIS INVOICE TO:	CORRESPONDENCE & RETURNS TO:
Recorded Books, INC PO Box 64900 Baltimore, MD 21264-4900	Recorded Books, INC 270 Skipjack Road Prince Frederick, MD 20678

Subtotal	\$78.75
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00
Invoice Total	\$78.75
Payment Received	\$0.00
Amount Due	\$78.75

RECORDED BOOKS, INC

270 Skipjack Road
Prince Frederick, MD 20678
1-800-638-1304 TIN: 464533122
www.recordedbooks.com

*Use Designated
Donation - AudioBook CDs
RJ*

Invoice

Bill to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Ship to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Order # 75009661
Invoice # 75017204
Date 10/7/14
Ordered By Rebecca Levin
PO # 09202014EMD
Ship Via UPS/Ground

Item #	Title	ISBN	Business Term	Media Type	Qty	List	Disc %	Net
BN0354	✓ Sea of Poppies	9781455826896	Purchase	CD	1	\$29.99	-	\$29.99
BN6114	✓ The Flamethrowers	9781469287140	Purchase	CD	1	\$19.99	-	\$19.99

Split for Faster Shipment.
Web Order #589841 RS

There are remaining items from original order # 75009661 that will be delivered at a later date.

Release of Order No 75009661

REMIT PAYMENT ALONG WITH A COPY OF THIS INVOICE TO:	CORRESPONDENCE & RETURNS TO:
Recorded Books, INC PO Box 64900 Baltimore, MD 21264-4900	Recorded Books, INC 270 Skipjack Road Prince Frederick, MD 20678

Subtotal	\$49.98
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00
Invoice Total	\$49.98
Payment Received	\$0.00
Amount Due	\$49.98

RECORDED BOOKS, INC

270 Skipjack Road
Prince Frederick, MD 20678
1-800-638-1304 TIN: 464533122
www.recordedbooks.com

Invoice

Bill to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Ship to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Order # 75009661
Invoice # 75019259
Date 10/9/14
Ordered By Rebecca Levin
PO # 09202014EMD
Ship Via UPS/Ground

Item #	Title	ISBN	Business Term	Media Type	Qty	List	Disc %	Net
DD11484	✓ We Are All Completely Beside Ourselves	9781470881436	Purchase	CD	1	\$76.00	-	\$76.00

Split for Faster Shipment.
Web Order #589841 RS

There are remaining items from original order # 75009661 that will be delivered at a later date.

Release of Order No 75009661

REMIT PAYMENT ALONG WITH A
COPY OF THIS INVOICE TO:

Recorded Books, INC
PO Box 64900
Baltimore, MD 21264-4900

CORRESPONDENCE &
RETURNS TO:

Recorded Books, INC
270 Skipjack Road
Prince Frederick, MD 20678

Subtotal	\$76.00
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00
Invoice Total	\$76.00
Payment Received	\$0.00
Amount Due	\$76.00

RECORDED BOOKS, INC

270 Skipjack Road
Prince Frederick, MD 20678
1-800-638-1304 TIN: 464533122
www.recordedbooks.com

Invoice

Bill to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Ship to:

Account #: 259454
PROVINCETOWN PUBLIC LIBRARY
356 Commercial St
Provincetown, MA 02657

Order # 75009661
Invoice # 75019924
Date 10/13/14
Ordered By Rebecca Levin
PO # 09202014EMD
Ship Via UPS/Ground

Item #	Title	ISBN	Business Term	Media Type	Qty	List	Disc %	Net
DD11633	✓ The Silkworm	9781478980902	Purchase	CD	1	\$40.00	-	\$40.00

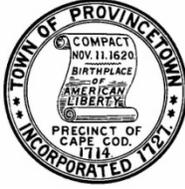
Split for Faster Shipment.
Web Order #589841 RS

There are remaining items from original order # 75009661 that will be delivered at a later date.

Release of Order No 75009661

REMIT PAYMENT ALONG WITH A COPY OF THIS INVOICE TO:	CORRESPONDENCE & RETURNS TO:
Recorded Books, INC PO Box 64900 Baltimore, MD 21264-4900	Recorded Books, INC 270 Skipjack Road Prince Frederick, MD 20678

Subtotal	\$40.00
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00
Invoice Total	\$40.00
Payment Received	\$0.00
Amount Due	\$40.00



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

00G

AUDITORIUM BEER AND WINE REQUEST

PBG Holly Folly Winter Concert

Requested by: Aaron Hobart

Action Sought: Approval

Proposed Motions

MOVE that the Board of Selectmen vote, pursuant to the Regulations for Public Use of Town Hall, to authorize the consumption or sale of beer, wine or champagne service in the Town Hall Auditorium as requested by Erin Atwood, on behalf of the Provincetown Business Guild, for the Holly Folly Concert, to be held on Saturday, December 6, 2014 (7:30pm to 10pm).

Additional Information

See attached application and related material. This is the annual BGMC Holly Folly Concert. Conference rooms on the first floor will be used for the chorus members as a holding room. The bar will be set up in the back right corner looking out from the stage. There will be two police details and two tip trained bartenders. Alcohol service will be managed by the event and they will obtain a Special One Day Liquor License from the Licensing Board.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



FILE COMPLETED FORM WITH THE TOWN LICENSING AGENT

Town of Provincetown Application for Public Use of Town Hall

Pursuant to Regulations Adopted By the Board of Selectmen (Rev 2-16-2012)



DATE RECEIVED
OFFICIAL
USE ONLY

Applicant: private individual private for-profit business non-profit organization *(attach copy of Form 601(3)(c))*

Organization Name: Provincetown Business Guild

Address: 3 Freeman St. Unit 2

Authorized Representative Name: _____

Mailing Address: P.O. Box 421, Ptown, MA 02657

Email Address: info@ptown.org

Telephone Days: (508) 407-2313 Mobile: () _____ In Provincetown: _____

Event Time & Date: 12/6/14 Doors @ 7:30pm Show @ 8pm

Requested Setup & Breakdown Times & Date: (note: setup dates are not reserved and scheduling conflicts might result with preference given to reserved events. Applicant is responsible for coordinating setup and breakdown directly with Town Custodial Staff)
Setup Friday before 12pm w/ foldable staging (risers)

Description of Proposed Event: (attached additional information if necessary)
Boston Gay Mens Chorus

Anticipated attendance: 200 Number of staff members: 10 Number of private security members: 1

Will there be food service? Yes No *If Yes, special food service permit is required, see Health Department.*

Will there be beer or wine service? Yes No *Caterer of Licensed entity: _____*
Beer and wine service only permitted with Board of Selectmen approval and with proper licensing. Caterer Transportation Permit required (M.G.L. Chapter 138, § 22). Allow 60 days prior to event for beer and wine approvals. See attached rules.

Does the entertainment include nudity as described in MGL Chapter 140 Section 183A? Yes No
If yes, please furnish further information concerning the entertainment.

GERTIFICATE OF INSURANCE MUST ACCOMPANY THIS APPLICATION

Police Details may be required. Contact the Police Department directly at 508-487-1212.

I agree to the conditions specified in the Regulations for Public Use of Town Hall as adopted by the Board of Selectmen, and to accept the responsibilities of a Responsible Party as set forth therein.

[Signature] 9/24/13
Signature of Authorized Representative / Applicant Date

Approval hereof is subject to payment of fees as follows: Reservations must be accompanied by deposit.

PART III TO BE FILLED IN BY AUTHORIZED TOWN AGENT			
FEES:			
Rental/Utility Fee \$ _____	No. of Days _____	\$ _____	
DEPOSIT AMOUNT (50% OF TOTAL RENTAL FEE)		\$ <u>150</u>	Paid on <u>9/24/13</u> Ch# <u>788</u>
Remainder of Rental/Fee due upon event completion	\$ _____	\$ _____	
Custodial Fee \$32.00/mx. No. of Hours _____	\$ _____	\$ _____	
FINAL AMOUNT DUE UPON EVENT COMPLETION:		\$ _____	Paid on _____ Ch# _____
<i>The above application is hereby approved:</i>			
Signature of Town Manager or Designee			Date



The Commonwealth of Massachusetts
 The Alcoholic Beverages Control Commission
 Suite 200
 239 Causeway Street
 Boston, MA 02114

Telephone: 617-727-3040
 FAX: 617-727-1258

NOTICE OF APPROVAL OF SPECIAL LICENSE

The local licensing authorities of the within named city or town have approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein.

City/Town Provincetown Date 9/24/13

Date of Local Authority Approval _____

Name of Licensee Provincetown Business Guild

Address of Licensee 3 Freeman St. Unit 2

Effective Date or Dates of License 12/6/14

Authorized Hours of Sales _____

Rain Date or Dates and Hours of Sales (must be completed) _____
7³⁰ pm - 10pm

Description of the Licensed Premises Selling Beer + Wine
before show + at intermission

License is for Sale of:
 All Alcoholic Beverages _____
 Wines and Malt Beverages only
 Wines Only _____
 Malt Beverages Only _____

The Licensed Activity or Enterprise is:
 For Profit _____
 Nonprofit

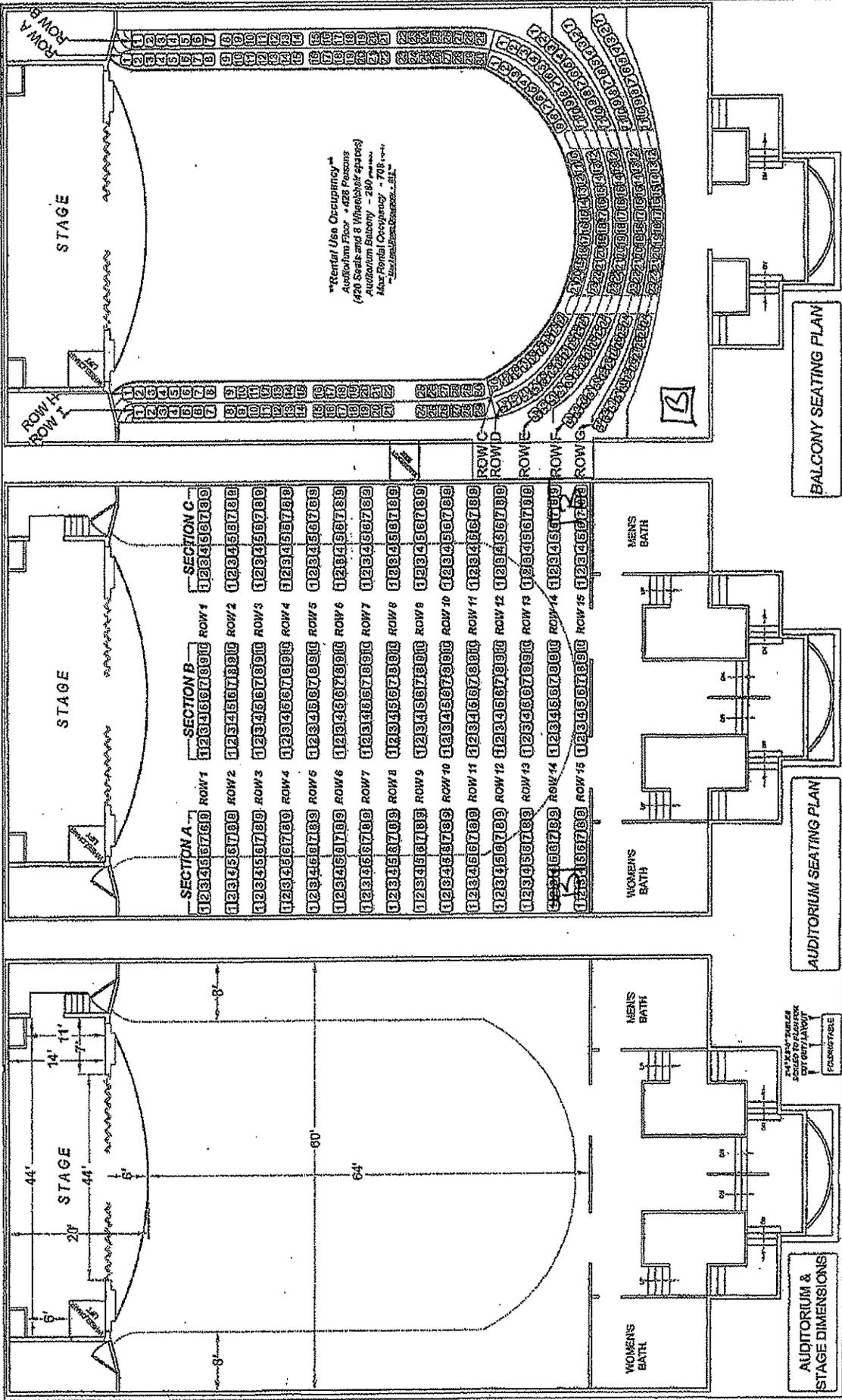
Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? NO

Restrictions attached to the license by the local authority:

THE LOCAL LICENSING AUTHORITIES

BY _____

Date approved: _____



B = Bar Placement



PUBLIC HEARING: TAX RATE CLASSIFICATION FY 2015 Property Tax Rate

Requested by: Board of Assessors, 10/08/2014

Action Sought: Conduct Hearing

Proposed Motion(s)

MOVE that the Board of Selectmen vote, pursuant to MGL C.40,§56, as follows relative to the FY 2015 property tax:

- 1. to establish a residential factor of "___" [a residential factor of "1" establishes a single tax rate for all classes of property; any other factor splits the tax rate between residential/open space and commercial/industrial/personal].**
- 2. to adopt/not to adopt] a "residential exemption" of ___% [an exemption of up to 20% may be adopted, to shift the tax burden from residents to non-residents, within the residential class].**
- 3. to adopt/not to adopt] a "small business exemption" of ___% [an exemption of up to 10% may be adopted, which shifts the tax burden from certain qualifying small businesses to all other commercial and industrial property]; and**
- 4. to identify \$349,839.53, in unused property tax levy capacity.**

Additional Information

A copy of the public hearing notice is attached. On October 8, 2014, the Board of Assessors voted on the following:

- Not to recommend adoption of a Split Tax Rate for Fiscal Year 2015. (4-0-0)
- Not to recommend adoption of a Residential Exemption for Fiscal Year 2015. (4-0-0)
- Not to recommend adoption of a Small-Commercial Exemption for Fiscal Year 2015. (4-0-0)

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



Board of Selectmen

Public Hearing

FY 2015 Property Tax Rate Classification

The Provincetown Board of Selectmen will hold a public hearing on **Monday, November 10, 2014 at 6 p.m.** in the Judge Welsh Room, Provincetown Town Hall, 260 Commercial Street, Provincetown MA 02657, pursuant to MGL c. 40, §56, for the purpose of determining the percentages of the local tax levy to be borne in Fiscal Year 2015 by each class of real and personal property: residential, open space, commercial, and industrial. The public is encouraged to submit any comments in writing to the Office of the Town Manager/Board of Selectmen, Town Hall, 260 Commercial Street, Provincetown, MA 02657, or in person at the hearing.

*Thomas N. Donegan
Chairman, Board of Selectmen*

Posted - Town Hall, <http://www.provincetown-ma.gov>
Published - Provincetown Banner: October 23 & 30, 2014

Memo

To: Board of Selectmen
Through: David Gardner, Acting Town Manager
From: Scott Fahle, Principal Assessor
cc: Dan Hoort, Municipal Finance Director
Connie Boulos, Treasurer
Date: November 4, 2014
Re: Fiscal Year 2015 Property Tax Rate Classification Hearing

Overview

During Tax Rate Classification Hearings, the Selectmen are asked to consider several options for shifting the tax burden among and within the major classes of property. Chapter 59, §2A(b), of the General Laws establishes four classes of real property: residential, open space, commercial, and industrial. To these is added the personal property class. Since Provincetown has no property classified as open space and only three parcels classified as industrial, the thrust of the classification hearing becomes one of deciding whether to shift the tax burden between and/or within the residential and commercial classes.

Besides the currently used Residential Factor of 1, there are three options available for shifting the tax burden:

- (1) adoption of a split tax rate using a residential factor of less than 1, the effect of which would be to tax commercial property at a higher rate than that for residential property;
- (2) adoption of a residential exemption, and
- (3) adoption of a small-commercial exemption.

You may choose to adopt some, all, or none of these additional options, detailed on the next page.

1. **Split Tax Rate.** Adoption of a residential factor (*i.e.*, multiplier) other than 1 will shift a portion of the tax burden from the residential class to the commercial/industrial/personal property ("CIP") class.
 - On October 8, 2014, the Board of Assessors held a public meeting and, by a vote of 4 in favor, 0 opposed, voted not to recommend adoption of a Split Tax Rate for Fiscal Year 2015.

2. **Residential Exemption.** Adoption of a residential exemption will shift the tax burden solely within the residential class. Properties that are their **owner's principal residence** (*i.e.*, domicile) would be taxed at less than their full value, depending on the size of the exemption adopted (up to 20%). To make up for the taxes exempted, a separate residential tax rate would be calculated and applied to all residential properties. Residential properties that are not their owner's domicile would be taxed on their full value and would, therefore, be subject to higher taxes than would be the case with a single tax rate.
 - On October 8, 2014, the Board of Assessors held a public meeting and, by a vote of 4 in favor, 0 opposed, voted not to recommend adoption of a Residential Exemption for Fiscal Year 2015.

3. **Small-Commercial Exemption.** Adoption of a small-commercial exemption will shift the tax burden solely within the CIP class. Properties that are occupied by small businesses, all of which have 10 or fewer documented employees, and valued at less than \$1,000,000, would be taxed at a lower rate; and the lost revenue would be shifted to the remaining properties in the CIP class in the form of a higher tax rate.
 - On October 8, 2014, the Board of Assessors held a public meeting and, by a vote of 4 in favor, 0 opposed, voted not to recommend adoption of a Small-Commercial Exemption for Fiscal Year 2015.

During their October 8, 2014 meeting, the Board of Assessors voted to recommend remaining with the **Residential Factor of 1** option.

Discussion

Classifying the tax rate means applying a different tax rate to different classes of property, as opposed to maintaining a single tax rate for all properties.

Adopting a Residential Factor of 1

With this option, which is currently in use, all properties would be taxed at one rate. If you wish to maintain a single tax rate for all classes—and thereby keep each class at 100% of its full value tax share—you should vote to adopt a residential factor of 1. The single tax rate is calculated according to the following formula:

$$\text{Tax Levy} / \text{Total Assessed Valuation} = \text{Tax Rate}$$

For the sake of convenience, the tax rate is usually expressed in dollars and cents by multiplying the resulting fraction by 1,000. Applying this formula for Fiscal Year 2015 yields the following:

$$(\text{Tax Levy} / \text{Total Assessed Valuation}) * 1000 = \text{Tax Rate}$$

	Tax Levy	Total Assessed Valuation	Proposed Tax Rate
FY 2015	\$18,155,112.47	\$2,460,042,340	\$ 7.38 per thousand

Adopting a Split Tax Rate

If the Board elects to classify the tax rate, it does so by choosing a residential factor of less than 1, thereby establishing one tax rate for residential property and a separate, higher tax rate for the CIP class. This option, which is commonly referred to as a split tax rate, effectively shifts some of the tax burden from the residential property owners to the owners of commercial, industrial, and personal property. Using FY15 data, the maximum shift allowable by law is calculated by multiplying single tax rate, \$7.38 by the minimum residential factor (MRF), 89.63%, (this factor is determined annually by procedures promulgated by the Department of Revenue). If the MRF is chosen, the single tax rate must be multiplied by 150% to determine the tax rate for the commercial classes. The calculation is as follows:

$$\text{Single tax rate} \times \text{MRF} = \text{Residential tax rate}$$

$$\text{Single tax rate} \times 150\% = \text{CIP tax rate}$$

Applying these formulas, using FY15's proposed single tax rate of \$7.38, would yield a residential rate of \$6.61 and a CIP rate of \$11.07. The impact that adoption of the MRF would have on various types of properties is shown in the table on the following page:

Property Class	FY 2015 Median Value	FY 2015 Tax with single tax rate	FY 2015 Tax with maximum split rate 0.8963	Difference
Single-Family	\$664,550	\$4,904.38	\$4,395.93	(\$508.45)
Condominium	\$353,500	\$2,608.83	\$2,338.37	(\$270.46)
Two-Family	\$722,750	\$5,333.90	\$4,780.92	(\$552.97)
Three-Family	\$738,000	\$5,446.44	\$4,881.80	(\$564.64)
Small Retail/Condo	\$218,900	\$1,615.48	\$2,423.22	\$807.74
Small Retail	\$984,950	\$7,268.93	\$10,903.40	\$3,634.47
Guest House	\$1,239,700	\$9,148.99	\$13,723.48	\$4,574.49
Restaurant	\$1,097,400	\$8,098.81	\$12,148.22	\$4,049.41

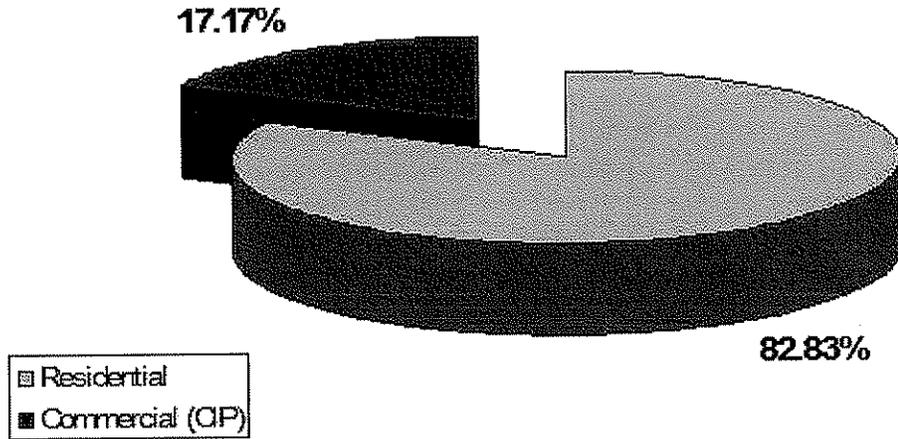
Of course, shifts other than the maximum are possible. In fact, you could choose any factor between the MRF and 100%. The following table shows the split tax rates that would result from adoption of some other residential factors.

Residential Factor	Commercial Factor	Residential Tax Rate	CIP Tax Rate
100%	1.0	\$7.38	\$7.38
97.89%	1.1	\$7.22	\$8.12
95.78%	1.2	\$7.07	\$8.86
93.67%	1.3	\$6.91	\$9.59
91.56%	1.4	\$6.76	\$10.33
89.63% (MRF)	1.5	\$6.61	\$11.07

The classification option was originally designed to offset any redistribution of the tax burden from commercial to residential properties that might result from a revaluation. It also targeted situations where many of the larger commercial properties are owned by nonresident taxpayers.

Department of Revenue (DOR) officials have indicated that municipalities typically think of splitting the rate when the commercial percentage reaches 20%-25% of total valuation. Splitting the tax rate has historically been seen as sending an anti-business message. The distribution of the tax burden with a single tax rate is shown in the chart on the following page.

FY 2015 Share of Tax Levy



The following is the trend of residential values versus CIP values for the last 16 fiscal years:

<u>Fiscal Year</u>	<u>Residential %</u>	<u>CIP %</u>
2015	82.83%	17.17%
2014	82.58%	17.42%
2013	82.24%	17.76%
2012	82.19%	17.81%
2011	81.94%	18.06%
2010	81.80%	18.20%
2009	81.71%	18.29%
2008	81.51%	18.49%
2007	81.35%	18.65%
2006	80.38%	19.62%
2005	78.69%	21.31%
2004	77.32%	22.68%
2003	76.66%	23.34%
2002	74.03%	25.97%
2001	73.12%	26.88%
2000	72.17%	27.83%

Provincetown's CIP class comprises 17.17% of total assessed valuation. According to DOR for FY15, 110 out of 351 (or 31%) of Massachusetts's cities and towns have a split tax rate. Our office has confirmed that all 15 towns in Barnstable County have a single tax rate; Tisbury and Nantucket have split tax rates.

Adopting a Residential Exemption

Adoption of a residential exemption (up to a maximum 20%) will shift the tax burden solely within the residential class. Properties that are their owner's principal residence (*i.e.*, domicile) would be taxed at less than their full value, depending on the size of the exemption adopted. To make up for the taxes exempted, a separate residential tax rate would be calculated and applied to all residential properties. Residential properties that are not their owner's domicile would be taxed on their full value and would, therefore, be subject to higher taxes than would be the case with a single tax rate. The effect of the residential exemption is similar to the homestead exemption that exists in Florida and other states. A person may have residences in more than one town, but he/she can only have one domicile. Legal domicile must be proven by Federal/State income tax returns and by means of one or more of the following: passport, voter and motor-vehicle registration records, census records, utility bills, and bank statements. Also, all applicants for a residential exemption on a domicile placed in a trust must have status both as (1) a trustee and (2) a beneficiary of that trust. Trust & Beneficiary documents along with the documents stated above will have to be submitted to prove eligibility. If a taxpayer domiciled in Provincetown owns more than one property in Provincetown, only the domicile would be eligible for the residential exemption.

Tax Dollars without Residential Exemption

<u>Property Type</u>	<u>Median Assessment</u>	<u>Proposed Tax Rate</u>	<u>Tax Dollars</u>
Condominium	\$353,500	0.00738	\$2,608.83
Single-Family	\$664,550	0.00738	\$4,904.38
2-Family	\$722,750	0.00738	\$5,333.90
3-Family	\$738,000	0.00738	\$5,446.44
Multi-Family	\$756,750	0.00738	\$5,584.82
4-8 Unit	\$875,800	0.00738	\$6,463.40
More than 8 Unit	\$1,294,350	0.00738	\$9,552.30

Using FY 15 data and based on a tax rate of \$7.38, if a residential exemption was adopted, the following would be true:

Based on 1,000 domiciled parcels, (not verified)

05% Exemption - Exemption Value: \$ 25,887	Tax Rate: \$7.50
10% Exemption - Exemption Value: \$ 51,754	Tax Rate: \$7.60
15% Exemption - Exemption Value: \$ 77,631	Tax Rate: \$7.70
20% Exemption - Exemption Value: \$103,509	Tax Rate: \$7.80

The table on the following page describes the change in tax dollars both with and without a residential exemption by property type with a 5%, 10%, 15% or 20% residential exemption.

PROPERTY TYPE	MEDIAN VALUE	Res Adj	Non-Res Adj						
		at 5%		at 10%		at 15%		at 20%	
Condo	\$353,500	-152	42	-316	78	-485	113	-\$659	\$148
Single-Family	\$664,550	-114	80	-247	147	-385	213	-\$528	\$279
2-Family	\$722,750	-108	87	-234	159	-367	231	-\$504	\$304
3-Famly	\$738,000	-105	89	-231	163	-361	237	-\$497	\$310
Multi-Bldg	\$756,750	-103	92	-226	167	-355	243	-\$490	\$318
4 - 8 Unit	\$875,800	-89	105	-200	193	-317	281	-\$440	\$368
8+ Units	\$1,294,350	-39	156	-108	285	-183	414	-\$264	\$544

ADDENDUM 1 (TAX DOLLAR COMPARISON) demonstrates the effects of a residential exemption at 20% on domiciled versus non-domiciled properties ranging in assessment from \$200,000 to \$5,000,000 (see page 13).

Despite its name and the common perception, this exemption does not benefit all residents of a municipality. In fact, some residents of town who happen to rent, rather than own their housing, may be adversely affected by the enactment of the residential exemption. For example, if an apartment building or other rental housing is not eligible for the residential exemption (because it is not the owner's domicile), then the owner of that property would be assessed higher taxes. It is not unreasonable to assume that the property owner would then pass the higher taxes along to the tenants in the form of higher rents, thereby rendering Provincetown's dwindling rental housing stock even less affordable. The intended beneficiaries of a policy are not always the real beneficiaries. Indeed, sometimes the intended beneficiaries are actually made worse off.

Some have argued further that this exemption unfairly burdens the nonresident property owners who already pay taxes on an equal basis with Town residents but place fewer demands on the Town's resources. Also, nonresidents currently pay personal property tax on the furnishings and fixtures in their Provincetown properties.

Mixed-Use properties (a combination of commercial & residential classification) will be taxed at a higher level if not occupied by the owner (residential portion). See ADDENDUM 2 – (MIXED-USE DOLLAR COMPARISON, page 14).

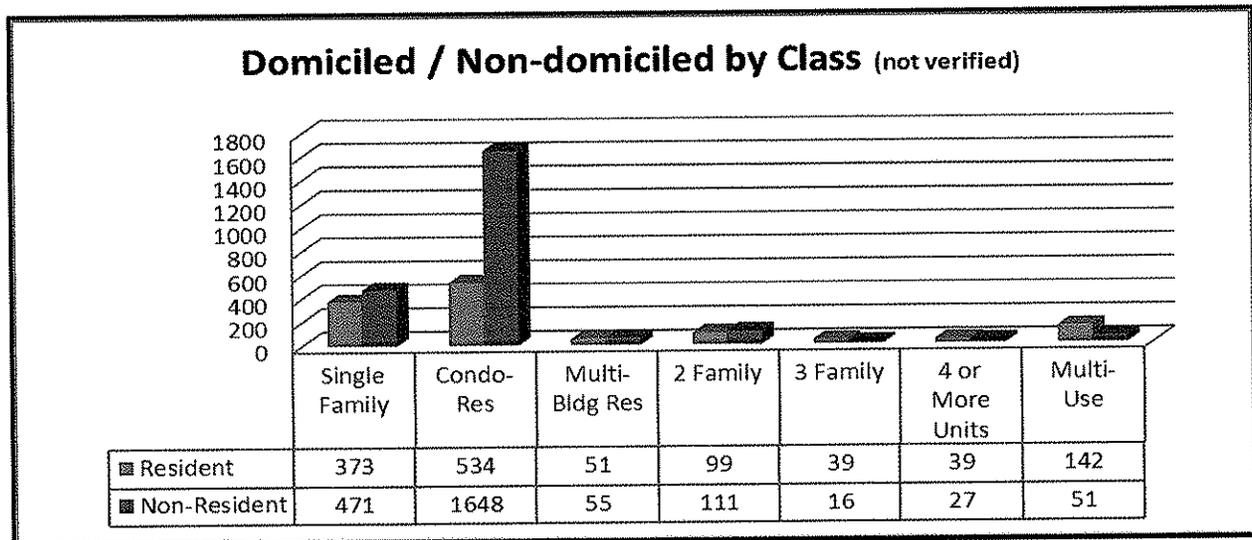
Residential properties that are held in trust will not be considered “domiciled residential properties” if the resident of the property owns less than 51% of the controlling trust. They will be taxed at the Non-Residential Rate.

There are 437 (excluding mixed –use) properties in Provincetown that contain more than one dwelling unit. Altogether, these properties account for 1,260 dwelling units.

Of these 437 properties, 234 properties may qualify, assuming it is owner occupied, for the residential exemption containing 746 units. Since one apartment per property is understood to be the owner’s domicile, that would leave 512 rental units available. Absent an exhaustive property-by-property inspection, it is impossible to state with any accuracy how many of these additional apartments are year-round units and how many are seasonal rentals. Of course, there is no guarantee that the savings realized by the owner of a property receiving a residential exemption would trickle down to the tenants in the form of lower rents, or even stable rents.

That leaves 209 multi-family properties—comprising 514 dwelling units—that would not benefit from the adoption of a residential exemption. Even assuming that one apartment at each property were used as a second home by the property owner—an generous assumption, to be sure, since a number of these multi-family properties are held as investments—there would be 305 apartments whose rents would potentially be adversely impacted by adoption of a residential exemption.

The following chart shows the number of properties by Domiciled (not verified) vs. Non-Domiciled parcels by class:



ADDENDUM 3 (DOMICILE v. NON-DOMICILE TAX DOLLAR COMPARISON) also compares the effects of a residential exemption by State Class but illustrates the tax dollar impact of domiciled properties compared to non-domiciled properties (see page 15).

The table below lists the communities (13) in Massachusetts that have adopted a residential exemption in FY14. The town of Barnstable is the only town in Barnstable County that has the residential exemption. In the island counties, only Nantucket and Tisbury have a residential exemption.

City/Town	% Residential Exemption
Boston ¹	30%
Barnstable	20%
Brookline	20%
Cambridge ²	30%
Chelsea	20%
Everett	20%
Malden	10%
Nantucket	20%
Somerset	10%
Somerville ³	30%
Tisbury	20%
Waltham	20%
Watertown	20%

Adopting a Small Commercial Exemption

Chapter 110 of the Acts of 1993 permits, under certain circumstances, local officials to give preferential treatment to commercial properties occupied by small businesses, having 10 or fewer employees. To qualify for Fiscal Year 2015, these small businesses must have reported an annual average employment of ten or fewer employees for calendar year 2013 (certified in a list prepared by the Department of Employment and Training), and the parcels they occupy must be valued at less than \$1 million. If there is more than one business on a parcel, all the businesses on the parcel must qualify in order for the parcel to receive the exemption. The statute allows the Board of Selectmen to exempt up to ten percent (10%) of the value of such parcels.

The small commercial exemption lowers taxes on parcels occupied by small businesses and shifts those taxes to other commercial and industrial parcels. If a business is a sole proprietorship or partnership, the assessors may now determine eligibility. Previously, a sole proprietorship or partnership could not receive the exemption unless the Department of Labor and Workforce Development (formerly called the Department of Employment and Training) had certified that the business met the employment criterion in the annual list provided to local assessors. G.L.Ch. 51A §64A. In many cases, however, otherwise eligible sole proprietorships and partnerships do not appear on that list because they are not legally required to file the reports used by the Department to determine annual average employment.

¹Chapter 403 of the Acts of 2003 allows Boston to exceed the residential exemption cap of 20%.

²Chapter 90 of the Acts of 2003 allows Cambridge to exceed the residential exemption cap of 20%.

³Chapter 257 of the Acts of 2000 allows Somerville to exceed the residential exemption cap of 20%.

The tax burden shift created by the small-commercial exemption occurs solely within the CIP class. If adopted, it would have the effect of reducing property taxes on parcels occupied by qualified small businesses by exempting a certain portion of the property's value from taxation. The taxes so exempted would then be shifted to all other properties in the C&I class in the form of a higher tax rate for the C&I class. Because properties not receiving the exemption would be taxed on their full value, they would end up paying higher taxes than would be the case with a single tax rate.

For FY 15, there were 368 Commercial and Industrial Parcels in Provincetown. For FY 15, the Assessor's office was provided with a list by the Department of Employment and Training listing 204 businesses as having had an average annual employment of ten or fewer people at all locations during the prior calendar year. An initial review of these businesses showed that 112 appear to qualify.

The following will illustrate the application of a small commercial exemption

Tax Levy \$18,155,112.47

Full and Fair Cash Valuation

Residential	\$2,037,565,917
Open Space	0
Commercial	393,982,183
Industrial	1,713,600
Personal Property	26,780,640

Eligible Commercial Parcels

Full and Fair Cash Value	\$84,000,000 (approx.)
Exemption Percentage	10%
Exempt Valuation	\$8,400,000
Taxable Assessed	\$75,600,000

Tax Rate Computation **Without** a Small Commercial Exemption

Class	Levy %	Levy	Valuation	Tax Rate
R & O	82.83	15,037,236.07	2,037,565,917	7.38
CIP	17.17	3,117,876.00	422,476,423	7.38

Tax Rate Computation **With** a Small Commercial Exemption

Class	Levy %	Levy	Valuation	Tax Rate
R & O	82.83	15,037,236.47	2,037,565,917	7.38
C & I	16.09	2,920,234.88	*387,295,783	7.50
P	1.08	197,641.12	26,780,640	7.38

*(393,982,183 + 1,713,600) - 8,400,000

**Tax Impact on Eligible and Non-eligible Parcel
Full and Fair Cash Value \$500,000 (Example)**

	<u>Without Exemption</u>	<u>With Exemption</u>
Eligible	500,000 X \$7.38/1000 = \$3,690	450,000 X \$7.50/1000 =\$3,375
Non-Eligible	500,000 X \$7.38/1000 = \$3,690	500,000 X \$7.50/1000 =\$3,750

The following table shows the communities (10) that granted a small-commercial exemption in FY 2014.

