



Meeting Agenda

The Provincetown Board of Selectmen will hold a public meeting on Monday, March 14, 2016, at 6:00 p.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

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

- A. *Parade Permit Application submitted by Donald Murphy and Susan Avellar, Provincetown, MA, on behalf of the Provincetown Portuguese Festival, to hold a Parade on Saturday, June 25, 2016, starting at 3 p.m. to 5:30 p.m.*
 - B. *Parade Permit Application submitted by Donald Murphy and Susan Avellar, Provincetown, MA, on behalf of the Provincetown Portuguese Festival, to hold the Blessing of the Fleet on Sunday, June 26, 2016, starting at 12 noon to 1:00 p.m.*
 - C. *Treasurer's Transfer – Library Trust Fund (Flores Fund), to pay 629 Ingram Library Services for books/videos, in the amount of \$1,853.96.*
 - D. *Approve placement of a dedication plaque on a sixteen-foot bench, in front of Town Hall, in recognition of all the work Barbara Rushmore accomplished during her tenure as chair and committee member of the Beautification Committee.*
 - E. *Letter from Richard Delaney, President of the Provincetown Center for Coastal Studies regarding a change to the dates for Coastal Studies' use of the VFW Hall.*
1. Public Hearings - Votes may be taken on the following items:
 - A. Joint Public Hearing with the Harbor Committee - Discussion and approval of Harbor Fees and Regulations submitted by the Harbor Committee.
 - B. Economic Development Permit 16-01 – 199 Commercial Street Unit 9 & 10 – Café Heaven by Alan Cullinane (applicant), o.b.o. Scott Norman Realty Trust and Louis Morin (property owners), to increase the assigned Title 5 flow to the property by 990 gallons per day to increase the number of full service restaurant seats (35 gpd) from 32 to 60 (980 gpd minus existing credits for a total of 956 gpd).
 - C. Discussion and approval of Shellfish license applications, renewals, and aquaculture regulation changes submitted by Shellfish Constable Stephen Wisbauer.
 2. Public Statements – Three (3) 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:
 - A. Joint Meeting with the Economic Development Committee – EDC to present slate of people selected to receive Micro Grants (<\$500), for approval by the Board of Selectmen.
 5. Appointments - Votes may be taken on the following items:

- A. Approve the appointment of Mark Boucher, as a Regular member of the Beautification Committee, with a term to expire on December 31, 2017.
6. Requests - Votes may be taken on the following items:
 - A. Update from the Seashore Advisory Council regarding the New Beach/Herring Cove – Cape Cod National Seashore Representative Mary-Jo Avellar.
 - B. Review and discussion of the Housing Playbook – Michelle Jarusiewicz.
 - C. Discussion on changes to signage reflecting “Gender Neutral” restrooms - Dr. Elise Cozzi.
 - D. Discussion by the Board on the upcoming meeting scheduled with Representative Sarah K. Peake and Speaker Robert DeLeo on Wednesday, March 30, 2016, at 11:00 a.m., at the State House, regarding the Room Occupancy Tax Legislation.
7. Town Manager / Assistant Town Manager - Votes may be taken on the following items:
 - A. Six months Performance Evaluation of Town Manager David Panagore.
 - B. Town Manager’s Report – Administrative Updates.
 - i. Updates on Community Compact, regionalization, and broadband.
 - C. Recommendations on the Articles for the April 2016 Town Meeting Warrant.
 - D. Insert Ballot Questions for the May 2016 Annual Town Election.
 - E. Update and discussion of the Winslow Farm and VFW properties.
 - F. Others – Other matters that may legally come before the Board not reasonably anticipated by the Chair 48 hours before the meeting. Votes may be taken.
8. Minutes – Approve minutes of previous meetings. Votes may be taken.
9. Closing Statements/Administrative Updates - Closing comments from the Selectmen. Discussion dependent; motions may be made; votes may be taken.
 - A. Thank you letter to Christine Sylvia who resigned from the Beautification Committee on February 17, 2016.
 - B. Thank you letter to Barbara Rushmore for organizing a group of citizens to travel to Beacon Hill to advocate on legislation before the General Court.

Motion by the Board of Selectmen to vote to go into Executive Session pursuant to MGL c30A, Section 21(a), Clause 3 for the purpose of:

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. (Update on Clam Dredging Lawsuit). Votes may be taken.

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. (Tax Title Updates). Votes may be taken.

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. (Update on 227R Commercial Street). Votes may be taken.



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

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.

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

- A. *Parade Permit Application submitted by Donald Murphy and Susan Avellar, Provincetown, MA, on behalf of the Provincetown Portuguese Festival, to hold a Parade on Saturday, June 25, 2016, starting at 3 p.m. to 5:30 p.m.*
- B. *Parade Permit Application submitted by Donald Murphy and Susan Avellar, Provincetown, MA, on behalf of the Provincetown Portuguese Festival, to hold the Blessing of the Fleet on Sunday, June 26, 2016, starting at 12 noon to 1:00 p.m.*
- C. *Treasurer’s Transfer – Library Trust Fund (Flores Fund), to pay 629 Ingram Library Services for books/videos, in the amount of \$1,853.96.*
- D. *Approve placement of a Dedication Plaque on a sixteen-foot bench in front of Town Hall, in recognition of all the work Barbara Rushmore accomplished during her tenure as chair and committee member of the Beautification Committee.*
- E. *Letter from Richard Delaney, President of the Provincetown Center for Coastal Studies regarding a change to the dates for Coastal Studies’ use of the VFW Hall.*

Additional Information

See attached documents.

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

Monday, March 14, 2016

00A

PARADE PERMIT REQUEST

Portuguese Culture

Requested by: Donald Murphy, Susan Avellar, and Lillian DeSouza

Action Sought: Approval

Proposed Motion(s)

MOVE that the Board of Selectmen vote to approve the Parade Application Permit submitted by Donald Murphy and Susan Avellar, P.O. Box 559, Provincetown, MA, on behalf of the Provincetown Portuguese Festival to hold a Display of Portuguese Culture with Music and Dancing on Saturday, June 25, 2015, starting at 3:00 p.m. to 5:00 p.m.

Additional Information

See attached application. Route will begin at the Harbor Hotel (Snail Road) and travel west on Commercial Street to Franklin where it terminates at the top of Franklin and Bradford.

Board Action

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

Town of Provincetown

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



Police Department

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: Police Chief James Golden 
Subject: Parade Permit ANNUAL Portuguese Festival Parade Permit (2 events)
Date: February 24, 2016

- Please know that I have reviewed the joint parade application from Mr. Donald Murphy and Ms. Susan Avellar for the 69th annual Portuguese Festival Parade on Saturday, June 25, 2016 They estimate 200-250 attendees with 10 vehicles in the procession.

The event is scheduled from 3pm to 5:30pm and will navigate a route beginning at Harbor Hotel on Shore Road (Route 6A), then heading West on Commercial Street to Franklin Street.

This event will follow its historical route and the application includes a parking restriction on Commercial Street along the parade route. Violators will be towed.

- Please know that I have reviewed the joint parade application from Mr. Donald Murphy and Ms. Susan Avellar for the 69th annual Portuguese Festival Procession on Sunday, June 26, 2016 They estimate 200 attendees with 3 vehicles in the procession.

The event is scheduled from 11:30am to 1:00pm and will navigate a parade route to commence at St. Peter's Church, turning South on Prince Street, turn East on Bradford – turn South on Gosnold Street turn East on Commercial to Lopes Square. A traditional dance troupe will then perform in Lopes Square before proceeding down MacMillan Pier to the finish.

This event will follow its historical route and the application includes traversing Commercial Street against the one-way flow of traffic from Gosnold Street to Lopes Square along the event route.

Both events will be police escorted.

Please let me know what questions you may have on this.

RECEIVED
BOS - ~~Vermont~~ *to*
FEB 04 2016
CC: BOS/TM/ATM

Town of Provincetown Parade Permit Application

Note: This form must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name: Provincetown Portuguese Festival
Address: 10559 Phone: 508 546 9080
City/Town: Provincetown State: Ma Zip Code: 02637
Email: www.provincetownportuguese festival

Applicant is: Private Individual Business Non-Profit Corp

Individual Responsible: Name: Donald Murphy 56 Guild
Address: 2520A Vell 21 Tunys Way
Phone: 508 487 0086 508 487 9123
Email: WROVER@aol.com
starella@hotmail

Will charges or fees be collected? Yes No

Name & Purpose of Parade: Portuguese Music, dance, culture
Date of Parade: June 25, 2016 Rain Date (if any): none
Schedule: Start Time: 3PM Finish Time: 5PM
Number of Marchers: 500-750 Number of Vehicles: 10

Events with amplified sound, entertainment, alcohol or food service MUST obtain Licensing Department approvals. Noise bylaw waiver applications required minimum 60 days prior to your scheduled event.
(Please indicate actual or estimated.)

Note: Use the attached map, highlight and provide a written plan of parade route including assembly and disassembly locations, special parade features or events as well as stopping locations if any are requested.

The undersigned applicant agrees that the applicant and parade participants will conform with applicable laws, by-laws, and regulations as well as with special requirements that may be made a condition of the granting of a parade permit pursuant to this application. I/we agree to hold the Town of Provincetown harmless from any and all liability and will defend the Town of Provincetown in connection therewith

Signature of Applicant: [Signature] Date: 2/4/16
Application received by: [Signature] Date: 2.4.2016
(Secretary to Board of Selectmen)

CONDITIONS and REQUIREMENTS

It is the obligation of applicants, organization(s) and responsible individuals to assure that their parade(s) is (are) orderly. Unless specifically authorized, there will be no parades held during the hours of darkness and no stopping of the parade to advertise or perform.

All parades will be assigned and will follow a police cruiser on the approved route. If the Chief of Police deems it necessary to assign additional officers as part of the parade permit, then the cost of such special duty officers will be borne by the applicant.

Any violation of applicable laws, by-laws, regulations, the above requirements, and/or special requirements made a condition of the granting of a Parade Permit will be grounds for immediate revocation of the Parade Permit, prosecution, and denial of future parade permissions.