CITY / TOWN	
Auburn	New Ashford
Avon	Seekonk
Bellingham	Somerset
Braintree	Westford
Dartmouth	Wrentham

Many businesses rent rather than own, there is no guarantee that the savings conferred by a small-business exemption would be passed on to the tenants in the form of lower rents.

COMBINATION

A combination of classification and the residential exemption and/or the small commercial exemption is also possible. If you choose to exercise any of these options, tax rates would first be calculated according to classification, and then the residential rate and/or the CIP rate would be adjusted for the exemption(s) enacted.

Summary

The Board of Assessors voted their recommendations during their October 8, 2014 meeting. During the Tax Rate Classification Hearing, the Board of Selectmen will decide between four main options as to how to allocate the tax burden. The choices are via the adoption of:

- 1) a residential factor of "1" which would keep the tax rate the same for all classes of property;
 - 2) a split tax rate using a residential factor of less than 1, the effect of which would be to tax commercial property at a higher rate than that for residential property;
 - 3) a residential exemption, which would redistribute up to 20% of the average assessed residential value from domiciled properties to non-domiciled properties;
 - 4) a small-commercial exemption which would lower taxes on parcels occupied by small businesses (assessed at less than \$1 million) and shifts those taxes to other commercial and industrial parcels.
- **Adoption of a residential factor of "1"**- This is the current method used. The Board of Assessors voted 4-0 to recommend adoption of a residential factor of "1".
 - **Adoption of a split tax rate** - The Board of Assessors voted 4-0 not to recommend splitting the tax rate. The Board believes that, in order to support a split rate, there needs to be a sufficiently large commercial base +/- 25% and/or a large Industrial Park that can absorb the large increase in commercial taxes (up to 50%). If approved, some businesses would probably move to an adjacent town, others would subsidize the tax increase by raising the cost of goods or services.
 - **Adoption of a residential exemption** - The Board is not in favor of a residential exemption and voted 4-0 not to recommend for several reasons. There is no easy way of knowing how many people will apply and qualify for the residential exemption. The real number would only be known once the program was adopted. The Assessor's best estimate is that somewhere between 875 and 1,400 tax payers would apply and qualify for the program. The more parcels that qualify under this exemption, the higher the resulting residential tax rate, thus reducing the net tax savings. The dollar value of the tax benefit will decrease as the assessed value of the property increases. There is a point where the increase in tax rate generates a higher tax bill even with the assessed value reduction. Over 70% of residential parcels would see a tax increase. Determination of domicile would involve mailing a questionnaire to help to determine domicile status. Taxpayers would be required to verify year-round residency by submission of a copy of their Federal or State Income tax filing including their SS# as well as two other forms of verification. The Assessor's Office would be required to verify residency status for over 3,400 parcels. A part-time person would likely be hired to perform this service. If current staffing levels were maintained, essential functions such as building permit review, cyclical review (State mandated), and scale calculation would be severely effected. Lead time of a year would most likely be required.
 - **Adoption of a small-commercial exemption** - This option was also reviewed by the Board which voted 4-0 not to recommend. This exemption was written over 20 years ago and its mandated threshold of \$1 million means little in today's real estate market. In Provincetown, the average assessed value for commercial parcels is over \$770,000. Of the 368 commercial and industrial properties in Provincetown, only 5 are assessed for \$5 million or more. There is no mall, large shopping center, or power plant to absorb the higher tax rate that would affect non-qualifying parcels and/ or those over \$1 million in assessed value.

ADDENDUM 1

TAX DOLLAR COMPARISON

Using FY15 Data Total Tax Rate w/o Exemption = \$7.38
 Total Tax Rate w/ Exemption = \$7.80

*Does not include mixed use

Note: These figures are Town Taxes Only - no Land Bank or CPA (both will be affected proportionately)

\$103,509 Per Parcel Exemption Amount at 20% -- Avg. Res. Parcel Value = \$512,542

Current Base Assessment	Tax Rate w/o Exemption = \$7.38	Tax Bill Amt w/o Exemption	Assessed Value Exempted	Assessment with Exemption	Tax Rate with Exemption = \$7.80	Tax Bill Amt with Exemption	Tax Bill Amt for non-qualifying parcels w/ exemption in place	# of qualifying parcels within this range	Savings or Increase for qualifying parcels with exemption in place	Est # of parcels that qualify (primary residences) homes, etc.)	Est # of parcels not qualifying (vacant, easements, unbuildable etc.)	Total # of parcels not qualifying	Tax Increase for non-qualifying parcels with exemption in place
\$200,000	0.00738	\$1,476	\$103,509	\$96,491	0.0078	\$753	\$1,560	224	-\$723	81	143	220	\$84
\$350,000	0.00738	\$2,583	\$103,509	\$246,491	0.0078	\$1,923	\$2,730	882	-\$660	217	665	30	\$147
\$500,000	0.00738	\$3,690	\$103,509	\$396,491	0.0078	\$3,093	\$3,900	830	-\$597	232	598	19	\$210
\$750,000	0.00738	\$5,535	\$103,509	\$646,491	0.0078	\$5,043	\$5,850	876	-\$492	306	570	11	\$315
\$850,000	0.00738	\$6,273	\$103,509	\$746,491	0.0078	\$5,823	\$6,630	151	-\$450	58	93	0	\$357
\$1,000,000	0.00738	\$7,380	\$103,509	\$896,491	0.0078	\$6,993	\$7,800	179	-\$387	87	92	1	\$420
\$1,200,000	0.00738	\$8,856	\$103,509	\$1,096,491	0.0078	\$8,553	\$9,360	132	-\$303	62	70	0	\$504
\$1,500,000	0.00738	\$11,070	\$103,509	\$1,396,491	0.0078	\$10,893	\$11,700	66	-\$177	22	44	0	\$630
\$1,800,000	0.00738	\$13,284	\$103,509	\$1,696,491	0.0078	\$13,233	\$14,040	45	-\$51	14	31	0	\$756
\$2,000,000	0.00738	\$14,760	\$103,509	\$1,896,491	0.0078	\$14,793	\$15,600	28	\$33	9	19	0	\$840
\$3,000,000	0.00738	\$22,140	\$103,509	\$2,896,491	0.0078	\$22,593	\$23,400	44	\$453	16	28	0	\$1,260
\$5,000,000	0.00738	\$36,900	\$103,509	\$4,896,491	0.0078	\$38,193	\$39,000	6	\$1,293	1	5	0	\$2,100
Totals:										1,105	2,358	281	

Total number of applicable residential parcels: **3,744**

Number of Parcels that will qualify	29.51%
Number of Parcels that will not qualify	70.49%

Number of Parcels with increased tax owed	2,665	71.18%
Number of Parcels with decreased tax owed	1,079	28.82%

ADDENDUM 2

MIXED-USE TAX DOLLAR COMPARISON

Using FY15 Data Total Tax Rate w/o Exemption = \$7.38
 Total Tax Rate w/ Exemption = \$7.80

Note: These figures are Town Taxes Only - no Land Bank or CPA (both will be affected proportionately)

\$103,509 Per Parcel Exemption Amount at 20% -- Avg. Res. Parcel Value = \$512,542

FY 2015 Assessed Value	Tax Rate w/o exemption = \$7.38	Tax Bill Amt w/o exemption	Percent Residential	Assessed Value Exempted	Assessment with Exemption	Residential Tax Dollars with Exemption	Commercial Tax Dollars with Exemption	Total Tax Dollars w/ Exemption	Tax Dollar Change for qualifying parcels with exemption in place	Est # of parcels that qualify (primary residences)	Est # of parcels not qualifying (2nd, multi homes)	Non-Domiciled Residential Tax Dollars with exemption	Non-Domiciled Commercial Tax Dollars with exemption	Non-Domiciled Total Tax Dollars with exemption	Tax Dollar Change for non-domiciled parcels with exemption in place
\$184,500	0.00738	\$1,362	25%	\$25,877	\$158,623	\$309	\$878	\$1,187	\$174	138	51	\$360	\$1,021	\$1,381	\$19
\$994,700	0.00738	\$7,341	50%	\$51,755	\$942,946	\$3,677	\$3,479	\$7,157	\$184	138	51	\$3,879	\$3,670	\$7,550	\$209
\$5,239,000	0.00738	\$38,664	75%	\$77,632	\$5,161,368	\$30,194	\$9,523	\$39,717	-\$1,053	138	51	\$30,648	\$9,666	\$40,314	\$1,650
Totals:										138	51				

Tax Dollars in Red are Tax Dollar Increase Over Tax Bill without Exemption

Tax Dollars in Black are Tax Dollar Savings Over Tax Bill without Exemption

Total number of Mixed-use parcels: 189

Examples used are the Lowest, Median and Highest Mixed-use Assessed Values

Est. Number of Parcels that will qualify	138
	73.02%

Est. Number of Parcels that will not qualify	51
	26.98%

ADDENDUM 3

DOMICILE V. NON-DOMICILE TAX DOLLAR COMPARISON

Using FY15 Data

Total Tax Rate w/o Exemption = \$7.38

Total Tax Rate w/ Exemption = \$7.80

*Does not include mixed use

Note: These figures are Town Taxes Only - no Land Bank or CPA (both will be affected proportionately)

\$103,509 Per Parcel Exemption Amount at 20% -- Avg. Res. Parcel Value = \$512,542

Property Class	Median Assessed Value	FY15 Proposed Tax Rate	Assessed Value w/o Exemption	Assessment with Exemption	Proposed Tax Rate with Exemption = \$7.80	Tax Bill Amount with Exemption	Tax Bill Amount non-qualifying people w/ exemption in place	Tax Savings or Increase for qualifying people w/exemption in place	Est. # of tax-payers who qualify (primary residences)	Est. # of tax-payers not qualifying (2nd, multi homes)	Tax Increase for non-qualifying people with exemption in place
CONDO	\$353,500	0.00738	\$2,609	\$103,509	0.0078	\$1,950	\$2,757	-\$659	534	1,648	\$148
SINGLE-FAMILY	\$664,550	0.00738	\$4,904	\$103,509	0.0078	\$4,376	\$5,183	-\$528	373	471	\$279
2-FAMILY	\$722,750	0.00738	\$5,334	\$103,509	0.0078	\$4,830	\$5,637	-\$504	99	111	\$304
3-FAMILY	\$738,000	0.00738	\$5,446	\$103,509	0.0078	\$4,949	\$5,756	-\$497	39	16	\$310
MULTI-BLDG	\$756,750	0.00738	\$5,585	\$103,509	0.0078	\$5,095	\$5,903	-\$490	51	55	\$318
4-8 UNIT	\$875,800	0.00738	\$6,463	\$103,509	0.0078	\$6,024	\$6,831	-\$440	34	26	\$368
8+ UNITS	\$1,294,350	0.00738	\$9,552	\$103,509	0.0078	\$9,289	\$10,096	-\$264	5	1	\$544
Totals:									3,467	-	2,328

Number of Parcels with increased tax owed 2,328 67.15%

Number of Parcels with decreased tax owed 1,139 32.85%

Elisabeth Verde

From: Calderone, Dave (Converse) <Dave.Calderone@converse.com>
Sent: Monday, September 08, 2014 4:13 PM
To: Tom Donegan; Elisabeth Verde
Subject: Input for Vote

To the Board of Selectmen:

I oppose the prospect of a different and higher tax burden being placed on part-time residents. We urge you not to pass such an unfair and inequitable, two-tiered tax system which would have one group of residents subsidizing another. This is completely illogical, especially as most part-time residents do not depend on all of the services our taxes support. If anything, it's the full-time residents that should be paying more for the "full benefits."

Nevertheless, I have never complained and always paid the full tax. I also support the town businesses a lot and do the bulk of my incidental shopping in town.

I feel that changing the tax structure in this way would further perpetuate the "we-they" dynamics that already exist in Provincetown. Before we work together to solve the town's financial challenges, we must agree that a two-tiered tax system is unacceptable in a town like Provincetown.

Thank you.

Sincerely,

David Calderone

40 Pleasant St. Unit 2

Property Owner – Just Like Everybody Else

Elisabeth Verde

From: IRENE GAGE <igage@sprynet.com>
Sent: Monday, September 08, 2014 12:28 PM
To: Tom Donegan; Elisabeth Verde
Subject: resident/property tax

Dear Selectmen/Finance Committee members

Knowing you are considering applying a differential property tax being and creating two tiered property tax system, I am writing to oppose this measure. As a registered voter in Provincetown having established my primary residence in Provincetown several years ago, I am strongly opposed to this proposal.

It's hard to imagine why penalizing many of my neighbors who rent and contribute to the town's economy makes good sense. If they pass along the increased expense to their tenants, whether those tenants are full-time residents or visitors, it either burdens renting residents or discourages visitors. In the short term, although the lower tax may be attractive, in the longer term, it will negatively impact on almost everyone's property values. Even though I don't rent, this two tiered tax proposal would surely impact on my ability to sell, since presumably the new owner would be more likely to be a second home owner and landlord. Furthermore, the measure is simply divisive and sets the town up for having to police the residency of virtually everyone who owns property; what about residents who split their time between P'town, warmer climates or elsewhere? Very few people are in P'town all year round thereby blurring definitions.

If you are looking for ways to help residents of Provincetown who need more financial support, surely there are ways to do it without jeopardizing the town's economic stability. Moving forward with this proposal would, no doubt, have many unintended consequences. There are surer and easier ways to provide relief for individual owners who may need/qualify for it.

Sincerely
Irene Gage
98 Bayberry Ave

Elisabeth Verde

From: Sally Rudicel <salrud@comcast.net>
Sent: Monday, September 08, 2014 9:57 AM
To: Elisabeth Verde
Subject: letter to selectman

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. It also will not generate revenue for the time but will probably use more revenue to manage all the differences.

I have been a year round part time resident of Provincetown for 27 years, while working in Boston, and feel part of the community.

**Sally Rudicel
10 Creek Hill Rd.**

Elisabeth Verde

From: Jean Bunger <jeanbunger@hotmail.com>
Sent: Monday, September 08, 2014 9:56 AM
To: Tom Donegan; Elisabeth Verde
Subject: Tax Exemptions

To the Board of Selectmen:

We oppose the prospect of a different and higher tax burden being placed on part-time residents. We urge you not to pass such an unfair and inequitable, two-tiered tax system which would have one group of residents subsidizing another.

We feel that changing the tax structure in this way would further perpetuate the "we-they" dynamics that already exist in Provincetown. Before we work together to solve the town's financial challenges, we must agree that a two-tiered tax system is unacceptable in a town like Provincetown.

Thank you.

Sincerely,

Jean & Kevin McLaughlin

Non-Resident Property Owners/ Part-Time Residents - 10 years

Elisabeth Verde

From: Christopher Bois <CABois64@aol.com>
Sent: Monday, September 08, 2014 8:41 AM
To: Elisabeth Verde
Subject: Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

**Christopher A. Bois
Oceanside Condominiums**

945 Commercial Street
Unit 1D
Provincetown, MA

Sent from my iPhone

Elisabeth Verde

From: Charlotte Walker <charlotte@charlottewalker.com>
Sent: Sunday, September 07, 2014 9:44 PM
To: Tom Donegan; Elisabeth Verde
Cc: Megan Tabor ICE
Subject: Residential Tax Exemption

To the Board of Selectmen:

Megan Tabor and I have owned property in Provincetown for over 30 years. We are part time residents. We oppose the prospect of a different and higher tax burden being placed on part-time residents. We urge you not to pass such an unfair and inequitable, two-tiered tax system which would have one group of residents subsidizing another. We believe that such a tax would have substantial unintended consequences which would negatively impact the town. While we would like to participate in a conversation to enact constructive and creative changes to better the community, the fact is that part time residents DO NOT have a vote and we cannot elect officials leaves us little power to participate in this dialogue.

I cannot emphasize more how much we feel that changing the tax structure to, in effect, penalize non-resident tax payers, would further perpetuate the "we-they" dynamics that already exist in Provincetown. In order to create a constructive dialogue regarding taxes and solving the financial issues that the town faces, we must agree that a two-tiered tax system in Provincetown, is unacceptable and must be taken off the table.

Thank you for your consideration.

Respectfully,

Charlotte Walker and Megan Tabor

Elisabeth Verde

From: christine asselin <chriswexford@msn.com>
Sent: Sunday, September 07, 2014 3:56 PM
To: Tom Donegan
Cc: Elisabeth Verde
Subject: tax tier

Dear Board of Selectmen,

As full time residents, we oppose a different and higher tax being placed on second homeowners or non -owner occupied properties. We urge you Not to pass such an unfair two tiered tax system.
Thank you for your consideration.

Sincerely,
Chris Asselin and Carla Mancino
1 Somerset Rd

Elisabeth Verde

From: Peter Kassel <kassel.p@gmail.com>
Sent: Sunday, September 07, 2014 2:19 PM
To: Elisabeth Verde
Subject: Resident Tax Exemption

Dear Ms. Verde and the Board of Selectmen:

I am writing to convey my strong opposition to moving forward with a Resident Tax Exemption. This exemption would levy a higher tax burden on all property owners like myself who are part-time residents.

I have owned property in Provincetown for many years who loves living here and champions Provincetown. Year after year I am struck by the increasing "us/them" sentiment in town regarding resident and non-resident property owners. This measure would continue the same principle and resulting tension among all town residents. [Another instance of this unfortunate tension can be seen in the way that non-residents are excluded from taking part in town committees.] There are so many challenges faced by the town, and I believe the way to solve them is to unify rather than divide groups in an unfair manner.

Thank you.

Sincerely,

Peter Kassel

Linda Davis

557 Commercial Street, Provincetown, MA 02657
508-487-8760

September 7, 2014

Re: Proposed Resident Tax Exemption

Dear Provincetown Board of Selectmen:

I have a home in Provincetown and have been a part time resident for more than 15 years. During this time my family has donated more than a quarter million dollars to various Provincetown arts and social nonprofit organizations. The joyous spirit of this giving is part of what we share with our beloved Provincetown community.

Raising money for the benefit of Provincetown through generous donations results in an entirely different community energy than raising money through taxation. Taxation deadens community, while rallying people with the spirit of giving enlivens and enriches community on all levels.

Disproportionately taxing second home owners will aggravate the relationship between full time and summer residents when that relationship is in need of nourishing. For those who must rent their second homes in order to keep them, tax increases will be passed on to renters, making it even more expensive for vacationers to come to Provincetown.

Finally, taxation without representation is the stuff of which revolutions are made. If in the end a handful of residents are allowed to decide that nonresidents be hyper-taxed, they certainly must simultaneously grant nonresidents the right to vote. Anything less is a clear abuse of power, which is bad for everyone who loves Provincetown.

Very truly yours,

Linda Davis

Elisabeth Verde

From: Rosenfield, Jamey <Jamey.Rosenfield@ihs.com>
Sent: Sunday, September 07, 2014 11:35 AM
To: Elisabeth Verde
Cc: Debi Zilberman (zilber16@rcn.com)
Subject: Residential Exemption

Dear Board of Selectmen.

We recently purchased a home in Provincetown. We now are here seasonally, bringing our friends and contributing to Provincetown's growth. We have invested significantly in home improvement and construction, hiring local contractors.

In that context I was surprised and disappointed to learn of the residential tax exemption measure. I urge you to reject it. It is bad for the town and will certainly discourage people from investing here in the future.

It will have many adverse economic impacts, including on real estate values and on the vitality and growth of Provincetown.

Sincerely,

James Rosenfield
474 Commercial Street

*Joel C Frost
10 Commercial Street, #9 1/2
Delft Haven I
Provincetown, MA 02657-1910*

Saturday, September 6, 2014

To the Board of Selectmen:

Re: Residential Tax Exemption

I purchased this property in 1994. I am now 67 years old. Over the years, I have watched Provincetown grow and change. Many of these changes have been positive. I understand that as we grow as a Town and community, that we incur many costs, especially as the projects get larger and larger. You must look to cover the expenses of the Town, while we must look to cover the expenses of living in this Town we all love.

It would appear that there is a current initiative to establish a Residential Tax Exemption; in effect a dual taxation system. One group of residents would incur greater costs to offset the costs to a second group. If my memory serves me correctly, an unfair taxation system was not looked upon too favorably within the Commonwealth of Massachusetts two hundred years ago. It was simply considered unfair.

Over the years that I have owned my home here in Provincetown, I have seen the demographics change, Town discussions regarding differential income have been heated, property values have risen, and the Town has often felt like a two-tiered community. Do we really need to further implement this division?

We all want Provincetown to grow and be managed properly. However, it would appear that FinCom does not believe that this initiative is warranted, and clearly is not warranted at this time.

We all appreciate the number, size, and potential costs of the projects that you are contemplating, however, as all homeowners, we all have learned to budget projects according to when we can best finance them. Imposing an unfair tax burden upon a second class of Provincetown Residents does not seem to be a fair and equitable means for doing this.

That a Provincetown Resident does not choose to reside within Provincetown all year does not mean that they love, nor pay into Provincetown any less than any year round Resident. Provincetown has always been a beacon of hope that all people can find a way to live together in harmony, fairness, and acceptance. We are one community. This

initiative would seem only to divide us, and seems a short-sighted 'solution' that will have a lasting negative impact upon our community, while not solving any real problem.

I hope that the Provincetown Selectmen can find better solutions that better serve the community.

Sincerely,

Joel C Frost

Joel C. Frost

Elisabeth Verde

From: Jane Hiscock <jhiscock@farlandgroup.com>
Sent: Saturday, September 06, 2014 6:39 PM
To: Tom Donegan; Elisabeth Verde
Cc: Marijean Lauzier
Subject: Resident Tax Exemption in Provincetown

To the Board of Selectmen:

We oppose the prospect of a different and higher tax burden being placed on part-time residents. We urge you not to pass such an unfair and inequitable, two-tiered tax system which would have one group of residents subsidizing another.

We feel that changing the tax structure in this way would further perpetuate the "we-they" dynamics that already exist in Provincetown. Before we work together to solve the town's financial challenges, we must agree that a two-tiered tax system is unacceptable in a town like Provincetown.

Thank you.

Sincerely,

Jane Hiscock and Marijean Lauzier

51 Pleasant Street

Part-time resident owners

Jane Hiscock | **President** | **Farland Group**
One Broadway | 14th Floor | Cambridge | MA 02142
t 617.401.2640 | m 617.823.9948 | f 617.401.3635
e jhiscock@farlandgroup.com | www.farlandgroup.com

Elisabeth Verde

From: Jacky Abromitis <jacky@abromitis.com>
Sent: Saturday, September 06, 2014 2:07 PM
To: Elisabeth Verde
Subject: Letter to the Board of Selectman

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

It is divisive pitting neighbor against neighbor with labels of US and THEM.

If there is any place in this country where there should not be division, it should be in Provincetown. Leave divisive politics out of this town.

Look from Bar Harbor down through Georgia. Other than major cities, there are no year round economies/communities on the eastern seaboard. Given Provincetown's latitude and longitude and physical distance from major cities, please accept that TOURISM and REAL ESTATE are the industries in this town.

Be the best we can be at tourism. Work on expanding the shoulder seasons. But stop the fantasy that there will be year round business, industry, or manufacturing in Provincetown.

It is a fantasy.

Work on creating affordable SEASONAL housing to help the tourism industry. Help the Pilgrim Monument market itself around the country. Help Coastal Studies make Provincetown an eco-tourism destination. Help the arts community bring artists and art lovers to town.

Stop this nonsense of pitting neighbor against neighbor and focus on what GOOD you can do.

Sincerely,

Jacquelyn Abromitis
Kathleen Ulisse
448 Commercial St #2

Elisabeth Verde

From: joanvgray@cox.net
Sent: Friday, September 05, 2014 4:33 AM
To: Mary Timmons; Tom Donegan; Erik Yingling; candrew@provincetown-ma.gov; Raphael Richter; Robert Anthony
Cc: Dan Hoort; Connie Boulos
Subject: Split Tax Proposal Non-Residents

Respectfully to the Provincetown Board of Selectman, Finance Director & Treasurer:

I received a detailed message today from a member of the Oceanside Condo Board of Directors outlining your split tax proposal for non-residents vs residents and have just read an article in the Banner on the subject. Since we are out of state "non-residents", if it were not that board member, we would not know about this split tax proposal for non-residents vs residents. Since it directly effects us, all taxpayers in Provincetown (residents and non-residents alike) should be properly and timely informed of such proposals. After all, non-residents pay 70% to 80% of the taxes, yet we have no say in electing selectmen. I firmly reject your proposal of the Residential Tax Exemption measures.

Thank You,

Joan Gray & Glen Bienkowski - 4A Oceanside Condominium.(945 Commercial St) Permanent Resident: 13 James St., Windsor Locks, CT 06096
860-627-9797

Elisabeth Verde

From: joanvgray@cox.net
Sent: Friday, September 05, 2014 4:33 AM
To: Mary Timmons; Tom Donegan; Erik Yingling; candrew@provincetown-ma.gov; Raphael Richter; Robert Anthony
Cc: Dan Hoort; Connie Boulos
Subject: Split Tax Proposal Non-Residents

Respectfully to the Provincetown Board of Selectman, Finance Director & Treasurer:

I received a detailed message today from a member of the Oceanside Condo Board of Directors outlining your split tax proposal for non-residents vs residents and have just read an article in the Banner on the subject. Since we are out of state "non-residents", if it were not that board member, we would not know about this split tax proposal for non-residents vs residents. Since it directly effects us, all taxpayers in Provincetown (residents and non-residents alike) should be properly and timely informed of such proposals. After all, non-residents pay 70% to 80% of the taxes, yet we have no say in electing selectmen. I firmly reject your proposal of the Residential Tax Exemption measures.

Thank You,

Joan Gray & Glen Bienkowski - 4A Oceanside Condominium.(945 Commercial St) Permanent Resident: 13 James St., Windsor Locks, CT 06096
860-627-9797

Elisabeth Verde

From: Fidelity Channel Management Communications <ISOC@FMR.COM>
Sent: Thursday, September 04, 2014 11:31 PM
To: Elisabeth Verde; michael.kubit@gmail.com
Subject: Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Michal Kubit
52 Harry Kemp Way #7
Provincetown, MA
michael.kubit@gmail.com

Elisabeth Verde

From: MullinRE@aol.com
Sent: Thursday, September 04, 2014 4:50 PM
To: Elisabeth Verde
Subject: residential

My name is Dan Mullin I have been a property owner and tax payer in the town for over 38 years. I strongly opposed the suggested change in the residential tax rate by making a residential exemption for full time residents This is totally unfair We part time residents all ready pay over 70 % of the residential tax revenue. and we uses much much much less services. This change will further hurt all the non profits which this town is know for i am on several boards and run many benefits which have brought hundreds of thousands of dollars into the town which the local business community benefits these are supported manly by the non residents this change will start to drive them out of town which is a total un-acceptable result. i urge you not to vote for this unfair, unjust article thank you dan mullin

Elisabeth Verde

From: jedsal@aol.com
Sent: Thursday, September 04, 2014 4:35 PM
To: Elisabeth Verde
Cc: tdonegan@provincetown-ma.com; evingling@provincetown-ma.gov;
candrews@provincetown.com; rrichter@provincetown-ma.com;
ranthony@provincetown-ma.com
Subject: Taxes

Dear Board of Selectmen:

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of Us and Them. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,
A Nonresident Tax Payer for 39 years,
Judith M. Edsal
P.O. Box 209
945 Commercial St. #1C
Provincetown, MA 02657

Sent from AOL Mobile Mail

Elisabeth Verde

From: Andy Howarth <drewhowarth@gmail.com>
Sent: Thursday, September 04, 2014 3:12 PM
To: Robert Anthony; Tom Donegan; Raphael Richter; Erik Yingling; Cheryl Andrews
Cc: Elisabeth Verde; Mary Timmons; Ptown.NRTA@gmail.com
Subject: Residential Tax Exemption

Dear Provincetown Board of Selectmen.

In 1620 the Mayflower Compact was written to "...enact, constitute, and frame such just and equal laws, ordinances, acts, constitutions and offices,..."

"No taxation without representation" was an early American slogan that resulted in the American Revolution, and a declaration that demanded no taxes without consent.

The proposed Provincetown Residential Tax Exemption is not a just and equal measure and clearly amounts to taxation without consent for non resident tax payers.

And the fact that this measure will not produce any additional revenues reduces it to an un-American tool to divide our community into those who vote at town meeting and those who do not.

Were the selectmen to impose this measure, without a town meeting, or without the voice of those directly affected, it would be nothing more than an act of arrogance and greed.

I urge you to unanimously and publicly denounce this measure and close this chapter of inequality.

Sincerely,

Andrew Howarth

584 Commercial Street

CC:

Elisabeth Verde, TM's Admin

Mary Timmons, Secretary to the Board

Steve Fossella, PPRTA

September 3, 2014

Dear Board of Selectmen:

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown. It adds no additional revenue - only shifts the burden to part time homeowners, of which I am one. It will not contribute to creating more affordable housing, which the town needs. And, the amount of monetary benefit is small and will only be realized by a small number of people.

Adopting the Residential Tax Exemption is unfair because it benefits homeowners without any needs assessment. It will provide tax breaks to many who do not need them.

Looking at the towns and cities that have adopted the measure, it seems clear to me that the intent in almost all of those communities is to promote owner occupancy and treat absentee ownership as a commercial endeavor. Promoting owner occupancy is good for communities because those properties are usually well cared for whereas properties owned from afar may be not as well cared for, creating derelict housing. Provincetown non-full timers, for the most part, have not bought their property for commercial reasons – they want to be part of this community. My family has been coming to Mayflower Heights for over 85 summers and the cottage I bought with my cousin in 1992 is at most a two-season structure. Yet for me, Provincetown is home even though I could not live year round in my cottage if I wanted to.

This measure is divisive pitting neighbor against neighbor with labels of Full Time and Part Time. We need to build community – not contribute to creating factions through divisive measures like this.

Sincerely,

Marianne Boswell
16 Hobson Ave.

Elisabeth Verde

From: Donald Yasi <donaaldyasi@hotmail.com>
Sent: Thursday, September 04, 2014 1:36 PM
To: Tom Donegan; Elisabeth Verde; Mary Timmons
Subject: Residential Tax Exemption

Please know that I am opposed to a residential tax exemption because of the divisiveness this will incorporate into our community. I have been a visitor to Provincetown since 1976, a part time resident since 2006 and a part time year around homeowner since 2012. I do support efforts, including paying more taxes, to encourage creation and retention of year around affordable housing. Residential tax exemption is the last thing this town needs.

Sincerely yours,
Donald Yasi
14 W Vine, Provincetown
40 Isabella, Boston

Sent from my iPhone

Elisabeth Verde

From: meherod@gmail.com on behalf of Peg Herod <m_herod@comcast.net>
Sent: Thursday, September 04, 2014 11:46 AM
To: Elisabeth Verde
Subject: PPRTA

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Carol Spoerle
60 Race Point Rd #12
Provincetown, Ma 02657

Elisabeth Verde

From: Peter Sadow <petersadow@gmail.com>
Sent: Thursday, September 04, 2014 11:04 AM
To: Elisabeth Verde
Subject: Residential Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Peter M. Sadow, M.D., Ph.D.
52 Harry Kemp Way, Unit 6

Elisabeth Verde

From: JEAN STRELLA <strellaj@mac.com>
Sent: Thursday, September 04, 2014 10:34 AM
To: Elisabeth Verde
Subject: Residential Tax Exemption

- To:
- Robert Anthony, Thomas N. Donegan, Chair, Raphael Richter , Erik P. Yingling, Vice Chair and Cheryl Andrews -

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Jean Strella and Carol Fitzgerald
50 Harry Kemp Way Unit 2

Elisabeth Verde

From: Bob Duncan <Bob@bduncan.net>
Sent: Thursday, September 04, 2014 10:09 AM
To: Elisabeth Verde
Subject: "Residential Tax Exemption" issue for FY 2014

Dear Board of Selectmen.

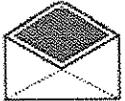
I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

I am a non-resident taxpayer in ptown since 1994.

Sincerely,

Bob Duncan
15 Court Street #D
Ptown, MA 02657



BOB DUNCAN

e. Bob@bduncan.net
t: 617.524.2995 | f: 617.249.0499 | c: 617.901.6902
398 Columbus Avenue #215 | Boston, Massachusetts 02116 USA

Elisabeth Verde

From: james regan <jarick158@gmail.com>
Sent: Thursday, September 04, 2014 9:35 AM
To: Elisabeth Verde
Subject: Residential Exemption Opposition

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

**James Regan
60 Race Point Road #6
Provincetown, MA 02657**

Elisabeth Verde

From: Julie Smith <juliesmithart@cox.net>
Sent: Thursday, September 04, 2014 9:12 AM
To: Elisabeth Verde
Cc: Polly Franchot
Subject: No new taxation

To the Finance Committee and the Selectmen:

We oppose the prospect of a different and higher tax burden being placed on part-time residents. As you know, the majority of taxes are already paid by part-time residents, even though we use fewer of the town's services because we are not here all of the time.

We urge you not to pass such an unfair and inequitable, two-tiered tax system which would have one group of residents subsidizing another.

Some of the potential unintended consequences: The impact on renters might be that rental rates will have to increase in order to accommodate the increase in taxes. Business owners would shoulder more of the tax burden and might either raise prices or take their business elsewhere.

Finally, we feel that changing the tax structure in this way would further perpetuate the "we-they" dynamics that marginalize part-time residents. This is simply unacceptable.

Thank you.

Sincerely,

Julie S. Smith
62 Commercial St.

Sent from my iPad

Elisabeth Verde

From: C A Sestito <sestito@comcast.net>
Sent: Thursday, September 04, 2014 9:05 AM
To: Elisabeth Verde
Subject: Please forward to all selectmen for the town of Provincetown

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Carol Sestito

945 Commercial Street Unit 3C

Elisabeth Verde

From: jgbell02@aol.com
Sent: Thursday, September 04, 2014 8:50 AM
To: Elisabeth Verde
Subject: Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

**Jeffrey & Gail Campbell
Unit 2c
945 Commercial St.
Provincetown, MA**

Elisabeth Verde

From: Jeanne Burnham <eclaffey@verizon.net>
Sent: Thursday, September 04, 2014 8:45 AM
To: Elisabeth Verde
Subject: Provincetown Tax Proposal

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Ellen Claffey and Jeanne Burnham
945 Commercial St 7A
Provincetown, Mass

Elisabeth Verde

From: Dale Ann Clark <ziadale@verizon.net>
Sent: Thursday, September 04, 2014 7:31 AM
To: Elisabeth Verde
Subject: Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels

of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Linda Balestrieri / Dale Ann Clark
Oceanside Condominiums
945 Commercial St. Unit 10D
Provincetown MA 02657

Elisabeth Verde

From: DJSDBVZIP@aol.com
Sent: Wednesday, September 03, 2014 9:54 PM
To: Mary Timmons
Subject: Hello

Dear Board of Selectmen,

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Debra B. Veloza
Debra J. Silvia
945 Commercial St. 5D

Elisabeth Verde

From: Paul Bisaccia <bispiano@gmail.com>
Sent: Wednesday, September 03, 2014 9:50 PM
To: Elisabeth Verde
Subject: RE:Please reject the Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

**Paul Bisaccia
945 Commercial St.Unit 6C**

Elisabeth Verde

From: Manuel Mauricio <mdblazer@aol.com>
Sent: Wednesday, September 03, 2014 8:34 PM
To: Elisabeth Verde
Subject: Board of Selectmen - Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Manuel Mauricio
945 Commercial St. 1D
Provincetown, MA 02657

Elisabeth Verde

From: cmnymail@aol.com
Sent: Wednesday, September 03, 2014 7:19 PM
To: Mary Timmons

Dear Mary Timmons:

ALL homeowners benefit from town spending. Permanent residents benefit year round. Taxing homeowners whose property values are identical at differing rates is divisive, and appears prejudicial. What argument gives a higher tax to those who benefit less?

Please do not vote for discrimination.

Charles Merrill
636 Commercial Street
Provincetown, Ma. 02657

Elisabeth Verde

From: Ellen J. Schwartz <eschwar@comcast.net>
Sent: Wednesday, September 03, 2014 1:42 PM
To: Elisabeth Verde
Cc: Claire Hamel
Subject: Residential Tax Exemption

Dear Board of Selectmen.

We urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

**Claire S Hamel
Ellen J Schwartz**

**3 Thistlemore Rd.
Provincetown, MA 02657**

Elisabeth Verde

From: Bill Crombleholme <ob2connob@aol.com>
Sent: Wednesday, September 03, 2014 11:45 AM
To: Elisabeth Verde
Subject: Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

William Crombleholme

52 Harry Kemp Way #8. Provincetown Ma

Sent from my iPad

Elisabeth Verde

From: Haseltine, Brian <Brian.Haseltine@FMR.COM>
Sent: Wednesday, September 03, 2014 11:14 AM
To: Elisabeth Verde
Subject: Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Brian Haseltine
52 Harry Kemp Way #7
Provincetown, MA 02118

Elisabeth Verde

From: mario pinho <pinhomario@hotmail.com>
Sent: Wednesday, September 03, 2014 10:07 AM
To: Elisabeth Verde
Subject: Asking for your Support against the Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the proposed Residential Tax Exemption measure.

This measure is unfair for many of us who are long standing residents, adding time and resource to helping preserve the Town's beauty and charm. In today's economy, we need to focus on finding ways to enhance our town relations and not finding ways to further divide it. I trust you will use your best judgement to reject this measure and continue the community outreach.

Sincerely,

Mario Pinho
8 Washington Ave.

Elisabeth Verde

From: matmar2010@aol.com
Sent: Wednesday, September 03, 2014 10:04 AM
To: Elisabeth Verde
Subject: Your Support against the Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure.

This measure is unfair for many of us who are long standing residents, adding time and resource to helping preserve the Towns beauty and charm. In today's economy, we need to focus on finding ways to enhance our town relations and not finding ways to further divide it. I trust you will use your best judgement to reject this measure and continue the community outreach.

Sincerely,

Matthew Marcotte
412 Commercial St

Elisabeth Verde

From: ROGERCAST@aol.com
Sent: Wednesday, September 03, 2014 9:49 AM
To: Elisabeth Verde
Subject: tax change

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

**Roger Castellani
3 Race Road D
Ptown, Ma. 02657**

Elisabeth Verde

From: Chad Johnson <chadjohnson33@gmail.com>
Sent: Wednesday, September 03, 2014 9:07 AM
To: Elisabeth Verde
Subject: Residential Tax Exemption Measure

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure.

This measure is unfair for many of us who are long standing residents, adding time and resource to helping preserve the Towns beauty and charm. In today's economy, we need to focus on finding ways to enhance our town relations and not finding ways to further divide it. I trust you will use your best judgement to reject this measure and continue the community outreach.

Sincerely,
Chad Johnson

Chad Johnson
25 Watsons Court
Provincetown, MA 02657
Mobile: +1 318 805 1080
Email: chadjohnson33@gmail.com

Elisabeth Verde

From: Paul Wood <paul@shad-thames.com>
Sent: Tuesday, September 02, 2014 10:13 PM
To: Elisabeth Verde; Tom Donegan; Mary Timmons
Subject: Provincetown Tax Exemption

I would kindly ask that this is provided to all Selectmen

Dear Board of Selectmen,

My husband and I, live at 33 Hancock Street in Provincetown and have been following carefully the discussions around the residential tax exemption that you are considering. We were very pleased that the finance committee voted not to recommend to you the text exemption introduction in 2014.

We are really unclear about this proposal it does not appear to have been thought through, it is not clear what is motivating such a decision, and it is not clear how any such exemption will ease the burden, it merely shifts it to a portion of the residents; it feels unfair and unwarranted.

We strongly urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Paul Wood & Matthew Leeson

33 Hancock Street.

202A Bradford Street, Unit #4
Provincetown, MA 02657-2446
Monday, 25 August 2014

Board of Selectmen
Town of Provincetown
260 Commercial Street
Provincetown, MA 02657

Dear Selectmen:

As we will be unable to attend tonight's Meeting because of our work schedules, we wish to voice our strong concerns about the "Residential Tax Exemption". Having served in local (Wes) and worked in state (Georgia) government, we understand the realities of balancing municipal budgets in a time of fiscal constraints - while residents, businesses and visitors expect levels of service from you and the Town's employees which must be satisfied. And setting the tax rate, deciding on exemptions to be offered, and setting the various constituencies' individual rates, are by nature one of the most difficult discussions you must have, and votes you must take.

It seems patently unfair to us to raise the tax rate for non-resident property owners, as well as full-time owners of commercial and rental properties, in order to lower the rate for full-time resident taxpayers. While politically popular to Town Meeting and to local voters, serious consideration of such a measure would clearly place a greater burden on those of us who have to pay our taxes and fees, but ultimately have no strong voice in the matter, either at Town Meeting, or at the ballot box.

We have joined and tried to become active in the Provincetown Part-time Resident Taxpayers Association ("PPRTA"), and are quite impressed with their professional, non-confrontational efforts to work on many issues with Town leaders which concern those of us who spend as much time in Provincetown, but are not fortunate enough to be able to live there fulltime (yet). We recently attended a PPRTA Meeting at the Library where Rep. Sarah Peake explained how while there are similar organizations in some of the other towns in her district, their relationships with town leaders vary from being like PPRTA's, to more contentious "watchdog" groups. We are not interested in the latter.

In that positive spirit, we hope that you will work through this issue in a way that is fair to all, and will not place a greater burden on one group over the other. As retirement approaches and our ability to spend more time in this town that we love so much increases, we will be anxious to see your efforts be successful in a positive, cooperative way.

Thank you for your consideration.

Respectfully submitted,
D. Wesley Slate, Jr.
Georgia Leigh Bills

Permanent address:
26 Lothrop Street
Beverly, MA 01915-5150
Tel. 978-927-2225

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Elisabeth Verde

From: David Hanson <hansoncycling@gmail.com>
Sent: Tuesday, September 02, 2014 8:21 PM
To: Elisabeth Verde
Cc: Phil Hills
Subject: Unfair Tax Issue

Dear Board of Selectmen:

We urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown. If it were to pass, we would sell our home and buy in another area of coastal New England.

This measure is unfair because it benefits a few while providing breaks to many who do not need those breaks. It is divisive -- pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

David Hanson, Esquire, and Phil Hills, 57 West Vine Street

Elisabeth Verde

From: cng@earthlink.net
Sent: Tuesday, September 02, 2014 8:16 PM
To: Elisabeth Verde
Subject: Property tax exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

**Charles Pisano/George Nader
4 Bradford Acres Road**

Provincetown Ma 02647

--cng@earthlink..net
Provincetown Part-Time Resident

Elisabeth Verde

From: Bill Ciffairy <w.wnzc@verizon.net>
Sent: Tuesday, September 02, 2014 7:11 PM
To: Elisabeth Verde
Subject: Tax Reduction

September 2, 2014

Dear Board of Selectmen:

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive, pitting neighbor against neighbor and establishing a feeling of US and THEM. Finally, it is shortsighted and will further hollow out Provincetown, widening the affordability gap.

Thank you for your time and consideration and I trust that you will do the right thing by rejecting the Residential Tax Exemption.

Sincerely,

Wm. N. Ciffairy
346 Bradford Street B
Provincetown, MA 02657

Chi ama me, ama il mio cane

Elisabeth Verde

From: John Kurker <johnkurker@aol.com>
Sent: Tuesday, September 02, 2014 6:45 PM
To: Mary Timmons
Subject: Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,
John Kurker
27b Miller Hill Road

Sent from my iPhone

Elisabeth Verde

From: Chan Lapin <chanlapin@hotmail.com>
Sent: Tuesday, September 02, 2014 6:19 PM
To: Elisabeth Verde
Subject: Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them.

It is extremely divisive, pitting neighbor against neighbor with labels of US and THEM.

Finally, it is short sighted and will further hollow out Provincetown, widening the affordability gap.

Sincerely,

Lou DeLisio

92 Commercial Street

Elisabeth Verde

From: anthony.p.abbatiello@accenture.com
Sent: Tuesday, September 02, 2014 6:10 PM
To: Elisabeth Verde
Subject: Your Support against the Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure.

This measure is unfair for many of us who are long standing residents of the town adding time and resource to helping preserve the Town's beauty and charm. In today's economy, we need to focus on finding ways to enhance our town relations and not finding ways to further divide it. I trust you will use your best judgement to reject this measure and continue the community outreach

Sincerely,

**Anthony Abbatiello
25 Watsons Court**

Anthony P. Abbatiello
Partner | Accenture | Management Consulting
1345 Avenue of the Americas, New York, NY 10105
Phone: +1 917 452 8455 | Fax: +1 917 591 8447
Email: anthony.p.abbatiello@accenture.com | AIM: apabbatiello

Assistant: Claire Millar: (p) +1 917 452 4986, (e) claire.l.millar@accenture.com

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www.accenture.com

Elisabeth Verde

From: Steven Fossella <sfossella@gmail.com>
Sent: Tuesday, September 02, 2014 5:50 PM
To: Elisabeth Verde
Subject: Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Steven Fossella
23 Cottage St., Provincetown

Elisabeth Verde

From: Joel M. Shaw <joelshaw@verizon.net>
Sent: Tuesday, September 02, 2014 5:49 PM
To: Elisabeth Verde
Subject: Residential Tax Exemption

Dear Elisabeth,

Please forward this to the 5 selectman...

Thank you.

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

Joel M. Shaw
Property owner since 2003 and summer resident since 1979
92 Commercial Street #1C
Provincetown, MA 02657
617-254-1116

Elisabeth Verde

From: David Linehan <djl135e54@yahoo.com>
Sent: Tuesday, September 02, 2014 5:35 PM
To: Elisabeth Verde
Subject: Letter to our Five Selectman to reject the Residential Tax Exemption

Dear Board of Selectmen.

I urge you to reject the Residential Tax Exemption measure because it is not good for Provincetown.

This measure is unfair because it benefits a few while providing breaks to many who do not need them. It is divisive pitting neighbor against neighbor with labels of US and THEM. Finally, it is short sighted and will further hollow out Provincetown widening the affordability gap.

Sincerely,

**David J Linehan
4 Oak Drive**

Elisabeth Verde

From: mullinre@aol.com
Sent: Monday, September 01, 2014 9:41 PM
To: Elisabeth Verde
Subject: tax exemption

i live at 11 commercial street i spend at least 60 per cent of my time here even so i am CONSIDERED PARTIME RESIDENT. i am on several non profit boards I have been and continue. to be chairman of many benefits in the town which i can say bring in hundreds thousands of dollars into to the local town business. the support for this is at least 80 percent from the part time residents and their guests i have always urge my friends and guests to shop locally fell very strongly that this new proposal is totally un fair to us who all ready pay 70 percent of the real estate taxes and use so much less of the services of the town. this extra tax will make buyers consider moving to turo in stead of spending their money here which is a loss for both of us values will go down i urge you to vote no on this issue thank you dan mullin 11 commercial street

Elisabeth Verde

From: David Linehan <djl135e54@yahoo.com>
Sent: Monday, September 01, 2014 6:02 PM
To: Tom Donegan; Elisabeth Verde; Mary Timmons
Subject: Proposed Resident Tax Exemption

Ladies & Gentlemen:

I have been a non-resident property owner in Provincetown since 1992. I can think of no better way to divide this community than to shift the tax burden from one group to another. I think it is an egregious slap in the face to non resident owners. If I am not mistaken, it was in MA where the phrase "No taxation without representation" originated.

Additionally, a proposal before Fin Con for the town's 5 year capital plan with tax increases and 7 Proposition 2 1/2 overrides to raise taxes to cover additional spending shows that the town's budget is out of control. Raising taxes on your residents instead of reigning in spending is never a popular option. More importantly, it shows a lack of planning.

David J Linehan
4 Oak Drive
917-796-5211

Elisabeth Verde

From: Anne Paradis <aparadis100@gmail.com>
Sent: Sunday, August 31, 2014 11:45 AM
To: Tom Donegan; Elisabeth Verde; Mary Timmons
Subject: Second Homeowners' Tax Increase Proposal

To the Finance Committee and the Selectmen:

We are homeowners in Provincetown and part time residents. We strongly oppose the proposal for a different and higher tax burden being placed on anyone because they are part-time residents. We urge you not to pass such an unfair and inequitable, two-tiered tax system which would have one group of residents subsidizing another. This would be divisive in a town already struggling with issues of us and them.

Thank you,

Anne Paradis
Maryjane Canavan
69A Howland Street, Provincetown MA

John Kubicek
31 Court St
Provincetown, MA
August 14, 2014

Board of Selectman
Town of Provincetown
260 Commercial St
Provincetown MA 02657

Dear Board Members:

I am writing here as a property owner and part-time resident of Provincetown to respectfully voice my very strong objections to the current proposal under analysis and potentially to be put up to vote regarding changing the real estate tax structure for full vs part time residents.

Such a change would be discriminatory and with no basis in fairness. The proposal as it is currently being regarded suggests this change irrespective of need and only seeks to shift costs arbitrarily to those who are residents part time. This is a group already with little voice with respect to the town's political agenda. Further the part time residents provide a great deal of revenue – directly or indirectly (for those who bring renters to town) to the town and those doing business in it.

This is NOT a change that is appropriate.

Sincerely,



John Kubicek

Elisabeth Verde

From: Brenda Dean <brenda26@me.com>
Sent: Monday, August 25, 2014 5:19 PM
To: Tom Donegan; Elisabeth Verde; Mary Timmons
Subject: Two-tiered Tax System

To the Finance Committee and Board of Selectmen:

My spouse and I are considered full-time residents of Provincetown because our home here is our primary residence. We oppose the prospect of a different and higher tax burden being placed on those that are part-time residents. We urge you not to pass such an unfair and inequitable, two-tiered tax system which would have one group of residents subsidizing another.

We are only one of two households on our street that are considered full-time resident tax payers. Some of the part-time resident tax payers live and work here in the summer months. Others rent to year-rounders, seasonal and short term tenants or use as their second homes. All are our friends and neighbors who give back to their community in many positive ways.

Considering the ratio between full-time resident tax payers and part-time resident tax payers, one starts to realize that the majority of taxes are paid by the part-time residents while the majority of the services are used by the full-time tax payers and renters during the off season. Several of our friends rent from part-time residents. It would be a shame to see their rents increase because the part-time residents were forced to pay higher taxes than those of us that are considered full-time residents.

What is the real definition of a "full-time" resident? How many full-time residents actually reside in Ptown for 12 months of the year? How many work seasonally, and leave during the harshest months of winter? We all know that Provincetown has become a seasonal community.

This is not a decision to be made hastily. The consequences are far-reaching. The two-tiered tax system is not only unfair and inequitable, it will create a we/they environment and negatively impact the seasonal economy that sustains us all. It is, in part, because of our part-time residents that we have a robust seasonal economy. Those 3,000 or so of us that are considered "full-time" residents should be thankful that the part-time residents have chosen to buy property in Provincetown to enjoy themselves and to share with others. They should not be penalized for making that choice.

Provincetown is a very special place to all of us. It has always had the reputation of being a fair and welcoming community. In our opinion, this two-tiered tax system is neither fair nor welcoming.

Thank you,
Brenda Dean and Jill Smith
6 Atlantic Ave

Elisabeth Verde

From: Carolyn D'Angela <carolyndangela@gmail.com>
Sent: Monday, August 25, 2014 12:15 PM
To: Tom Donegan; Erik Yingling; Cheryl Andrews; Raphael Richter; Robert Anthony; Mary Timmons
Cc: ptown.nrta@gmail.com
Subject: ACTION REQUIRED: LETTER FOR TONIGHT'S MEETING

August 25, 2014

Dear Mr Donegan, Mr Yingling, Ms Andrews, Mr Richter, & Mr Anthony,

Please ensure this letter is read at tonight's Board of Selectmen meeting being held at 6:00pm at Town Hall as I am unable to attend due to a death in the family.

I find the proposed tax increase to be levied only on part-time residents of Provincetown to be immoral, reprehensible and discriminatory.

Why would you increase taxes on the portion of the residential population who use the town services less than the full-time residents? Since when does the number of nights spent in a home determine the corresponding tax rate? In other words, the fewer nights I spend the more taxes I pay?

Has anybody done an analysis on the impact this will have on second home ownership in the town? By levying a burden only on this subset of owners will make future ownership in this town extremely unattractive. What is the financial impact to the town for this scenario?

We are owed answers to questions that have been repeatedly asked, however to date nothing has been provided by our selectmen. For example:

- How many of the roughly 3,000 people that identify as full-time residents are actual tax paying homeowners? We have nothing on the strategy or assumptions behind this proposal despite repeated requests. Need I remind you that you WORK FOR, are PAID BY, and have an OBLIGATION to ALL of the Provincetown residents, regardless of their residential status. Unfortunately you are VOTED in by only the full-time residents, which we now all realize must change and change immediately.

If this proposal goes into effect, know that the part-time residents are already discussing a massive boycott of all local businesses, including but not limited to grocery stores, restaurants, bars and gas stations. You know the power of people who will not tolerate inequality and discrimination, which goes counter to what Provincetown has always represented.

Furthermore, we will initiate a petition for signature on change.org encouraging all residents, visitors and acquaintances to sign, with the intent of getting the White House to act once 100,000 signatures are obtained (again, the power of social media ...). But first, calls are being placed to Governor Patrick's office today for his intervention. After all, it worked for the Market Basket debacle.

In closing, it is CRIMINAL that the five selectman, WHO ARE FULL-TIME RESIDENTS OF PROVINCETOWN, are the only ones voting on this proposal, and coincidentally stand to gain from this. Doesn't seem very democratic now, does it?

Sincerely,

Caroline D'Angela

cc: Governor Deval Patrick
Rep William Keating

Elisabeth Verde

From: Meryl Allison <merylallison@gmail.com>
Sent: Sunday, August 24, 2014 9:39 PM
To: Tom Donegan; Elisabeth Verde; Mary Timmons
Subject: Residential Tax Exemption proposal

To the Finance Committee and the Selectmen:

We are writing to express our concerns regarding the residential tax exemption proposal. We oppose the prospect of a different and higher tax burden being placed on part-time residents. We urge you not to pass such an unfair and inequitable, two-tiered tax system which would have one group of residents subsidizing another.

Thank you,

Meryl Allison & Elisa Burns

8 Atwood Avenue

Provincetown , MA 02657

Elisabeth Verde

From: T. Kim Cromwell <tkcromwell@mac.com>
Sent: Sunday, August 24, 2014 8:04 PM
To: Tom Donegan; Elisabeth Verde; Mary Timmons
Cc: Kath
Subject: Please share this letter with the Board of Selectmen and with the Finance Committee.
Thank you.

To the Finance Committee and the Selectmen:

We oppose the prospect of a different and higher tax burden being placed on part-time residents. As you know, the majority of taxes are already paid by part-time residents, even though we use fewer of the town's services because we are not here all of the time.

We urge you not to pass such an unfair and inequitable, two-tiered tax system which would have one group of residents subsidizing another.

Some of the potential unintended consequences: The impact on renters might be that rental rates will have to increase in order to accommodate the increase in taxes. Business owners would shoulder more of the tax burden and might either raise prices or take their business elsewhere.

Finally, we feel that changing the tax structure in this way would further perpetuate the "we-they" dynamics that marginalize part-time residents. This is simply unacceptable.

Thank you.

Sincerely,

Kim Cromwell & Kath Cote
19 Commercial Street

Elisabeth Verde

From: Dale Huebner <dale5337@aol.com>
Sent: Sunday, August 24, 2014 10:57 AM
To: Tom Donegan; Elisabeth Verde; Mary Timmons
Subject: Shifting the tax burden

Dear Selectmen, I oppose the prospect of a different and higher tax burden being placed on anyone because they are part-time residents. We urge you not to pass such an unfair and inequitable, two tiered tax system which would have one group of residents subsidizing another.

I am a part time resident. Pay my taxes, have to pay privately for my garbage pickup because we we can not be a part of the town pickup-get no rebate for this, do not use all of your services all year and add to the economic growth of this community while we are here. Why should we be penalized for using less than full time residents?

Dale Huebner Trustee in Shankpainter Sails

Elisabeth Verde

From: Steptoit2 <Steptoit2@aol.com>
Sent: Sunday, August 24, 2014 10:14 AM
To: Mary Timmons
Subject: RE: Tax Increase in P-Town

Dear Board of Selectmen:

As a property owner in Provincetown, I am writing to you to state my extreme displeasure about your proposal to increase taxes for those who do not reside full time in Provincetown. For the past fifteen years, I have been a homeowner in a town that I love and respect. However, your proposal is NOT an equitable one and at the same time, it divides lines between all members of the town. It is my hope that you will not pass this proposal so that the current manner in which taxes are collected in P-Town may remain equitable for all constituents.

Thank you.
Peter Giacalone

202A Bradford Street, Unit #4
Provincetown, MA 02657-2446
Monday, 25 August 2014

Board of Selectmen
Town of Provincetown
260 Commercial Street
Provincetown, MA 02657

Dear Selectmen:

As we will be unable to attend tonight's Meeting because of our work schedules, we wish to voice our strong concerns about the "Residential Tax Exemption". Having served in local (Wes) and worked in state (Georgia) government, we understand the realities of balancing municipal budgets in a time of fiscal constraints - while residents, businesses and visitors expect levels of service from you and the Town's employees which must be satisfied. And setting the tax rate, deciding on exemptions to be offered, and setting the various constituencies' individual rates, are by nature one of the most difficult discussions you must have, and votes you must take.

It seems patently unfair to us to raise the tax rate for non-resident property owners, as well as full-time owners of commercial and rental properties, in order to lower the rate for full-time resident taxpayers. While politically popular to Town Meeting and to local voters, serious consideration of such a measure would clearly place a greater burden on those of us who have to pay our taxes and fees, but ultimately have no strong voice in the matter, either at Town Meeting, or at the ballot box.

We have joined and tried to become active in the Provincetown Part-time Resident Taxpayers Association ("PPRTA"), and are quite impressed with their professional, non-confrontational efforts to work on many issues with Town leaders which concern those of us who spend as much time in Provincetown, but are not fortunate enough to be able to live there fulltime (yet). We recently attended a PPRTA Meeting at the Library where Rep. Sarah Peake explained how while there are similar organizations in some of the other towns in her district, their relationships with town leaders vary from being like PPRTA's, to more contentious "watchdog" groups. We are not interested in the latter.

In that positive spirit, we hope that you will work through this issue in a way that is fair to all, and will not place a greater burden on one group over the other. As retirement approaches and our ability to spend more time in this town that we love so much increases, we will be anxious to see your efforts be successful in a positive, cooperative way.

Thank you for your consideration.

Respectfully submitted,
D. Wesley Slate, Jr.
Georgia Leigh Bills

Permanent address:
26 Lothrop Street
Beverly, MA 01915-5150
Tel. 978-927-2225

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Elisabeth Verde

From: Bill Ciffairy <w.wnzc@verizon.net>
Sent: Friday, August 15, 2014 9:06 AM
To: Elisabeth Verde
Subject: Tax Exemption

I am writing to express my disappointment in hearing that the Board of Selectmen is seeking to reduce property taxes for full time residents of Ptown and have part-time residents/property owners pay for the exemption. This approach is unfair to part-residents and could be a deterrent to future part-time residents/property owners.

The Board of Selectmen, in this approach, is establishing a divisive line in our beloved community.

I strongly implore the Board of Selectmen to re-consider the exemption approach and to rather continue to make our community more integrated than an us/them atmosphere.

Thank you!

Bill Ciffairy

Chi ama me, ama il mio cane

Elisabeth Verde

From: Elisabeth Verde
Sent: Thursday, August 14, 2014 2:43 PM
To: Alickman, Lennie; Cliggott, Douglas; Dan Hoort; Hatch, Mark; Mary-Jo Avellar; mike@sniffk9s.com; Sikorski, Stan; Venden, Louise; Walker, Clarence
Cc: Andrews, Cheryl; Anthony, Robert; 'David Gardner'; Erik Yingling (ericyingling@gmail.com); Mary Timmons; Richter, Raphael; Tom Donegan (tdonegan@provincetown-ma.gov)
Subject: FW: To the Members of the Finance Committee

Hello- Please see the email below, sent to your attention. Thank you, Elisabeth

Elisabeth Verde
Executive Assistant to the Town Manager
Town of Provincetown, Massachusetts

260 Commercial Street
Provincetown, MA 02657
(508) 487-7002
everde@provincetown-ma.gov

Office Hours: Monday-Thursday, 8 am-5pm and Friday, 8am-12pm

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Please consider the environment before printing

From: Wiebe Tinga [<mailto:wiebe.tinga@comcast.net>]
Sent: Thursday, August 14, 2014 12:55 PM
To: Elisabeth Verde
Subject: To the Members of the Finance Committee

Provincetown, August 14, 2014

Dear Members of the Finance Committee;

I write to you to share my concern about the proposal to introduce a tax exemption for full time residents, leading to an annual financial shortfall for our town, which is to be offset by a tax increase for part-time residents.

As a part-time resident of Provincetown since 2009, I am glad to contribute through taxes to facilities and amenities that benefit many of the residents of Provincetown, even if those benefits won't apply to my family, such as, for instance, the sewage system to which we were denied connection based on a cost/benefit analysis.

However, the current proposal to distinguish between fulltime and part-time residents comes across as shortsighted and counter productive policymaking. Of course accepting such proposal would relieve certain fulltime residents of limited means from a financial burden that might be heavy to carry. And I agree that as a community, we should find a way to accommodate the whole rather than a part of the people who live in Provincetown. Yet, in my opinion, not in this discriminate manner. I am convinced that a distinction in tax treatment between full- and part-time residents will lead to an undesirable division in our community. It will lead to tension and a notion of 'we' versus 'them' - something that our beautiful could do without. It will have longer-term consequences and will lead to repercussions that will have further negative effects on our sense of community and on the way it is governed. I think that our town and its policymakers should strive for a bit more harmony after these last couple of years of acrimony in public affairs.

I would like to ask you to take this into consideration and to include the part-time residents in the decision-making process of policy matters that concern the whole of our community: As we all know, fulltime and part-time residents depend on each other to preserve the beauty of Provincetown and its community.

Thank you,

Wiebe Tinga

765 Commercial Street

Elisabeth Verde

From: Elisabeth Verde
Sent: Thursday, August 14, 2014 12:03 PM
To: David Gardner
Subject: FW: vote no concerning the property tax exemption for year round residents

FYI

From: Richard [<mailto:rrarsenault@yahoo.com>]
Sent: Thursday, August 14, 2014 12:00 PM
To: Elisabeth Verde
Subject: vote no concerning the property tax exemption for year round residents

Please vote to oppose the property tax exemption for year round residents.

I am a part-time resident who recently retired and have been planning my finances carefully to allow me to spend more time in Provincetown.

As you know, expenses are very high in this town, and adding additional burden to make up short falls created by extending an exemption to some residents will seriously affect my retirement and could change my plans to spend part of the year in the town where my partner and I have been vacationing for 21 years. I worked for 40 years to be able to live the retirement I planned. We are still paying our mortgage in town. I would have rather been in Provincetown for those 40 years. I gave up frequent access to Provincetown for many years so that, later in life, I can be here five months per year. I didn't calculate this unequal treatment into my planning.

There are some year-round residents who are able to afford more. There are part-time residents who may not be able to afford more. Providing tax exemptions on alleged year-round residency will not produce the results you are looking for.

Please find another way to address the needs of your budgetary needs.

Sincerely,

Richard Arsenault
48 Harry Kemp Way #1
Provincetown, MA 02657

Elisabeth Verde

From: Elisabeth Verde
Sent: Thursday, August 14, 2014 11:41 AM
To: David Gardner
Subject: FW: Part-Time Resident Proposal

FYI

From: DH [<mailto:hansoncycling@gmail.com>]
Sent: Thursday, August 14, 2014 11:36 AM
To: Elisabeth Verde; Mary Timmons
Cc: Phil Hills
Subject: Part-Time Resident Proposal

Dear Town Manager and Board of Selectmen:

We received the message below from the part-time resident organization and we are COMPLETELY OPPOSED to this proposal. It is unfair to burden the part-time residents of the town to subsidize full-time residents and their real estate taxes. Not only is it unfair, but I believe it would be deemed legally unenforceable to take this action and subj

Thank you.

David Hanson, Esquire, and Phil Hills
57 West Vine Street, Provincetown, MA

Friends,

The Board of Selectmen, at a meeting on Monday August 11, indicated the town would continue to consider a proposal for a residential tax exemption for full-time residents. The exemption would give every full-time resident a reduction on their primary residence tax bill. Every part-time resident taxpayer would pay a higher tax to make up the revenue loss from the tax break given to the full-time residents. One financial analysis of a 20% exemption's impact shows a \$1,200+ reduction in the tax bill for every full-time residence in town, including every million-plus dollar full-time residence.

Two part-time resident taxpayers appeared and spoke in opposition to the exemption. One of the speakers was David Brody, an officer and director of PPRTA who made clear in his statement that he was speaking only as an individual, not as a member of the PPRTA. He stated that it is unfair and inequitable to force every part-time resident taxpayer to subsidize the tax bills of every full-time resident taxpayer, especially without regard to the full-timer's need for a subsidy, and without regard to the part-timer's ability to pay the subsidy. Mr. Brody also pointed out ways in which the exemption is bad public policy. The other part-time resident taxpayer to speak

was Ed Lehman, also a member of the PPRTA. He stated that the issue was a difficult one and that part-timers should be included in the discussion. Mr. Lehman emphasized that the Selectmen, and others, should be careful with the words they use in discussing the issue to avoid creating an Us-Them situation.

There was little substantive discussion of the issue by the Selectmen other than to indicate that a committee is continuing its analysis of the impact of the exemption. The committee members are FinCom member Mark Hatch, Finance Director Dan Hoort, and Principal Assessor Scott Fahle. Their analysis is scheduled for completion within a few weeks, at which time the Selectmen are expected to take up prompt consideration of the exemption. Whether the exemption is created will be decided by a vote of the 5-member Board of Selectmen. The question does not go to Town Meeting.

In an earlier meeting that day with the Ad Hoc Charter Review Committee, some Selectmen stated that they are not in support of our proposals to be permitted to speak at Town Meeting and to serve on non-regulatory boards and committees.

The Provincetown Part-Time Resident Taxpayers Association opposes the prospect of a different and higher tax burden being placed on anyone simply because they are part-time residents. We further support part-time resident taxpayers being eligible to serve on the town's non-regulatory boards and committees.

What can you do?

Watch the August 11 Board meeting (Part 1) on Provincetown Community Television. Judge the discussions for yourself.



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

2

PUBLIC STATEMENTS

Requested by: Board of Selectmen

Action Sought: Open

Proposed Motion(s)

Five minutes maximum. Selectmen do not respond during Public Statements.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

3

SELECTMENS STATEMENTS

Requested by: Acting Town Manager David Gardner

Action Sought: Discussion

Proposed Motion(s)

Motions may be made and votes may be taken.

Cheryl Andrews

Bobby Anthony

Raphael Richter

Erik Yingling

Tom Donegan

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

4

JOINT MEETINGS - None

Requested by: Board of Selectmen

Action Sought:

Proposed Motion(s)

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

5

BOARD OF SELECTMEN APPOINTMENTS

Requested by: Town Clerk

Action Sought: **Approval**

Proposed Motion(s)

Move that the Board of Selectmen vote to appoint Regina Binder to Provincetown Licensing Board for a term to expire December 31, 2017.

Additional Information

See attached application and current roster.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: Regina Budes
Please type or print

Resident Address: 528 Commercial St N^o 4 Provincetown, MA 02657

Mailing Address (if different): _____

Telephone #: 437 6488 Work # (508) 237 3964

Email address: _____

Please consider this as my application for membership reappointment on the following Town Board(s).
(Please list order of preference.)

1. Licensing
2. _____
3. _____

Listed below are the applicant's skills, experience, background, or other factors which would contribute to these committees:

you would understand for many years;

I hereby certify that I am a resident of the Town of Provincetown.

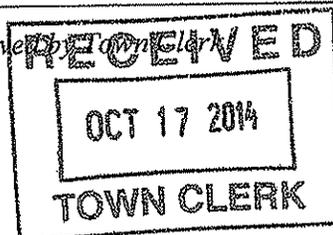
[Signature] 10/17/14
Signature of Applicant Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

<p>Town Clerk Certification: Applicant is a registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>[Signature]</u> Name of Town Clerk</p>	<p>This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date: <u>10/17/15</u></p>
--	--

Date Received by Board of Selectmen

Date Received by Town Clerk



Licensing Board				
	First	Last	Position	Term End
1	Michelle	Foley	Regular	12/31/17
2	Frank	Thompson	Regular, Chair	12/31/16
3	Kristin	Hatch	Regular	12/31/16
4	AP 9/9/14		Regular	12/31/15
5	Deborah	Heller	Regular	12/31/14
Alt	Stephen	Rome	Alternate	12/31/17
Alt	VH 10/30/14		Alternate	12/31/14



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

6A

MONTHLY POLICE REPORT FOR OCTOBER 2014

Requested by: Acting Police Chief Jim Golden

Action sought: Discussion and Approval

Proposed Motion(s)

Discussion Dependent.

Additional Information

See attached Police Report.

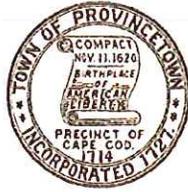
Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

Town of Provincetown

Police Department

James F. Golden
Chief of Police, Acting
jgolden@provincetown-ma.gov



26 Shank Painter Road
Provincetown, MA 02657
Phone: (508) 487-1213
Fax: (508) 487-4077
www.provincetown-ma.gov

To Provincetown Board of Selectmen

From Acting Police Chief James Golden

Subject: Police Operational Report

Date: November 05, 2014 (October 2014)

Activity Synopsis

Police activity (daily call volume, arrest and dispatch logs) are maintained and published weekly and archived on our website.

The following outlines recent police activity in brief:

During the period of Wednesday, October 1st through Friday, October 30th, 2014, the officers of the Provincetown Police Department handled 1,649 total calls for service.

Police responded to 7 domestic violence calls, 11 disturbances reported to police, 28 general complaints, 23 citizen assists, 1 report of threats, 8 reports of harassment, 3 breaking and entering complaints, 4 reports of vandalism, only 1 report of property damage and 12 larcenies. There was 1 landlord-tenant dispute investigated and police officers were called to keep the peace 5 times this month.

There were 61 medical emergencies recorded this month. There was 1 dog bite reported with the requisite investigation made by our animal control officer.

Police officers also responded to 36 alarm calls and 7 reported fire alarms and discovered 5 open doors (Grace Gouveia twice, DPW Highway Garage, Firehouse #2 & Town Library) during 553 building/property checks. Police Officers conducted 22 bar checks and 90 park, walk and talks. Officers were called on by Truro PD mutual aid on 7 occasions, called 2 times to assist law enforcement rangers from the National Park.

82 motorists were pulled over and 7 citations (All W) were issued (5.74%). There was 1 arrest this month as a result of motor vehicle stops. There were 19 miscellaneous motor vehicle related calls for the month. Police assisted with 6 disabled vehicles and 6 vehicles were reported damaged while parked.

Lost and found items reported to police included personal items found such as keys, wallets, phones, bags, IDs and ATM and credit cards. During the month we assisted the DPW with the removal of two stop signs at Bradford Street and Ryder Street and were called to help direct traffic at a two-alarm fire just over the Truro town line.

In addition to our traditional duties your police officers assisted with the Recreation with their Halloween Parade and Treat and Greet event on Motta Field.

There were more than 59 animal-related calls including 16 calls related to dogs, 9 calls for domestic cats, 3 calls about dogs left unattended in vehicles (2 removed), 2 calls about raccoons, 2 calls about foxes, 1 call about a deceased coyote, 2 calls about possums, one call for advice in donating unwanted Koi fish and 1 call about injured birds this month. There was one call about snapping turtles and separate reports of a large deceased sunfish and seal both washed up on harbor beaches. Our animal control officer also maintained contact with our partner agencies for animal welfare and coordinated food donations from our on-going pet food pantry.

There were 7 arrests: NOTE

While 7 arrests were made this month, only 5 can be reported. The remaining information has been redacted from this report to comply with applicable laws.

- Thursday, October 2nd at 2:40 p.m., Meredith Spearance, 29, of Shelburne, MA, was arrested and charged with Malicious Destruction of Personal Property >250 (Tagging)
- Monday, October 6th at 4:38 a.m., Ian Gasunas, 35, of Truro, MA, was arrested and charged with Breaking and Entering in the Nighttime with intent to commit a felony and for Trespassing.
- Sunday, October 12th at 7:34 p.m., Whitney Hammons, 38, of Provincetown, MA, was arrested and charged with Malicious Destruction of Personal Property >250, Defrauding a Common Victualler, Disturbing the Peace, Disorderly Conduct, Assault & Battery and Resisting Arrest.
- Thursday, October 16th at 3:30 p.m., Whitney Hammons, 38, of Provincetown, MA, was arrested and charged with violating a Harassment Prevention Order.
- Tuesday, October 28th at 3:00 p.m., Joan Guerreiro, 64, of Provincetown, MAS, was arrested and charged with 2nd offense Operating a Motor Vehicle under the Influence of Liquor, Operating under the Influence of Drugs, Operating a Motor Vehicle Negligently so as to Endanger, and Failing to stay within Marked Lanes.

While we received 12 total reports of intoxicated persons and 12 people were detained for being incapacitated from alcohol.

05 Males

07 Females

There were 16 motor vehicle accidents reported during the month.



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

6B

EXECUTIVE OFFICE OF PUBLIC SAFETY

Public Safety Answering Point and Regional Emergency Communication Center Support I and Incentive Grant

Requested by: ACOP James Golden, 10/28/14

Action Sought: Approve Application

Proposed Motion(s)

MOVE that the Board of Selectmen vote to authorize the Acting Chief of Police to submit a Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant application to the Executive Office of Public Safety in the amount of \$17,747 for Telecommunicator personnel costs and equipment.

Additional Information

See attached grant application from Acting Chief of Police James Golden. This grant does not require matching funds.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

State 911 Department Grant Application Checklist

Checklist:

- Signed and Dated PSAP and RECC Support and Incentive Grants Application Page
- Completed Budget Summary Page
- Completed Budget Narrative

Personnel: include name(s), hourly rate(s), and overtime rate(s)

HVAC: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

CAD: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Radio Console: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Console Furniture/Chairs: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Fire Alarm Receiving & Alerting Equipment: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Other Equipment: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

- Quotes
- Appendix A – Personnel Costs, if applicable

Regional PSAPs and RECCs only:

- Detailed Departmental Budget, including all salary costs.**

Public Safety Radio Systems: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Regional Secondary PSAPs only:

CPE Maintenance: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

- Completed Authorized Signatory Listing Page
- Completed and Notarized Proof of Authentication of Signature Page
- Signed and Dated Standard Contract Page
- Provide Original and Three (3) Copies

Type of PSAP: (please check one)

- Primary Regional Regional Secondary
 Regional Emergency Communication Center

1. Name of City/Town/Municipality TOWN OF PROVINCETOWN
 Address 260 COMMERCIAL STREET
 City/Town/Zip PROVINCETOWN, MA 02657
 Telephone Number 508-487-1212
 Fax Number 508-487-4488
 Website www.provincetown-ma.gov

2. Name of Applicant PROVINCETOWN POLICE DEPARTMENT

Name /Title of Authorized Signatory JAMES F. GOLDEN, ACTING CHIEF OF POLICE
 Address (if different from above) _____
 Telephone Number 508-487-1212
 Fax Number 508-487-4488
 Email Address jgolden@provincetown-ma.gov

3. Contact Name/Title for Grant Questions DAN HOORT, FINANCE DIRECTOR

Telephone Number 508-487-7015
 Fax Number 508-487-9560
 Email Address dhoort@provincetown-ma.gov

4. Total Grant Program funds requested. \$ 17,747.00

5. Goal and Desired Outcome

Through its submission of this application to the State 911 Department, the applying governmental entity affirms that the primary goal of the State 911 Department PSAP and RECC Support and Incentive Grant Program is to assist PSAPs and RECCs in providing enhanced 911 service and to foster the development of regional PSAPs, regional secondary PSAPs and RECCs.

6. Sign below to acknowledge having read and agreed to the grant conditions and reporting requirements listed in the application packet.

Signed under the penalties of perjury this _____ day of _____, 20 ____

**ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY
 (in blue ink)**

Primary PSAP, Regional PSAP, Regional Secondary PSAP, & RECC	
CATEGORY	AMOUNT
A. Enhanced 911 Telecommunicator Personnel Costs	\$ 16,068.58
B. Heat, Ventilation, Air Conditioning, and Other Environmental Control Equipment	\$
C. Computer-Aided Dispatch Systems	\$
D. Radio Console	\$
E. Console Furniture and Dispatcher Chairs	\$
F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service	\$
G. Other Equipment	\$ 1,678.42
TOTAL*	\$ 17,747.00

*Total amount must exactly match amount requested on application page

REGIONAL PSAP and RECC ONLY	
CATEGORY	AMOUNT
H. Public Safety Radio Systems	\$
TOTAL*	\$

*Total amount must exactly match amount requested on application page

REGIONAL SECONDARY PSAP ONLY	
CATEGORY	AMOUNT
I. PSAP Customer Premises Equipment Maintenance	\$
TOTAL*	\$

*Total amount must exactly match amount requested on application page

**PRIMARY PSAP, REGIONAL PSAP, REGIONAL SECONDARY PSAP, & RECC
DETAIL NARRATIVE**

Please make sure that every item listed in the above Budget Worksheet is listed in below narrative with a detailed description including category of item, price per unit, quantity, brand, model and any other pertinent and available information. Please include any and all quotes to support the budget narrative. For personnel costs, please note for each individual to be funded, the anticipated hourly rate, cost of benefits if applicable, and anticipated overtime rate if applicable. Please use additional pages if needed.

A. Enhanced 911 Telecommunicator Personnel Costs – to defray the costs of salary for enhanced 911 telecommunicator personnel, including enhanced 911 telecommunicators who are emergency communications dispatchers or supervisors. In order to be eligible for such funding, a grantee shall show that the personnel costs to be reimbursed: (1) cover only personnel who are trained and certified as an enhanced 911 telecommunicator in accordance with the requirements of the State 911 Department or are in the process of obtaining such certification, in accordance with the requirements of the State 911 Department; and (2) except as otherwise approved by the State 911 Department are solely for hours in which such personnel are working in the capacity of an enhanced 911 telecommunicator as their primary job function. Reimbursement for personnel costs related to training may be allowed only for training courses that have been approved by the State 911 Department under the Fiscal Year 2015 State 911 Department Training Grant. Reimbursement for personnel costs for individuals who have other primary job duties not directly related to enhanced 911 service, such as firefighters or police officers who may occasionally be assigned PSAP enhanced 911 telecommunicator duty, may be allowed only for the documented hours in which the employee is acting primarily in the capacity of an enhanced 911 telecommunicator. For example, if a police officer or firefighter is assigned to work as an enhanced 911 telecommunicator 1 day a week, funding from these grants may only be used to cover the portion of such firefighter or police officer’s salary for the 1 day a week that he or she is assigned to enhanced 911 telecommunicator duty. Funding awarded through these grants shall be assigned to specific identified personnel, and the funding shall be applied to the personnel costs associated with such specific identified personnel.

All wage reimbursements authorized under this Program shall be allocated by the grantee in adherence with applicable collective bargaining agreements. However, the State 911 Department is not bound by or required to adhere to grantee collective bargaining agreements when determining allocations or reimbursements.

X Attach Appendix B – page 39

Total Category A

\$ 16,068.58

B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment – to defray costs associated with the acquisition and maintenance of heat, ventilation and air-conditioning equipment and other environmental control equipment. Such funds may only be used to purchase, install, replace, maintain, operate and/or upgrade such equipment used in the physical space used for the provision of enhanced 911 service.

B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment

Description:

Vendor:

Attach Quote and mark with letter B

Total Category B

\$ _____

C. Computer-aided Dispatch Systems – to defray costs associated with the purchase, installation, replacement, maintenance and/or upgrade of CAD hardware and software used by emergency communication dispatchers, call takers, and 911 operators in primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to initiate public safety calls for service and dispatch, and to maintain the status of responding resources in the field. Funds may be used for mobile devices that are linked to a CAD system. Primary PSAPs may not use funding for records management systems, whether or not part of a CAD system. Regional PSAPs and RECCs may apply for funding for records management systems.

C. Computer-aided Dispatch Systems

Description:

- Are the requested items linked to CAD?
- Where will the requested items be located?
- What will be displayed on monitors, if requested?

Vendor:

- Attach Quote and mark with letter C

Total Category C

\$ _____

D. Radio Consoles – to defray costs associated with the purchase, installation, replacement, maintenance, and/or upgrade of radio consoles to be used at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs. Such funds may only be used to purchase, install, replace, maintain, and/or upgrade such radio consoles used in the physical space used for the provision of enhanced 911 service. All radio systems shall comply with SIEC special conditions, as may be amended from time to time. The SIEC special conditions are available at:

<http://www.mass.gov/eopss/docs/ogr/homesec/sdsiecspecialconditionsradiofrequenciesdec09.pdf>.

The State 911 Department will submit requests for such funding to the SIEC for review and confirmation that the requested item(s) comply with the SIEC special conditions. Questions relating to the SIEC special conditions should be directed to the SWIC, Steve Staffier, who can be reached by email at steve.staffier@state.ma.us and by telephone at 508-820-2022.

D. Radio Consoles

Description:

Vendor:

Attach Quote and mark with letter D

Total Category D

\$ _____

E. Console Furniture and Dispatcher Chairs – to defray costs associated with the purchase, installation, replacement, maintenance, and/or upgrade of console furniture and dispatcher chairs necessary for enhanced 911 telecommunicators working at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to perform their jobs effectively and in an ergonomically appropriate manner. Such funds may only be used to purchase, install, replace, maintain, and/or upgrade such console furniture and dispatcher chairs, including shelving, storage cabinets, and rotary resource files, used in the physical space used for the provision of enhanced 911 service.

REMINDER: Disposal of Equipment Purchased with Grant Funding: Grantees may replace and/or dispose of equipment purchased with funds under the State 911 Department grant programs only if such equipment has reached the end of its useful life, in accordance with the manufacturer’s warranty or industry expected useful life, whichever is longer. Disposal shall be in compliance with municipal guidelines, and equipment may be transferred to public entities for public municipal purposes only.

E. Console Furniture and Dispatcher Chairs

Description:

Have you previously applied for funding for dispatcher chairs?
If so, what year?
Are they under warranty?

Vendor:

Attach Quote and mark with letter E

Total Category E

\$ _____

F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service – to defray costs associated with the purchase, installation, replacement, maintenance, and/or update of fire alarm receiving and alerting equipment used at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs. Funding may be used to purchase, install, replace, maintain, and/or update systems used by such PSAPs to alert remote station personnel of emergency responses, including hardware and components installed within remote station locations. Funding for street or structure based cable or radio fire alarm boxes and related hardware is not permitted.

F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service

Description:

Vendor:

Attach Quote and mark with letter F

Total Category F

\$ _____

G. Other Equipment and Related Maintenance Associated with Providing Enhanced 911

Service – to defray costs associated with the purchase, installation, replacement, and/or maintenance of other equipment used in the physical space used for the provision of enhanced 911 service, except as otherwise approved by the State 911 Department, based on supporting documentation that the physical space used for the provision of enhanced 911 service is inadequate to house the equipment, or except as otherwise approved by the State 911 Department based on supporting documentation. Funding may be used for, but is not limited to: support technology (such as printers, headsets, and call recorders); supplies (such as disc and printer cartridges); hardware and support costs (excluding monthly recurring telephone service costs) for telephones; acoustic wall coverings; ESD-resistant flooring; lighting; and security equipment used for securing access to the PSAP to prevent entry by the public or unauthorized personnel.

G. Other Equipment and Related Maintenance Associated with Providing Enhanced 911 Service

Description: 2 each of **HP304A Color Toner Cartridge Combo Pack** and 2 each of **HP304A Black Toner Cartridge Twin Pack**. These ink cartridges will be solely used in the HP Color Laser Jet printer located in the 911 Dispatch Center area and is connected to the computers at our dispatch consoles #1 and #2. This specific printer was previously obtained through the same grant in FY2012. (Color: \$331.99 x 2 = \$663.98 + Black: \$177.99 x 2 = \$355.98 – TOTAL: \$1,019.96)

Vendor: Staples®

**

Description: **Brother® IntelliFAX 4750e Laser Plain-Paper Fax** machine for our 911 Dispatch Center to be used by telecommunicators and to replace the existing outdated inkjet fax machine. This fax machine is intended for receiving and sending various correspondence including reports, multi-page documents, etc. by the dispatchers within our 911 Dispatch Center. (\$449.99)

Vendor: Staples®

**

Description: **Brother® TN-430 Black Toner Cartridge**. These laser jet ink cartridges are specifically for the Brother® Laser Plain-Paper Fax machine requested above which will be located in our 911 Dispatch Center to be used by our telecommunicators working at consoles #1 and #2. (\$69.49 x 3 = \$208.47)

Vendor: Staples®

X See attached Quotes marked with letter G

Total Category G

\$ 1,678.42

**REGIONAL PSAP & RECC ONLY
DETAIL NARRATIVE**

Please make sure that every item listed in the above Budget Worksheet is listed in below narrative with a detailed description including category of item, price per unit, quantity, brand, model and any other pertinent and available information. Please include any and all quotes to support the budget narrative. Please use additional pages if needed.

H. Regional PSAPs and RECCs ONLY:

Public Safety Radio Systems – to defray costs associated with the acquisition and maintenance of radio systems (including circuit costs for connectivity) used for police, fire, emergency medical services, and/or emergency management communications. Only Regional PSAPs and RECCs are eligible for funding in this category. All radio systems shall comply with SIEC special conditions, as may be amended from time to time. The SIEC special conditions are available at: <http://www.mass.gov/eopss/docs/ogr/homesec/sdsiecspecialconditionsradiofrequenciesdec09.pdf>.

The State 911 Department will submit requests for such funding to the SIEC for review and confirmation that the requested item(s) comply with the SIEC special conditions. Questions relating to the SIEC special conditions should be directed to the SWIC, Steve Staffier, who can be reached by email at steve.staffier@state.ma.us and by telephone at 508-820-2022.

Description:

Vendor:

Attach Quote and mark with letter H

Total Category H

\$ _____

All goods and/or services shall be received on or before June 30, 2015 to be eligible for reimbursement under the Fiscal Year 2015 State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants.

**REGIONAL SECONDARY PSAP ONLY
DETAIL NARRATIVE**

Please make sure that every item listed in the above Budget Worksheet is listed in below narrative with a detailed description including category of item, price per unit, quantity, brand, model and any other pertinent and available information. Please include any and all quotes to support the budget narrative.

I. Regional Secondary PSAPs ONLY:

Regional Secondary PSAP 911 Customer Premises Equipment Maintenance – to defray costs associated with maintaining PSAP 911 customer premises equipment. ONLY regional secondary PSAPs are eligible for funding in this category.

(The Department assumes the responsibility of all costs for maintenance of CPE at all primary PSAPs and regional PSAPs and RECCs). Note: Regional Secondary PSAPs are eligible for the purchase, installation and/or upgrade of CPE equipment under the State 911 Department Regional PSAP and Regional Secondary PSAP and RECC Development Grant.

Description:

Vendor:

Attach Quote and mark with letter I

Total Category I

\$ _____

All goods and/or services shall be received on or before June 30, 2015 to be eligible for reimbursement under the Fiscal Year 2015 State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants.



COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

<p>CONTRACTOR LEGAL NAME: Town of Provincetown Police (and d/b/a):</p> <p>Legal Address: (W-9, W-4,T&C): 260 Commercial Street, Provincetown, MA 02657</p> <p>Contract Manager: Dan Hoot</p> <p>E-Mail: dhoot@provincetown-ma.gov</p> <p>Phone: 508-487-7000 x523 Fax: 508-487-9560</p> <p>Contractor Vendor Code:</p> <p>Vendor Code Address ID (e.g. "AD001"): AD ____ (Note: The Address Id Must be set up for EFT payments.)</p>	<p>COMMONWEALTH DEPARTMENT NAME: State 911 Department MMARS Department Code: EPS</p> <p>Business Mailing Address: 1380 Bay Street, Building C, Taunton, MA 02780</p> <p>Billing Address (if different):</p> <p>Contract Manager: Marilyn Godfrey</p> <p>E-Mail: 911DeptGrants@state.ma.us</p> <p>Phone: 508-821-7299 Fax: 508-828-2585</p> <p>MMARS Doc ID(s): CT SUPG</p> <p>RFR/Procurement or Other ID Number: FY2015 SUPG</p>
<p style="text-align: center;"><input checked="" type="checkbox"/> NEW CONTRACT</p> <p>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</p> <p><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget)</p> <p><input checked="" type="checkbox"/> Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget)</p> <p><input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)</p>	<p style="text-align: center;"><input type="checkbox"/> CONTRACT AMENDMENT</p> <p>Enter Current Contract End Date Prior to Amendment: ____, 20__.</p> <p>Enter Amendment Amount: \$ _____. (or "no change")</p> <p>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</p> <p><input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget)</p> <p><input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> Contract Employee (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)</p>
<p>The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.</p> <p><input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services</p>	
<p>COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.</p> <p><input type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)</p> <p><input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or <i>new</i> Total if Contract is being amended). \$ _____.</p>	
<p>PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)</p>	
<p>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) For disbursement of funds under the State 911 Department FY 2015 PSAP and Regional Emergency Communication Center Support and Incentive Grant as authorized and awarded in compliance with program guidelines and grantee's approved application.</p>	
<p>ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:</p> <p><input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.</p> <p><input type="checkbox"/> 2. may be incurred as of ____, 20__, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.</p> <p><input type="checkbox"/> 3. were incurred as of ____, 20__, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.</p>	
<p>CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2015</u>, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.</p>	
<p>CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.</p>	
<p>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</p> <p>X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)</p> <p>Print Name: <u>JAMES F. GOLDEN</u></p> <p>Print Title: <u>ACTING CHIEF OF POLICE</u></p>	<p>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</p> <p>X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)</p> <p>Print Name: <u>Frank Pozniak</u></p> <p>Print Title: <u>Executive Director</u></p>

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor’s behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor’s authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver’s licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
JAMES F. GOLDEN	ACTING CHIEF OF POLICE

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor’s employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

_____ Date:
Signature

Title: ACTING TOWN MANAGER Telephone: 508-487-7000 x527

Fax: 508-487-9560 Email: dgardner@provincetown-ma.gov

[Listing cannot be accepted without all of this information completed.]
A copy of this listing must be attached to the “record copy” of a contract filed with the department.

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.¹

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): JAMES F. GOLDEN

Title: ACTING CHIEF OF POLICE

X _____

Signature as it will appear on contract or other document (**Complete only in presence of notary**):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, PAIGE E. PERRY (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

_____, 20 ____.

My commission expires on: 10/16/2020

AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date:

_____, 20 ____.

AFFIX CORPORATE SEAL

¹ This form is required for this grant program.

Exhibit "A"**RATES PER UNION CONTRACT FOR FY15**

	7-3 (DAY)	3-11 (EVE)	11-7 (MID)	SWING
ALLEN, DOUGLAS				
HOUR	\$24.73	\$25.22	\$25.47	\$25.35
OT RATE	\$37.09	\$37.83	\$38.20	\$38.02
BARTHOLOMEW, SARAH				
HOUR	\$29.11	\$29.69	\$29.98	\$29.84
OT RATE	\$43.66	\$44.54	\$44.97	\$44.76
COOK, LISA				
HOUR	\$27.85	(DAY SHIFT ONLY)		
OT RATE	\$41.77			
METCALFE, ALYSSA				
HOUR	\$26.33	\$26.86	\$27.12	\$26.99
OT RATE	\$39.50	\$40.29	\$40.68	\$40.49
MICHAEL, RACHAEL				
HOUR	\$26.89	\$27.43	\$27.70	\$27.56
OT RATE	\$40.34	\$41.14	\$41.55	\$41.34
NOLETTE, JENNIFER				
HOUR	\$24.73	\$25.22	\$25.47	\$25.35
OT RATE	\$37.09	\$37.83	\$38.20	\$38.02
RIBAS, ANDREIA				
HOUR	\$23.22	\$23.69	\$23.92	\$23.80
OT RATE	\$34.84	\$35.53	\$35.88	\$35.71



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

6C

VMCC IMPACT PROTECTION SYSTEM PROJECT Contract with Shade and Shutter Systems, Inc.

Requested by: DPW Deputy Director Erik Larsen

Action Sought: Approve Contract

Proposed Motion(s)

MOVE that the Board of Selectmen vote to approve and execute a contract with Shade & Shutter Systems, Inc., 350 Kidds Hill Road, Hyannis, MA, for the "Veterans Memorial Community Center Impact Protection System Project".

Additional Information

This project was bid pursuant to M.G.L. c.149. The project was advertised in 1he Central Register beginning 10/8/2014 and the Provincetown Banner on 10/9/2014 and 10/16/2014. Sealed bids were publicly opened 10/23/2014 and the lowest eligible bidder was determined and selected on 10/28/2014. (Please refer to the attached plans and bid opening information)

This project is funded through appropriated funds at ATM 2012, Article 5-11 and are to be reimbursed by the Massachusetts Emergency Management Agency (MEMA) (Grant# 1701-03)

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

SECTION 00500

AGREEMENT

THIS AGREEMENT made this tenth day of November in the year Two Thousand and Fourteen, between Shade & Shutter Systems, Inc, with a usual place of business at 350 Kidds Hill Road, Hyannis, MA, hereinafter called the CONTRACTOR, and the Town of Provincetown, acting by its Chief Procurement Officer, through the Board of Selectmen, with a usual place of business at 260 Commercial Street, Provincetown, MA 02657, hereinafter called the OWNER.

The CONTRACTOR and the OWNER, for the consideration hereinafter named, agree as follows:

1. Scope of Work

The Contractor shall furnish all labor, materials, equipment and insurance to perform all work required for the project known as the Veterans Memorial Community Center Impact Protection System Project, in strict accordance with the Contract Documents and all related Drawings and Specifications. The said Documents, Specifications, Drawings and any GENERAL SUPPLEMENTARY CONDITIONS are incorporated herein by reference and are made a part of this Agreement.

2. Contract Price

The Owner shall pay the Contractor for the performance of this Agreement, subject to additions and deductions provided herein, in current funds, the sum of **(\$86,952.00) Eighty-Six Thousand Nine-Hundred Fifty-Two Dollars and Zero cents.**

3. Commencement and Completion of Work and Liquidated Damages

It is agreed that time is of the essence of this Agreement. The Contractor shall commence and prosecute the work under this Agreement upon execution hereof and shall complete the work on or before December 21, 2014; unless otherwise stated in writing by the Town of Provincetown.

- A. Definition of Term: The Term "Substantial completion" shall mean the date certified by the Owner when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner may occupy the project, or designated portion(s) thereof, for the use for which it is intended.
- B. Time as Essential Condition: It is understood and agreed that the commencement of and substantial completion of the work are essential conditions of this Agreement. It is further agreed that time is of the essence for each and every portion of the Contract

Documents wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the Contract Documents any additional time is allowed for the completion of any work, the new time fixed by such extension shall be of the essence of this Agreement. It is understood and agreed that the times for the completion of the work are reasonable, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

- C. Progress and Completion: Contractor shall commence work promptly upon execution of this Agreement and shall prosecute and complete the work regularly, diligently and uninterruptedly at such a rate of progress as will insure Substantial Completion within the stipulated number of calendar days.
- D. Liquidated Damages: It is expressly agreed between the Contractor and the Owner that the Contractor will be responsible for all damages which may arise due to the Contractor's failure to substantially complete the work within the above specified time. If the Contractor shall neglect, fail or refuse to complete the work within the specified number of days, or any extension thereof authorized by the Owner, Contractor agrees, as a part of the consideration for the execution of this Contract by the Owner, to pay the Owner the amount specified herein, not as a penalty, but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day, excluding Saturdays, Sundays and legal Holidays, that the Contractor shall be in default of Substantial completion after the date specified in the Agreement. Due to the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain, said amount is agreed to be the amount of damages which the Owner would sustain, and said amount shall be retained from time to time by the Owner from current periodic estimates. The amount of liquidated damages shall be \$200.00 per day.

4. Performance of the Work

- A. Direction of the Work: The Contractor shall supervise and direct the Work, using his best skills and attention which shall not be less than such state of skill and attention generally rendered by the contracting profession for projects similar to the Project in scope, difficulty and location. The Contractor shall maintain adequate supervisory personnel at the project site during the performance of the Work. He shall be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Agreement.
- B. Responsibility for the Work: (1) The Contractor shall be responsible to the Owner for the acts and omissions of his employees, Subcontractors and their agents and employees, and other persons performing any of the Work under a contract with the Contractor. This obligation shall also extend to the presence on the Site of suppliers of materials or equipment, their employees, contractors, and agents engaged in the work.

(2) The Contractor shall not be relieved from his obligations to perform the Work in accordance with the Contract Documents either by the activities or duties of the Owner in

its administration of the Agreement, or by inspections, tests or approvals required or performed by persons other than the Contractor.

- C. **Permits and Fees:** Unless otherwise expressly provided, the Contractor shall secure and pay for all permits and fees, licenses and inspections necessary for the proper execution and completion of the Work which are customarily secured after execution of the Agreement and which are legally required at the time the bids are received, and the same shall at all times be the property of the Owner and shall be delivered to the Owner upon completion of the Project.
- D. **Notices, Compliance With Laws:** (1) The Contractor shall give all notices and comply with all federal, state and local laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work. The Contractor shall provide the Owner with reproductions of all permits, licenses and receipts for any fees paid. The Owner represents that it has disclosed to the Contractor all orders and requirements known to the Owner of any public authority particular to this Agreement.
- (2) If the Contractor observes that any of the Contract Documents are at variance with applicable laws, statutes, codes and regulations in any respect, he shall promptly notify the Owner in writing, and any necessary changes shall be accomplished by appropriate modification.
- (3) If the Contractor performs any Work which he knows or should know is contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner, he shall assume full responsibility therefor and shall bear all costs attributable thereto.
- (4) In the performance of the Work, the Contractor shall comply with all applicable federal, state and local laws and regulations including those relating to workplace and employee safety. The Contractor shall notify the Owner immediately of any conditions at the place of the work which violate said laws and regulations and shall take prompt action to correct and eliminate any such violations.
- E. **Project Superintendent:** The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site at all times during the progress of the Work. The superintendent shall represent the Contractor and all communications given to the superintendent shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be so confirmed on written request in each case.
- F. **Progress Schedule:** The Contractor, immediately after being awarded the Contract, shall prepare and submit for the Owner's information an estimated progress schedule for the Work. The progress schedule shall be related to the entire Project to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

G. Drawings, Specifications and Submittals:

(1) The Contractor shall maintain at the site for the Owner one record copy of all Drawings, Specifications, Addenda, Change Orders and other Modifications, and "As-Built" Drawings and Specifications in good order and marked currently to record all changes made during construction, and approved Shop Drawings, Product Data and Samples. These shall be delivered to the Owner upon completion of the Work.

(2) By approving and submitting Shop Drawings, Product Data and Samples, the Contractor represents that he has determined and verified all materials, field measurements, and field construction criteria related thereto, or will do so, and that he has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

(3) The Contractor shall not be relieved of responsibility for any deviation from the requirements of the Contract Documents by the Owner's approval of Shop Drawings, Product Data or Samples unless the Contractor has specifically informed the Owner in writing of such deviation at the time of submission and the Owner has given written approval to the specific deviation. The Contractor shall not be relieved from responsibility for errors or omissions in the Shop Drawings, Product Data or Samples by the Owner's approval thereof.

(4) The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or Samples, to revisions other than those requested by the Owner on previous submittals.

(5) No portion of the Work requiring submission of a Shop Drawing, Product Data or Sample shall be commenced until the submittal has been approved by the Owner. All such portions of the Work shall be in accordance with approved submittals.

H. Protection of the Work and Owner's Property: The Contractor shall at all times safely guard the Owner's property from injury or loss in connection with this Agreement. He shall at all times safely guard and protect his own work, and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury. The Contractor shall clean the work area and restore it to its original condition upon completion of the work.

I. Quality of the Work: The Contractor shall perform the work in a good, workmanlike manner. The Contractor hereby guarantees that the entire work constructed by him under the Agreement will meet fully all requirements thereof as to quality of workmanship and materials. The Contractor hereby agrees to make at his own expense any repairs or replacements made necessary by defects in materials or workmanship supplied to him that become evident within one (1) year after the date of the final payment, and to restore to full compliance with the requirements set forth herein any part of the work constructed hereunder, which during said one (1) year period is found to be deficient with respect to

any provisions of the Contract Documents. The Contractor also agrees to hold the Owner harmless from claims of any kind arising from damage due to said defects. The Contractor shall make all repairs and replacements promptly upon receipt of written orders for same from the Owner. If the Contractor fails to make the repairs and replacements promptly, the Owner may do the work and the Contractor shall be liable to the Owner for the cost thereof.

- J. Warranty: The Contractor guarantees to Owner that all materials incorporated into the work will be new unless otherwise specified or agreed. Prior to final payment, the Contractor shall deliver to the Owner all manufacturers' warranties, together with such endorsements or assignments as are necessary to ensure to the Owner the full rights and benefits of such warranties.

5. Affirmative Action/Equal Employment Opportunity

The Contractor is directed to comply with all applicable State Laws, Ordinances, Bylaws, and rules and regulations regarding affirmative action/equal employment opportunity requirements. Failure of the Contractor to comply with any such law, rule or regulation shall constitute grounds for the Owner to terminate the Agreement.

6. Site Information Not Guaranteed; Contractor's Investigation

All information given in the Contract Documents relating to subsurface and other conditions, natural phenomena, existing pipes, and other structures is from the best sources at present available to the Owner. All such information is furnished only for the information and convenience of the Contractor and is not guaranteed.

It is agreed and understood that the Owner does not warrant or guarantee that the subsurface or other conditions, natural phenomena, existing pipes, or other structures encountered during construction will be the same as those indicated in the Contract Documents.

Contractor has familiarized himself with the nature and extent of the Contract Documents, work, locality, and with all local conditions and federal, state, and local laws, rules, ordinances, and regulations that in any manner may affect costs, progress, or performance of the work. Contractor has made, or has caused to be made, examinations, investigations, and tests and studies of such reports and related data in addition to those referred to in the paragraph above as he deems necessary for the performance of the work at the Contract Price, within the Contract Time, and in accordance with the other Terms and Conditions of the Contract Documents; and no additional examinations, tests, investigations, reports, and similar data are or will be required by the Contractor for such purposes.

Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the Contract Documents. Contractor has given the Owner written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents, and the resolution thereof by the Owner is acceptable to the Contractor.

It is further agreed and understood that the Contractor shall not use or be entitled to use any of the information made available to him or obtained in any examination made by him in any manner as a basis of or ground for any claim or demand against the Owner, arising from or by reason of any variance which may exist between the information made available and the actual subsurface conditions or other conditions or structures actually encountered during the construction work, except as may otherwise be expressly provided for in the Contract Documents.

7. Project Architect or Engineer

There a project Architect/Engineer for this project, who is Eric L. Larsen, Deputy Director, Provincetown Department of Public Works. Except as otherwise indicated in the Contract Documents, the Architect/Engineer shall be a representative of the Owner and the Contractor shall direct all communications, questions and comments on the work and the performance thereof to the Architect/Engineer. Except as otherwise provided, the Architect/Engineer shall have all the authority of the Owner set forth in the Contract Documents. In general, the Architect/Engineer shall have the authority to review the performance of the work, reject work which is defective or otherwise does not comply with the Contract Documents and to order the Contractor to remedy defective work and take such actions which are necessary to make the work conform to the Contract Documents.

8. Wage Rates

Prevailing Wage Rates as determined by the Commissioner of the Department of Labor and Workforce Development under the provisions of Massachusetts General Laws, Chapter 149, Section 26 to 27G, as amended, apply to this project. It is the responsibility of the Contractor to provide the Town with certified payrolls and to comply with all requirements of the above-cited statutes.

The schedules of prevailing wage rates are included in the Contract Documents.

9. Payments to the Contractor

Within fifteen (15) days after receipt from the Contractor of a proper and satisfactory periodic estimate requesting payment of the amount due for the preceding month, the Owner shall have fifteen (15) days to make payment for:

- A. The work performed during the preceding month.
- B. The materials not incorporated in the Work but delivered and suitably stored at the site (or at some location agreed upon in writing) to which the Contractor has title, or to which a Subcontractor has title and has authorized the Contractor to transfer title to the Owner.
- C. Less the following retention items:

1. A retention based on an estimate of the fair value of the Owner's claims against the Contractor.
 2. A retention for direct payments to Subcontractors, if any, based on demands for same in accordance with the provisions of Section 39F of Chapter 30 of the General Laws.
 3. A retention not exceeding five percent (5%) of the approved amount of the periodic payment.
- D. After the receipt of a periodic estimate requesting final payment and within sixty-five (65) days after the Contractor fully completes the Work, or substantially completes the Work so that the value of the Work remaining to be done is, on the estimate of the Owner, less than 1% of the original Contract Price, or substantially completes the Work and the Owner takes possession or occupancy, whichever occurs first, the Owner shall pay the Contractor the entire balance due on the Contract less:
1. A retention based on an estimate of the fair value of the Owner's claims against the Contractor and of the cost of completing the incomplete and unsatisfactory items of work.
 2. A retention for direct payments to Subcontractors, if any, based on demands of same in accordance with the provisions of Section 39F of Chapter 30 of the General Laws, or based on the record of payments by the Contractor to the Subcontractors under this Contract if such record of payment indicates that the Contractor has not paid Subcontractors as provided in Section 39F of Chapter 30 of the General Laws.

If the Owner fails to make payment as herein provided, there shall be added to each such payment, daily interest at the rate of 3 percentage points above the rediscount rate than charged by the Federal Reserve Bank of Boston, commencing on the first day after said payment is due, and continuing until the payment is delivered or mailed to the Contractor; provided that no interest shall be due, in any event, on the amount of a periodic estimate for final payment until fifteen (15) days after receipt of such a periodic estimate by the Owner as provided in the first paragraph of this Article. The Contractor agrees to pay to each subcontractor a portion of any such interest paid in accordance with the amount due each subcontractor.

The Owner may make changes in any periodic estimate submitted by the Contractor and the payment due on said periodic estimate shall be computed in accordance with the changes so made, and such changes and any requirements for a corrected periodic estimate shall not affect the due date for the periodic payment or the date for the commencement of interest charges on the amount of the periodic payment computed in accordance with the changes made, as provided herein; provided further, that the Owner may, within seven (7) days after receipt, return to the Contractor for correction, any periodic estimate which is not in acceptable form or which contains computations not arithmetically correct, and in that event, the date of receipt of such periodic estimate shall be the date of receipt of the corrected periodic

estimate in proper form and with arithmetically correct computations. The date of receipt of a periodic estimate received on a Saturday shall be the first working day thereafter.

- E. Changes in the Work: No changes in the work covered by the approved Contract Documents shall be made without prior written approval of the Owner. Charges or credits for the work covered by the approved change shall be determined by one or more, or a combination of the following methods:
- (a) Unit bid prices previously approved.
 - (b) An agreed lump sum.
 - (c) The actual cost of:
 - (1) Labor.
 - (2) Materials entering permanently into the work.
 - (3) The ownership or rental cost of construction equipment during the time of use on the extra work.
 - (4) Power and consumable supplies for the operation of power equipment.
 - (5) Wages to be paid.

To the cost under (c) there shall be added a fixed fee to be agreed upon but not to exceed fifteen percent (15%) of the actual cost of work. The fee shall be compensation to cover the cost of supervision, overhead, bond, profit and any other general expenses.