PARADE ROUTE. SPECIAL CONDITIONS. REQUIREMENTS. ETC. (Please PRINT or TYPE and allow margin space)

APPROVALS



Chief of Police

Date 02-24-2016

Board of Selectmen

Chairman, Board of Selectmen

Selectman

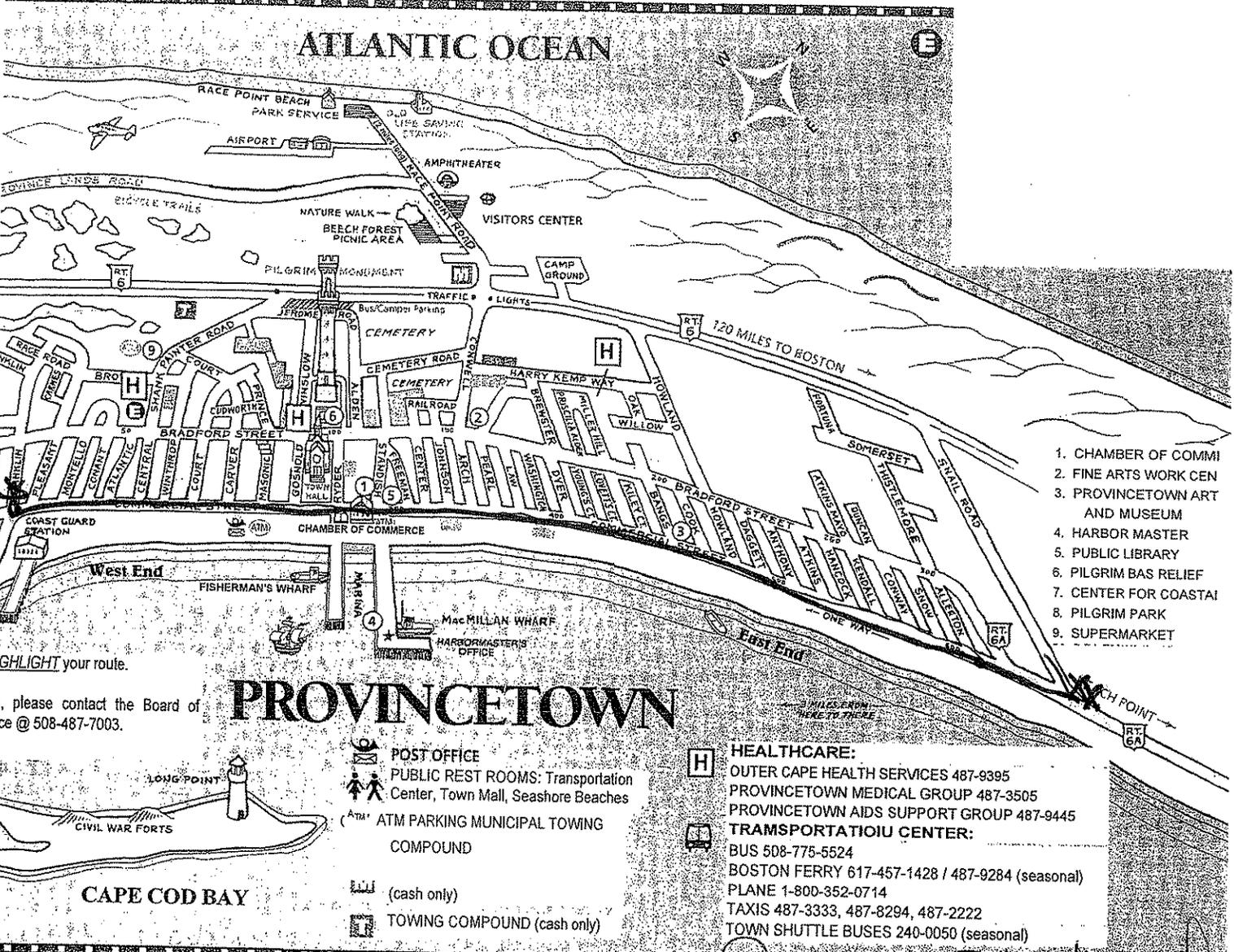
Selectman

Selectman

Selectman

Date: _____

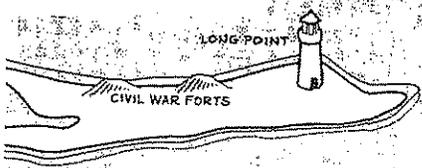
lease highlight your Parade Route on the Map



1. CHAMBER OF COMM
2. FINE ARTS WORK CEN
3. PROVINCETOWN ART AND MUSEUM
4. HARBOR MASTER
5. PUBLIC LIBRARY
6. PILGRIM BAS RELIEF
7. CENTER FOR COASTAL
8. PILGRIM PARK
9. SUPERMARKET

PROVINCETOWN

n, please contact the Board of
fice @ 508-487-7003.



CAPE COD BAY

- POST OFFICE
- PUBLIC REST ROOMS: Transportation Center, Town Mall, Seashore Beaches
- ATM
- PARKING MUNICIPAL TOWING COMPOUND
- (cash only)
- TOWING COMPOUND (cash only)

- HEALTHCARE:**
OUTER CAPE HEALTH SERVICES 487-9395
PROVINCETOWN MEDICAL GROUP 487-3505
PROVINCETOWN AIDS SUPPORT GROUP 487-9445
- TRANSPORTATION CENTER:**
BUS 508-775-5524
BOSTON FERRY 617-457-1428 / 487-9284 (seasonal)
PLANE 1-800-352-0714
TAXIS 487-3333, 487-8294, 487-2222
TOWN SHUTTLE BUSES 240-0050 (seasonal)

The parade begins at Depot Rd travels west along Commercial St terminating at Franklin St



Provincetown Board of Selectmen
AGENDA ACTION REQUEST

Monday, March 14, 2016

00B

PARADE PERMIT REQUEST

Portuguese Blessing of the Fleet

Requested by: Donald Murphy, Susan Avellar, and Lillian DeSouza

Action Sought: Approval

Proposed Motion(s)

MOVE that the Board of Selectmen vote to approve the Parade Application Permit submitted by Donald Murphy and Susan Avellar, P.O. Box 559, Provincetown, MA, on behalf of the Provincetown Portuguese Festival, to hold the Portuguese Blessing of the Fleet on Sunday, June 26, 2016, starting at approximately 12 noon to 1:00 p.m.

Additional Information

See attached application. Route will begin at St. Peter's Church on Prince Street south to Bradford Street east to Ryder Street south to Commercial Street East to Lopes Square south to the end of MacMillan Pier.

Board Action

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

Town of Provincetown

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



Police Department

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Phone: (508) 487-1213
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To: Provincetown Board of Selectmen
From: Police Chief James Golden 
Subject: Parade Permit ANNUAL Portuguese Festival Parade Permit (2 events)
Date: February 24, 2016

- Please know that I have reviewed the joint parade application from Mr. Donald Murphy and Ms. Susan Avellar for the 69th annual Portuguese Festival Parade on Saturday, June 25, 2016 They estimate 200-250 attendees with 10 vehicles in the procession.

The event is scheduled from 3pm to 5:30pm and will navigate a route beginning at Harbor Hotel on Shore Road (Route 6A), then heading West on Commercial Street to Franklin Street.

This event will follow its historical route and the application includes a parking restriction on Commercial Street along the parade route. Violators will be towed.

- Please know that I have reviewed the joint parade application from Mr. Donald Murphy and Ms. Susan Avellar for the 69th annual Portuguese Festival Procession on Sunday, June 26, 2016 They estimate 200 attendees with 3 vehicles in the procession.

The event is scheduled from 11:30am to 1:00pm and will navigate a parade route to commence at St. Peter's Church, turning South on Prince Street, turn East on Bradford – turn South on Gosnold Street turn East on Commercial to Lopes Square. A traditional dance troupe will then perform in Lopes Square before proceeding down MacMillan Pier to the finish.

This event will follow its historical route and the application includes traversing Commercial Street against the one-way flow of traffic from Gosnold Street to Lopes Square along the event route.

Both events will be police escorted.

Please let me know what questions you may have on this.

RECEIVED
BOS - Vernon
FEB 04 2016
CC: BOS/TM/ATM

Town of Provincetown Parade Permit Application

Note: This form must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name: Provincetown Portuguese Festival 508 246 9080
Address: PO 559 Phone: 508 487 0086
City/Town: Provincetown State: Ma Zip Code: 02654
Email: www.ProvincetownPortugueseFestival

Applicant is: Private Individual Business Non-Profit Corp
Individual Responsible: Name: Donald Murphy - 56 Conil St Town
Address: Susan Aveller 1 Tuys Way
Phone: 508 487 0086 / 508 487 9123
Email: WEE WROVER@aol.com
SAveller@hotmail.com

Will charges or fees be collected? Yes No

Name & Purpose of Parade: Blessing of the Fleet Procession
Date of Parade: June 26, 2016 Sunday Rain Date (if any): none
Schedule: Start Time: approx 12 noon Finish Time: 1 PM
Number of Marchers: 200 Number of Vehicles: 3

Events with amplified sound, entertainment, alcohol or food service MUST obtain Licensing Department approvals. Noise bylaw waiver applications required minimum 60 days prior to your scheduled event.

(Please indicate actual or estimated.)

Note: Use the attached map, highlight and provide a written plan of parade route including assembly and disassembly locations, special parade features or events as well as stopping locations if any are requested.

The undersigned applicant agrees that the applicant and parade participants will conform with applicable laws, by-laws, and regulations as well as with special requirements that may be made a condition of the granting of a parade permit pursuant to this application. I/we agree to hold the Town of Provincetown harmless from any and all liability and will defend the Town of Provincetown in connection therewith

Signature of Applicant: [Signature]

Date: 2/4/16

Application received by: [Signature]
(Secretary to Board of Selectmen)

Date: 2.4.2016

CONDITIONS and REQUIREMENTS

It is the obligation of applicants, organization(s) and responsible individuals to assure that their parade(s) is (are) orderly. Unless specifically authorized, there will be no parades held during the hours of darkness and no stopping of the parade to advertise or perform.

All parades will be assigned and will follow a police cruiser on the approved route. If the Chief of Police deems it necessary to assign additional officers as part of the parade permit, then the cost of such special duty officers will be borne by the applicant.