- F. Claims for Additional Costs: If the Contractor wishes to make a claim for an increase in the Contract Sum, he shall give the Owner written notice thereof within twenty days after the occurrence of the event giving rise to such claim. This notice shall be given by the Contractor before proceeding to execute the Work, except in an emergency endangering life or property. No such claim shall be valid unless so made. Any change in the Contract Sum resulting from such claim shall be authorized by Change Order.

The Contractor hereby agrees that the Contractor shall have no claim for damages of any kind against the Town on account of any delay in the commencement or performance of the work and/or any hindrance, delay or suspension of any portion of the work including, but not limited to, any claims or damages on account of having to perform out of sequence work, claims for damages on account of loss of production or other interference with the work whether such delay is caused by the Town or otherwise, except as and to the extent expressly provided under G.L. c.30, §390 in the case of written orders by the Town. The Contractor acknowledges that the Contractor's sole remedy for any such claim will be an extension of time as provided herein.

10. Final Payment, Effect

The acceptance of final payment by the Contractor shall constitute a waiver of all claims by the Contractor arising under the Agreement.

11. Contract Documents

The Contract Documents consist of the following, together with this Agreement:

- Invitation to Bid
- Instructions to Bidders
- This Contract Form
- Bid Form
- Labor & Materials Payment Bond
- Non-Collusion Certificate
- Tax Compliance Certificate
- Clerk's Certificate of Corporate Vote
- Certificate of Insurance
- General Conditions
- Supplementary General Conditions
- General Requirements
- Specifications and Addenda
- Contract Drawings
- Schedule of Prevailing Wages

12. Terms Required By Law

This Agreement shall be considered to include all terms required to be included in it by the Massachusetts General Laws, and all other laws, as though such terms were set forth in full herein.

13. Indemnification

The Contractor shall indemnify and hold harmless the Owner from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of the performance of this Agreement when such claims, damages, losses, and expenses are caused, in whole or in part, by the acts, errors, or omissions of the Contractor or his employees, agents, subcontractors or representatives.

14. Insurance

The Contractor shall purchase and maintain such insurance as will protect both the Owner and the Contractor from claims which may arise under the Agreement, including operations performed for the named insured by independent contractors and general inspection

thereof by the named insured. In addition, the Contractor shall require its subcontractors to maintain such insurance. Coverage shall be provided for:

- .1 claims under workers' or workmen's compensation, disability benefit and other applicable employee benefit acts;
- .2 claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
- .3 claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;
- .4 claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person;
- .5 claims for damages, including damages to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; and
- .6 claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.
- .7 claims involving contractual liability applicable to the Contractor's obligations under Article 13.

The limits of liability for coverage required under the preceding paragraph shall be as Specified in the Supplemental Conditions.

Except for Workmen's Compensation, all liability coverage shall name the Town as an additional insured and shall provide for 30 days prior written notice to the Town of any modification or termination of coverage provided thereby. The Contractor shall provide the Owner with appropriate certificate(s) of insurance evidencing compliance with this provision prior to the commencement of any work under this Agreement.

15. Notice

All notices required to be given hereunder shall be in writing and delivered to, or mailed first class to, the parties' respective addresses stated above. In the event that immediate notice is required, it may be given by telephone or facsimile, but shall, to the extent possible, be followed by notice in writing in the manner set forth above.

16. Termination

- A. Each party shall have the right to terminate this Agreement in the event of a failure of the other party to comply with the terms of the Agreement. Such termination shall be

effective upon seven days' notice to the party in default and the failure within that time of said party to cure its default.

- B. The Owner shall have the right to terminate the Agreement without cause, upon ten (10) days' written notice to the Contractor. In the event that the Agreement is terminated pursuant to this subparagraph, the Contractor shall be reimbursed in accordance with the Contract Documents for all Work performed up to the termination date, and for all materials or equipment not incorporated in the Work, but delivered and suitably stored at the site. Payment for material or equipment stored at the site shall be conditioned upon submission by the Contractor of bills of sale or such other evidence as is satisfactory to Owner to establish the Owner's title to such material or equipment or otherwise protect the Owner's interests.

17. Miscellaneous

- A. **Royalties and Patents:** The Contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the Owner harmless from loss on account thereof, except that the Owner shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified; but if the Contractor believes or has reason to believe that the design, process or product specified is an infringement of a patent, he shall be responsible for such loss unless he promptly gives such information to the Owner, and thereafter the Owner insists on the use of the design, process or products specified.
- B. **Assignment:** The Contractor shall not assign or transfer any of its rights, duties or obligations under this Agreement without the written approval of the Owner.
- C. **Governing Law:** This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.
- D. By its signature hereon, the Contractor certifies, under the pains and penalties of perjury, that it has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

[Remainder of page intentionally blank.]

AGREED:

TOWN OF PROVINCETOWN, MASSACHUSETTS
(Owner)

By: Provincetown Board of Selectmen

(Name)

(Name)

(Name)

(Name)

(Name)

CONTRACTOR: Shade & Shutter Systems, Inc.

By _____

(Name)

(Title)

(Address)

(City and State)

**CERTIFICATIONS REQUIRED BY LAW
FOR PUBLIC CONSTRUCTION CONTRACTS**

You must COMPLETE and SIGN the following certifications. You must also print, at the bottom of this page, the name of the contractor for whom these certifications are submitted.

TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

PUBLIC CONTRACTOR DEBARMENT

The undersigned certifies under penalty of perjury that the below named contractor is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

OSHA TRAINING

Pursuant to G.L. c. 30, §39S, the Contractor hereby certifies under penalties of perjury as follows:

- (1) Contractor is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work;
- (2) All employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and they shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and
- (3) All employees to be employed in the work subject to this contract have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

COMPLETE AND SIGN BELOW:

Authorized Person's Signature

Date

Print Name & Title of Signatory

Name of Contractor

SECTION 00900

BID SPECIFICATIONS FOR

**VETERANS MEMORIAL COMMUNITY CENTER
IMPACT PROTECTION SYSTEM**

Scope of Work

General Scope of work:

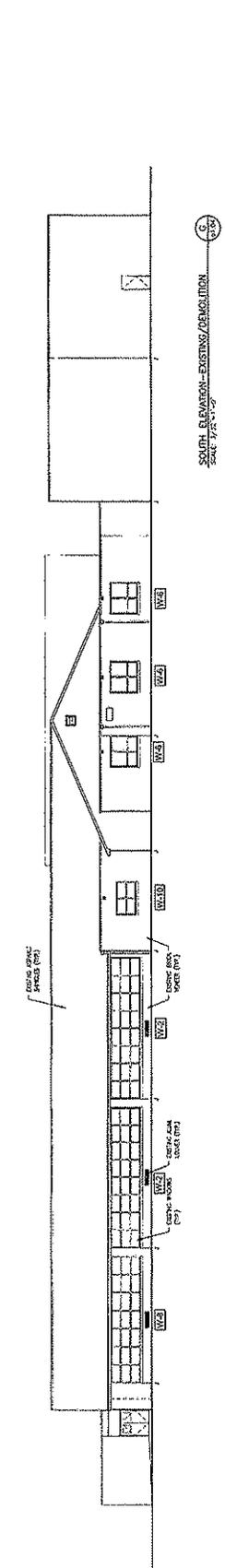
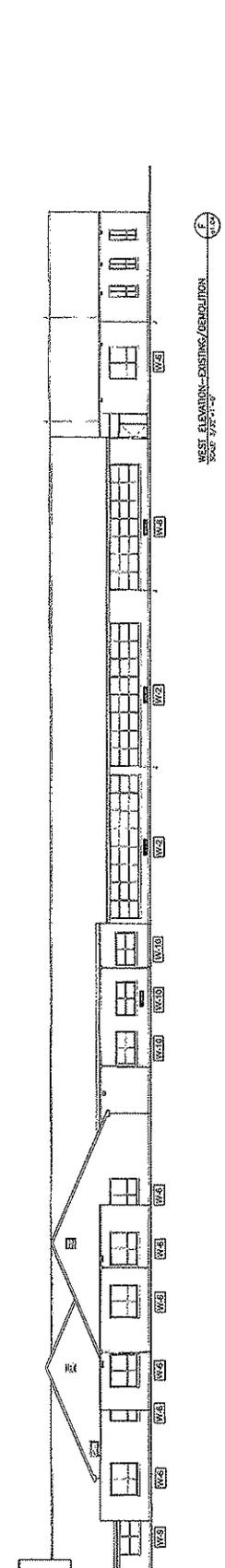
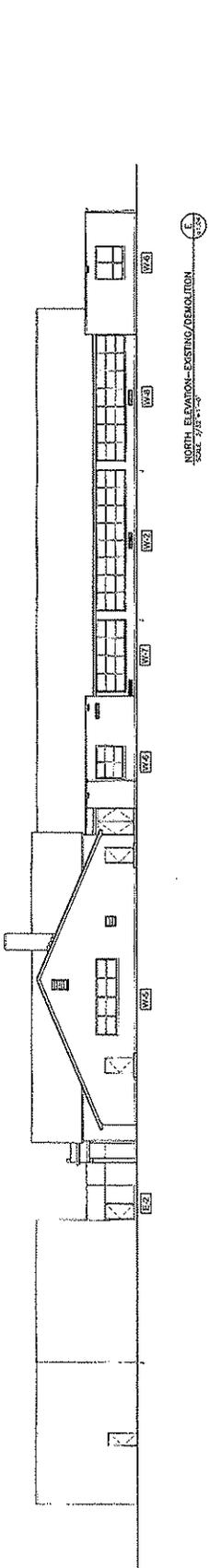
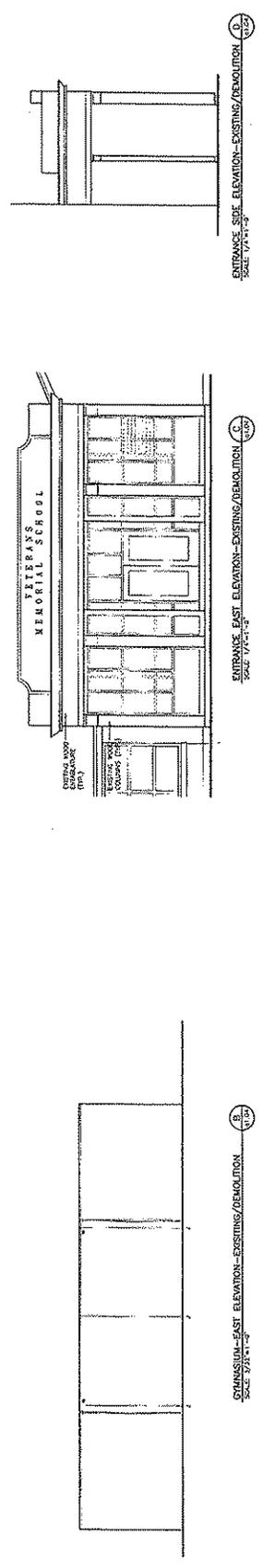
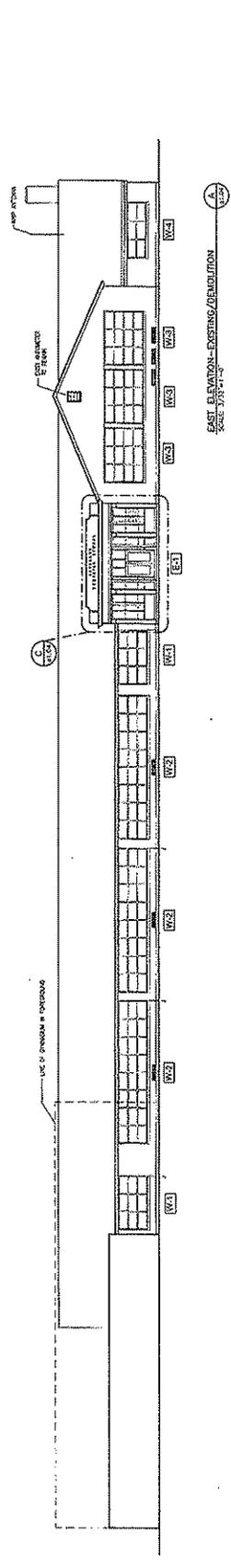
The Veterans Memorial Community Center (VMCC) is required to provide and install a full building impact protection system (storm shutters) for the two main entrances and all of the glazed openings, which currently do not meet current design criteria. Table 1-1, Attachment "A" and Attachment "c" are to give an idea of the scope of work for this project.

The proposed impact protection system shall comply with all applicable codes set forth under the International Building Code 2009 Edition and the Massachusetts State Building Code 8th Edition Amendments. Test reports and proposed component data will be required to ensure that the impact protection system conforms to the applicable standards of ASTM E1886, ASTM E1996, ASTM E330 and Engineered design load testing to meet or exceed the DP 50 large missile rating.

The impact protection system shall be able to be easily activated or installed. Permanently mounted hardware should be easily accessible in the event of a potential threat. The impact protection system shall allow for the transmission of light into the structure when either activated or installed.

Table 1-1

WINDOW DESIGNATION	APPROX. WIDTH (IN.)	APPROX. HEIGHT (IN.)	QUANTITY
E-1	324	98	1
E-2	108	104	1
W-1	156	82	2
W-2	414	82	8
W-3	156	112	3
W-4	156	54	1
W-5	216	54	1
W-6	96	82	12
W-7	204	82	1
W-8	372	82	3
W-9	150	48	1
W-10	96	48	4

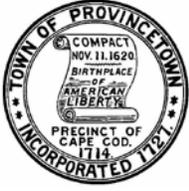


VETERAN'S
 MEMORIAL SCHOOL

VETERAN'S MEMORIAL SCHOOL
 ENTRANCE EAST ELEVATION—EXISTING/DEMOLITION

GYMNASIUM—EAST ELEVATION—EXISTING/DEMOLITION

SOUTH ELEVATION—EXISTING/DEMOLITION



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

6D

CCNS FEE INCREASE

Requested by: Mary-Jo Avellar

Action sought: Discussion

Proposed Motion(s)

Discussion Dependent.

Additional Information

See attached Press Release and letter from Superintendent George Price.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



National Park Service
U.S. Department of the Interior

Cape Cod National Seashore
99 Marconi Site Road
Wellfleet, MA 02667

508 957 0701 phone
508 349 9052 fax

Cape Cod National Seashore News Release

FOR IMMEDIATE RELEASE: October 27, 2014
CONTACT: George E. Price, Jr., Superintendent 508-957-0701

Entrance Fee Increase is Proposed for Cape Cod National Seashore

Superintendent George Price is proposing an increase to the park's entrance fee. The daily vehicle fee would increase from \$15 per vehicle to \$20 per vehicle. The fee for the seasonal Cape Cod National Seashore pass would increase from \$45 per vehicle to \$60 per vehicle. The per person daily fee would increase from \$3 to \$10, and the motorcycle daily fee would increase from \$5 to \$15, bringing fees in line with standards recommended by the National Park Service (NPS). Entrance fees for Cape Cod National Seashore have not increased since 2007.

"The fee program is critical to the park," said Superintendent Price. "Eighty percent of the fees collected stays in the park and goes directly into improving facilities and providing services that are important to visitors." The remaining 20% of fees collected is put into a national account to fund priority NPS projects across the country. The new beach facilities and concession at Herring Cove Beach were constructed using these national funds.

Annual interagency passes, which are honored at all federally managed land units, are not affected by the proposed fee increase and will remain at \$80 for the regular pass, \$10 for the lifetime Senior Pass, and free for the Access and Active-Duty Military passes.

"We are committed to keeping the park affordable, and we also want to provide visitors with the best possible experiences," Price said. "The additional revenue from the fee increase would be used to enhance visitor services, including repair of park facilities, rehabilitation of visitor centers and cultural resources, and additional park programs and transportation services."

A 45-day public input period on the proposed fee increase begins on October 27, 2014 and extends to December 6, 2014. Feedback will be accepted via the web at <http://parkplanning.nps.gov/> or via letters mailed to Cape Cod National Seashore, 99 Marconi Site Road, Wellfleet, MA 02667, Attention: Rick Moore.

The new fees could be implemented in early 2015. However, the implementation schedule may vary based on the results of the public input process. The park will develop an implementation schedule that is supportive of local communities and interested stakeholders.

###

RECEIVED
BOS - Vernon

OCT 30 2014

CC: BOS/TM/ATM



United States Department of the Interior

NATIONAL PARK SERVICE
Cape Cod National Seashore
99 Marconi Site Road
Wellfleet, MA 02667
508.771.2144
508.349.9052 Fax

IN REPLY REFER TO:
F5419

October 27, 2014

Mary-Jo Avellar
100 Bradford Street
Provincetown, MA 02567

Dear Ms. Avellar:

We are proposing an increase to the entrance fees for Cape Cod National Seashore, starting next year. The fee program is critical to the park, as 80% of the fees collected stays in the park and goes directly into improving facilities and providing services that are important to the visitors. The remaining 20% of fees collected is put into a national account to fund priority NPS projects across the country. The new beach facilities and concession at Herring Cove Beach were constructed using these national funds. Entrance fees for Cape Cod National Seashore have not increased since 2007.

The daily vehicle fee would increase from \$15 per vehicle to \$20 per vehicle. The seasonal CCNS pass would increase from \$45 per vehicle to \$60 per vehicle. The per person daily fee would increase from \$3 to \$10 and the motorcycle daily fee would increase from \$5 to \$15. The Annual Interagency Passes, which are honored at all federally managed land units, are not affected by the proposed fee increase and will remain at \$80 for the regular pass, \$10 for the lifetime Senior Pass and free for the Access and Active-Duty Military passes.

The additional revenue from the fee increase would be used to enhance visitor services, including repair of park facilities, rehabilitation of visitor centers and cultural resources, and additional park programs and transportation services.

A 45-day public input period on the proposed fee increase begins today and extends to December 6, 2014. The new fees could be implemented in early 2015. However, the implementation schedule may vary based on the results of the public input process. The park will develop an implementation schedule that is supportive of local communities and interested stakeholders.

If you need any additional information, please feel free to contact me at 508-957-0701. Thank you for your support of Cape Cod National Seashore and the National Park Service.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Price, Jr.', with a large, stylized initial 'G' and a horizontal line extending to the right.

George E. Price, Jr.
Superintendent



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

6E

SPECIAL MEETING REQUESTS

Requested by: Selectman Tom Donegan

Action sought: Discussion

Proposed Motion(s)

Discussion Dependent.

Additional Information

See attached requests:

1. Round Table Discussions – Proposed by Selectman Raphael Ricther
2. Town Manager Qualifications – Proposed by Selectman Cheryl Andrews

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

6F

Selectmen Policy Statement

Policy Relating to the Addition and Removal of a Streetlight

Requested by: Cheryl Andrews - BOS

Action Sought: Discussion

Proposed Motion(s)

Move that the Board of Selectmen vote to approve Policy Statement 2014-11-10, Policy Relating to the Addition and Removal of a Streetlight.

Additional Information

See attached policy statement.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

Policy Statement

2014-11-10

Policy relating to the Addition or Removal of a Streetlight.

The process for requesting or removing a streetlight is as follows:

Removal of an existing light:

1. Applicant submits a petition to remove an existing light
2. Assessor provides an abutter list of direct abutters
3. Selectman Secretary schedules a public hearing and mails a notice to abutters
4. Selectman hold a hearing to consider removal of the light
5. DPW (or Energy Manager) follows up with street light contractor for the removal.

Request a new light:

1. Applicant submits a petition with signatures of all direct abutters to the pole in support of adding a new light
2. Assessor verifies abutters. If all abutters agree, DPW (or Energy Manager) requests an additional light with street light contractor
3. If not all abutters agree, the matter is referred to the BOS at a public hearing (same process as above)

This vote of the Board of Selectmen constitutes policy that takes effect with the date of the vote, November 10, 2014.

Adopted:

In favor: 5

Opposed: 0



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

7A

2014 SPECIAL TOWN MEETING FOLLOW UP

Requested by: Acting Town Manager David Gardner

Action sought: Discussion

Proposed Motion(s)

Discussion Dependent.

Additional Information

See attached follow-up sheet for the October Special Town Meeting

Board Action

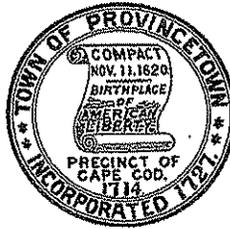
<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

OCTOBER 27, 2014 SPECIAL TOWN MEETING

<i>Article</i>	<i>Action</i>	<i>Staff Responsible</i>
STM-1	FY2015 Budget Adjustments	Finance Director
STM-2	Prior Year Bills	Finance Director
STM-3	Demo of VFW Building	N/A
STM-4	Housing Tax Bill Check-Off Box	Town Manager/Finance Director
STM-5	Purchase of Hall Beach Property	N/A
STM-6	Residency Requirement	N/A
STM-7	Delivery Hours	Town Clerk/Police Chief/Parking Administrator/Licensing Agent
STM-8	Plastic Bag Reduction	Town Clerk/Police Chief/Health Office/Licensing Agent
STM-9	Raise Licensing Fines	Town Clerk/Police Chief/Licensing Agent
STM-10	Outdoor Lighting	N/A
STM-11	Bike Racks	N/A
STM-12	Portable Structures	Building Commissioner
STM-13	Commercial Street Paving	N/A
STM-14	Police Station Repairs	Finance Director/DPW Director
STM-15	RFP for Town Counsel	N/A

LEGEND: **DNP** = DID NOT PASS; **IP** = INDEFINITELY POSTPONE

Town of Provincetown



Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Facsimile (508) 487-9560
Telephone (508) 487-7000

October 31, 2014

Representative Sarah Peake
State House, Room 540
Boston, MA 02133

State Senator Dan Wolf
State House, Room 511B
Boston, MA 02133

SUBJ: *Filing of Home Rule Petition: October 27, 2014 Special Town Meeting, Articles 4.*

Dear Representative Peake and Senator Wolf:

Enclosed please find a certified copy of the votes of Provincetown's October 27, 2014 Special Town Meeting instructing Provincetown's senator and representative to the General Court to file a home rule petition on the Town's behalf:

Article 4. *Special Act/Affordable Housing Tax Bill Donation Check-off Box.*

"AN ACT AUTHORIZING THE TOWN OF PROVINCETOWN TO PROVIDE AN AFFORDABLE HOUSING DONATION CHECK-OFF BOX ON TOWN OF PROVINCETOWN TAX BILLS."

This article seeks support of the Selectmen's FY2015 policy goals to promote affordable and community housing. Having a mechanism to allow people to donate to affordable housing initiatives is a recommendation from the recent Housing Summit and is included in the Housing Action Plan. The check-off box will allow those who are able and want to contribute funds towards solving the housing problem in Provincetown to do so. Every donation included on property owner's tax bill remittance will go to addressing the housing issues in Provincetown.

Please let me know what additional information you require or questions you may have about this Home Rule Petition. Thank you very much.

Sincerely,

David Gardner
Acting Town Manager

Enclosures

cc: Board of Selectmen
Director of Municipal Finance Daniel Hoort
Town Clerk Doug Johnstone
Town Counsel John W. Giorgio, Kopelman & Paige

Town of Provincetown
Office of the Town Clerk



Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Facsimile (508) 487-9560
Telephone (508) 487-7013

Special Town Meeting – Monday, October 27, 2014

Article 4. Special Act/Affordable Housing Tax Bill Donation Check-off Box.

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a special act in the form below, providing that the Town may designate on its municipal tax and/or motor vehicle excise tax bills a space to voluntarily donate to the Town's Affordable Housing Trust Fund; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition;

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

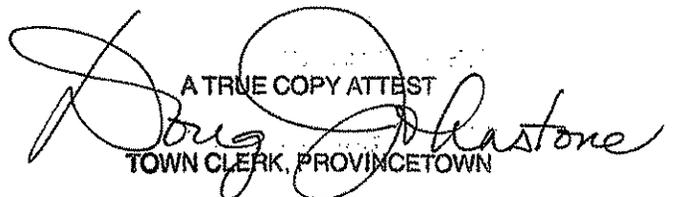
SECTION 1. The Town of Provincetown may, subject to the approval of the Commissioner of Revenue, designate a place on its municipal tax bills, motor vehicle excise tax bills or mail with such tax bills a separate form whereby taxpayers of the Town may voluntarily check off, donate or pledge an amount of money, which shall increase the amount already due and which shall be paid over to the Provincetown Affordable Housing Trust Fund, established pursuant to Chapter 230 of the Acts of 2002 for the support of the Town's affordable housing efforts.

SECTION 2. This act shall take effect upon its passage;
or to take any other action relative thereto.

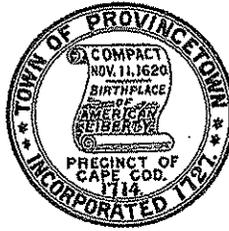
[Requested by the Board of Selectmen and the Town Manager]

Board of Selectmen Recommends: 5-0-0
Finance Committee Does Not Recommend: 6-0-0
Community Housing Council Recommends: 4-0-0

Tom Donegan moved that the Town vote to approve Article 4 as printed in the warrant.
Motion Passed.

A TRUE COPY ATTEST

TOWN CLERK, PROVINCETOWN

Town of Provincetown



Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Facsimile (508) 487-9560
Telephone (508) 487-7000

October 31, 2014

Representative Sarah Peake
State House, Room 540
Boston, MA 02133

State Senator Dan Wolf
State House, Room 511B
Boston, MA 02133

SUBJ: *Filing of Home Rule Petition: October 27, 2014 Special Town Meeting, Articles 4.*

Dear Representative Peake and Senator Wolf:

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Article 4. *Special Act/Affordable Housing Tax Bill Donation Check-off Box.*

"AN ACT AUTHORIZING THE TOWN OF PROVINCETOWN TO PROVIDE AN AFFORDABLE HOUSING DONATION CHECK-OFF BOX ON TOWN OF PROVINCETOWN TAX BILLS."

This article seeks support of the Selectmen's FY2015 policy goals to promote affordable and community housing. Having a mechanism to allow people to donate to affordable housing initiatives is a recommendation from the recent Housing Summit and is included in the Housing Action Plan. The check-off box will allow those who are able and want to contribute funds towards solving the housing problem in Provincetown to do so. Every donation included on property owner's tax bill remittance will go to addressing the housing issues in Provincetown.

Please let me know what additional information you require or questions you may have about this Home Rule PetitionP. Thank you very much.

Sincerely,

David Gardner
Acting Town Manager

Enclosures

cc: Board of Selectmen
Director of Municipal Finance Daniel Hoort
Town Clerk Doug Johnstone
Town Counsel John W. Giorgio, Kopelman & Paige

Town of Provincetown
Office of the Town Clerk



Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Facsimile (508) 487-9560
Telephone (508) 487-7013

Special Town Meeting – Monday, October 27, 2014

Article 4. Special Act/Affordable Housing Tax Bill Donation Check-off Box.

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a special act in the form below, providing that the Town may designate on its municipal tax and/or motor vehicle excise tax bills a space to voluntarily donate to the Town's Affordable Housing Trust Fund; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition;

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. The Town of Provincetown may, subject to the approval of the Commissioner of Revenue, designate a place on its municipal tax bills, motor vehicle excise tax bills or mail with such tax bills a separate form whereby taxpayers of the Town may voluntarily check off, donate or pledge an amount of money, which shall increase the amount already due and which shall be paid over to the Provincetown Affordable Housing Trust Fund, established pursuant to Chapter 230 of the Acts of 2002 for the support of the Town's affordable housing efforts.

SECTION 2. This act shall take effect upon its passage;
or to take any other action relative thereto.

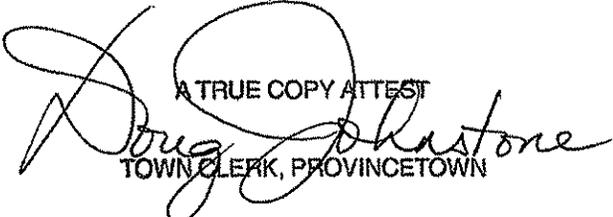
[Requested by the Board of Selectmen and the Town Manager]

Board of Selectmen Recommends: 5-0-0

Finance Committee Does Not Recommend: 6-0-0

Community Housing Council Recommends: 4-0-0

Tom Donegan moved that the Town vote to approve Article 4 as printed in the warrant.
Motion Passed.

A TRUE COPY ATTEST

TOWN CLERK, PROVINCETOWN



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

7B

TOWN MANAGER FOLLOW-UP

Requested by: Acting Town Manager, David Gardner

Action Sought: Discussion

Proposed Motions

Discussion dependent.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

7C

OTHER

Requested by: Acting Town Manager David Gardner

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent.

Votes may be taken.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
 November 10, 2014

8

MINUTES OF BOARD OF SELECTMEN'S MEETINGS

Requested by: BOS Secretary

Action Sought: Approval

Proposed Motion(s)

Move that the Board of Selectmen approve the minutes of:

- August 18, 2014 (Special Meeting) [] as printed [] with changes so noted***
- August 25, 2014 (Regular Meeting) [] as printed [] with changes so noted***
- August 29, 2014 (Open Executive Session) [] as printed [] with changes so noted***
- September 8, 2014 (Regular Meeting) [] as printed [] with changes so noted***
- September 22, 2014 (Joint Meeting with VSB) [] as printed [] with changes so noted***
- September 22, 2014 (Regular Meeting) [] as printed [] with changes so noted***
- September 23, 2014 (TM Candidate Social Gathering [] as printed [] with changes so noted***
- September 25, 2014 (Secretary Interview) [] as printed [] with changes so noted***
- September 26, 2014 (Special Meeting) [] as printed [] with changes so noted***
- October 2, 2014 (Secretary Interview) [] as printed [] with changes so noted***

Additional Information

See Attached Minutes

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
SPECIAL MEETING MINUTES
MONDAY, AUGUST 18, 2014 4:30 PM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the meeting at 4:30 PM, noting the following:

Board of Selectmen attending: Tom Donegan, Erik Yingling, Robert Anthony, Cheryl Andrews and Raphael Richter.

Other attendees: Acting Town Manager David Gardner, Finance Director Dan Hoort

Recorder: Dan Hoort

1. PUBLIC STATEMENTS

Mike Canizales – He was here again to request that rather than immediately reappoint the current Ad Hoc committee that the Selectmen take the time with staff to research a bunch of issues that have come up in terms of how the committee started and potential partisan politics that are playing a heavy hand. He doesn't have all the information, but has enough information that makes him very nervous. He's highlighting what he found so hopefully the Selectmen will push the pause button. He feels he is being distracted by this issue rather than working on finance committee issues. He referenced the Candace Nagle e-mails received through a Vincent Currier public records request. His opinion was that the ad hoc committee did not get its start by a request from the committee chair, but rather by a push from Ms. Nagle. He feels changes to the appointment of the finance committee has everything to do with people not liking Mary Jo and the need to change her powers. This is a once in a generation activity, it's not something we need to do in a year. He would like the Selectmen to bring up who is on the committee after the fall town meeting.

Mark Hatch – Read an e-mail that proposes the creation of a charter review committee. E-mail identified as sent from Candace Nagle to Sharon Lynn. From his perspective when he reads something like that it causes him to pause. He feels the whole process is suspect. He feels if we are dealing with something as important as this town's charter it should be above all suspicion. Everything that is done on that committee should be open and transparent and everybody should participate. There shouldn't be a pile of e-mails that is only circulated among four people. He does not feel this is the most pressing problem in the room.

John Paul Bianci – He is a resident at 83 Bradford Street. He is here to discuss the charter and the effect on part-time residents. It has been said it is unconstitutional to vote in two places. This is correct in national, state and local elections, however, it has no effect on their ability to participate and vote on

boards and committees. He had a conversation with a gentleman from Secretary of State William Galvin's office. There is no law that prohibits participation on committees and boards. He also spoke with a person in the attorney general's office who concurred with the Secretary of State's office. Another issue that concerns us is the ability to speak at town meetings. He read a regulation that limits non-resident's participation at town meeting. In our opinion this is discriminatory against part-time owners. Being banned from speaking at town meeting regarding issues that directly affects them flies in the face of freedom of the speech. They are proposing a limited number of property owners be allowed to speak at town meeting by simply providing the town moderator with their names. They would like the right to sign petitions, not initiate them. They are part of this town, no one is seeking to take power or change the way this town is run. A committee of four from their organization reviewed the charter and made some recommendations. He would like to publicly thank Mr. Richter and Mr. Donegan for their explanations at one of their meetings.

Public statements were then closed

2. SELECTMENS STATEMENTS

Erik Yingling – nothing other than to wish everyone a happy Carnival

Cheryl Andrews – She volunteered to be on the preliminary screening committee for hiring a new BOS secretary. The more she looked at the job description and some of the changes to the job that have occurred over the last five to ten years the more it seemed to her that maybe we jumped the gun by advertising the position without the five of us discussing it. The deadline is intended to close before our (screening committee) first meeting. The expectations of that position have been evolving over the last five to ten years. She would hate to see the BOS make a decision without considering the issues, the job description, who the person reports to, the parameters of the position, is it a 40 hours a week position. She doesn't have all the information and it's a critical position. She assumes we will get some temporary help and doesn't want to slow it down, but maybe we should take an extra two or three weeks to discuss these things. If we need a separate meeting she will be there. She'd rather see the Selectmen talk before the screening committee goes ahead with interviews.

She did a draft for Seashore Pointe. It's not on the agenda so it will come up at a future meeting. She was surprised to learn that employees who were in the AFSCME union when the transfer was made are still in the AFSCME union. There is a scheduled union vote tomorrow. She drafted a letter from the BOS that is ready to go.

She will hold her comments on ad hoc review until we get to item four.

David Gardner spoke to say the job description was included in their last packet, but was not discussed. The search committee wasn't scheduled to meet prior to the applications because he didn't think there was a need to do so, but the committee is certainly welcome to meet and he encourages them to do so. The job description is important, he doesn't know if there are a lot of changes, but we should be able to get it on next Monday's agenda.

Selectman Donegan mentioned that we changed the reporting structure last year so that the job is a direct report to the town manager for daily supervision. Both the BOS and town manager would do reviews jointly. He also stated it would be on Monday's agenda.

Bobby Anthony – He referenced what was going on in Missouri. Being an ex-police officer twelve years ago when a uniform change was discussed he stated it would not happen on his watch. In the meantime the federal government had a lot of surplus equipment that local departments now have and don't know how to use. He feels this country would do well to limit the size of their arsenals and fill their communities with community policing, community involvement. It starts off small and gathers momentum.

There has been controversy regarding the arson case. There is a lot of stuff that is going on. He is requesting an update from the acting police chief and town manager. Selectman Donegan said he would add it to the agenda on Monday.

Raphael Richter – nothing other than to wish everyone a happy Carnival

Tom Donegan – None

3. **JOINT MEETING WITH THE TOWN MANAGER SEARCH COMMITTEE**

Postponed.

4. **CHARTER REVISIONS PROCES/DISCUSSION**

Ad Hoc Charter Revision Chair Julia Perry present. Selectman Donegan updated status. A week from today we will look at reappointment. He asked the BOS if they wanted another work session or if they wanted to wait until chapters five through ten were brought forward. He recommends the BOS have another work session to provide the committee with the BOS input.

Selectman Andrews asked about sunset date for re-appointment. It is August 31st. Selectman Andrews was bothered that the members weren't appointed by the BOS. She feels you need quality in the beginning to get quality at the end. She would like everyone interested in being reappointed to fill out an application with the town clerk. She believes the truth will set us free, get all the e-mails out and town meeting will do

the right thing. She wants us to be professional in our approach and be certain all appointments are legal.

Julia Perry asked to be allowed to give her understanding of charter review because it is different from what the BOS heard today. She was elected to charter enforcement in 2012. Shortly thereafter the Charter Enforcement Chair (CEC) chair brought up the idea of charter review. In June or July of 2012 the chair brought the recommendation forward to the BOS, but nothing happened. A year later they made the same recommendation. At that point the BOS met with the CEC in a joint meeting. At that meeting the BOS agreed that two members of the CEC would serve on the review committee. Ms. Perry and Ann Maguire were put on the committee, they were not given an agenda or a list of what they should look at, it was an open assignment to look at the charter. She was elected chair with her experience with the charter. They broke up the chapter and assigned subcommittees to review certain segments. It is news to her that she was considered ex-officio.