Any violation of applicable laws, by-laws, regulations, the above requirements, and/or special requirements made a condition of the granting of a Parade Permit will be grounds for immediate revocation of the Parade Permit, prosecution, and denial of future parade permissions.

PARADE ROUTE. SPECIAL CONDITIONS. REQUIREMENTS. ETC. (Please PRINT or TYPE and allow margin space)

APPROVALS



Chief of Police

Date 02-24-2016

Board of Selectmen

Chairman, Board of Selectmen

Selectman

Selectman

Selectman

Selectman

Date: _____



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

00C

TREASURER'S TRANSFERS

LIBRARY TRUST FUND – Flores Fund

Requested by: Dan Hoot, Finance Director

Action Sought: **Approval**

Proposed Motion(s)

MOVE that the Board of Selectmen vote, as Commissioners of the Library Trust Fund – Flores Fund (#1626), pursuant to MGL C44 § 53A, to approve the use of the funds in the Library Trust Fund – Flores Fund (#1626) to pay \$1,853.96 for the attached invoice from Ingram Library Services.

Additional Information

This Motion will allow the Town Treasurer to transfer money from the Library Trust Fund – Flores Fund (#1626) to pay for the books and videos from Ingram Library Services. The Flores Trust Fund will have a balance of \$16,918.41 in the expendable account after this invoice is paid.

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: March 14, 2016
To: Provincetown Treasurer
From: Board of Selectmen

As Commissioners of the Library Trust Fund – Flores Fund (#1626), permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of the Library Trust Fund – Flores Fund (#1626), for the payment of the \$1,853.96 to Ingram Library Services.

The Honorable Board of Selectmen:

Thomas N. Donegan, Chair

Erik Yingling, Vice Chair

Cheryl Andrews, Selectman

Robert Anthony, Selectman

Raphael Richter, Selectman



Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60958810	01	12	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C25JJ2EH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
BMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

018

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE				UNIT PRICE	% DISC	UNIT PRICE AFTER DISC	EXTENSION	
Ordered	Shipped	AUTHOR								
Items Below From P.O. 07252015AUGCOLDEV										
1	1	CANFIELD	30 DAY SOBRIETY SOLUTION	0661	R	147679295X	28.00	48.0	14.56	14.56
		ONSALE	01-19-16							
2	1	INGRAM	9999999 AUTO PROC W/O PKCT-CAT	8899	C		.65	NET	.65	.65
2	1	INGRAM	9999999 AUTO PROC W/O PKCT-PRO	8899	C		.54	NET	.54	.54
	1		Retail: 29.19			SubTotal:	29.19			15.75
			Chambersburg UPS Ground 1			Shipping/Handling:				.00
			#Ctns	1	Weight	1.50	Lbs			
			Product SubTotal:						14.56	
			Processing SubTotal:						1.19	
									** Total **	15.75



Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60958811	01	12	2016	

ORDER ENTRY	ACCOUNT	PAGE	TAX
C25JJ2EH	20E9117	1	

DUNS 12-159-9042

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018

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WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC	UNIT PRICE AFTER DISC	EXTENSION				
Ordered	Shipped	AUTHOR								
Items Below From P.O. 120815										
1	1	DK PUBL	HAPPY RETIREMENT THE PSYCHOLOG	1411	Q	1465438114	19.95	39.0	12.17	12.17
2	1	INGRAM	9999999 AUTO PROC W/O PKT-CAT	8899	C		.65	NET	.65	.65
1	1	INGR	9999999 LAMINATED PB COVERS 5M	8899	C		1.99	NET	1.99	1.99
	1		Retail: 22.59							
			Chambersburg UPS Ground I							14.81
										.00
				#Ctns	1	Weight	1.80	Lbs		
			Product SubTotal:				12.17			
			Processing SubTotal:				2.64			
							** Total **			14.81

4



Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60959604	01	13	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C27MQGEH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
BMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

018

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
Ordered	Shipped	AUTHOR				
1	1	JENSEN				
21	1	INGRAM				
21	1	INGRAM				
7	1	INGR				
1		Retail:	18.18			
		Chambersburg				
		UPS Ground I				
		#Ctns	1			
		Weight	1.50			
		Product SubTotal:	9.15			
		Processing SubTotal:	3.18			
		SubTotal:	18.18			12.33
		Shipping/Handling:				.00
		** Total **				12.33



Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60959605	01	13	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C27MQGBH	20E9117	1	

DUNS 12-159-9042

018

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
BMARC/GRANT ACCOUNT
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TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION	
Ordered	Shipped	AUTHOR					
Items Below From P.O. 010816FIC							
1	1	O DELL	ANGELS BURNING LIB/E	0661	R	1501132547 25.99	48.0 13.51 13.51
1	1	SMITH T	BEST NEW POETS 2015/E	6863	Q	0692420096 12.95	39.0 7.90 7.90
1	1	ROSENF	BLACKOUT	0711	R	1250055318 25.99	48.0 13.51 13.51
1	1	BOHJALI	GUEST ROOM	D800	R	0385538898 25.95	48.0 13.49 13.49
1	1	OATES J	MAN W/O A SHADOW	0394	R	006241609X 27.99	48.0 14.55 14.55
1	1	PERRY T	40 THIEVES	D931	R	0802124526 26.00	48.0 13.52 13.52
21	6	INGRAM	9999999 AUTO PROC W/O PKT-CAT	8899	C	.65	NET .65 3.90
21	6	INGRAM	9999999 AUTO PROC W/O PKT-PRO	8899	C	.54	NET .54 3.24
7	1	INGR	9999999 LAMINATED PB COVERS 5M	8899	C	1.99	NET 1.99 1.99
6			Retail: 154.00			SubTotal: 154.00	85.61
			Chambersburg UPS Ground I			Shipping/Handling:	.00
			#Ctns 1 Weight 6.90 Lbs				
			Product SubTotal: 76.48				
			Processing SubTotal: 9.13				
						** Total **	85.61

6



Fed-Id
62-1746696

INVOICE

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Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60959606	01	13	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C27MQGEH	20E9117	1	

018

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
BMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY		T/C	TITLE			UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION	
Ordered	Shipped	AUTHOR								
Items Below From P.O. 010816NF										
1	1	CARR AL	ALLEN CARRS EASY WAY TO STOP S	1443	Q	0615482155	16.99	39.0	10.36	10.36
1	1	KOSARIN	ASTROLOGY 101	0920	R	1440594732	16.99	48.0	8.83	8.83
1	1	HESTER	EASY VEGAN CKBK	D525	Q	1624141471	21.99	39.0	13.41	13.41
1	1	VOLF MI	FLOURISHING	0923	R	0300186533	28.00	10.0	25.20	25.20
1	1	BERTIN	MINDFUL PARENTING FOR ADHD	D535	Q	1626251797	19.95	39.0	12.17	12.17
1	1	LEVY DA	MINDFUL TECH	0923	R	0300208316	28.00	10.0	25.20	25.20
1	1	HOLCOMB	PRESIDENTS & UFOS	0711	R	1250040515	27.99	48.0	14.55	14.55
1	1	BARNETT	RAIN	0683	R	0804137099	25.00	3.0	24.25	24.25
1	1	GORDON	RISE & FALL OF AMER GROWTH	0671	R	0691147728	39.95	10.0	35.96	35.96
1	1	KONDO M	SPARK JOY	4086	R	1607749726	18.99	48.0	9.87	9.87
1	1	THOMPSON	STORIES I TELL MYSELF	0249	R	0307265358	26.95	48.0	14.01	14.01
1	1	BERNIER	SUFFERING & SUNSET	1620	R	1439912734	39.95	10.0	35.96	35.96
1	1	DEAN LI	ULTIMATE GT TAROT	5366	Q	1592336574	24.99	39.0	15.24	15.24
21	10	INGRAM	9999999 AUTO PROC W/O PCKT-CAT	8899	C		.65	NET	.65	6.50
21	5	INGRAM	9999999 AUTO PROC W/O PCKT-PRO	8899	C		.54	NET	.54	2.70
7	4	INGR	9999999 LAMINATED PB COVERS 5M	8899	C		1.99	NET	1.99	7.96
13			Retail: 352.90			SubTotal:	352.90			262.17
			Chambersburg UPS Ground I			Shipping/Handling:				.00
				#Ctns	1	Weight	17.54	Lbs		
				Product SubTotal:			245.01			
				Processing SubTotal:			17.16			
** Total **										
262.17										



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PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60959608	01	13	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C27MQGEH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

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PROVINCETOWN, MA 02657-2322

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TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION		
Ordered	Shipped	AUTHOR						
1	1	Items Below From P.O. 121215						
		SZABO M DOOR	D777	Q	1590177711	16.95	39.0	10.34
		Retail: 16.95			SubTotal:	16.95		10.34
		Chambersburg UPS Ground I			Shipping/Handling:			.00
		#Ctns 1			Weight .60 Lbs			
** Total **								10.34



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INVOICE	MO	DAY	YEAR	BAI/CI
60959904	01	13	2016	

ORDER ENTRY	ACCOUNT	PAGE	TAX
C27NKZEH	20E9117	1	

DUNS 12-159-9042

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PROVINCETOWN PUBLIC LIBRARY
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356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY		T/C	TITLE			UNIT PRICE	% DISC.	UNIT PRIC AFTER DISC	EXTENSION	
Ordered	Shipped	AUTHOR								
1	1	LEVY LA	BROOKLYN ON FIRE	0683	Q	0553418947	14.00	39.0	8.54	8.54
		ONSALE	01-19-16							
1	1	RANKIN	EVEN DOGS IN THE WILD	0517	R	0316342513	26.00	48.0	13.52	13.52
		ONSALE	01-19-16							
1	1	BLACK B	EVEN THE DEAD	0422	R	1627790667	27.00	48.0	14.04	14.04
		ONSALE	01-12-16							
1	1	GRAVES	GIRLS SHE LEFT BEHIND	0283	R	0553390430	26.00	48.0	13.52	13.52
		ONSALE	01-12-16							
1	1	NESSER	HOUR OF THE WOLF	0249	R	0307906876	25.95	48.0	13.49	13.49
		ONSALE	01-12-16							
1	1	NEUHAUS	I AM YOUR JUDGE	0711	R	1250071682	26.99	48.0	14.03	14.03
		ONSALE	01-12-16							
1	1	MCCALLU	ONCE A CROOKED MAN	0711	R	1250080452	25.99	48.0	13.51	13.51
		ONSALE	01-12-16							
21	7	INGRAM	9999999 AUTO PROC W/O PCKT-CAT	8899	C		.65	NET	.65	4.55
21	7	INGRAM	9999999 AUTO PROC W/O PCKT-PRO	8899	C		.54	NET	.54	3.78
2	1	INGR	9999999 LAMINATED PB COVERS 5M	8899	C		1.99	NET	1.99	1.99
	7		Retail: 182.25			SubTotal:	182.25			100.97
			Chambersburg UPS Ground I			Shipping/Handling:				.00
				#Ctns	1	Weight	7.65	Lbs		
			Product SubTotal:	90.65						
			Processing SubTotal:	10.32						
									** Total **	100.97

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INVOICE	MO	DAY	YEAR	BATCH	LB
60959905	01	13	2016		

ORDER ENTRY	ACCOUNT	PAGE	TAX
C27NKZEH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
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TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
1	1	MORGAN BESIDE MYSELF ONSALE 01-12-16	26.00	48.0	13.52	13.52
1	1	HOAG TA BITTER SEASON ONSALE 01-12-16	28.00	48.0	14.56	14.56
1	1	STEEL D BLUE ONSALE 01-19-16	28.95	48.0	15.05	15.05
1	1	LYNCH K CONFUCIUS JANE ONSALE 01-19-16	26.99	48.0	14.03	14.03
1	1	BERNE S DOGS OF LITTLEFIELD ONSALE 01-12-16	25.00	48.0	13.00	13.00
1	1	CHAMBER DRESSMAKERS WAR ONSALE 01-12-16	27.00	48.0	14.04	14.04
1	1	LEE JAN EXPATRIATES ONSALE 01-12-16	27.00	48.0	14.04	14.04
1	1	STROUT MY NAME IS LUCY BARTON ONSALE 01-12-16	26.00	48.0	13.52	13.52
1	1	MCKENZI PORTABLE VEBLEN ONSALE 01-19-16	26.00	48.0	13.52	13.52
1	1	BAILEY TASTE FOR NIGHTSHADE ONSALE 01-12-16	27.99	48.0	14.55	14.55
1	1	CORNWEL WARRIORS OF THE STORM ONSALE 01-19-16	27.99	48.0	14.55	14.55
1	1	ROY NIL WILDINGS ONSALE 01-12-16	18.95	39.0	11.56	11.56
21	12	INGRAM 9999999 AUTO PROC W/O PCKT-CAT	.65	NET	.65	7.80
21	12	INGRAM 9999999 AUTO PROC W/O PCKT-PRO	.54	NET	.54	6.48
2	1	INGR 9999999 LAMINATED PB COVERS 5M	1.99	NET	1.99	1.99
12		Retail: 332.14 Chambersburg UPS Ground I				182.21
		SubTotal:	332.14			
		Shipping/Handling:				.00
		#Ctns 1 Weight 12.60 Lbs				
		Product SubTotal: 165.94				
		Processing SubTotal: 16.27				
		** Total **				182.21

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INVOICE	MO	DAY	YEAR	BATCH
60959906	01	13	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C27NKZEH	20E9117	1	

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018

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE				UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION
Ordered									
Shipped									
1	1	BRYSON ROAD TO LITTLE DRIBBLING ONSALE 01-19-16	D800	R	0385539282	28.95	48.0	15.05	15.05
1	1	KALANIT WHEN BREATH BECOMES AIR ONSALE 01-12-16	0676	R	081298840X	25.00	48.0	13.00	13.00
21	1	INGRAM 9999999 AUTO PROC W/O PKKT-CAT	8899	C		.65	NET	.65	.65
	2	Retail: 54.60 Chambersburg UPS Ground I				SubTotal: 54.60			28.70
						Shipping/Handling:			.00
			#Ctns	1	Weight	2.35	Lbs		
		Product SubTotal:							28.05
		Processing SubTotal:							.65
									** Total **
									28.70

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INVOICE	MO	DAY	YEAR	BATCH
60960475	01	14	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C28QWTEH	20E9117	1	

018

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PROVINCETOWN PUBLIC LIBRARY
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SHIP TO 20K2819
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356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
1	1	LOW FROM P.O. 010816FIC				
1	1	FAULKS WHERE MY HEART USED TO BEAT	27.00	48.0	14.04	14.04
		ONSALE 01-26-16				
3	1	INGRAM 9999999 AUTO PROC W/O PKCT-CAT	.65	NET	.65	.65
3	1	INGRAM 9999999 AUTO PROC W/O PKCT-PRO	.54	NET	.54	.54
	1	Retail: 28.19				15.23
		Chambersburg UPS Ground I				.00
		SubTotal:	28.19			
		Shipping/Handling:				
		#Ctns 1 Weight 1.10 Lbs				
		Product SubTotal: 14.04				
		Processing SubTotal: 1.19				
		** Total **				15.23

1



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1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60960476	01	14	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C28QWTEH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
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PROVINCETOWN, MA 02657-2322

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TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	I/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION		
Ordered	Shipped	AUTHOR						
1	1	JEFFERY 1916	D525 R	1620402696	32.00	48.0	16.64	16.64
		ONSALE 01-26-16						
1	1	RANGE P 1924	0517 R	0316384038	28.00	48.0	14.56	14.56
		ONSALE 01-26-16						
3	2	INGRAM 9999999 AUTO PROC W/O PKT-PRO	8899 C		.54	NET	.54	1.08
	2	Retail: .61:08		SubTotal:	61.08			32.28
		Chambersburg UPS Ground I		Shipping/Handling:				.00
			#Ctns	1 Weight	2.90 Lbs			
		Product SubTotal:						31.20
		Processing SubTotal:						1.08
						** Total **	32.28	

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INVOICE	MO	DAY	YEAR	BAI	CHI
60960545	01	14	2016		
ORDER ENTRY	ACCOUNT		PAGE TAX		
C28P87EH	20E9117		1		

DUNS 12-159-9042

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SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
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SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
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356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
Ordered	Shipped	AUTHOR				
1	1	DEPOY P ONSALE	26.99	48.0	14.03	14.03
1	1	INGRAM	.65	NET	.65	.65
1	1	INGRAM	.54	NET	.54	.54
1		Retail: 28.18				
		Chambersburg UPS Ground I				
		SubTotal:	28.18			15.22
		Shipping/Handling:				.00
		#Ctns 1 Weight .80 Lbs				
		Product SubTotal:	14.03			
		Processing SubTotal:	1.19			
** Total **						15.22



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INVOICE	MO	DAY	YEAR	BATCH
60960894	01	15	2016	

ORDER ENTRY	ACCOUNT	PAGE	TAX
C29H43EH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
BMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

018

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
1	1	UNSPEAKABLE THINGS	25.95	48.0	13.49	13.49
1	1	9999999 AUTO PROC W/O PKCT-CAT	.65	NET	.65	.65
1	1	9999999 AUTO PROC W/O PKCT-PRO	.54	NET	.54	.54
1		Retail: 27.14				14.68
		Chambersburg UPS Ground, I				.90
		SubTotal:	27.14			
		Shipping/Handling:				.90
		#Ctns 1 Weight 1.00 Lbs				
		Product SubTotal:	13.49			
		Processing SubTotal:	1.19			
		** Total **				14.68

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INVOICE	MO	DAY	YEAR	BATCH
60961238	01	15	2016	

ORDER ENTRY	ACCOUNT	PAGE	JAN
C29HN5EH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
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SHIP TO 20K2819
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EMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

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TERMS: 1% 10 NET 30 EOM
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QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION
1	1	JAMES H LIAM HENRY JAMES AUTOBIOGRAPHI	37.50	48.0	19.50	19.50
1	1	9999999 AUTO PROC W/O PKKT-PRO	.54	NET	.54	.54
1		Retail: 38.04	38.04			20.04
		Chambersburg UPS Ground I				.00
		Product SubTotal: 19.50				
		Processing SubTotal: .54				
		#Ctns 1 Weight 1.50 Lbs				
** Total **						20.04



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INVOICE	MO	DAY	YEAR	BATCH
66664704	01	15	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
N33V5REH	20E9117	1	

DUNS 12-159-9042

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PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
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TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC	UNIT PRICE AFTER DISC	EXTENSION
Ordered	Shipped	AUTHOR				
1	1	Low From P.O. 010816NF				
1	1	LUBET S COLORED HERO OF HARPERS PERRY	5132 R 1107076021	27.99	10.0	25.19
1	1	COWAN G LET THE PEOPLE RULE	0615 R 0393249840	27.95	48.0	14.53
2	2	INGRAM 9999999 AUTO PROC W/O PKCT-CAT	8899 C	.65	NET	1.30
2	2	INGRAM 9999999 AUTO PROC W/O PKCT-PRO	8899 C	.54	NET	1.08
2		Retail: 58.32				
		Nashville UPS Ground				
		SubTotal:		58.32		42.10
		Shipping/Handling:				.00
		#Ctns 1 Weight 2.80 Lbs				
		Product SubTotal:		39.72		
		Processing SubTotal:		2.38		
		** Total **				42.10



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INVOICE	MO	DAY	YEAR	BATCH	LB
60962581	01	19	2016		

ORDER ENTRY	ACCOUNT	PAGE	TAX
C3BP4XEH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
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TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
Ordered	Shipped	AUTHOR				
1	1	Low From P.O. 010816FIC BENJAMI SWANS OF 5TH AVENUE ONSALE 01-26-16	28.00	48.0	14.56	14.56
1	1	INGRAM 9999999 AUTO PROC W/O PKKT-CAT	.65	NET	.65	.65
1	1	INGRAM 9999999 AUTO PROC W/O PKKT-PRO	.54	NET	.54	.54
	1	Retail: 29.19 Chambersburg UPS Ground I				15.75
		SubTotal:	29.19			15.75
		Shipping/Handling:				1.00
		#Ctns 1 Weight 1.00 Lbs				
		Product SubTotal: 14.56				
		Processing SubTotal: 1.19				
** Total **						15.75