Selectman Donegan asked the BOS if they want another work session

Ms. Perry stated the review committee would encourage that. They would like additional input on Chapter 6, should committees be listed in charter or bylaws.

Selectmen Yingling and Richter agree that another work session is a good idea.

Ms. Perry stated that perhaps it's more important to work on 7 – 10, leave chapter 6 for another time.

Selectman Donegan said it sounds like we have an agreement to have a work session. As to re-appointment, traditionally individuals don't appear before BOS for re-appointment. The size of the committee was determined by the number of applicants. Is there an ability to get technical and mechanical changes to the charter without the side issues? Don't want to throw baby out with bathwater. He will plan to include motions for reappointment in the next BOS packet.

Ms. Perry asked if the BOS would like the committee to separate clean-up issues versus big issues?

Selectman Donegan asked them to look at controversial vs non-controversial. The DOR wants town to look at non-controversial stuff.

Selectman Andrews stated the previous BOS asked staff if they needed to create committee first. It didn't happen in that manner.

Selectman Donegan stated that decisions of an appointed body or elected body should probably wait until after town meeting.

Ms. Perry asked the BOS for direction, what do you want to go to town meeting? Residency issue? If needed the CEC has a date selected for the required public hearing.

Selectman Donegan stated that acting town manager David Garner has preliminary draft of residency requirement change. Selectman Donegan and Ms. Perry will agree to a date for work group. Ms. Perry will send out documents in advance. Selectman Donegan suggested that Ms. Perry talk to Mr. Canizales about his public statement and respond. Selectman Donegan hopes the appetite for addressing the controversial stuff is sated.

Selectman Andrews recalls a goal at one time where the BOS intended to reduce the

number of committees.

5. SEPTEMBER MEETING SCHEDULE DISCUSSION

Selectman Donegan stated he would like to have shorter, fewer meetings than in August. Schedule looks dense. He will try to put together preliminary agendas for relative to September, but some things must carry forward to October and November. Not ideal, but as a group we would like to limit meetings to four hours. Please remind him of any items you really want in September.

Selectman Andrews asked if the meetings would be Mondays only or other days?

Selectman Donegan stated that most likely only Monday meetings. Regularly scheduled Monday meetings would contain public statements, public hearings, alternate Monday meetings would not include those items, but would be more of a BOS work session.

6. OTHER – none.

7. EXECUTIVE SESSION - VOTE TO GO INTO EXECUTIVE SESSION - M.GL. C30A SEC 21 (A) CLAUSE 1, 2, 3, 6

The Board motioned to enter into executive session at approximately 5:34 pm and then voted as follows:

MOTION: MOVE that the Board of Selectmen vote to go into Executive Session pursuant to MGL c30A Section 21 (1) Clause 1,2,3,6 and 8 for the purpose of:

A. Clause 3 – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Discussion of threatened litigation with respect to dredging at MacMillan Pier.

B. Clause 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

C. Clause 1, 2, 3, 6, and 8 – To consider the approval and release of Executive Session Minutes for 2014; and not to reconvene in open session thereafter.

Motion by Tom Donegan Seconded by Cheryl Andrews

Roll Call Vote:

Cheryl Andrews yes

Robert Anthony: yes

Raphael Richter: yes

Erik Yingling: yes

Tom Donegan: yes

Yea 5 Nay 0 Motion passes

The Board adjourned the open session at 5:34 pm.

Minutes transcribed by: Dan Hoort

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MONDAY, AUGUST 25, 2014 6:00 PM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the meeting at 6:00 PM, noting the following:

Board of Selectmen attending: Tom Donegan, Erik Yingling, Robert Anthony, Cheryl Andrews and Raphael Richter.

Other attendees: Acting Town Manager David Gardner, Finance Director Dan Hoort

Recorder: Dan Hoort

Meeting called to order at 6:00pm

Selectman Donegan opened the meeting with a public statement regarding the spate of accidents on Route 6. The three outer cape towns will look at what to do about the situation. The towns will be meeting with the state to determine what can be done to make it safer. Nothing will probably happen until after the state election when new administration's transportation department is installed. Our condolences to the families of those who have been killed in the last few years. We've had way too many Med-flights over the last few summers. Everyone be safe and know that your town government is working with the state to make it safer.

Selectman Donegan stated without objection he will waive the reading of the consent agenda. Without objection the consent agenda is approved.

Consent Agenda:

A) Parade Application Permit submitted by Melanie Braverman on behalf of the Alzheimer's Family

Support Center to be held Saturday, October 25, 2014 starting 12:00 pm am and ending at 2:00 pm

B) Airport Commission contract with Jacobs Engineering for floodlight replacement. Airport Manager Butch Lisenby

C) Airport Commission grant in the amount of \$260,100 from the Federal Aviation Administration (FAA) for the Floodlighting Project for the Provincetown Municipal Airport. Airport Manager Butch Lisenby

D) Treasurer's Transfer – Special Purpose Private Trust Gift Fund – \$2000 to pay out two \$1000 scholarships

E) Auditorium Request for Beer and Wine Service – Provincetown Cares 7th Annual Women's Health Care Benefit Performance and Live Auction, October 17 and 18, 2014.

1. **PUBLIC HEARINGS**

None.

2. **PUBLIC STATEMENTS**

Selectman Donegan opened the public statement portion of the meeting.

Julia Perry, chair of the Ad Hoc Committee read a statement (attached) on behalf of Charter Review Ad Hoc Committee. The Committee recommends the election of a Charter Review Commission as provided by the law. No current member of the Committee is seeking re-appointment to the Charter Review Committee when their appointments expire on August 31st.

Jim King – He is here because two months ago he was in front of the Selectmen regarding the proliferation of kayaks as an issue in town. Swimmers could not use the beaches because of the kayaks and boats. He submitted a possible solution and has not heard anything. If we do not address the issue now, no department will budget for a solution. His recommendation was to limit the number of boats on the beach at each town landing. We should come up with a number now and departments can budget monies for building the racks.

Mark Juare. He is a member of the Charter Enforcement Committee, but is speaking on his own behalf. The charter requires three positions to maintain residence in town. A time ago Chair Donegan mentioned a waiver was provided to an employee. The Charter does not provide for a waiver. If you are aware of a violation of the residency requirement and you do nothing about it you are in violation of the charter. Additionally the charter states that the Town Manager must be a resident of the town within six months of their employment. The BOS passed a motion to seek a change in the residency requirement in the charter. It has been stated on a number of occasions that the minimum time for a charter change to move through the state legislature is one and one half years. He wishes to declare for the public record that upon the hiring of the town manager more than one citizen is prepared to file an inquiry as to the town manager's residency. This statement is made now so that it is known it is not a reflection on the new town manager. Regardless of who is hired if the inquiry determines a violation of the residency requirement a charter violation complaint will be filed.

Selectman Donegan read the goal regarding changes to the tax rate so everyone would know what is being talked about and stated no decision has been made on implementation. The Finance Committee will be doing some modeling with staff and the Board of Assessors will make a recommendation for late October.

Goal:

Explore different approaches to taxing property to promote year-round businesses and housing. Have a comprehensive discussion of possible changes in tax policy to support a year-round community, including small business exemption, year round residential exemption and taxing short term rentals.

A five year Fiscal Policy Plan and a five year Capital Improvement Plan are essential tools needed for future forecasting and planning and are included in the Charter. However, from time to time it is important to take a longer view and for fiscal year 2015, we will work with staff to develop a 10 year Financial Plan that projects revenue and expenses to determine what, if any, changes in expense, revenue or development trends are required.

Allen Roth – His husband and dog spend most of the summer here in town on Conwell St. and as much as they can during the rest of the year. He is here to discuss traffic control. He couldn't attend July meeting on Ryder and Bradford stop sign. He's been frustrated as he has watched meetings on-line. He's been both elected and an appointed official so he understands demands. Selectmen should

base make decisions on the basis of facts and broad public interest, not on hyperbole and myths. He wonders on what basis decisions are made here. Perhaps before we try to speed up traffic on Bradford we should enforce the existing speed limits. Conwell is very dangerous. Much more so than Shank Painter. A safety study made recommendations on Conwell in May 1999, but the study was ignored. Please take a pause and re-think your priorities.

Regarding the split tax rate, it seems the majority of the Board has made a decision to do something within the next three months without even having the information. Please take a pause and look at if fixing one problem will just lead to others.

Austin Knight – He refrained from speaking because he wanted to see how the Selectmen would do. He's not happy with what he's seen. The conversation about Bradford stop signs was an emotional issue rather than a factual issue. He is concerned about splitting the community. Mr. Richter should step down when conversation is about stop signs. You made a statement that stop signs impeded your cabs. That's the purpose of a stop sign. We have 100s of cars coming to town, there will be backups. Regarding the goals, he's disappointed, especially you Mr. Anthony who wrote a letter years ago saying we needed a new police station. You should be leading the charge to get the police station as part of the goals.

Now we are pitting one group against another without getting the facts. The renters will pay higher rents. 80% of owners are 2nd homeowners. What really is that number? How will that affect everyone? There are currently other ways to seek tax relief.

He believes that when an ad hoc committee is under attack from another committee chair the Selectmen either agree with the comments or do not have the guts to say it's wrong.

Jane Guy – She has been coming to Provincetown with her wife since 1975. They can feel open and free. After working and saving they bought their condo in 2000 as part of their retirement plans and became part-time residents and part of the community. They used a local lawyer and realtor when they bought their condo. They donate money and items to local churches and other local organizations. They support local businesses like the grocery store, Cumberland farms, Farland, etc. They have used plumbers and electricians. Since the year 2000 the renovation of town hall, sewer implementation and the paving of Commercial Street were completed with help from part-time resident taxes. They would like to be considered as partners with the full time community and would like to have the opportunity to serve on committees and speak at town meeting.

Nancy Madden – We have lived in Provincetown for 56 years first in a rental unit and then a house we bought. We appreciate the hard work the community and all you do to give us this experience every summer. We pay 70 to 80% of the taxes. We were stunned to hear we were going to be asked to pay 20% more in taxes. She will find it very difficult to shoulder a larger tax bill. What is the rationale? Is the purpose to make the town more affordable for people who work in town? How many people who work in town live in town? Isn't there a better way to provide affordable housing? How can you increase taxes without allowing us to vote on the increase and how the money is spent? It's taxation without representation. Please

think carefully about the unintended consequences of your actions which could burden an already struggling aging population and businesses.

Mary Ann Boswell – She owns a summer only cottage. She requests the BOS work to build community among the entire community. Every summer they call Provincetown home. Charging different fees to different residents is unfair, hurtful and alienating. She urges the BOS not to do this. It's very emotional, it's not just about math.

Carol Carr – There seems to be a pull and tug in Provincetown. She has been involved in volunteer activities as are many part-time residents, they welcome us. We buy locally to support the town. We support the efforts in this town to keep all the businesses running well. We love this town. She appeared before the BOS before to say trash pickup discriminates one neighbor against another neighbor because people in 7 units or more have to pay for trash pickup. There seems to be several organizations who welcome us, then there are government officials who think we are here to write checks. We want to work hand in hand with everyone here whether they are part-timers or full-timers. We love this town.

Susan Rand Brown – When she first saw Community First campaign signs she thought back to when she first came here. Parents bought their dream house on Commercial. Our neighbors, community first. Both parents were buried in Provincetown cemetery, their home. My town – community first. My daughters come to town every summer along with grandchildren. Family has fourth generation of Provincetown part-time residences. People may not be able to declare Provincetown their official residence, but consider it their home sweet home. Raising taxes will create a personal hardship and division. Treating her like a stranger is offensive and hurtful. Where did the community go?

Bill Safari – We have been coming here since early 1980s and was able to buy property in 1999. We contribute to many local charities including dog park and a variety of other things. We use local tradesmen for renovations. We buy and support the people and businesses in Provincetown. We already pay more for parking. We come here, we bought here because we love it. Please reconsider your thoughts on the tax situation.

Donald Vaughn – He owns various properties in town including one he rents to a year-rounder. The renter's two year lease comes up in September. The rent does not pay what it costs to maintain the property. If the tax rate on the property goes up it puts him in a bind. He may not be able to give a two year lease if taxes will increase.

Lousie Vendon – She is a private resident who came 22 here years ago, 4 years ago as a full time resident. The incomes of the year-round residents have not kept pace with the cost to maintain the town. All of us share the goal of maintaining the town's buildings, creating jobs and maintaining middle class housing. Twelve communities offer the residential exemption. She is about to join Finance Committee and along with Mark Hatch will review the considerations about proposing the residential exemption. No decision has been made, it's simply a proposal that is being looked at.

Drew Sacks – Twelve towns have major commercial businesses that help pay the tax bill. Keep in mind that part-time residents pay the same amount in taxes that residents do, but only use a third of the services, a third of the resources.

Mike Canizales – It's a great idea to look at this. Nobody has started to form an opinion on whether it's good or not. Next Tuesday at 10am will be the first time we have looked at this. We don't even know if the math makes sense. To say we discriminate against anyone because we want to look at it is histrionic and offensive. It is our job to look at all the expenses and all the revenue. There is no harm in evaluation. Don't be afraid of the process. We should not be arguing that it is discrimination, it's not taxation without representation. Everywhere in the country it is one residence, one vote. It appears that every letter received takes advantage of the residential exemption in their home town, but now is against it here. Evaluate it on the facts, make it on the facts not emotional blackmail.

Tom Burke – He vacations regularly with his partner for 20 years and purchased about 10 years ago. He voiced their concerns about a residential exemption. The BOS and Town Manager need to look at the economic impact and implications of the residential exemption. Part-time residents pay a large portion of taxes, but utilize a limited amount of services. There is no economic justification for the discrimination against part-time residents. He respectfully asks you not endanger the basis of the trust we have placed in you to manage our town with such an ill-considered proposal.

George Nader – He hasn't heard anything about income. It seems absurd to lower taxes regardless of income. He's from NYC where he gets certain exemptions based on their criteria, senior, veterans, schools, etc. Why should people worth a lot of money get an exemption? It doesn't make sense to have a blanket exemption.

Kathleen Cote – She is a property owner since 1986. It was reasonably affordable when they purchased. She can't believe the issue is even being looked at. It's hard to believe it's on the table as high priority. That's why you are hearing the emotion. We believe it is wrong for the community, wrong for part-time homeowners and for full-time residents as well. The only recourse is to rethink whether Provincetown can be our permanent residence.

John Cubasack – He is a part-time resident. To call public discourse histrionics is inappropriate, particularly when it comes from someone who will be evaluating it. I've heard no rationale as to why full-time residents should get a discount. The numbers have no relationship to the rationale. The bread and butter is what is driving this discussion.

Pat Kirby – She has owned since 1998. She is a proponent of affordable housing, of funding not-for-profit organizations, but is not in favor of supporting neighbors paying less. She believes the exemption should be based on the ability to pay. We are not here full-time, we do not use all the services.

Richard Olson – He is a full time resident for 35 years. He doesn't need to wait to see any math to tell him this divisiveness is in any way a good idea for our community, both year-rounders and part-timers. Casting those who vote vs those who can't vote would be a very bad divisive mistake.

David Brody – He accepts that the exemption is under consideration. A policy issue should be considered. It's very complicated and there is much misinformation out there. The Town is facing substantial tax increases which is driving this and other options. Budget issues are created in capital item spending that we don't even have a say in. If the full time residents can't afford to pay for the future expenses he would suggest the town is living beyond its means. Enacting the residential exemption is a treacherous slope.

3. SELECTMAN STATEMENTS

Selectman Andrews thanked the speakers during public statements. The way Selectmen make good decisions is based on people attending meetings, making telephone calls or speaking to me on the street.

She shares the same love of town as the previous speakers, she feels the same way, it's why she does what she does. She also sees concern from speakers. She has had discomfort also. One letter stated we don't really understand what the problem is you're trying to fix, please tell us and let us help you fix it.

Thank you to everyone who volunteered and worked so hard on Carnival including the police and DPW staff.

Thank you to Harbormaster's Office, the U.S. Coast Guard and everyone else who helped with the burning boat.

She is concerned to see trash not locked up and animal proofed. Please try and make sure your trash is animal proofed.

Cheryl Andrews moved to send a letter of thanks to all those who volunteered on charter ad hoc review for their service. 2nd by Eric Yingling. Motion passed 5-0-0

She is going to work hard to put some of her thoughts on paper so people know her thoughts. This year for the first time she felt we needed to talk about it. But, she has not made up mind on the exemption. If she thinks it's the right thing for the town she will work hard to explain why she thinks it's the right thing.

Selectman Anthony – He concurs with Cheryl on dual tax, he hasn't made up his mind, he hasn't seen the numbers.

Conwell Street has always been an issue, speeding, not enough light, etc. Hopefully the traffic study will address this issue and we can give some relief to Conwell Street because it is very narrow.

Thanks to the charter ad hoc review committee for dedicated service and working so hard over the last year. Thanks for being so diligent.

Selectman Richter – Thank you to those who came out and spoke tonight. He wants to emphasize that he has not made a decision on the residential exemption. As a new Selectman he vowed to look at new revenue sources in his campaign. He hopes no one in the room thinks a decision has been made. We will come to right decision for the community for both residents and non-residents. To not discuss it would be a disservice and a mistake.

Selectmen are the commissioners of the roadways. The fact that he has a company that uses the roadways gives him insight. The stop sign was put in without a study, hopefully the study will give us some solutions. Thanks to everyone for speaking.

Selectman Yingling- Thanks to all who spoke. He likes excess feedback as opposed to an empty room. We are a long way from any decision on the tax rate. We are trying to level the playing field. We have very high unemployment with a booming economy for 4 months and desolation in the winter. He and many others have multiple jobs in order to afford to live here. It's our obligation to look at it, we need to go through the process. What are the consequences to year-round renters, etc.? We are going through the process to make a truly informed decision. There are a thousand points of light with the tax rate.

Thank you to ad hoc charter review committee for all their work.

Conwell Street comes up every few months. One of the issues is there is a state owned and a town owned portion of the road.

Regarding trash pickup he made a request of Mr. Gardner that we re-visit this. Mr. Gardner stated it's a Board of Health regulation and asked if he wanted to meet with them? Selectman Yingling stated that he would just like the Board to discuss it. He would like to learn more about it.

Selectman Donegan discussed Conwell Street. One of the issues is that GPS compounds the problem by pointing all visitors to Conwell Street. We need to include Conwell Street on the Route 6 state road public study. Walking on Conwell Street is a disaster and unsafe.

Thanks to everyone who was involved in Carnival including the police who maintained the calm.

Regarding the tax question. Facts are our friend. His expectation is that his taxes will go up just as 2nd homeowners. There is a progressive nature to it. Everything is open to discussion, the math is not as scary as it might seem. It's been a commitment of the town for years. The Department of Revenue recommended this to get off the watch list. It's his job to analyze this. If we don't have people who live in this town anymore we won't have a volunteer fire department. The tradesmen used for home renovations won't be here any longer. He has met with the 2nd homeowners on five occasions. When he has the specifics everyone will have them. 2nd homeowners have a voice, please continue to use it, especially during the public hearing process.

4. Joint Meeting with Town Manager Search Committee

The committee did not have a quorum present. Chair Louise Vendon read a written statement. The Committee is bringing three candidates forward by a vote of 8-1. The residency requirement, the reduced salary and the competing towns with vacancies limited the number of candidates. The Committee recommends Roy Witherow, Richard Reinhard and Michelle Jarusiewicz.

Consultant Mark Morse – He sent the Selectmen a memo last week on how to proceed with the last three candidates. He suggests each candidate spend time with one or two selectmen at a time. It's important for each candidate to spend time with department heads. The timeline is probably the latter part of September for face-to-face meetings. Both out of state candidates knew a lot about the town. The Selectmen must feel comfortable working with their choice, it's critical that you have a comfort factor and feel you are able to work with them. Mr. Morse will continue to do background checks where all facts will be verified. It should be completed within two weeks.

Selectman Donegan thought candidates could meet with department heads and individual Selectmen on one day and the five Selectmen as a group would meet with and interview each candidate the following day.

Selectman Yingling asked what do we need to do next?

Mr. Morse stated Selectmen need to determine the timeline and should review the resumes and determine if there are other questions they would like to ask.

Selectmen need to have a general discussion regarding salary, etc.

Selectman Andrews asked for clarification of when the Selectmen will receive the background information of the candidates.

Mr. Morse stated the Selectmen will receive the information within the next two weeks. The next step is for the Selectmen to set dates for interviews.

Selectman Anthony asked when Mr. Morse will be done? What is the next step?

Mr. Morse said within a week, two weeks at the most.

Selectman Yingling asked if we should start scheduling interviews now.

Selectman Donegan stated the Selectmen need to have background information

first.

Selectman Donegan stated we should have all data by September 11th. The Selectmen could possibly interview candidates on September 23rd and 24th. The department heads could meet with candidates on Tuesday, The Selectmen joint interviews would be on Wednesday. Each candidate interview on Wednesday should be approximately one hour.

Selectman Andrews stated that seven years ago we received 38 applications. It's important that we put this in context. Anytime we go through this process the candidate pool will shrink, it's going to get worse, not better. She felt it was time to dissolve the committee.

Louise Vendon stated the committee's work is not quite finished as the minutes are not final. They do not have all the executive session minutes written and aren't sure of the process. She does not feel all minutes should be released. Selectman Donegan and Ms. Vendon will talk to Michelle at Kopelman & Paige to understand executive session minutes protocol.

Selectman Donegan thanked the search committee for their work and pointed out this was the first time we had a 2nd homeowner sit on a board or committee. Those Selectmen with questions may contact Mr. Morse via e-mail.

5. Appointments

Selectman Andrews moved the Provincetown Board of Selectmen appoint Herbert Hintze as a regular member of the Provincetown Public Pier Corporation with a term to expire June 29, 2019. 2nd by Raphael Richter. Motion passed 5-0-0

Selectman Donegan stated that we have two choices ahead of us regarding the charter review. The election for charter review committee has to happen during a regular town election. A petition signed by 15% of town voters must be submitted 60 days prior to election. The revised charter would then be voted on as a ballot question. A 2nd process is to request applicants and appoint a new set of committee members. He has a concern that the process could take up to two years. The Selectmen could propose some charter changes at the fall town meeting.

Selectman Andrews stated that if there is a benefit to the town to appointing new ad hoc committee members she needs to understand it.

Selectman Donegan stated some of the housekeeping issues could be cleaned up by a new ad hoc committee.

Selectman Yingling felt like the path outlined by Julia Perry is the path to take. He hasn't heard anyone give a reason the charter needs to be changed.

Selectman Richter does not see any rush and thinks it would be great to have elected positions. The citizen petition is good. It's not broken in its current position.

6. Requests

Selectman Donegan questioned if the letter to Seashore Point is now moot as the union has already voted.

Selectman Andrews stated she doesn't know how the Tuesday vote went, but thinks we should still send the letter. There will always be a future contract.

Selectman Yingling agrees that we should still send the letter.

Selectman Donegan questioned what we are asking for.

Selectman Andrews said the letter requests information. The Selectmen have never met with Seashore Point Board of Directors, if a meeting comes out of it that's good.

Selectman Andrews moved that the Selectmen send the letter to Seashore Point, 2nd by Selectman Anthony. Motion passed 5-0-0

7. Town Manager

A. Job Description for the BOS Secretary

Selectman Andrews wants the Selectmen to verify the job description is what we want.

Selectman Donegan stated the Selectmen changed the job description last time including the reporting structure. The day to day responsibility is to town manager. The hiring and firing responsibility still rests with the Selectmen.

Selectman Andrews thinks it feels awkward if employee has too many bosses.

Selectman Yingling said we changed reporting structure of harbormaster and that seemed to work. It doesn't work for an employee to be supervised by a volunteer board.

Selectman Richter asked if town meeting voted against the BOS Secretary reporting to the town manager?

Selectman Donegan said it was more the point of an independent employee not shared with Town Manager. His recommendation is that the BOS secretary continue to report to town manager for day-to-day responsibility.

Selectman Anthony stated the BOS secretary can't serve two masters.

Selectman Donegan stated that is for the BOS chair and town manager to work out.

Selectman Richter said he is comfortable with the language in the job description.

Selectman Donegan asked about the hours of position and questioned if this is an exempt position?

Acting town manager Gardner said it is disruptive for person to have comp time and not be in office. This person is expected to work some night meetings. We do not have comp time for exempt employees per our personnel rules.

Selectman Donegan stated we will keep the job exempt as a non-union salaried position.

B – Draft of the proposed articles for the October 27th special town meeting.

Selectman Donegan stated we need to get a sense of where we are.

Acting town manager Gardner stated this is to give the Selectmen a heads-up on what we are working on, the warrant opens on September 8th. Staff will be drafting articles for the Selectmen to approve at their September 22nd meeting. Mr. Gardner won't be present between September 8th and 22nd so he wanted the Selectmen to see what was in the works.

Selectman Yingling asked about the status of the Hall property.

Acting town manager Gardner said the seller is seeking her own appraisal. He recommends we go forward with article at town meeting.

Selectman Andrews asked about balance in CPA and Land Bank Funds.

Finance Director Hoort stated there is approximately \$1,000,000 in the Land Bank fund and approximately \$50,000 in the CPA fund for open space. The CPA fund is ongoing, the Land Bank expires in 2020.

Selectman Andrews asked about the state match for the CPA fund.

Finance Director Hoort said we received \$321,000 in FY 2014 and approximately the same is expected in FY 2015.

Selectman Donegan said the change of delivery times is something to think about.

Selectman Anthony said if we say 12 noon they will be there until 1pm. People don't realize that we are the last stop.

Acting town manager Gardner said he doesn't recommend we have regulations that say one thing and then selectively enforce. The bylaw says 11am and the Selectmen voted to allow until noon.

Selectman Donegan moved the Provincetown Police Department come forward with a recommendation after soliciting input from the community. 2nd by Selectman Anthony. Motion passed 5-0-0

Acting town manager Gardner asked the Selectmen if they wanted to discuss the residency requirement. He added the 15 mile radius to residency requirement. We've read waiver language from Charter Review Ad Hoc Committee.

Selectman Andrews stated she is not in favor of waiver, it's unfair to people when you hire them.

Acting town manager Gardner stated that we could bring forward an article to remove the residency requirement, this 15 mile radius provides an alternative.

Selectman Andrews suggested we publish something more restrictive, let town meeting amend to less restrictive if they opt to do so.

Selectman Donegan said he thought the DPW director may not belong at all in the residency requirement. The town manager, police chief and fire chief may be up for discussion.

Selectman Andrews asked if we will we draft this and have public hearing?

Acting town manager Gardner said a public hearing is an option if you want.

Selectman Andrews preference is to eliminate all residency requirements. She would like an agenda item to discuss it. Not a personal preference, but in this day of housing shortages we need to do it to be flexible. All towns on the Cape are in the same boat.

Selectman Donegan asked if we know where the first bottleneck is that doesn't allow an alternative route into town?

Selectman Andrews said the town can run without someone being here. We had a serious fire when the fire chief was in Florida. We have staff to cover in absences.

Selectman Richter said the change has to have teeth to attract the best candidates. He now agrees with Selectman Andrews that we just need to remove the residency requirement.

Selectman Anthony prefers that fire chief and police chief live in town, but it may not be realistic. Civil service gives a 15 mile radius.

Selectman Yingling said he doesn't want town manager living in Hyannis, we need some sort of restriction.

Selectman Donegan thinks a radius is important for employees to share the experiences of our town and is in favor of a radius. We need to write it the most restrictive to give town meeting voters the option of making less restrictive.

Acting town manager Gardner pointed out the addition of plastic bag restriction bylaw in the proposed warrant. The committee will meet on Wednesday to finalize it. The Zoning Board is also working on articles, which may or may not come forward.

C - Town Wide Goals follow-up

Selectman Donegan brought up the follow-up on town-wide goals. One of the items is the expansion of the room tax to all short term rentals.

Selectman Andrews said a great deal of commercial activity is going on throughout the Cape and Massachusetts where they are running a business. Maybe we need to have conversation with the Licensing Board and the Board of Health. Do we change the definition of short term rentals? It would bring a lot of attention if we did and maybe that's not a bad thing. Most people agree it is fair, but just hung up in legislative process. People look at their properties as investments with rental income. Let's flex our muscle and look at changing our definitions.

Selectman Yingling thinks it's very clever, it would make the state respond to us and he would like to see the town pursue it.

Selectman Donegan asked if we need to meet in executive session to discuss possible legal fees.

Acting town manager Gardner said there is not a pending lawsuit so executive session may be premature. Several steps are needed before we need to discuss legal. The collection of revenue and compliance becomes a Department of Revenue (DOR) problem.

Finance director Hoort said it would require the DOR to do collections for us and he doesn't know how willing they would be to enforce it.

Selectman Donegan said we need to determine rationale and perhaps get other communities involved. A discussion with Kopelman & Paige should also occur. The Board of Health would have to change the licensing. Perhaps we can have Dan talk to the DOR representative and hear their thoughts. We need to know what we are facing. Next step is the legal rationale and having Dan talk to the DOR.

Selectman Donegan asked that the Selectmen turn to the goals. The trolley, farmers market, pier food concessions and street banners have been identified as issues. Each needs to be developed in a 'piecemeal process'. Staff should come to Selectmen with recommendations.

Selectman Donegan brought up community policing which seems to be fairly straight forward.

Selectman Yingling mentioned the police chief wanted liaison from Selectmen. He volunteered to be the liaison.

Selectman Anthony has been talking to the police chief and was convinced to volunteer.

Selectman Donegan moved to appoint Robert Anthony as the community policing liaison. 2nd by Selectman Andrews. Motion passed 5-0-0

Selectman Donegan mentioned the training with Wellfleet.

Selectman Anthony mentioned the chief is talking with Roger Williams University for joint training with Wellfleet.

Selectman Donegan mentioned Civic Engagement and said the Selectmen need to set up a joint meeting with the committee.

Selectman Donegan said the town manager will hire police chief. Selectmen will go forward when town manager is hired.

Next goal discussed was how to increase town meeting attendance. Eastham is planning to buy electronic voting and renting it out to other towns. Selectman Richter will look into what Eastham is doing.

Selectman Donegan will talk to town counsel about the consent agenda approach.

Selectman Donegan mentioned alternative seating and questioned how many non-bench seats do we have?

Selectman Richter stated that the Selectmen should go further, can we look at what different scenarios could we come up with in terms of seating?

Acting town manager Gardner said the first step is to talk to the Historic Commission and Selectman Andrews said we should talk to them.

Selectman Donegan agreed, we need a chair system that functions. Let's talk about what are our options.

Selectman Donegan stated we need to increase publicity of town meeting. This is more a function for us and the Selectmen need to schedule a winter work session.

Selectman Donegan brought up economic development, we need to initiate an update of the Local Comprehensive Plan. The DART proposal is the first step, it happens in a few weeks followed by public hearings. The process has started. Town planner McPherson gave an update on the DART process.

Selectman Donegan brought up the parking and traffic study.

Acting town manager Gardner will contact the Cape Cod Commission to check on their availability and potential involvement.

Regarding the goal on bike trails acting town manager Gardner said the process is moving along, we need to have a designer in place and then need to work on Mass DEP permit. The DEP permit may be the biggest hurdle.

Selectman Donegan said this will be a follow-up item for the fall.

Selectman Donegan brought up the economic development of the harbor and said it's actually a joint meeting with the Pier Corporation and the Harbor Committee.

Selectman Andrews volunteered to be liaison to Pier Corp and Harbor Committee.

Selectman Donegan moved that Selectman Andrews be appointed as the liaison to the Provincetown Public Pier Corporation and the Harbor Committee. 2nd by Selectman Richter. Motion passed 5-0-0

Selectman Donegan asked if anyone has written a CIP request for beach kayak storage units.

Finance director Hoort said no CIP request has come forward.

Selectman Andrews volunteered to talk to Harbormaster Rex McKinsey.

Selectman Donegan brought up bicycle master plan. The bike committee and master plan group will work on this.

Acting town manager Gardner will check on progress and timeline. He expects sometime this fall.

Selectman Donegan would also like to talk to the committee to see if brochure is money well spent.

Selectman Donegan brought up the 2020 celebration. A joint meeting is coming up on September 22nd.

Selectman Andrews has a good friend involved in Bourne centennial celebration. She has been collecting information and is going to their final meeting on Tuesday with Tourism Director Tony Fuccillo to collect additional information.

8. Minutes Approval

None

9. Closing Statements

Selectman Richter distributed the final draft of the parking survey. He would like feedback from the Selectmen before he says OK. Please e-mail any comments to him so it may be sent to the printer on Tuesday.

Selectman Andrews expressed her thanks to acting town manager Gardner. She appreciates the speedy response when she has a question.

Selectman Anthony appreciates the two police chief memos regarding the two incidents. He would like the police chief to include the sanitized version in his next report.

Selectman Yingling – no statement

Selectman Donegan – no statement

The meeting was adjourned at 10:01pm

**TOWN OF PROVINCETOWN – BOARD OF SELECTMEN
SPECIAL MEETING – FRIDAY – AUGUST 29, 2014 9:00 am
OPEN/EXECUTIVE SESSION –
PRELIMINARY SCREENING COMMITTEE FOR
THE SELECTMEN’S SECRETARY POSITION
TOWN HALL – JUDGE WELSH MEETING ROOM**

Cheryl Andrews convened the meeting at 9:00 AM noting the following Board of Selectmen members: Cheryl Andrews and Robert Anthony.

Other Attendees: Acting Town Manager David Gardner (attending for informational purposes but not a member of the Preliminary Screening Committee), Town Clerk Doug Johnstone, Town Manager Executive Assistant Elisabeth Verde.

Recorder: Doug Johnstone

OPEN SESSION

The first order of business was to elect a chair.

MOTION: Move that we elect Cheryl Andrews as Chair of the Preliminary Screening Committee.

Motion by: Doug Johnstone **Seconded By**: Elisabeth Verde Yea 4 Nay 0

Chair Cheryl Andrews discussed the procedures for filling the vacant Selectmen’s Secretary position, noting that the position was advertised for two weeks in the Provincetown Banner and the Town website. Elisabeth Verde also stated that the position was placed on the Massachusetts Municipal Association website and sent to an e-mail distribution list she maintains for Administrative Assistants. Andrews stated that she would like to first review the applications received in Executive Session and then reconvene in Open Session in order to develop interview questions and to discuss scheduling of interviews and next meeting.

Prior to convening in Executive Session there was a discussion of expectations regarding evening meetings and daytime coverage of the Selectmen’s Office within a standard 40/hr work week, and the issue of overtime versus flexibility in the schedule. Acting Town Manager and Selectmen to finalize expectation in terms of work schedule.

The Board then voted to enter into executive session at 9:55 am as follows:

MOTION: Move to enter into executive session, pursuant to G.L. c. 30A, §21(a)(8), to consider or interview applicants for employment or appointment, for the Board of Selectmen’s secretary position, and moved that the chair declare that an open meeting will have a detrimental effect in obtaining qualified applicants, and to reconvene in open session thereafter to develop interview questions and determine interview schedule.

Roll Call vote

Cheryl Andrews – Yes

Robert Anthony – Yes

Doug Johnstone – Yes

Elisabeth Verde – Yes

Motion by: Doug Johnstone Seconded By: Robert Anthony Yea 4 Nay 0

Cheryl Andrews reconvened the Preliminary Screening Committee for the Selectmen's Secretary Position at 10:25 am.

The date of Friday, September 5, 2014 was selected to schedule interviews for three candidates beginning hourly at 9:00 am, with a back-up date of Friday, September 12, 2014 at 9:00 am if needed for any additional interviews or interviewees unavailable on Friday, September 5, 2014. Elisabeth Verde to contact applicants and schedule interviews.

Acting Town Manager David Gardner reminded committee that they needed to present more than one candidate to the full Board of Selectmen since the role of the Preliminary Screening Committee for the Selectmen's Secretary is to produce viable candidates for the position which are then interviewed and by the Selectmen in order for them to determine which candidate is offered the position.

It was decided to re-advertise the position opening notice without a deadline in both the Banner and on the Town website in an effort to obtain additional applicants.

Potential interview questions were discussed and Cheryl Andrews asked that Doug Johnstone and Elisabeth Verde work together to finalize a list of interview questions.

Motion to adjourn at 10:40 am.

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MONDAY, September 8, 2014 6:00 PM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the meeting at 6:00 PM, noting the following:

Board of Selectmen attending: Tom Donegan, Erik Yingling, Robert Anthony, Cheryl Andrews and Raphael Richter.

Other attendees: Acting Town Manager David Gardner, Finance Director Dan Hoort

Recorder: Dan Hoort

1. PUBLIC HEARINGS

None.

2. PUBLIC STATEMENTS

Donald Whitcomb is here to advocate bringing the Plymouth Rock to Provincetown for the 400th celebration of the first landing of the Pilgrims. (see attached statement)

Carol Carr wanted to talk about two tiered tax system which you obviously continue to consider. Part-time residents may speak to you, write letters to the newspaper. You, the Selectmen have all the power. She asks, are you listening to the people of Provincetown? There is a negative outpouring of sentiment. Your finance committee voted unanimously to not recommend the exemption. Are you listening? You are proposing a dramatic change to the character of Provincetown, she asks, listen to the people of Provincetown.

Barbara Rushmore wants to commend the Provincetown Yacht Club for the Regatta. It was absolutely stupendous, it means a lot to those of us who use to sail. She wants to speak about what you intend to do with the Preston Hall parking lot. She appreciates that the assistant town manager has gone to the trouble of getting some figures together and looking at it from a practical point of view. If there are 40 parking spaces and the lot is a no permit lot as it is now it takes in \$10 a day. The numbers depend very well on the price the town negotiates to pay for the lot. The interest rates are very low, around 2.5% according to finance director Hoort. What do we do about the grant from the state and the restrictions that come with the grant. She would like to see the park along the waterfront. She's not sure of what the price is, but it would be advantageous for the town to use the grant to purchase ¼ of the property. A parking lot is a very good idea for that area because it always filled. She would like the Selectmen when negotiating to name the parking lot the Preston Hall parking lot.

Rick Murray wanted to readdress what he said to the FinCom. He appreciates it that everything is on the table when discussing the debt. He appreciates the fact that this discussion is being done in an open transparent way. He thinks it would be deleterious for the town if the Selectmen decide to adopt the residential exemption. He thinks the discussion is being framed as an us versus them mentality, any decision you make changes the facets of the town. He would ask you to be very cautious as you move forward. If you increase the tax rate on the 2nd homeowner it will strangle the downtown business community. Any \$700 to \$850 tax increase on the 2nd homeowners is just going to be transferred to the renters so he thinks you need to be very careful. We need to put all the facts on the table and involve all the

stakeholders in the decision. He would like to see 2nd homeowners involved on committees and work to help us solve our problems.

Roger Castelani is speaking on one part of the big picture. He and his husband have owned a condo for five years and pay their fair share of taxes which he has no objection to. He is considering moving to Provincetown in the next year or two and would say the same thing as a resident. This is divisive and not well thought out. Real estate values would decrease as non-residents may consider leaving. It would pit residents against non-residents. All this in spite of the fact that non-residents use less services. He would urge the Selectmen to leave well enough alone.

3. SELECTMAN STATEMENTS

Selectman Yingling

We received our free cash certification, it was about \$1.2 million, he would like to see a future item to discuss what we want to do with that money.

Congratulations to the Swim for Life on a great event. They had a lot of swimmers and raised about \$200,000.

We are in the middle of the process of getting all the facts and are nowhere near setting the tax rate and making the decision on the residential exemption. We will make the decision that is best for the town. The finance director's report discusses a lot of the numbers regarding the exemption and they aren't as scary as one might think. We are about a month and a half away from that decision.

He asked if other Selectmen would care to hold office hours so the Selectmen could listen to the people of town similar to what is being done in Truro. Many people don't want to come to Town Hall.

Tom Donegan mentioned that Truro had done that with all five Selectmen showing up at a sight. He asked if any other Selectmen would be interested in doing that.

Selectman Yingling is going to start doing that and asked if anyone else is interested to let him know.

He congratulated the Provincetown Schooner Regatta on a job well done. He also enjoyed the Coast Guard Open House.

Selectman Andrews mentioned the boat explosion in the harbor and since then has received a letter from the chair of the Provincetown Public Pier Corporation. She read the letter from the Pier Corporation paraphrased:

On Sunday, August 24, 2014 a serious boat explosion and fire occurred in front of the breakwater involving two persons ; Our Harbormaster's were on the scene in seconds and both persons were rescued and in a waiting ambulance within 6 minutes! Asst. Harbormaster John DeMatteis was the first responder and was able to immediately rescue the seriously injured boater . Luis Ribas and Dan DeGruttola were on the pier when the explosion occurred and were on a boat and at the scene within 2 minutes. They picked up the second person and both were quickly transported to MacMillan pier. Rescue and police personnel responded immediately and were waiting for the injured to arrive. The seriously injured person was taken by ambulance and then later med-flighted.

Assistance was also provided by Environmental Police Officer Bill Ramsey and Sergeant Phil DeRoche who were able to maneuver their vessel in close to the boat, which was now a huge ball of fire and thick black smoke. Officer Ramsey threw an anchor on to the flaming vessel and towed it out into the harbor. His quick actions prevented even more damage and

potential injury to other nearby vessels. Several other vessels in the area, including the United States Coast Guard Station Provincetown , responded and assisted with the fire.

What could have been a much more serious tragedy was averted by the quick actions of our well trained staff! The individuals involved in the rescue were Asst. Harbormasters Luis Ribas, John DeMatteis, Dan DeGruttola and Pier staff member Richard Silva.

Cheryl thanked the individuals and recognized all the planning that went into this response.

Selectman Andrews mentioned the Regatta is near and dear to her heart and she is happy to hear the positive comments.

She wants to use her time to give a shout out to all who are in town throughout the winter and encourages them to get involved on a town board. We can use your help, come join the 'geek squad'. Contact any of us or any of the boards you are interested in joining.

Selectman Anthony

Regarding the two tax system we don't have all the information to make the system. We are working at it, no decision has been made.

Move that the Board of Selectmen vote to send letters of well done, good job to the following people that Cheryl mentioned regarding the boat fire.

Motion by Robert Anthony, seconded by Cheryl Andrews; Motion passed 5-0-0

Selectman Andrews agreed to draft the letters of Commendation.

Selectman Richter

Congratulations to the Swim for Life and the organizers for all they do for a wonderful event. Thanks to everyone involved the parking survey, 1,600 surveys were returned, an 80% return rate on Labor Day weekend alone. He thanks everyone involved in that effort. Thanks to Public Safety for the work on safety at Snail Road in response to the Board's request for some immediate action on safety issues.

Selectman Donegan thanks to Commodore Andrews as well as the race committee. It was a perfect sailing day. We may see an increase in our food and beverage tax due to all the people in town enjoying our harbor and our town. It's a terrific way to enjoy our harbor. It takes a lot of effort and congratulations to all.

He attended the Swim for Life on Saturday and presented awards to the Swim for Life competitors.

Tomorrow is primary day when we celebrate democracy. Voting is 7am to 8pm.

Water usage report looks great. The unaccounted for water is good and the water report indicates September continues to be busy. There are a lot of people in town and he encourages our business community to remain open to serve those folks.

He had a private meeting with David Gardner and Provincetown Part-time Residences Taxpayers Association and discussed the process for looking at and understanding the tax set up. He's disappointed in the tone of the comments coming back to the Selectmen. There is a lot of time to comment on it, the process is transparent. Between now and the end of November we have six meetings. He encourages people to tone it down a notch and listen. We have a lot of hard decisions coming up with a \$20M Capital Improvement Program.

4. **Joint Meetings**

none

5. **Appointments**

Ms. Avellar thanked the Selectmen for helping to keep the Seashore honest. Selectman Andrews thanked Ms. Avellar for stepping up and serving and giving her time and asked Ms. Avellar to keep the Selectmen informed as to the value of the meetings. Ms. Avellar said she attends the BOS meeting to let them know if they need to be aware.

Move that the Board of Selectmen vote to appoint Mary Jo Avellar as Regional Beach Access Ad Hoc Committee

Motion by Raphael Richter, seconded by Cheryl Andrews. Motion passed 5-0-0

Selectman Donegan stated next up is the Metropolitan Planning Organization Acting town manager Gardner pointed out that each Selectman received a ballot in which to vote for the BOS representative. No action is required tonight. Selectman Andrews asked if there is a prohibition against nominating a staff member? Acting Town Manager Gardner said they are looking for a Selectman. Selectman Andrews said she would still like to ask if a staff member could be appointed. Transportation is a pretty complex area. Acting Town Manager Gardner said there is another committee for staff members of which he is the representative. Selectman Andrews said it's multi layered because there is money involved. She'd like more information on what is involved.

Selectman Donegan stated next is Cape and Vineyard Electric Cooperative Thank you to Peter Petas for his service. Unfortunately he is unable to continue to serve due to the time constraints of his job. Austin Brandt, Provincetown's new energy manager has been recommended for the position. It would be a good opportunity for him to be involved in this.

Move that the Board of Selectmen vote to appoint Austin Brant, Energy Manager, as the Provincetown representative to the Cape and Vineyard Electric Cooperative effective immediately until replacement.

Motion by Erik Yingling, seconded by Raphael Richter; Motion passed 5-0-0

Next is the Section 208 Area Wide Water Quality Management Group. This group updates the section 208 plan which is the water quality plan. According to Acting Town Manager Gardner this group is getting close to completing their plan.

Move that the Board of Selectmen vote to nominate Selectmen Andrews as the Provincetown representative to the Section 208 Area Wide Water Quality Management Plan Working Group.

Motion by Tom Donegan, Seconded by Erik Yingling, Motion passed 5-0-0

6A. **COMMERCIAL STREET PAVING PROJECT SURVEY MONUMENTS UPDATE**

The Selectmen were joined by DPW Director Rich Waldo, Tim Bennett of Green Seal Environmental, Sandy Trip and Bill Hall of GHD

Mr. Waldo stated this meeting is a follow-up of the 07/28/14 Selectmen meeting requesting an audit of the monuments and markers. Mr. Hall of GHD is here to discuss the audit requested by the BOS.

Selectman Donegan first recapped where we are at and how we got to this point. For people watching at home it is listed on the town's web site. The question came up as to when we repaved Commercial Street, how many of the markers were lost.

Mr. Hall stated the group walked all the sites of Phase I and Phase II and identified all the markers that were on the plan and exist in the street. All of the bounds that were located by the field survey prior to construction are still present with the exception of two markers.

There are two that the current audit indicate are not there. One at 48-50 Commercial Street. There was new driveway work on the property, they are unsure if the marker is missing due to Commercial St paving project or the new driveway work. A second missing marker was at 82 Commercial Street at Nickerson. Those were the only two that existed when we did the survey prior to paving construction that did not exist after the paving construction.

Selectman Anthony asked we had pre-construction diagrams and if the markers were marked on the initial survey. Selectman Anthony was told Mr. Bennet's company did the initial survey. Mr. Bennett said that they only recorded the markers that they saw. Any monuments that were evident at the time they did the survey were located and recorded. They did not do a layout or a boundary survey, but recorded any they saw.

Selectman Anthony's concern is that he'd rather pay up front than have to pay later. He saw the contract in which the survey requirement was removed, probably do to cost. We have other phases that are coming up. He hopes going forward there are safeguards in the contracts.

DPW director Waldo said this project was first discussed in 2006. There were a number of public hearings and we knew there were a number of things we couldn't foresee with this large of a project and the new products being used. There are things we've learned that will change how we look at Phase III and how our contracts are written.

Selectman Anthony asked how accurate the assessor maps were. He hopes this can be a learning experience for the engineering firm, for the DPW, for all of us. He wants it up front in the future.

Selectman Andrews requested that notify property owners and we them to let us to know where the markers are.

Mr. Hall state that in the future we can certainly make sure that everyone feels they are protected.

Selectman Donegan commented that with his house the marker was not visible, but was discovered by the Comcast person. He agrees we need to do a thorough job on future projects. The degrees of precision vary depending on the location of the work.

DPW director Waldo said there are a number of encroachments that have occurred as Commercial Street has been developed over the years. The one true method is to legally define Commercial Street, but that would be very costly for the town.

Selectman Anthony said that when we have easement problems we need to go through the legal process with easements so we don't have to come back and address the issue.

DPW director Waldo said Phase III of the Commercial Street paving will be Johnson St to Howland.

Selectman Donegan requested that we have a meeting when we discuss the issues on Phase III and asked when the BOS should meet to discuss it.

DPW director Waldo said that when we receive additional grant funding it would be time to have a kick-off meeting.

Selectman Andrews requested a report on flattening out the sewer cover levels on Shank Painter Road.

6B. COMMERCIAL ST RECONSTRUCTION PHASE II CHANGE ORDER REQUEST #2

Move that the Board of Selectmen vote to approve the change order for the Commercial Street Reconstruction Project Phase II, a credit totaling (\$16,203.76).

Motion by: Erik Yingling, Seconded by Tom Donegan; Motion passed 5-0-0

Selectman Andrews asked if we should ask abutters if they have any issue with the markers before we go forward with the change order as we are about to act with some finality on this project.

6D. PROCLAMATION: RECOGNIZING SEPTEMBER AS FIRST RESPONDER MONTH

Move that the Board of Selectmen vote to approve a proclamation to declare September 2014 First Responders Month in Provincetown.

Motion by Raphael Richter, Seconded by Erik Yingling, Motion Passed 5-0-0

Selectman Donegan read the proclamation. (attached)

6C. MONTHLY POLICE REPORT FOR THE MONTH OF AUGUST – POLICE CHIEF GOLDEN

Acting police chief Golden provided the August 2014 operational report. (attached)

Acting police chief Golden asked whether it should be a joint venture with another town. A number of things are Provincetown specific.

Selectman Anthony said another community is interested in a joint venture. He would like to see us get a cost and see if the other town wants to join in.

Acting police chief Golden said he will get the cost for both a joint effort and Provincetown on its own.

Selectman Yingling complimented the chief on a smooth summer. He feels we should do community policing on our own for our people.

Selectman Andrews requested that acting chief Golden give his recommendation. Acting chief Golden would recommend just his department because that is our stakeholders. Wellfleet is starting to question the cost. He will provide costs for both scenario. Selectman Andrews complimented the department on their traffic control efforts this summer. Selectman Donegan wants to have core philosophy of community policing baked into our department. Quality costs money. After the core philosophy has been baked in we can look at Provincetown specific ideas. He complimented the department on the positive reactions from the community.

E. Proclamation: Wounded Warrior Project Day – September 26, 2014

Selectman Yingling read the proclamation for the Wounded Warrior Project Day (attached)

Selectman Richter moved that the Board of Selectmen vote to approve a proclamation to declare September 26, 2014 Wounded Warrior Project Day in Provincetown. 2nd by Selectman Anthony. Motion passed 5-0-0

6F. PROCLAMATION: SUICIDE PREVENTION WEEK - SEPTEMBER 8 – SEPTEMBER 14, 2014

Move that the Board of Selectmen vote to approve a proclamation to declare September 8-14, 2014 Suicide Prevention Week in Provincetown.

Motion by Erik Yingling, Seconded by Cheryl Andrews. Motion passed 5-0-0

Selectman Richter read the proclamation for the Suicide Prevention Week. (attached)

6G. PROCLAMATION: CAPE AIR 25TH ANNIVERSARY – SEPTEMBER 11, 2014

Selectman Richter read the proclamation for the Cape Air Day in Provincetown. (attached)

Move that the Board of Selectmen vote to approve a proclamation to declare September 11, 2014 Cape Air Day in Provincetown.

Motion by Cheryl Andrews, Seconded by Erik Yingling. Motion passed 5-0-0

7. Town Manager Follow-up

7A. OPEN WARRANT FOR OCTOBER 27, 2014 SPECIAL TOWN MEETING

Move that the Board of Selectmen vote to open the Monday, October 27, 2014 Special Town Meeting warrant forthwith; and to close them on Friday, September 26, 2014 at 11:00 a.m., in accordance with Charter §2-1-7.

Motion by: Erik Yingling, Seconded by: Raphael Richter. Motion passed 4-1-0 (CA)

7B. TOWN MANAGER SEARCH UPDATE

Selectman Donegan read the letter from Search Committee Chair Louise Vendon. A fourth candidate is being recommended by the Committee. The Committee recommends William R Riccio, Jr., as the fourth candidate.

Selectman Yingling asked for clarification of the schedule for the Selectmen to interview the candidates.

Selectman Andrews asked how long Mr. Morse would continue to work with the Committee and would he still be advising us.

Selectman Donegan stated we are working with both Mr. Morse and Kopelman & Paige.

Selectman Donegan stated on Wed. 09/24 we will take one candidate at a time beginning at noon during which time the entire board will interview each candidate. We are also looking at having an open house reception on Tuesday afternoon, 09/23. The location to be determined, perhaps the town library.

C. FY2016 CAPITAL IMPROVEMENT PROGRAM REVIEW

Page 1 Server Replacement

Selectman Yingling asked whether we should consider cloud computing instead of purchasing hardware.

Selectman Donegan mention the concern with servers in the basement which are not covered by flood insurance.

Page 2 Police Fleet Replacement

Acting police chief Golden explained the type of vehicles being purchased. Vehicles being replaced in July 2015 were purchased in 2010.

Selectman Yingling agrees we need to purchase these vehicles and is glad to see we are purchasing and no longer leasing.

Pg. 50 – VFW Building Demolition

Selectman Yingling said that we as a board need to be clearer on what we are doing.

Acting police chief Golden stated in the short term it will provide more parking. Selectman Andrews asked when we were planning to do demolition and mentioned that the the demolition of the building would demonstrate we are making progress with the site.

Acting Town Manager Gardner we would be looking at 07-01-15 unless we put it on the special town meeting warrant. He mentioned the Selectmen have never discussed another use for the building.

Selectman Yingling suggests we put it on the special town meeting warrant and demolish it. DPW director Waldo said the VFW building is no longer a part of the building maintenance plan.

Move that the Board of Selectmen vote to the add the VFW demolition to the fall special town meeting warrant.

Motion by: Tom Donegan, Seconded by: Erik Yingling. Motion approved 5-0-0

Page 44- 49 Parking

Selectman Donegan asked about the Transponders

Parking Administrator Rosati stated the transponders were a big hit.

Selectman Donegan mentioned the software will allow transponders in MPL and will allow us to monitor all parking. He also mentioned the discussion about variable rates.

Mr. Rosati said the software will allow us to change the rates as needed.

Selectman Yingling asked if the software is a way to reduce hours of parking employees.

Mr. Rosati said this software has no impact on staff hours.

Page 15-32 Fire & Rescue CIP

Chief Trovato said the fire boat will only be purchased if the town receives a grant. The amphibious boat would be stored at the Johnston Street fire station. He would not spend the money unless he knew it would work for us.

Selectman Donegan asked how often we would have used it in the last five years.

Mr. Roderick said we have probably 3 – 6 rescue calls at the breakwater each year. The Coast Guard does not fight fires, but they sometimes do so. They are having a demonstration on September 17th at 1pm.

Selectman Andrews didn't understand why we would want it at the Johnson St. station.

Chief Trovato explained it can be driven from the Johnson St. station to the water's edge.

Selectman Donegan said it probably needs more discussion, but it seems to be the consensus that it will be kept in the plan for now.

Chief Trovato stated the CPR machine will free up staff in the ambulance. Our distance to the hospital may require someone to CPR on the way to the hospital for an hour which exhausts the paramedic. Protocol requires staff to switch personnel doing compression every two minutes. This would help both staff wise and patient care wise.

Chief Trovato discussed the need to replace ambulance 198 which is ten years old. The state recommends replacement every seven years.

Page 33 Electric Vehicle

Acting town manager Gardner discussed the electric vehicles and the two charging stations which would be placed in the MPL. The charging stations can now be metered so visitors would be able to pay to charge their electric vehicles.

Selectman Andrews asked if Mr. Gardner felt there was enough demand for two charging stations.

Selectman Donegan asked if this would free up Ryder St parking lot spaces.

Selectman Richter likes the electric vehicle proposal and believes it is a good marketing opportunity to promote the availability of charging stations.

Acting Town Manager Gardner pointed out this vehicle will be used as an inspection vehicle and staff will not be required to use their personal car.

Page 34 – 39 Public Works

DPW director Waldo spoke of Commercial St paving we have applied for and are waiting to hear of a \$2M grant. If we receive the grant we may be able to eliminate this request prior to April town meeting.

The paving management plan can address our failing roads. The target is to address the areas of major construction, next fall it will be predominantly in the west end.

The Stormwater management article targets the drainage issues as we improve our roads. Selectman Andrews asked about the Ryder Street outfall.

Mr. Waldo stated option 1 is that we applied for a FEMA grant to move the outfall under the MPL. We are currently on the reserve list. Option 2 is move the sand to open up the outfall.

Selectman Andrews asked about Court Street.

Selectman Donegan asked about Howland Street.

Mr. Waldo mentioned the streets and sidewalks request addresses adding handicapped accessible sidewalks, maintains the polymer sand in the new sidewalks and addresses bike path issues.

Selectman Donegan asked about including some of these annual projects in the operating budget. They seem more like an operating expense than a capital project.

Mr. Hoort said he would like to wait until we have the ten year forecast before a decision is made.

Selectman Andrews stated we need to include temporary water pumps, either in the CIP or in the operating budget. Our emergency communications are in buildings that aren't protected.

Acting town manager Gardner mentioned the Tourism Office has requested a study on the condition of the Bas Relief.

Selectman Donegan mentioned we should include a placeholder for the BAS Relief.

Acting town manager Gardner agreed and will include the \$200,000 as suggested by Selectman Donegan.

Page 42-43 Schools

School superintendent Singer mentioned Phase I is in progress. Phase II is an educated estimate as we won't know the cost until the completion of Phase I. Phase I should be done six months after its October start. The only water leaks at the school are from the gymnasium roof.

Page 52 Pier Floating Docks

Harbormaster McKinsey stated FEMA is putting forth money for a float attenuator so the ongoing destruction of the floating docks does not continue.

Selectman Yingling asked about the timeline.

Harbormaster McKinsey stated he is not sure, but it is hoped the floating docks would be repaired next summer.

Selectman Donegan asked if it is time to have a town hall meeting with affected homeowners to discuss what will be happening in the harbor.

Harbormaster McKinsey felt we didn't have the information yet, but agreed once we have the conceptual drawings the meetings are needed.

Selectman Donegan stated the more we can educate our residents the smoother it will be at town meeting. The sooner we can let people know how it affects their 'view-scape' the better.

Selectman Andrews asked about the kayak racks.

Harbormaster McKinsey said the harbor committee is discussing the issue and will come forward when they have a recommendation. If are going to be successful with kayak racks we will have racks everywhere and we will need to find space for them, whether it is in parking lots or open space, etc.

Selectman Donegan stated he would like to see the funding for the kayak racks to be user based.

Selectman Andrews agreed.

Selectman Donegan thanked the Harbormaster and his staff for all their work.

Page 51 Police Station

Selectman Donegan felt we should have joint meeting with the building committee to discuss options. There are a couple of solutions he would like to think about including having a sub-station. We also need to bring this board up to date. He would also like to compare our design to the Wellfleet design. Looking at a November or December joint meeting with the building committee.

Page 54 DPW Garage

Selectman Donegan felt this was a much better plan than previously presented.

Waldo said this was the most feasible process as it takes the first step of protecting our equipment. The first step is a simple garage that relocates staff from the cemetery space.

Selectman Andrews asked how long before this addresses the cemetery issues?

DPW deputy director Waldo said approximately two years.

Move that the Board of Selectmen vote to forward the draft FY 2016 CIP plan as amended to the Finance Committee.

Motion by: Erik Yingling, Seconded by Raphael Richter. The motion passed 5-0-0

Acting town manager reminded the Selectmen that they needed to schedule the fall traffic hearing.

Selectman Richter stated he was not in favor of doing the hearing twice a year, he feels it should be held only once a year.

Selectman Yingling feels we should have the fall hearing.

Selectman Donegan suggested we try the fall hearing. Possibly even have only a fall hearing and no spring hearing.

Selectman Richter suggested we not have one marathon meeting, but rather they be heard as needed during the year.

Selectman Andrews mentioned the history of the Selectman wanting to avoid having hearings on traffic issues throughout the year so they instead had one big traffic hearing.

The Selectmen decided to schedule a traffic hearing on November 12th at 5pm.

Move that the Board of Selectmen vote to approve the exemption for conflict of interest pursuant to M.G.L. chapter 268A, section 19 for Joseph Vasta, Zoning Board of Appeals.

Motion by Cheryl Andrews, Seconded by: Raphael Richter. Motion passed 5-0-0

Selectman Donegan and Andrews agreed there is no ideal choice here, other than to recruit more members for the committee.

Move that the Board of Selectmen vote to go into Executive Session pursuant to MGL c30A Section 21 (1) Clause 2 for the purpose of: Clause 2 – To conduct strategy sessions in preparation for contract negotiations with potential new town manager, and not to convene in open session thereafter.

Motion by: Tom Donegan, Seconded by: Raphael Richter

Roll Call Vote:

Cheryl Andrews: yes

Raphael Richter: yes

Tom Donegan: yes

Erik Yingling: yes

Bobby Anthony: yes

Motion passed: 5-0-0

The Board went into Executive Session at 10:32pm

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
JOINT MEETING WITH VSB
MONDAY, September 22, 2014 5:00 PM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the meeting at 5:00 PM, noting the following:

Board of Selectmen attending: Tom Donegan, Erik Yingling, Robert Anthony, Cheryl Andrews and Raphael Richter.

Visitor's Services Board (VSB) attending: Cathy Nagorski, Rick Murray, Mick Rudd and Marian Peck.

Other attendees: Acting Town Manager David Gardner, Finance Director Dan Hoort, Tourism Director Tony Fucillo, Assistant Tourism Director Radu Luca

Recorder: Dan Hoort

Mr. Fucillo mentioned a visit made with Selectman Andrews to the Cape Cod Canal 100th anniversary celebration committee to see how they structured the committee. What they found is that they utilized an existing 501 group that they could work with as an arm of that organization. Mr. Fucillo discussed the structure the VSB recommends for committee for the Provincetown 2020 campaign. They recommend utilizing an existing 501c non-profit group. Events and merchandising sales may be used to raise money. The structure of the committee would be to include someone in development to fundraise.

The first order of business would be to establish a mission. The VSB suggests reaching out to existing non-profits and identify which existing Provincetown 501 non-profit will represent the 2020 efforts. We need to establish a legacy the Town of Provincetown will leave behind following the commemoration.

STEPS:

- Hire a Managing Director – part time 2017, 18 full time 2019, 20 4 year budget \$75k
- The Provincetown 2020 Steering Committee will be an advisory board to the Provincetown Board of Selectmen and will be appointed by the Provincetown Board of Selectmen.
- The Steering Committee will be treated as other town boards.
- Seven of the members (one from each category) of the Provincetown 2020 Steering Committee will report back to the Board of Selectmen as needed. However, the appointed committee will expand to support all the needs for the 2020 commemoration.
- The committee members will all be volunteer and sworn in by the town clerk.
- All meetings will be subject to and conducted under the Open Meeting Law and the determination of the Division of Open Government.
- The steering committee will nominate and vote for a Chair, Vice Chair and Secretary. The three officers will be on the back account and will be the only individuals with authorization to sign checks. Meetings will have a regular monthly schedule to allow for members and residents to plan ahead. Provincetown 2020 Steering Committee meetings will be posted at least 48 hours in advance.

Mr. Fucillo read a motion that he had prepared to move this forward if the Selectmen agreed.

Mr. Murray asked if the Cape Cod Chamber was only arm to get state funding

Mr. Fucillo responded yes, they are our Regional Tourism Council.

Mr. Murray said we need to include the airport and transportation aspect of this.

Regarding merchandising he hopes we get more creative than t-shirt sales for fundraising.

Ms. Nagorski said we've had a couple of meetings on this and she's excited to see it jell and begin to take shape and to see a real plan laid out and moving forward.

Mr. Murray said we have voted to allot \$15,000 in VSB funds for the next five years for this start of the process. That vote was last year. This is for marketing.

Selectman Andrews said she had two comments, she started to zone in on the Cape Cod Canal celebration, we should be able to have a very good party in 2020. Unlike a lot of events towns throw, we are commemorating a historical event. She was blown away by the Cape Cod Canal's web site and their celebration was very creative. Their 1st step was the town stepping up. Get people to the table and start the dialogue. From where she was coming from it is a little more developed than she expected to see. One group should not dominate the planning, including the town.

It should be a team effort, a collaborative. The committee itself may decide how it wants to organize itself. Each organization should come to the table and they decide to do what they do best. The town should be hands off; the committee should feel empowered to take charge of it. She was just going to name a bunch of groups and ask them to show up in November. The gift committee may be premature.

Mr. Murray said we had this discussion last December with the previous Board of Selectmen. Are we are in agreement to appoint a steering committee?

Selectman Andrews: Yes.

Mr. Murray said we've wasted ten months, he doesn't want us to waste another two to four months.

Selectman Richter said he was pleased to see the detail that you (Mr. Fucillo) put into it and happy to see we are getting committee going right away. He tends to agree with Cheryl to not get too specific on how the Committee organizes itself and let the Committee do its work. You have my support for what you put together and we need to get started right away. You said it was \$15,000 that the VSB has contributed? He hopes as we go forward we think big and not be limited.

Selectman Yingling said it feels like we are starting to jell here, it's a good infrastructure we are putting in place. He is trying to envision the hierarchy and asked about the one staff person to be hired, is he the one doing the fundraising?

Mr. Fucillo said the person would be the only staff member and will be administrative.

Selectman Yingling said we can't expect volunteers to do all the fundraising. We need to clarify the staff role.

Mr. Fucillo said the steering committee will do that.

Selectman Yingling said we need to work on job description for person. He wants it to be very clear as to who does what.

Acting town manger Gardner said the steering committee is hiring the individual, it's their funding and the committee will be the staff person's boss.

Selectmen Yingling said he's happy with what has been brought forward and hopes the Monument will be on board as well.

Mr. Fucillo said the monument has not been consulted at this point, but he believes they will be part of it.

Mr. Murray said that once the Selectmen create the steering committee it will be time to reach out to the possible organizations for participation.

Selectman Anthony appreciates the work to date by Mr. Fucillo. He would rather

have more information than less information, his main concern is when do we start, he's totally in support of it.

Selectman Donegan stated that relative to the staff we don't have the resources to commit to the work needed, he sees the staff person hired being able to do project management and a little marketing and it may change as the date gets closer.

Mr. Fucillo stated we will fund the position through a grant from the State of Massachusetts and it will be a position in the 501 organization.

Selectman Donegan said we need to make sure to get it right.

Mr. Gardner stated we envisioned there would be town funds involved. He questioned how the steering committee would be formed, who would appoint members? Will the BOS appoint members?

Selectman Andrews said someone has to do the appointing. Her research was to determine the answer as to what was the first step, how did the first meeting happen? The idea would be once the steering committee has its first meeting the town is only one member of the group. The committee needs to be fluid and the committee itself will form an identity. It won't be a government committee.

Mr. Gardner asked who calls the first meeting.

Selectman Andrews stated a member of the Selectmen would call the first meeting.

Selectman Yingling said it feels better if it is more fluid. He doesn't want it to be too large.

Selectman Anthony stated someone has to be the lead here; someone needs to reach out to whoever we want on this committee. There has to be some structure to it. We need to make a basic determination as to how this committee gets formed.

Selectman Donegan agreed and stated he is worried about it not jelling and being hijacked in one direction or another.

Mr. Murray thinks the Selectmen should appoint a steering committee, maybe 12 to 15 members.

Selectman Andrews said it's time to share motion

Selectman Andrews move that the Provincetown Board of Selectmen create the Provincetown 2020 steering committee and forthwith request the following organizations to appoint/choose or send representatives:

Town of Provincetown, Provincetown School Committee, Provincetown Monument and Provincetown Museum, Provincetown Chamber of Commerce, Provincetown Business Guild, Provincetown Historical Celebrations, Inc., Cape Cod National Seashore, Provincetown Public Pier Corp., Provincetown Art Association and Museum, Provincetown Part-time Residents Taxpayers Association, Provincetown Community Compact, Inc., United States Coast Guard.

2nd by Selectman Richter 3-1-1 (TD / EY)

Note:

The written motion had a date of November 14th at 10am, the motion as read did not include a time or date.

Selectman Andrews commented that her motion was 12 organizations. It does not include the churches that she thinks should be included for historical reasons. The point is that the motion is not meant to be exclusive, but that is 12 major groups that are going to be part of this that we'd like to get to sit down this fall with each other and talk about how best they want to organize themselves. To the extent at some point that the steering committee ceases to exist, that is fine with her, it's not meant to be a government entity. The idea is that we create the steering committee and it

morphs into something else, what that something else gets called is up to the committee. The list is not meant to be exclusive or inclusive.

Selectman Donegan says it theoretically seems like a good idea, but he would like to see a one year review.

Selectman Andrews said we are a member of this committee. If we see trouble we will have to correct it. The secret of the committee's success is that the town can't be heavy handed in telling the committee how to organize.

Selectman Yingling asked about the date, why November 14th?

Selectman Andrews said we have to pick a day, she randomly picked the date. It gives all the organizations time to talk prior to the meeting.

Mr. Gardner asked if Selectman Andrews intended that date to be a full Board of Selectmen meeting.

Selectman Andrews responded no.

Selectman Anthony asked for clarification. On that date, which may not even be that date, are we going to establish the steering committee?

Selectman Andrews stated that's what we are doing today.

Mr. Gardner stated that date would be when the first members begin to show up and form themselves. Any organization that wants to participate may send individuals to the meeting and that group will form their committee. At some point the fundraising aspect of this will develop, it won't develop tonight. Whether that is a gift fund or a 501, the 501 would form itself through their articles of incorporation.

Selectman Andrews said unless we use one that already exists.

Mr. Gardner said to address your concern about the fact that you have a group of people out there spending money, the group will monitor that.

Selectman Donegan stated he intends to vote no because he doesn't feel it has enough structure in the beginning, he hopes he is wrong.

Selectman Yingling said he will abstain because of hiring concerns.

Selectman Andrews said the Cape Cod Canal committee was very successful set up in exactly this manner. She suggested the Selectman study the Cape Cod Canal group.

The Selectmen briefly discussed the advantages of a town gift fund vs donations to a 501(c)(3) organization. The tax benefits are identical.

Selectman Richter moved that the Board of Selectmen vote, pursuant to MGL Chapter 44, section 53A, to establish a gift fund account to receive donations for the Town of Provincetown 2020 celebration, the proceeds of which shall be used without further appropriation under the supervision of the Town Manager and the Board of Selectmen to prepare for the celebration and commemoration of the 400th Anniversary of the First Landing of the Mayflower Pilgrims and the Signing of the Mayflower Compact.

2nd by Selectman Yingling. Motion passed 5-0-0

Update on the BAS Relief.

Mr. Fucillo stated CPC funds are available for hiring an engineer and that is moving forward. We need to get the monuments brought up to date to make it look beautiful.

Mr. Gardner stated the overall conceptual park design was included in the original Community Preservation award.

Selectman Donegan would like to see it more user friendly by addressing the plant barrier.

Mr. Gardner said there are those who would like to look at the entire park a little

more holistically.

Mr. Fucillo said the first step is to identify what needs to be done and then put out an REP, no action is need tonight.

Selectman Anthony questioned who owned what portion of the property.

Mr. Fucillo responded with his understanding of who owns which portions of the property.

Mr. Murray asked for Selectman Donegan's reasons as to why he voted no.

Selectman Donegan stated he doesn't want to create another meeting in November that does nothing for six months and doesn't move the process forward.

Mr. Murray stated he didn't think we had all the right people at the previous meeting.

We need to have up to \$600,000 to do this right. This could be a really great collaborative process and the early we start the better the result. We need to get going on the fundraising.

BOS adjourned at 5:58pm

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MONDAY, September 22, 2014 6:00 PM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the meeting at 6:05 PM, noting the following:
Board of Selectmen attending: Tom Donegan, Erik Yingling, Robert Anthony, Cheryl Andrews and Raphael Richter.