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INVOICE	MO	DAY	YEAR	BATCH	LB
60962728	01	20	2016		

ORDER ENTRY	ACCOUNT	PAGE	TAX
C3BPJTEH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

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PROVINCETOWN, MA 02657-2322

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TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE				UNIT PRICE	% DISC	UNIT PRICE AFTER DISC	EXTENSION	
Ordered	Shipped	AUTHOR								
Items Below From P.O. 010816PIC										
1	1	YADA SU	YOUR HEART IS A MUSCLE THE SIZ	0517	R	0316386537	26.00	48.0	13.52	13.52
3	1	INGRAM	9999999 AUTO PROC W/O PCKT-CAT	8899	C		.65	NET	.65	.65
3	1	INGRAM	9999999 AUTO PROC W/O PCKT-PRO	8899	C		.54	NET	.54	.54
1			Retail: 29.19			SubTotal:	27.9			14.71
			Chambersburg UPS Ground I			Shipping/Handling:				.00
				#Ctns	1	Weight	1.10	Lbs		
			Product SubTotal:						13.52	
			Processing SubTotal:						1.19	
									** Total **	14.71

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INVOICE	MO	DAY	YEAR	BATCH
60962729	01	20	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C3BPJTEH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
BMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

018

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC	UNIT PRICE AFTER DISC	EXTENSION
Ordered	Shipped	AUTHOR				
1	1	JOHNSON FORTUNE SMILES	30.99	NET	30.99	30.99
1	1	WOODS S SCANDALOUS BEHAVIOR -LP	37.99	NET	37.99	37.99
3	1	INGRAM 599999 Auto PROC w/O PCKT CAT	22.65	NET	22.65	67.95
	2	Retail Chambersburg UPS Ground I	69.63			69.63
		SubTotal:	69.63			69.63
		Shipping/Handling:				.00
		#Ctns 1 Weight 2.25 Lbs				
		Product SubTotal:	68.98			
		Processing SubTotal:	.65			
		** Total **				69.63

20



Fed-Id
62-1746696

INVOICE

REMIT TO
Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60965903	01	26	2016	

ORDER ENTRY	ACCOUNT	PAGE	IAN
C3FS7LEH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
BMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

018

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
1	1	KELLERM ONSALE	28.95	48.0	15.05	15.05
2	1	INGRAM 9999999 AUTO PROC W/O PKCT-CAT	.65	NET	.65	.65
2	1	INGRAM 9999999 AUTO PROC W/O PKCT-PRO	.54	NET	.54	.54
1		Retail: 30.14				16.24
		Chambersburg UPS Ground I				.00
		SubTotal:	30.14			16.24
		Shipping/Handling:				.00
		#Ctns: 1 Weight 1.20 Lbs				
		Product SubTotal: 15.05				
		Processing SubTotal: 1.19				
		** Total **				16.24



Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60965904	01	26	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C3FS7LEH	20E9117	1	

DUNS 12-159-9042

018

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
EMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
Ordered	Shipped					
1	1	MARTEL HIGH MOUNTAINS OF PORTUGAL P.O. 010816FIC 02-02-16	27.00	48.0	14.04	14.04
2	1	INGRAM 9999999 AUTO PROC W/O PKKT-CAT	.65	NET	.65	.65
2	1	INGRAM 9999999 AUTO PROC W/O PKKT-PRO	.54	NET	.54	.54
1		Retail: 28.19				
		Chambersburg UPS Ground I				
		SubTotal:	28.19			15.23
		Shipping/Handling:				.00
		#Ctns 1 Weight 1.00 Lbs				
		Product SubTotal:	14.04			
		Processing SubTotal:	1.19			
		** Total **				15.23



Fed-Id
62-1746696

INVOICE

REMIT TO
Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60966143	01	27	2016	

ORDER ENTRY	ACCOUNT	PAGE	TAX
C3GJ4TEH	20E9117	1	

DUNS 12-159-9042

018

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
BMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
Ordered	Shipped	AUTHOR				
1	1	BUSSI M	26.00	48.0	13.52	13.52
1	1	INGRAM	.65	NET	.65	.65
1	1	INGRAM	.54	NET	.54	.54
		Retail: 27.19	SubTotal:		27.19	14.71
		Chambersburg UPS Ground I	Shipping/Handling:			.00
		#Ctns 1 Weight 1.30 Lbs				
		Product SubTotal:	13.52			
		Processing SubTotal:	1.19			
** Total **						14.71

2



Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60966376	01	27	2016	

LR

ORDER ENTRY	ACCOUNT	PAGE	TAX
C3GKPKXH	20E9117	1	

DUNS 12-159-9042

018

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
EMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE			UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION		
Ordered	Shipped	AUTHOR								
1	1	BARRON	JANE & THE WATERLOO MAP	H375	R	1616954256	25.95	48.0	13.49	13.49
		ONSALE	02-02-16							
1	1	INGRAM	9999999 AUTO PROC W/O PKCT-CAT	8899	C		.65	NET	.65	.65
1	1	INGRAM	9999999 AUTO PROC W/O PKCT-PRO	8899	C		.54	NET	.54	.54
	1		Retail: 27.14			SubTotal:	27.14			14.68
			Chambersburg UPS Ground I.			Shipping/Handling:				.00
				#Ctns	1	Weight	1.05	Lbs		
			Product SubTotal:				13.49			
			Processing SubTotal:				1.19			
						** Total **				14.68

21



Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
66668053	01	27	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
N55RV7EH	20E9117	1	

DUNS 12-159-9042

018

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
BMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

TERMS: 1% 10 NET 30 EOM

WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION			
Ordered	Shipped	Low From							
1	1	ADLER D BEHIND THE SCENES	\$166	Q	1939392977	9.95	39.0	6.07	6.07
1	1	ADLTON S EARTH REV/E	7050	R	0689285620	19.99	48.0	10.39	10.39
1	1	SCHNELL HIGH TIDE FOR HORSESHOE CRABS	0684	R	1580896049	16.95	48.0	8.81	8.81
1	1	DAWN NY HIST OF US	7200	Q	1634761790	14.99	3.0	14.54	14.54
1	1	SHEINKI MOST DANGEROUS	G422	R	1596439521	19.99	48.0	10.39	10.39
1	1	KARAS G ON EARTH	0883	R	039924025X	16.99	48.0	8.83	8.83
1	1	KOEHLER POZ	7200	Q	1632163683	14.99	3.0	14.54	14.54
1	1	RYAN PA SPA-ESPERANZA RENACE TURTLEBAC	H902	R	0613822501	17.20	30.0	12.04	12.04
1	1	STOKES STOKES BEGINNERS GT SHOREBIRDS	0517	Q	0316816965	10.00	39.0	6.10	6.10
1	1	ADLER D UNDER THE LIGHTS	\$166	Q	1633920178	9.95	39.0	6.07	6.07
1	1	TYNER C ZAKS SAFARI	7200	Q	1502325462	15.00	3.0	14.55	14.55
11	7	INGRAM 9999999 AUTO PROC W/O PCKT-CAT	8899	C		.65	NET	.65	4.55
11	4	INGRAM 9999999 AUTO PROC W/O PCKT-PRO	8899	C		.54	NET	.54	2.16
6	6	INGR 9999999 LAMINATED PB COVERS 5M	8899	C		1.99	NET	1.99	11.94
11		Retail: 184.65			SubTotal:	184.65			130.98
		Nashville UPS Ground			Shipping/Handling:				.00
		#Ctns	1	Weight	8.48	Lbs			
		Product SubTotal:	112.33						
		Processing SubTotal:	18.65						
					** Total **				130.98



Fed-Id
62-1746696

INVOICE

REMIT TO
Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BAJCI
60967242	01	28	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C3HHX1EH	20E9117	2	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
EMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

018

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE				UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION	
Ordered	Shipped	AUTHOR								
1	1	BRADLEY	WAR THAT SAVED MY LIFE	0883	R	0803740816	16.99	48.0	8.83	8.83
1	1	WINTER	WATCHER	0684	R	0375867740	17.99	48.0	9.35	9.35
1	1	NIELSEN	WE ARE ALL MADE OF MOLECULES	0684	R	0553496867	16.99	48.0	8.83	8.83
1	1	HOOSE P	WE WERE THERE TOO	B133	R	0374382522	34.99	48.0	18.19	18.19
1	1	REID RA	WHEN EVERYTHING FEELS LIKE THE	6578	Q	1551525747	15.95	39.0	9.73	9.73
1	1	RYAN PA	WHEN MARIAN SANG THE TRUE RECI	4170	R	0439269679	17.99	48.0	9.35	9.35
1	1	FLOREEN	WILLFUL MACHINES	1050	R	148143277X	17.99	48.0	9.35	9.35
1	1	HUTCHIN	5 STAGES OF ANDREW BRAWLEY R/E	1050	Q	1481403117	10.99	39.0	6.70	6.70
57	54	INGRAM	9999999 AUTO PROC W/O PCKT-CAT	8899	C		.65	NET	.65	35.10
57	36	INGRAM	9999999 AUTO PROC W/O PCKT-PRO	8899	C		.54	NET	.54	19.44
19	19	INGR	9999999 LAMINATED PB COVERS 5M	8899	C		1.99	NET	1.99	37.81
57			Retail: 1,108.50			SubTotal:	1,108.50			657.74
			Chambersburg UPS Ground I			Shipping/Handling:				.00
				#Ctns	2	Weight	62.83	Lbs		
			Product SubTotal:				565.39			
			Processing SubTotal:				92.35			
						** Total **				657.74

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Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BA/CI
60967242	01	28	2016	

ORDER ENTRY	ACCOUNT	PAGE	TAX
C3HHX1EH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
EMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