Other attendees: Acting Town Manager David Gardner, Finance Director Dan Hoort

Recorder: Dan Hoort

Without objection he will waive the reading of the consent agenda and without objection the Selectmen approve the consent agenda.

A. Parade Permit Application submitted by Brandon Motta, Director of the Provincetown Recreation Department, to be held on Friday, October 31, 2014, starting at 3:00 P.M. and ending at 4:30 P.M.

1. PUBLIC HEARING - NSTAR

Proposal by NSTAR installation of 4514' underground cable and conduit adjacent to Route 6 from the Truro line to Snail Road, including one new pole and fifteen new manholes.

The public hearing notice was read into the record by Selectman Yingling
Selectman Yingling read into the record letters by Seashore Superintendent Price and Lauren McKee.

The NStar representatives (Jerry McDermott, Jessie Elder, John Garver and BHP Consultant Randy Hart) mentioned they are working to set up a meeting regarding bicycle issues and then discussed the project which is to put underground two secondary source lines for Provincetown to provide a redundant source of power. The project involves one pole at Snail Road and eleven manhole covers within the Town of Provincetown. They are more than happy to work with the National Seashore.

Selectman Donegan asked about the benefits of this project?

Nstar representatives responded that the benefit of this project is to provide a second power line into town in the instance if the first line were lost, this second line would be available. Going forward they are happy to work with any group as they always do.

Selectman Richter asked if there manholes in the traffic lanes?

The Nstar representatives responded that none of the manhole covers would be in the traffic lane.

MOVE that the Board of Selectmen vote, pursuant to MGL C.166,§22, to approve the request of NSTAR to install and maintain underground cables, conduits, and manholes, as indicated on Plan No. 103815, WO# 1735508 dated August 7, 2014

submitted by NSTAR to service to provide redundant electrical service to the Town of Provincetown, MA subject to the following conditions:

- 1.) All conditions set forth in MassDOT permit for work performed in neighboring towns, a copy of said permit shall be delivered to Provincetown Public Works Director prior to commencing work within Provincetown.
- 2.) Any paved areas within the Route 6 layout that should become damaged or excavated as a result of this project shall be restored with full width pavement extending 5 feet on either side of said trench or damaged area. Satisfactory restoration of undisturbed areas shall include milling and overlaying with two inches (2") of hot mix asphalt modified top course. Disturbed (trench) areas shall be restored using 8" of gravel plus 4" dense graded crushed stone over it, 3" binder base course, 2" binder course, 2" modified top course, tack vertical pavement edges with RS-1 emulsion, all damaged pavement marking shall be restriped in-kind.
- 3.) Any damaged drainage structures shall be repaired in-kind and meet the approval of the Public Works Director.
- 4.) Any damaged drainage pipe shall be replaced in entirety with HDPE pipe of equivalent size between drainage structures and meet the approval of the Public Works Director.
- 5.) Staging areas during construction shall meet the approval of both Public Works Director and Police Chief at all times.
- 6.) Vehicular traffic must be maintained at all times during construction.
- 7.) Steel plates left overnight are not allowed and if required during the day their use should be very limited.
- 8.) Road shoulders shall be restored to their original conditions.
- 9.) The grantee(s) must adhere to the order of conditions issued by the Town of Provincetown Conservation Commission (D.E.P. #SE 58-0526).
- 10.) NStar shall make every effort of work with the Cape Cod National Seashore and Outer Cape Bicycle and Pedestrian Master Plan Steering Committee.

Motion by Erik Yingling, Seconded by Robert Anthony. Motion passes 5-0-0

2. PUBLIC STATEMENTS

Duane Steele would like to make a suggestion to help the Selectman have more time to study issues and make better decisions. He would like the Selectmen to go further than the consent agenda. There are ways to shorten the agenda by having staff handle many of these items. He thinks it would be a good idea because it would give the Selectmen more time to interact with the public. The Finance Committee allows people to come up during the meeting and give comments. He'd like to see the Selectmen spend more time discussing and interacting with the public, he thinks they would enjoy it. He stated they would not be abdicating any of their responsibilities, the Selectmen would just be streamlining.

Kevin Comick, Nancy Marzilli and Sheila McGuiness of Seashore Point spoke regarding the letter sent by the Selectmen to Seashore Point regarding labor issues. They are very proud of the staff at Seashore Point. For three years in a row the staff has far exceeded the state requirements regarding care efficiencies. They have partnered with Outer Cape Health Services as well. They were in union contract negotiations for almost a year. Based on the Seashore financials they asked the staff to work with them. The nursing home lost \$600,000 last year and because of the healthcare law changes the trends were not good. The first proposal was to bring staff to the median Cape salary. The next step was to be at 130% of the median which would result in some salary cuts to staff and still result in an overall loss of a half million bucks next year. The total reduction on the non-management side totals about \$10,000. The Deaconess has now contributed about \$36M to Seashore Point.

Selectman Yingling requested the Selectmen suspend the rules and resolve this or begin to resolve this tonight. The Selectmen had no objection as long as no votes were taken.

Mr. Comick continued by saying the Seashore would take agree to a formula that would contribute 10% of any profit margin back to employees in bonuses. They also changed the rehab structure which provided more year-round employment. They also changed how they sold the condos in the second phase which generated up additional tax revenue to the town.

Selectman Yingling asked to be updated on the status of the negotiations.

Mr. Comick stated a mediator was brought in and a settlement was reached, but was voted down by the union by four votes.

Mr. Comick stated the Deaconess is a successful non-profit and has contributed greatly to the finances of Seashore Point by underwriting their losses.

Selectman Yingling asked what the average pay cut looked like.

Mr. Comick said it depends on the category and provided a sample of the pay rates. Seven or eight people are looking at a \$2 or \$3 an hour cut. All managers are at or below the average and two management positions have been eliminated and the Deaconess pays his entire salary. Their satisfaction surveys continue to be great.

Selectman Yingling mentioned Cape Cod is a very expensive place to live and would like to see this discussion as a future agenda item.

Ms. Marzilli stated the Deaconess Board has to be good stewards of their non-profit status and wants to keep a facility in Provincetown.

Mr. Comick said it is very expensive to live here, but you have a government that no longer believes we need nursing homes, especially one as remote as Provincetown. The push continues to be not to have people go to nursing homes. Hospitals are resistant to send patients to a remote location like Provincetown.

Selectman Anthony asked if they were affiliated with Deaconess Hospital?

Mr. Comick stated no, we are not affiliated with the hospital, but are affiliated with the Deaconess Abundant Life Communities.

Selectman Andrews said her parents have experience with extended care. Appreciates the interaction. She has two goals which are to continue the facility in Provincetown and the employees are treated properly. How many beds are in the facility?

Mr. Comick responded there are 41 beds with 38 occupied.

Selectman Andrews asked about layoffs.

Mr. Comick said if layoffs were needed it would come on the nursing home side. Their staffing levels are 10 to 15% higher than in a for-profit nursing home.

Selectman Andrews asked that the flow of information continue. If anything questions the model (of a Provincetown nursing home) the Selectmen need to hear about it. Mr. Comick stated the big issue is the flow of patients. Last year they averaged 32 patients, that number is higher this year. They need to stay near 38 and sell the condos, at that point they think they can be near break-even.

There were no other public statements.

3. SELECTMAN STATEMENTS

Selectman Richter

None

Selectman Yingling

He appreciates the interaction with the staff of Seashore Point, he's heard a lot of swirl about it recently.

He also appreciates the input from Mr. Steele for ways to streamline government.

Selectman Andrews

She appreciates hearing from the board of Seashore Point. Any change over there that threatens the existence of a nursing home raises a red flag for her.

As to 2020, it would be helpful to have a written invitation to all we would like to invite to the first meeting, she is willing to draft a memo to where we go from here.

This is the week where we have a meeting every day, here's to a productive week.

Selectman Anthony

He hopes the department heads look for budget cuts, he would like to see 5% cuts in the budgets. Department heads should look for fiscal responsibility. The way things are going with the capital improvement program we have to look seriously at what we spend.

Selectman Andrews asked if we would be looking at the ten year financial forecast prior to meeting with the finance committee. Chairman Donegan said he would look at his calendar and see if we could schedule that.

Selectman Donegan

Congratulations to the Hero Fund, the resolution was very well received. The firehouse that lost two firefighters was in town with their families.

The FinCom chair called Selectman Donegan to say they would not be bringing forward the article regarding the reporting structure for the police chief. He discussed a number of warrant articles coming from the Finance Committee, the Board of Selectmen and the Planning Board.

He reminds people that the Wounded Warrior ride is on Friday.

Congratulations to the Provincetown Police Department on the recent drug arrests.

Anything that restricts the flow of drugs is a good thing.

He voted no on the 2020, but he is very hopeful he is wrong.

Welcome back to acting town manager Gardner.

4. Joint Meetings

None

5. Appointments

None

6. Actions

A. Shellfish Season

MOVE that the Board of Selectmen vote, pursuant to MGL C.130, §52 and the Selectmen's Recreational Shellfish Regulations, to approve opening the public shellfishing areas as follows:

On Sunday, November 2, 2014 the shellfish area West of the breakwater will open to the public.

The proposed dates are subject to the results of both shellfish and water quality testing at the state lab.

The days allowed are Sundays and Fridays through the end of March 2015, with a ten-quart limit per week. Licenses, gauges, and a copy of the regulations will be available at the Town Clerk's office. Fees are \$15.00 for residents and \$50.00 for non-residents. Residents or taxpayers shall be issued a free shellfish permit at age 65 or older.

If bay scallops are abundant, the Shellfish Constable will post the days and location of their taking and the recreational limit shall be two pecks per week.

Motion by Erik Yingling, Seconded by Selectman Richter. Motion passed 5-0-0

Shellfish Warden Jackett explained the process for shellfish areas which are rotated every three years. Beds are opened on November 2nd and he requests that public be able to park around the rotary.

Selectman Donegan noted Mr. Jackett was appointed as the Truro Harbormaster/Shellfish warden in Truro and congratulated him.

B. – MassDocs for Stable Path Development

Housing Specialist Michelle Jarusiewicz invited Stable Path developer Ted Malone to join her. The MASSDOCS program should make the program simpler. The state developed the system to help streamline the process. It should result in a significant savings in legal fees to the town and it makes it simpler for the developer.

MOVE that the Board of Selectmen vote to participate in the MassDocs program through the Massachusetts Housing Partnership, to sign the Joinder to the Global Participation Agreement and related documents and to participate in the MassDocs program for the Stable Path Affordable Housing development.

Motion by Erik Yingling, Seconded by Robert Anthony. Motion passed 5-0-0

Selectman Yingling is excited that Stable Path is moving forward and asked when the shovel goes in the ground.

Mr. Malone said the target is in late November, early December. It's a 12 to 14 month process. All permits are in place.

Selectman Yingling is pleased that this will make the process go faster.

Selectman Andrews asked if there was any downside.

Ms. Jarusiewicz said it's less complicated, but is still complicated.

C. – Harbormaster Staff Letters of Commendation

Selectman Andrews agreed to draft these for the Selectmen and is bringing them forward tonight.

MOVE that the Board of Selectmen vote to approve the draft letters written to Assistant Harbormasters Dan DeGruttola, John DeMatteis, Luis Ribas and Dick Silva.

Motion by Erik Yingling, Seconded by Selectman Richter. Motion passed 5-0-0

D. – Community and Government Service Award – Barbara Rushmore

Selectmen Richter and Yingling recused themselves and left the room.

Selectman Andrews mentioned that she looked at video when we did it the first time. We need to explain what we are doing. The purpose of the award is specifically to recognize the contributions of long-standing residents specific to municipal work.

Barbara Rushmore has served on many boards and is one of the most active participants at town meeting. She has brought countless petitioned articles forward to town meeting with over 30 to 40 approved at town meeting. It is amazing how many times she has been groundbreaking in her ideas. She was active in banning cigarette machines before it became popular to do so. She did a great deal of her work by citizen petition bringing them forward to town meeting. Selectman Andrews is thrilled to nominate her for this award.

Selectman Anthony said she has been a staple in Provincetown for years and years. They would have conversations every year prior to town meeting. He recalls the tree on Standish Street when Barbara chained herself to the tree. He wishes her a very happy birthday.

Selectman Andrews mentioned that for anyone who missed it two members of the Board of Selectmen are her grandchildren. That says a lot about her passing on her ideals.

Selectman Donegan remembered when the FinCom was going to not recommend one of her articles and he was sent to tell her. Agree or disagree you always know where she stands and we are all still residents of Provincetown.

**MOVE that the Board of Selectmen nominate Barbara Rushmore for the Community and Government Service Award to recognize her efforts over many years to improve the quality of life in Provincetown.
Motion by Cheryl Andrews, Seconded by Robert Anthony Motion passed 3-0-0**

Selectmen Richter and Yingling rejoined the meeting.

E. – Town Manager Search Follow-up

Selectman Donegan provided an update on Town Manager Search. Tuesday morning the candidates will have a light breakfast with town staff and after the breakfast will meet with the department heads and other senior staff. On Tuesday afternoon the candidates will meet with committee chairs and individually with each Selectman which will be followed by a 5:30pm community event at the library.

The public interviews by the Selectmen with each finalist will be on Wednesday afternoon.

Selectman Donegan will be sending out survey for staff and department heads to provide opinions.

Selectman Donegan stated all meetings are open to the public and although some will not be televised they are part of an open process.

Selectman Andrews questioned if that was different than previously planned.

Selectman Donegan stated each Selectman has the option of having it open or not, it is not required to be open to the public under the open meeting laws as long as Selectmen do not deliberate amongst themselves.

Selectman Andrews asked if the candidate interviews from the last town manager's hiring could be made available.

Acting town manager Gardner will check with PTV.

1. Special Town Meeting Actions

A. Zoning Bylaw Amendments Referrals

Selectman Richter asked about the process.

Acting town manager Gardner explained the process is a procedural process with zoning bylaw articles, not general bylaws to refer articles to the Planning Board in that the Selectmen refer the amendments to the Planning Board. The Charter requires the planning board have a public hearing.

MOVE that the Board of Selectmen vote, pursuant to Massachusetts General Law Chapter 40A Section 5, to submit the attached proposed Zoning Bylaw amendments to the Planning Board for review and public hearing in October 2014 in order to be placed on the October 27, 2014 Special Town Meeting Warrant. Motion by Raphael Richter, Seconded by Erik Yingling. Motion passed 5-0-0

B. Special Town Meeting Warrant Articles

Acting town manager Gardner explained that tonight the Selectmen vote to insert their articles into the warrant. On Friday the vote is to finalize the warrant.

Selectmen Yingling brought up the plastic bag article and how it had changed since the last meeting.

Mr. Gardner mentioned several other communities have brought up and passed this article.

Selectman Donegan mentioned this article would essentially ban grocery plastic bags.

Selectman Richter asked if the Selectmen would also bring forward this article. He was concerned that an effective date of April 15th does not allow businesses to use up their current supply of bags.

Selectman Andrews asked about the advantage of doing article 1.

Finance director Hoort stated if we did not do it we would raise \$150K more in taxes than we actually need.

Selectman Andrews questioned the lighting bylaw proposal (article 10) and the potential for many holidays if it is not defined more clearly than that.

MOVE that the Board of Selectmen vote to approve Articles #1 – 12 for the October 27, 2014 Special Town Meeting as presented by the Town Manager and to insert said articles into the October 27, 2014 Special Town Meeting Warrant forthwith.

Motion by Tom Donegan, Seconded by Raphael Richter. Motion passed 5-0-0

C. Free Cash Discussion and Policy Update

Selectman Yingling suggested the Selectmen need to decide what to do with the free cash. Should it go into capital improvement stabilization fund, the affordable housing trust fund or other funds.

Mr. Hoort stated he would need to check with town counsel as to what is allowed or not allowed under Massachusetts general law.

Selectman Yingling asked about the balance in certain funds.

Mr. Hoort mentioned we have approximately \$1,100,000 in the general purpose stabilization fund, the affordable housing trust fund has between \$400,000 and \$500,000.

Selectman Yingling would like to set some priorities and decide for which priorities we would set aside money

Selectman Andrews she would not vote for anything until she sees the budget for next year.

Selectman Donegan suggested we may opt to use free cash to pay off debt.

Selectman Yingling asked if we had a policy on how we would use free cash. Mr. Hoort said we do not have a policy.

Selectman Yingling suggested we may want to have a policy on what we want to do with free cash.

Selectman Donegan stated this may be a part of looking at the 10 year plan. Mr. Hoort said the joint meeting with the FinCom on the 10 year plan could last all day, one of the issues would be what to do with free cash.

Selectman Yingling asked Mr. Hoort's opinion on free cash. Mr. Hoort understands Selectman Yingling's thoughts, but thinks the use of free cash may change dramatically from one year to the next so it's hard to set a policy when it may change the following year. Things are still so fluid at this time we may not want to set a policy.

Selectman Yingling said the policy may be aspirational. Mr. Hoort agreed that it is a conversation worth having.

Selectman Anthony agrees with Mr. Hoort that our uses for free cash are so fluid.

Selectman Donegan mentioned the ten year plan will give us a better understanding of where we are at, we may want to make that meeting a bit longer. October 14th Meeting was moved up to 4:30pm.

On Monday, October 6th at 5pm the Board of Selectmen will meet to review the 10 year forecast.

D. Town Manager Follow-up

Acting town manager Gardner discussed the schedule for the town manager candidates over September 24th and 25th. On Wednesday afternoon beginning at 12 noon the Selectmen will hold their interviews.

The Selectmen's Friday meeting conflicts with the Wounded Warrior event. If we moved the meeting to 11:05am the group could walk over to the event.

The Thursday meeting agenda is set, but may not be needed if deliberations are completed on Wednesday afternoon.

Selectman Andrews brought up the Board of Selectmen secretary candidates and requested the Selectmen interview the finalists as quickly as possible.

Selectmen agreed that Thursday at 5pm is the preferred time if the candidates are available.

Staff will reach out to the candidates to determine their availability for final interviews.

Mr. Gardner thanked Doug Johnstone, Elisabeth Verde and Dan Hoort for stepping up and covering for him during his vacation.

Selectman Donegan mentioned the need to follow up on the Grace Gouveia sale regarding the easement to the property. Mr. Gardner said town counsel has recommended a solution and he will follow up with them.

1. Minutes

MOVE to approve minutes of August 11, 2014 amended.

Motion by Raphael Richter, Seconded by Robert Anthony. Motion passed 5-0-0

2. Closing Statements

Selectman Yingling

none

Selectman Andrews

none

Selectman Anthony

none

Selectman Richter

The stop sign removed as of October 1st, he asked if there is a public safety plans for signage in place? He asked that the staff have a plan.

Selectman Donegan

He posted, but we do not need the town manager part of the executive session piece.

**MOVE that the Board of Selectmen vote to go into Executive Session pursuant to MGL c30A Section 21 (a) Clause 6 - To consider the purchase, exchange, lease or value of real estate, if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and not to convene in open session thereafter. The Chair did declare.
Motion by Raphael Richter, Seconded by Robert Anthony**

Roll Call Vote:

Cheryl Andrews: yes

Raphael Richter: yes

Tom Donegan: yes

Erik Yingling: yes

Bobby Anthony: yes

The board went into Executive Session at 8:16pm.

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
TOWN MANAGER CANDIDATE SOCIAL GATHERING
TUESDAY, SEPTEMBER 23, 2014 5:00 PM
PROVINCETOWN TOWN LIBRARY**

Board of Selectmen attending: Tom Donegan, Erik Yingling, Robert Anthony, Cheryl Andrews and Raphael Richter.

1. Open House Reception with the Town Manager Candidate Finalists to allow the Candidates to meet the public. Votes will not be taken.

Selectmen participated in a 'meet and greet' gathering with the prospective town manager candidates.

No meeting was convened. No Motions were made. There were no deliberations.

2. Other - Other matters that may legally come before the board not known at the time of posting - votes maybe taken.

None

The gathering concluded at approximately 7pm.

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
BOARD OF SELECTMEN SECRETARY INTERVIEW
MEETING MINUTES
THURSDAY, September 25, 2014 5:00 PM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the meeting at 5:07 PM, noting the following:

Board of Selectmen attending: Tom Donegan, Erik Yingling, Robert Anthony, Cheryl Andrews and Raphael Richter.

Other attendees: Acting Town Manager David Gardner, Finance Director Dan Hoort

Recorder: Dan Hoort

Selectman Andrews gave an update on the process of the preliminary screening committee. She stated the committee advertised it again and then conducted three interviews. After all of that work we forwarded a memo to the BOS last week with three candidates, one of which withdrew. Selectman Andrews is glad to see Loretta Dougherty here in front of the Selectmen this evening.

1. Interview Board of Selectmen Secretary Candidate Loretta Dougherty

Selectman Donegan thanked Ms. Dougherty for being here and stated this is meant to an informal chance for the Selectmen to get to know you. He asked if Ms. Dougherty would like to make an opening statement.

Ms. Dougherty stated she was raised in Amarillo, TX and came to Rhode Island. Her background is in administrative work, she's worked in politics for a number of years. She was asked if she had any relatives in the area and discovered she had relatives that came over on the Mayflower. She has retired, but is not the type of person who can sit around doing too many aigans. She likes living near the ocean. She excels in administrative duties and would like to offer the Board her abilities to help you out for as long as she can.

Selectman Anthony asked about the confidentiality aspect of this position, it's one of the most important parts of the secretary to the Selectmen

Ms. Dougherty stated most of the jobs that she has held have been required to hold the highest degree of confidentiality.

Selectman Donegan asked if Ms. Dougherty lives here now.

Ms. Dougherty responded that yes she does.

Selectman Donegan commented that there are a few people who come to us frustrated, how would you deal with that when someone comes to town hall.

Ms. Dougherty said the first thing she'd do is to listen to them and try to help them. If she can't help them she would refer them to the right person.

Selectman Richter mentioned that the attention to detail is so important in this position and asked Ms. Dougherty to speak to her past experience in her professional career where the attention to detail was important.

Ms. Dougherty commented that yes, she has done that. For her employment with the senator they wanted notes in shorthand and she would transcribe the minutes.

Selectman Andrews mentioned her conversation with Ms. Dougherty, she had asked if Ms. Dougherty had read our charter, she is laughing at herself that she asked her that question. She is always curious as to why someone applies for a job at town hall. How did you (Ms. Dougherty) look into the job to see if it would interest her.

Ms. Dougherty stated that at the time she didn't look into it too deeply except that you needed an administrative secretary. When she saw it on-line she went on the town web site and learned a little more about it. Then she spoke to Elisabeth.

She did run across the charter, it was placed in her hands and she read it. It appears to have a very strong foundation as to how it was written. It gives to the people and makes the people a part of it.

Selectman Yingling asked if she thinks of herself as a morning person or a night owl.

Ms. Dougherty responded that she has been both. Right now she works part-time in at hotel starting at 11pm and she works a part-time position that starts at 6am

Selectman Yingling said the reason he asked is that we usually have night meetings every two weeks.

Ms. Dougherty said that usually after about 11 ½ hours she'd like a cup of coffee

Selectman Yingling asked how many more years would Ms. Dougherty like to work?

Ms. Dougherty responded as long as she can.

Selectman Yingling asked how many hours do she work now.

Ms. Dougherty responded that those jobs are temporary until she gets this job.

Selectman Yingling mentioned that she worked for a senator, could she tell us a little bit about that.

Ms. Dougherty stated that she worked in a political campaign for George Bush and met Senator Nichols. The opportunity came up and she worked as his personal secretary for a few months until her brother convinced her to start my own business. She worked as his right-hand man

Selectman Yingling asked if she was still working her own business.

Ms. Dougherty said no, not for some time since she was ready to leave DC

Selectman Anthony mentioned that she has been in town for awhile and have some part-time employment, has your impression of this town changed.

Ms. Dougherty said no, not really. There were a few things she wasn't aware of, but nothing that changed her opinion of the town.

Selectman Anthony asked so you still have that good feeling?

Ms. Dougherty responded yes.

Selectman Donegan asked what are your favorite parts of a job like this? What are you least favorite parts?

Ms. Dougherty responded her favorite part is getting all the pieces together. Her least favorite part is when she doesn't have access to all the pieces. She takes a deep breath, counts to ten and gets the pieces and gets it done

Selectman Andrews commented that the chairman may not be in the building. every day so then you report to the town manager. Sometimes you may be answering the phone,

Ms. Dougherty responded it wouldn't be different from any job she has had. First she would get to know everyone and get to know their needs. She would need to know if someone told me to do something, do they have the authorization to do that. There may be a missing part that they don't know about.

She is not accustomed to being placed in the middle of things and has a unique ability to see that.

Selectman Andrews commented that she wanted her colleagues to hear that answer and know we talked about it.

Selectman Yingling asked when she would be available to start, do she have loose ends she needs to tie up.

Ms. Dougherty stated she would be available to start immediately, she doesn't have loose ends, everyone knows she has applied for the position.

Selectman Yingling stated there are many moving parts to this job, you have five bosses and the town manager. Does that stress her out about it?

Ms. Dougherty responded that it's part of the fun, you get to be in the middle of that and bring all the pieces together. She worked for two people in the legislature in Oklahoma at the same time. She is use to that and doesn't find it too stressful. There's always a limited amount of stress being a new employee.

Selectman Yingling asked about her typing skills.

Ms. Dougherty responded that she used to type 117 words a minute with two errors, she probably types 70 now.

Selectman Donegan asked if Ms. Dougherty has any questions for the Selectmen?

Ms. Dougherty responded that one of them has been answered regarding a starting date and the other questions would be as to the salary, pay schedule and benefits.

Finance Director Hoort stated the budget is \$47,900 and employees are paid every two weeks.

Selectman Donegan mentioned there is an initial probation period that lasts six months.

Selectman Andrews mention that we have a grade system in our compensation plan.

Ms. Dougherty was thanked for coming in and she left the meeting.

Acting Town Manager Gardner asked the Selectmen if they have the schedule for the second interview?

Selectman Donegan responded that it would be Thursday, October 2 at 6pm

No motions were made.

2. Insert any remaining articles in the October 27, 2014 Fall Special Town Meeting Warrant.

No action was taken

3. Deliberations and potential offer of Employment to a candidate for Town Manager.

This item was skipped.

4. EXECUTIVE SESSION

Selectman Richter moved to go into Executive Session - M.G.L. c30A Sec 21 (a) Clause 2 – to conduct strategy sessions in preparation for contract negotiations with non-union employees (prospective new Town Manager) and not to convene in public session thereafter. The Chair declared that discussing this item in public would have a negative effect on our negotiating ability.

Roll Call Vote:

**Cheryl Andrews yes
Raphael Richter yes
Tom Donegan yes
Erik Yingling yes
Robert Anthony yes**

The Board went into executive session at 5:41pm

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
SPECIAL MEETING MINUTES
FRIDAY, SEPTEMBER 26, 2014 11:05 AM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the meeting at 11:05 AM, noting the following:

Board of Selectmen attending: Tom Donegan, Robert Anthony, Cheryl Andrews and Raphael Richter.

Excused Absent: Erik Yingling

Other attendees: Finance Director Dan Hoort, Town Clerk Doug Johnstone

Recorder: Dan Hoort

Selectman Donegan called the meeting to order. We have one item on the agenda, approving the warrant

MOVE that the Board of Selectmen vote to approve the warrant for the October 27, 2014 Special Town Meeting for posting and publication as presented.

Motion by Raphael Richter, Seconded by Robert Anthony. Motion approved 4-0-0

There was no other business.

Meeting adjourned by unanimous consent at 11:08am

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
BOARD OF SELECTMEN SECRETARY INTERVIEW
MEETING MINUTES
THURSDAY, October 2, 2014 6:00 PM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the meeting at 6:07 PM, noting the following:
Board of Selectmen attending: Tom Donegan, Erik Yingling, Robert Anthony and Cheryl Andrews.

Excused Absent: Raphael Richter.

Other attendees: Acting Town Manager David Gardner, Finance Director Dan Hoort

Recorder: Dan Hoort

Selectman Andrews welcomed Mr. McCulla and explained the process of the preliminary screening committee and the Selectmen interview process.

1. Interview Board of Selectmen Secretary Candidate Jeremy McCulla

Selectman Andrews asked Mr. McCulla to introduce himself.
He lives in Boston and hopefully is moving to Provincetown in the near future and he currently manages a high end retail store.

Selectman Andrews stated that this position reports and works with many people. How do you set your priorities and how you deal with folks coming at you from multiple angles.
Mr. McCulla stated some things come up along the way that may take precedence over your priorities, it's important to be flexible and be able to roll with the punches.

Selectman Andrews asked about his skills, there is a significant typing aspect and record keeping aspect to this job.

Mr. McCulla stated he has not taken minutes before, but I feel I would be able to do it with no issue

Selectman Donegan stated part of the job is the flexible schedule. There are evening meetings that we try to complete by 11, but we try to stop by 10 at the latest. Town meeting may run a late as well. How comfortable are you with that, you think you are going to get home at 9pm and your day runs late.

Mr. McCulla stated it's part of his business right now, you never know what's going to come up. It's part of what he does, the schedule is not set.

Selectman Donegan asked how do you organize your day?

Mr. McCulla stated his outlook calendar is his best friend. Anything I need to get done I highlight with my outlook calendar.

Selectman Yingling asked how familiar is he with what we do and Provincetown in general?
Mr. McCulla I've been coming here since I was a senior in college. He hasn't participated in town government, but he has researched it and know how it works.

Selectman Yingling noted he has a lot of retail store experience and asked if he has worked in a secretarial position before?

Mr. McCulla state he has worked in volunteer positions where I've done secretarial duties, but he has not worked as a paid secretary.

Selectman Yingling asked which organization?

Mr. McCulla said MassEquality

Selectman Yingling noted he will mostly work with the chair, but asked how does he handle working with multiple bosses?

Mr. McCulla said he reports to a number of people in his current job, it's important to keep the line of communication open with everyone

Selectman Anthony asked if he has worked in jobs where confidentiality is required?

Mr. McCulla stated his current job the financial aspect is confidential as is the human resources side.

Selectman Anthony noted that in this job, a lot of it is customer service. How do you deal with someone who wants to make a complaint?

Mr. McCulla said a lot of the times people just want to know you are listening and understand their issue. If I can resolve it on my own, perfect. If not I will direct them to the person who can handle their issue

Selectman Andrews asked what about this specific position makes you a perfect fit for you?

Mr. McCulla said if you ask any of my friends they will say I'm an NPR junkie and love government. This would be the perfect mix between his career and his passion for government and Provincetown and policy.

Selectman Donegan asked if Mr. McCulla has housing arranged?

Mr. McCulla said yes he does.

Selectman Donegan noted that one of the problems with town government is that calls may go all over the place until they get to us and by the time they get to us they are upset.

Mr. McCulla said you need to let them know you understand their situation and you will do your best to handle it. Everyone wants to feel their issue is important.

Selectman Yingling said you mentioned you are an NPR junkie, do you follow what happens in tow, do you read the paper and how did you hear about the job?

Mr. McCulla said he heard about the position on Facebook. He has watched the videos of the meetings.

Selectman Anthony asked if he has you worked with the public before. What do you like and dislike about it.

Mr. McCulla my current job is working with the public and I enjoy it very much. You are able to communicate with the public and get to know people on an individual basis. If I didn't like working with the public I would be in a different career. I can't think of anything that I don't like in working with the public.

Selectman Donegan asked if the screening committee went over the benefits and the salary.

Mr. McCulla said they did not discuss it.

Selectman Donegan described the salary and benefits. It is a forty hour work week with comp time for night meetings. There is fair amount of detail in the position.

Acting town manager Gardner described the paid time-off during the year.

Selectman Yingling asked Mr. McCulla if he had any questions for the Selectmen?
Mr. McCulla asked what are the next steps in the process?

Selectman Donegan stated the Selectmen will deliberate and then offer the position to one of the two candidates.

Selectman Donegan thanked Mr. McCulla for coming today.
Mr. McCulla left the room.

Selectmen Donegan asked if others feel deliberation is covered on the agenda?

Selectman Andrews stated she would hate to put it off, but thinks it might be better for the agenda for Monday night.

Selectman Donegan stated he would put it on Monday's agenda.

3. Other

Acting town manager Gardner reminded the Selectmen that for the MMA conference, for which they are registered, we need to reserve hotel rooms for the Selectmen. Mr. Gardner asked the Selectmen which days would they plan to be there and to let him know.

Acting Town manager Gardner stated the only other thing is to schedule a site visit to the Winslow property on Monday.

The Selectman decided a Saturday morning visit would work better for their schedules and Mr. Gardner said he will call to arrange a visit. Selectmen Andrews and Anthony will join Selectman Donegan on Saturday morning instead of the Monday visit.

Acting town manager Gardner mentioned that we have the Community and Government Service Award plaque and we're trying to decide where to hang it. It was decided the plaque will be hung next to the door inside the Judge Welsh Room.

1. Executive Session

Move that the Board of Selectmen vote to go into Executive Session - pursuant to M.G.L. c30A Sec 21 (a) Clause 2 – to conduct strategy sessions in preparation for contract negotiations with non-union personnel (prospective new Town Manager) and not to convene in public session thereafter.

Motion by: Erik Yingling, Seconded by Cheryl Andrews. The Chairman declared that conducting the session in public would have a detrimental effect on the Town's negotiating position.

Roll Call Vote:

Selectman Andrews yes

Tom Donegan yes

Erik Yingling yes

Robert Anthony yes

Motion Passed: 4-0-0

The Open Session adjourned and the Board went into executive session at 6:28pm



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
November 10, 2014

9

CLOSING SELECTMENS STATEMENTS

Administrative Updates

Requested by: Acting Town Manager David Gardner

Action Sought: Discussion

Proposed Motion(s)

Motions may be made and votes may be taken.

Cheryl Andrews

Robert Anthony

Raphael Richter

Erik Yingling

Tom Donegan

Additional Information

- A. *Letter of Thanks- Stephen Milkewicz's Service to the Town- Resigned October 24th*
- B. *Letter of Thanks - Dan Hoort's Service (Charter Enforcement Commission) Resigned October 28th*
- C. *Letter of Thanks – Vida Richter Service on Licensing Board – Resigned October 29th*

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Board of Selectmen
Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Telephone (508) 487-7003
Facsimile (508) 487-9560

November 10, 2014

Mr. Stephen Milkewicz
83 Franklin Street
Provincetown, MA 02657

Dear Mr. Milkewicz,

The Board of Selectmen received your email with respect to your resignation, as a member of the Historical Commission, effective October of this year.

We have been fortunate, indeed, to have someone with your perspective, ideas, and commitment on this board, as well as many other boards over the past years. We wish to thank you for your dedicated service.

We wish you the very best in your future endeavors. We will not be disappointed should time and circumstances permit you from serving on any of our town boards or committees in the future.

In gratitude,

Tom Donegan, Chair



Board of Selectmen
Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Telephone (508) 487-7003
Facsimile (508) 487-9560

November 10, 2014

Mr. Daniel Hoort
378 Commercial Street
Provincetown, MA 02657

Dear Mr. Hoort,

The Board of Selectmen received your letter with respect to your resignation, as a member of the Charter Enforcement Commission, effective October of this year.

We have been fortunate, indeed, to have someone with your perspective, ideas, and commitment on this Commission. We wish to thank you for your dedicated service.

We wish you the very best in your future endeavors. We will not be disappointed should time and circumstances permit you from serving on any of our commissions or boards in the future.

In gratitude,

Tom Donegan, Chair



Board of Selectmen
Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Telephone (508) 487-7003
Facsimile (508) 487-9560

November 10, 2014

Mrs. Vida Richter
3 Upper Miller Hill Road
Provincetown, MA 02657

Dear Mrs. Richter,

The Board of Selectmen received your email with respect to your resignation, from the Licensing Board, effective October of this year.

We have been fortunate, indeed, to have someone with your perspective, ideas, and commitment on this board. We wish to thank you for your dedicated service.

We wish you the very best in your future endeavors. We will not be disappointed should time and circumstances permit you from serving on any of our boards or committees in the future.

In gratitude,

Tom Donegan, Chair