018

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
Ordered	Shipped	AUTHOR				
1	1	MCCARRY ABT A GIRL	E997 R 1250068622	21.99	48.0	11.43
1	1	HUBERT ADRIAN & THE TREE OF SECRETS	6578 Q 1551525569	18.95	39.0	11.56
1	1	BRUGMAN ALEX AS WELL	0422 R 1627790144	16.99	48.0	8.83
1	1	REYNOLD ALL AMER BOYS	1050 R 1481463330	17.99	48.0	9.35
1	1	MCCARRY ALL OUR PRETTY SONGS	E997 Q 125002708X	9.99	39.0	6.09
1	1	CHIN-LE AMELIA TO ZORA	0684 Q 1570915237	7.95	39.0	4.85
1	1	WALTON ANYTHING COULD HAPPEN	4170 R 0545709547	17.99	48.0	9.35
1	1	CLARE C BANE CHRON R/E	1050 Q 1442496002	13.99	39.0	8.53
1	1	HOOSE P BOYS WHO CHALLENGED HITLER	B133 R 0374300224	19.99	48.0	10.39
1	1	ROWELL CARRY ON	E997 R 1250049555	19.99	48.0	10.39
1	1	CLARE C CLOCKWORK ANGEL R/E	1050 Q 1481456024	13.99	39.0	8.53
1	1	CLARE C CLOCKWORK PRINCE R/E	1050 Q 1481456016	13.99	39.0	8.53
1	1	CLARE C CLOCKWORK PRINCESS R/E	1050 Q 1481456032	13.99	39.0	8.53
1	1	MESROBI CUT BOTH WAYS	0402 R 0062349880	17.99	48.0	9.35
1	1	BLACK H DARKEST PART OF THE FOREST	5071 R 0316213071	18.00	48.0	9.36
1	1	DAYWALT DAY THE CRAYONS CAME HOME	0883 R 0399172750	18.99	48.0	9.87
1	1	TOMECEK DIRTMEISTERS NITTY GRITTY PLAN	0684 Q 1426319037	12.99	39.0	7.92
1	1	RYAN PA ECHO	4170 R 0439874025	19.99	48.0	10.39
1	1	ROTNER FAMILIES	0419 R 0823430537	17.95	48.0	9.33
1	1	MATTICK FINDING WINNIE	5071 R 0316324906	18.00	48.0	9.36
1	1	STETZ-W FORGIVE ME IF IVE TOLD YOU THI	S089 Q 1932010734	14.95	39.0	9.12
1	1	DUTCHER FRIEND FOR LAKOTA	0684 R 1426320825	16.99	48.0	8.83
1	1	GINO AL GEORGE	4170 R 0545812542	16.99	48.0	8.83
1	1	POLONSK GRACEFULLY GRAYSON	5668 R 1423185277	16.99	48.0	8.83
1	1	GUINNES GUINNESS WORLD RECORDS 2016/E	H817 R 1910561029	28.95	3.0	28.08
1	1	DUTCHER HIDDEN LIFE OF WOLVES	D703 R 1426210124	25.00	48.0	13.00
1	1	REECE L HOLIDAY CRAFTS	E401 Q 1634505735	19.99	39.0	12.19
1	1	THRASH HONOR GIRL	0884 R 076367382X	19.99	48.0	10.39
1	1	TALLEY HQPB TEEN WHAT WE LEFT BEHIND	6816 R 0373211759	18.99	48.0	9.87
1	1	HARRIS ITS SO AMAZING 2/E	0884 R 0763668737	22.99	48.0	11.95
1	1	BRAY LI LAIR OF DREAMS	5071 R 0316126047	19.00	48.0	9.88
1	1	KLANG J LEGO TIPS TRICKS & BUILDING TE	3811 Q 3958431348	29.95	39.0	18.27
1	1	WINTER LIBRARIAN OF BASRA	0435 R 0152054456	16.99	48.0	8.83
1	1	SCHMATZ LIZARD RADIO	0884 R 0763676357	16.99	48.0	8.83
1	1	SELZNIC MARVELS	4170 R 0545448689	32.99	48.0	17.15
1	1	POSBERR MY NAME IS NOT ISABELLA	B111 R 1402243952	16.99	48.0	8.83
1	1	GRACE A NO 1 NEEDS TO KNOW	3213 Q 0738736252	9.99	39.0	6.09
1	1	GREGORI NONE OF THE ABOVE	0402 R 0062335316	17.99	48.0	9.35
1	1	MOSKOWI NOT OTHERWISE SPECIFIED	1050 Q 1481405950	11.99	39.0	7.31
1	1	FENSKE PIG A FOX & A BOX	0883 Q 0448485109	3.99	39.0	2.43
1	1	WILKE D PLAYING A PART	4170 R 0545726077	18.99	48.0	9.87
1	1	JAMIESO ROLLER GIRL	0883 Q 0803740166	12.99	39.0	7.92
1	1	HUGHES SAIL AWAY	1050 R 1481430858	17.99	48.0	9.35
1	1	ALBERTA SIMON VS THE HOMO SAPIENS AGEN	0402 R 0062348671	17.99	48.0	9.35
1	1	RYAN PA SPA-YO NAOMI LEON	4170 Q 0439755727	6.99	39.0	4.26
1	1	BAUSUM STONEWALL BREAKING OUT IN THE	0883 R 0670016799	16.99	48.0	8.83
1	1	BROWN R STRANGER	0883 R 067001480X	18.99	48.0	9.87
1	1	LOWERY TURNING 15 ON THE ROAD TO FREE	0883 R 0803741235	19.99	48.0	10.39
1	1	BEDFORD UNOFFICIAL LEGO BUILDERS GD (N	S007 Q 1593274416	24.95	39.0	15.22



Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60967292	01	29	2016	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C3JSGBEH	20E9117	1	

DUNS 12-159-9042

018

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
BMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION
Ordered	Shipped	AUTHOR				
Items Below From P.O. 010816 MYS						
1	1	INDRIDA INTO OBLIVION	25.99	48.0	13.51	13.51
		ONSALE 02-09-16				
1	1	INGRAM 9999999 AUTO PROC W/O PKKT-CAT	.65	NET	.65	.65
1	1	INGRAM 9999999 AUTO PROC W/O PKKT-PRO	.54	NET	.54	.54
		Retail: 27.18				
		Chambersburg UPS Ground I				
		SubTotal:	27.18			14.70
		Shipping/Handling:				.00
		#Ctns: 1 Weight: 1.20 Lbs				
		Product SubTotal: 13.51				
		Processing SubTotal: 1.19				
** Total **						14.70

20



Fed-Id
62-1746696

INVOICE

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ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60967359	01	29	2016	

ORDER ENTRY	ACCOUNT	PAGE	TAX
C3JRXWEH	20E9117	1	

DUNS 12-159-9042

SOLD TO 20E9117
PROVINCETOWN PUBLIC LIBRARY
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

SHIP TO 20K2819
PROVINCETOWN PUBLIC LIBRARY
EMARC/GRANT ACCOUNT
356 COMMERCIAL ST
PROVINCETOWN, MA 02657-2322

018

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY	T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC.	EXTENSION
Ordered	Shipped	AUTHOR				
Items Below From P.O. 110415						
1	1	LINCOLN ANNOT LINCOLN	0396	R	0674504836	39.95
1	1	INGRAM 9999999 AUTO PROC W/O PKCT-CAT	8899	C		.65
1	1	INGRAM 9999999 AUTO PROC W/O PKCT-PRO	8899	C		.54
1	1	Retail: 41.14			SubTotal:	41.14
		Chambersburg UPS Ground I			Shipping/Handling:	.00
			#Ctns	1	Weight	4.00 Lbs
		Product SubTotal:				35.96
		Processing SubTotal:				1.19
*** Total ***						37.15

20

Board of Library Trustees
Minutes of Public Meeting November 18, 2015

Provincetown Public Library

Members Present: James Johnson, Stephen Desroches and Laura Shabott.

Members Absent: Donna Vaillancourt (via telephone).

Others Present: Ellen C. Battaglini (Recording Secretary), Jan Kelly and Grace Ryder-O'Malley (Friends and Supporters of the Provincetown Public Library).

Call to Order: Mr. Johnson called the meeting to order at 6:00 P.M.

1. **Public Statements:** None.

2. **Agenda Order:** Mr. Johnson stated that 'Other Business' will be taken out of order and discussed after 'Approval of Minutes from October 28, 2015'.

3. **Approval of Minutes:** *Ms. Shabott made a motion to approve the October 28, 2015 minutes as written. Mr. Desroches seconded the motion, and it was so voted by roll call:*

Mr. Johnson: Yes

Mr. Desroches: Yes

Ms. Shabott: Yes

Ms. Vaillancourt: Yes

4. **Other Business:** Ms. Ryder-O'Malley reported to the Board on the Friends & Supporters' meeting that took place on November 11th, which both Mr. Clark and Mr. Desroches had attended. The group has a work session scheduled for December 2nd and another regular meeting scheduled for Wednesday, December 9th at 9:00 A.M. at the Provincetown Art Association and Museum. She said that they are still counting proceeds from "Dead Silence", however so far, approximately \$3,500 has been collected. They will be working on a year-end letter to let people know that the two groups have joined forces. At their next two December meetings, one of which could be a joint meeting with the Board, they will be brainstorming ideas and discussing the Board's priorities and how the group can work together with the Board in 2016.

Ms. Shabott raised the issue of the Friends & Supporters' appeal letter, given that the Board sends out its own appeal letter, and how the two organizations could present a united front in that regard. The issue was discussed. Ms. Ryder-O'Malley said that the Friends & Supporters' appeal does not really compete with the Board's, as they are primarily looking for people to get involved the group, and theirs is less a fundraising letter and more of a 'friend- and awareness-raising' letter. In the future they could look at staggering the date that their letter and the Board's letter are sent out.

Mr. Johnson clarified that the profits from 'Dead Silence' would go to benefit the Library as opposed to the proceeds, which would be the sum total of ticket sales before expenses

were paid. He said that the word 'proceeds' had been mistakenly used in much of the advertising for the event. Ms. Vaillancourt congratulated the Friends & Supporters for the money raised from the event. The event was discussed.

5. **Director's Report:** Mr. Johnson reviewed highlights of the Director's Report in Mr. Clark's absence. Ms. Vaillancourt requested that in the future, if Mr. Clark could send out a copy of the Director's Report with the agenda for the Board Meeting it would allow the Trustees to have the chance to read the it thoroughly and develop any questions they might have about its content. Mr. Johnson will speak to Mr. Clark about the issue;

- The *Library Journal's* 2015 LJ Index has ranked the Library, for the second consecutive year, first in the U.S.
- On November 13th, there was a second meeting of the newly assembled Library Collections Committee and it has begun to contribute Staff Picks and New Book Highlights to the Library's website and news releases;
- Mr. Clark met with the Fine Arts Work Center Director Michael Roberts on November 16th to discuss creating a collaborative programming series at the Library in the spring and summer of 2016; Ms. Shabott mentioned that FAWC is interested in housing its reference library in the building;
- In FY16, the Library has deposited \$16,850.54 into the Gift Fund and collected and deposited \$607.68 since October 28th, and
- Food for Fines resumed on November 16th.

6. **Appointment of New Trustee:** Mr. Johnson explained that Bruce de Ste. Croix had to resign from the Board, as he was taking over the presidency of the Unitarian Universalist Church. Mr. Johnson informed the Chair of the Board of Selectmen, Tom Donegan, who said the BOS would make an interim appointment to the Board until a new Trustee could be elected. The Board discussed whether an interim Trustee should be appointed in view of the fact that an election will be held in May. The Board decided to start thinking about likely candidates for the election in May.

7. **Flores Fund:** Mr. Johnson stated that there is a total of \$18,000 of accumulated interest in the Fund that the Library can spend on children's books. The Fund can only be accessed twice a year. Mr. Clark spoke with Connie Boulos, Town Treasurer, and Dan Hoort, Town Finance Director, both of whom suggested that \$9000 be withdrawn now from the Fund. The Board briefly discussed ideas about how the money could be spent on children's books. Mr. Johnson stated that the Library's Collections Committee would be in charge of purchasing the books. Ms. Shabott suggested coordinating with PAAM, which sponsors a youth program, to purchase books that would support it. Ms. Ryder-O'Malley will look into that idea. Mr. Desroches suggested including books about Jamaica and its culture, given the population of Jamaican children in Town.

Mr. Desroches made a motion to approve the expenditure of \$9,000 from the Flores Fund for book purchases in accordance with the Fund's rules and regulations. Ms. Shabott seconded the motion, and it was so voted by roll call:

Mr. Johnson: Yes

Mr. Desroches: Yes

Ms. Shabott: Yes

50%
children's
books

Ms. Vaillancourt: Yes

8. **Carpet Cleaning:** Mr. Johnson indicated that there was no firm date as to when carpet cleaning would be taking place. Ms. Shabott suggested hiring an independent carpet cleaning company to perform the work. The Board briefly discussed the idea. Mr. Johnson will call Rich Waldo, the Department of Public Works Director, to discuss scheduling the work.

9. **Library Journal Ranking Signage:** Ms. Shabott suggested that the Library recognize and advertise its winning ranking two years in a row. She suggested that a banner could be purchased. The Board discussed the idea and decided to acknowledge the ranking, such as with a generic banner that did not specify a particular year, but which could be hung on the main floor in any year that the Library achieved the top ranking. Mr. Johnson will speak with Mr. Clark about the idea and ask him to think of some inexpensive options.

10. **Payment Adjustment:** Mr. Johnson said that last month the Board had approved payment for a Gatehouse Media invoice for advertising related to the Rose Dorothea Award. The amount approved was incorrect, as there was a finance charge that had been added. The Board has to take another vote to include that extra charge. The correct amount is \$734.15.

Mr. Desroches made a motion to approve the payment of \$734.15 to Gatehouse Media for an invoice for advertising related to the Rose Dorothea Award. Ms. Shabott seconded the motion, and it was so voted by roll call:

Mr. Johnson: Yes

Mr. Desroches: Yes

Ms. Shabott: Yes

Ms. Vaillancourt: Yes

The Board discussed whether to hold a meeting in December. The next meeting will be on Wednesday, January 20, 2016.

Motion to Adjourn: Ms. Shabott made a motion to adjourn the meeting at 6:45 P.M.

Respectfully submitted,

Ellen C. Battaglini



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

OOD

DEDICATION PLAQUE – BARBARA RUSHMORE

Approval to be placed on Bench in front of Town Hall

Requested by: Beautification Committee

Action Sought: Approval

Proposed Motion(s)

Move that the Board of Selectmen vote to approve the attachment of a Dedication Plaque on a sixteen-foot bench in front of Town Hall, in recognition of all the work Barbara Rushmore accomplished during her tenure as chair and committee member of the Beautification Committee.

Additional Information

The plaque will read, "In Recognition of Barbara Rushmore's Commitment to Beautifying Provincetown – 2015."

Board Action

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

Loretta Dougherty

From: bdocker@comcast.net
Sent: Wednesday, March 02, 2016 3:20 PM
To: David Panagore
Cc: Loretta Dougherty
Subject: Beautification Committee Bench Request - Town Hall

Dear David,

The Beautification Committee would like to request the following item be placed on the March ~~14~~¹⁴, 2016 BOS agenda:

The Beautification Committee requests a vote of approval from the Provincetown Board of Selectmen for a Dedication Plaque on a sixteen-foot bench in front of Town Hall in recognition of all the work Barbara Rushmore accomplished during her tenure as chair and committee member. The plaque would read: "In Recognition of Barbara Rushmore's Commitment to Beautifying Provincetown - 2015."

The plaque and insert slat have been ordered.

Thank you,

Bill Docker
BC Chair



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

OOE

CENTER FOR COASTAL STUDIES

Letter from Richard Delaney re: Change of Dates for Use of VFW Hall

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent – votes may be taken.

Additional Information

See attached letters.

Board Action

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



Provincetown Center for Coastal Studies

ADMINISTRATIVE OFFICES
115 Bradford Street
Provincetown, MA 02657
tel (508) 487-3622 fax (508) 487-4495

HIEBERT MARINE LABORATORY
5 Holway Avenue
Provincetown, MA 02657
tel (508) 487-3623 fax (508) 487-4695

February 22, 2016

David Panagore
Town Manager
Town Hall
Provincetown, MA 02657

Dear Mr. Panagore;

Our sincere thanks to you and the Board of Selectmen for approving the Center for Coastal Studies' use of the VFW Hall during our renovation project at the Hiebert Marine Lab on 5 Holway Street.

This project is a key part of our long term strategic plan to become more financially sustainable and to expand our efforts to bring more researchers and events to Provincetown.

I write again today because our final construction schedule has just changed somewhat and I hope that you and the Board of Selectmen will support a corresponding adjustment in the schedule for use of the VFW.

The final plan is now to conduct the renovations and upgrading in two phases. We would complete the lower level and some key infrastructure in the spring (May – June); and then finish the upper level in the fall (Sept – Nov). The reasons for this are many, including saving costs by not doing construction during the busy summer months and by greatly reducing the disruption of key scientific research programs during the busy spring and summer months. We expect that by getting a good head start on the project in the spring, the fall work will stay within the 3 month estimated timeframe.

We will not have to relocate staff during phase one in the lower level; but will still need temporary relocation of our 20 - 25 staff people during the second phase in the early fall. Therefore, we request only that the period of the agreement be adjusted from March – August to July – November 2016.

Thank you,

Richard Delaney, President
Center for Coastal Studies



Provincetown Center for Coastal Studies

ADMINISTRATIVE OFFICES
115 Bradford Street
Provincetown, MA 02657
tel (508) 487-3622 fax (508) 487-4495

HIEBERT MARINE LABORATORY
5 Holway Avenue
Provincetown, MA 02657
tel (508) 487-3623 fax (508) 487-4695

January 27, 2016

David Panagore
Town Manager
Town Hall
Provincetown, MA 02657

Dear Mr. Panagore;

Congratulations again on your appointment as Town Manager! We, at the Center for Coastal Studies, look forward to a productive partnership with you.

The Center for Coastal Studies has been conducting scientific research, public education and outreach and policy dialogues here in Provincetown for almost 40 years and will celebrate that milestone next June 11th with a gala in Town Hall. I hope that you will be able to join us then.

More immediately, and as part of our long term strategic plan to become more financially sustainable and to expand our efforts to bring more researchers and events to Provincetown, we are in the process of upgrading and consolidating our facilities.

Our plan is to conduct a major renovation and upgrading of the Hiebert Marine Lab located at 5 Holway Street beginning in the spring this year 2016. In order to finance this work, we placed and quickly sold our administrative building at 115 Bradford.

A critical challenge of these combined actions will be temporarily relocating our 20 - 25 staff people during the construction period which is estimated to be 5 - 6 plus some short relocation time.

Therefore, we would greatly appreciate your guidance and the Board of Selectmen's consideration of our request to lease the currently vacant VFW Hall during a period from approximately March through July / August 2016. It would be an ideal transitional location for our staff and would enable us to minimize disruption of our research and education programs. We would assume all responsibility for all of the building maintenance during this period, the utilities, and additional insurance policies, etc. and pay a monthly rent.

I welcome your initial thoughts and advice on how to proceed and the opportunity to present this request to the Board at its earliest convenience.

Thank you,

Richard Delaney, President
Center for Coastal Studies



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

1A

HARBOR REGULATIONS PUBLIC HEARING

Follow-up on Mooring Rates and Harbor Recommendations

Requested by: Board of Selectmen

Action Sought: Discussion/Approval

Proposed Motion(s)

Move that the Board of Selectmen vote to approve the Harbor Regulations [as presented] [as revised].

Additional Information

At your joint meeting with Harbor Committee on November 9, 2015, the committee recommended a requirement for insurance on vessels in Provincetown Harbor, changes to Appendix B for late fees, kayak racks fees and a modification of the notification process for boats that have been picked up and stored by the Town. The Selectmen also asked for a report of moorings around the region and a recommendation for mooring fee rate increases.

The proposed insurance regulation was reviewed by Town Counsel February 2014 in advance of a Harbor Committee public hearing. The Harbor Regulations require the Board of Selectmen hold a public hearing for changes to Chapter 2 and 3 of the Harbor Regulations.

Board Action

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



Public Hearing

Proposed Harbor Fees and Regulation Changes

The Provincetown Board of Selectmen will hold a Joint Public Hearing with the Harbor Committee on **Monday, March 14, 2016, at 6:00 p.m.** in the Judge Welsh Hearing Room, Town Hall, 260 Commercial Street, Provincetown, MA, to consider the following changes to the Harbor Fees and Regulations.

3-4-6 Insurance Requirements

- a) Effective January 1, 2015, the owner of any Vessel entering or being used in the waters of Provincetown Harbor shall maintain liability insurance in the amounts specified herein. Said insurance shall be maintained in full force and effect from the date upon which the Vessel first enters the Harbor and as long as the vessel remains in the Harbor. Proof of such liability insurance shall be provided to the Harbormaster upon the date of first entry and every year thereafter on or before January 2. The Town of Provincetown shall be named as certificate holder on any applicable insurance policy.

- b) The requirements of Section 3-4-6 shall not apply to Transient Vessels as defined in Section 3-1-6 of the Provincetown Harbor Regulations, or to vessels on MacMillan Pier where 1-7-7 is applicable.

- c) The Vessel owner shall provide proof of liability insurance of at least the following limits:
 - 1) Recreational vessels smaller than 20 feet in length and not motorized or any size Vessel having only an outboard motor of less than 25 hp
Not Required
 - 2) Recreational vessels 20 feet in length or larger, or any size Vessel with an inboard motor, so-called I/O or outboard motor of 25 hp or more \$300,000 per occurrence
 - 3) Commercial Vessels \$500,000 per occurrence

- d) Any Vessel failing to meet the insurance requirements of this section must provide a bond in the amounts listed above or shall be considered unsafe, unfit and/or a hazard to navigation and subject to removal by the Harbormaster.

3-2-3 b) Any dinghy or vessel routinely (more than seven consecutive days) stored on the beach which is not permitted, or in the consideration of the Harbormaster, pose a hazard to other vessels or to property, or to the resource area, may be tagged, ticketed and/or removed and stored or disposed of at the owner's expense. Vessels or other objects that have been tagged may be removed from the beach by the Harbormaster after 15 days. If the owner is known for aAny dinghy or vessel removed and stored, a certified letter will be sent to the address on the permit form at the time of storage. Any dinghy or vessel which is not claimed from storage within fifteen (15) Twenty-one (21) days is subject to disposal by the Harbormaster. Removal fees are \$50 per vessel plus towing, disposal or other costs incurred. Storage fees are \$25 per seven (7) days for vessels under 20 feet. Storage fees are \$100 per seven days for vessels 20 feet and over.¹⁹

Appendix B

Assigned space in seasonal kayak rack where available new \$100

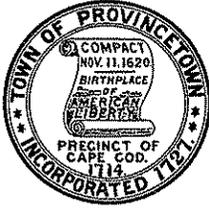
Mooring Permit Late Fee \$100.00-\$50.00 if renewed in July of the permit year and \$100 if renewed in August of the permit year. After August 30th, the mooring reverts to the Town of Provincetown for possible reassignment.

Mooring Permit Fees

	Current	Proposed
Vessels Equal to or less than 16 feet	\$50	unchanged
Vessels greater than 16 feet	\$100	unchanged
Vessels greater than 20 feet	\$125	\$150
Vessels greater than 30 feet	\$175	\$250
Vessels greater than 40 feet	\$200	\$300
Rental moorings	\$150	\$225

The public is encouraged to submit any comments in writing by Tuesday, March 8, 2016, to the Board of Selectmen, Provincetown Town Hall, 260 Commercial Street, Provincetown, MA, 02657, by email to selectmen@provincetown-ma.gov, or in person at the hearing.

Thomas N. Donegan
Chairman, Board of Selectmen



Harbor Committee

Provincetown Board of Selectmen
260 Commercial Street
Provincetown, MA 02657

February 25, 2016

Re: Proposed Harbor Fees and Regulation Changes

Dear Selectmen Donegan, Yingling, Andrews, Richter and Anthony,

In anticipation of the Joint Public Hearing with the Harbor Committee on Monday, March 14, 2016, to consider changes to the Harbor Fees and Regulations, the Harbor Committee submits this letter for your advance consideration.

The Harbor Committee acknowledges the Town's need for increased revenue across all departments. Regarding the proposed Mooring Fee Schedule, during the Public Hearing we will propose a compromise mooring fee schedule which would incorporate a consistent formula for increases (i.e. 20%) for all boat size classes over 20 feet. The compromise schedule would increase mooring fee revenue by approximately \$11,000 over the existing structure and would provide a model for replication in the future.

Vessel Rate Class	Existing	Hearing Notice	20% over 20 feet
Less than or equal to 16 ft.	\$50	Unchanged	Unchanged
Greater than 16 ft.	\$100	Unchanged	Unchanged
Greater than 20 ft.	\$125	\$150	\$150
Greater than 30 ft.	\$175	\$250	\$210
Greater than 40 ft.	\$200	\$300	\$240
Rental Moorings	\$150	\$225	\$180
Projected Revenue (<i>less senior</i>)	\$68,875	\$91,350	\$79,570
Variance from existing	n/a	\$22,475	\$10,695

**This analysis assumes every permit holder renews their mooring permits for the coming season.*

The Committee looks forward to resolving the mooring fees and the several outstanding items (regulations 3-4-6 Insurance Requirements and 3-2-3 Vessel Beach Removal) which have been previously recommended by the Committee so those changes can be incorporated this coming season. Thank you for your consideration.

Respectfully submitted,

Provincetown Harbor Committee
John F. Santos, Chairman
David Flattery, Vice Chair
Laura Ludwig, Clerk

Susan Avellar
Victor Seltsam
Elise Cozzi, Alternate
Cc: Rex McKinsey, Harbormaster



OFFICE OF THE HARBORMASTER

MACMILLAN PIER

Policy for removing beached boats

The following policy statement and regulations currently govern the use of public beaches for small boat storage. The policy is derived from the regulations in Chapter 3 of the Harbor Regulations. It is anticipated that Harbor Committee will be recommending changes to the Board of Selectmen this winter.

The process for removing vessels is to tag boats without permits (or expired permits) with warning stickers and any derelict vessels or equipment. When performing routine checks of the public beaches, warning stickers are placed on all non-compliant boats, photos taken of subject areas, and a legal ad is run for two weeks in the paper notifying the general public. When addressing individual complaints on public beaches and town landings a warning sticker is placed on the vessel and a log entry made of that specific action. A legal ad is not needed, but every attempt to find an owner should be made. After at least 15 days without result, the vessel may be removed by staff or DPW. If the complaint involved debris, a hazard to safety or navigation, it may be removed immediately. If the material is a safety hazard, it should be removed immediately.

If an issue arises as to whether a property is public or private, use the DEP shoreline maps attached to this policy or posted on the Harbor Committee section of the town website (Historic Mean High Water in red, property lines in yellow) to inform the decision as to public or private property. The town assessor's maps may be of use as well. It should be noted that the Schofield line is a presumptive line and not the official property record. When in doubt check with the Harbormaster. Also note that east of Howland has additional rights for property owners.

3-2-1 Vessels, including their lines and anchors, shall not be located on public beaches unless they receive written authorization and appropriate permits from the Harbormaster. The owner of any unauthorized vessel which is located on a public beach shall be subject to ticketing and/or removal and storage at the expense of the owner.

a) No vessel over 17 feet may be stored on public beaches from May 15th to October 15th. No vessel with an enclosed cabin may be stored on public beaches for more than 7 days per calendar year.

3-2-3 Dinghies and vessels routinely (more than seven consecutive days) stored above the mean-high waterline along the beaches must first obtain a permit from the Harbormaster. The Harbormaster shall issue a beached boat ID permit upon formal application and payment of all fees. Permit stickers must be affixed to the vessel as required. Permits are valid through December 31st of the year issued.

b) Any dinghy or vessel routinely (more than seven consecutive days) stored on the beach which is not permitted, or in the consideration of the Harbormaster, possess a hazard to other vessels, property, or the resource area, may be ticketed and or removed and stored or disposed of at the owner's expense. Any dinghy or vessel removed and stored, which is not claimed within 15 days is subject to disposal by the Harbormaster. Removal fees are \$50 (fifty) per vessel plus towing, disposal or other costs incurred. Storage fees are \$25 (twenty five) per day.

To see the effect of changes to mooring permit fees in Excel, change the 2016 rates in the second box.

Permit Year 2015 Mooring Fees by class, rate, permits issued, revenue and discounts						
Boat length ft.	Mooring Fee	# of Permits	Total	Senior Discount*	# of Permits	Total
Less than 16	\$50.00	138	\$6,900.00	\$25.00	38	\$950.00
Less than 20	\$100.00	99	\$9,900.00	\$50.00	9	\$450.00
Less than 30	\$125.00	110	\$13,750.00	\$62.50	15	\$937.50
Less than 40	\$175.00	37	\$6,475.00	\$87.50	7	\$612.50
Greater than 40	\$200.00	9	\$1,800.00	\$100.00	0	\$0.00
Commercial Rental	\$150.00	220	\$33,000.00			
			\$71,825.00			\$2,950.00

*65 and older qualifies

Permit Year 2016 Mooring Fees by class, rate, permits issued, revenue and discounts						
Boat length ft.	Mooring Fee	# of Permits*	Total	Senior Discount*	# of Permits	Total
Less than 16	\$50.00	138	\$6,900.00	\$25.00	38	\$950.00
Less than 20	\$100.00	99	\$9,900.00	\$50.00	9	\$450.00
Less than 30	\$150.00	110	\$16,500.00	\$75.00	15	\$1,125.00
Less than 40	\$200.00	37	\$7,400.00	\$100.00	7	\$700.00
Greater than 40	\$225.00	9	\$2,025.00	\$112.50	0	\$0.00
Commercial Rental	\$175.00	220	\$38,500.00			
			\$81,225.00			\$3,225.00

*65 and older qualifies

*Assumes all permit holders renew at increased rates

2016 Permit Yr. Projected Total	\$81,225.00
2015 Permit Yr. Actual Total	\$71,825.00
Additional Revenue Total	\$9,400.00

2016 Senior Discount	\$3,225.00
2015 Senior Discount	\$2,950.00
Less Additional Discount	\$275.00



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

1B

PUBLIC HEARING - ECONOMIC DEVELOPMENT PERMIT
199 Commercial Street, Unit 9 & 10

Requested by: Alan Cullinane, Applicant

Action Sought: Approval

Proposed Motion(s)

Move that the Board of Selectmen vote to approve Economic Development Permit 16-01 for 199 Commercial Street, Unit 9&10, by Alan Cullinane, applicant on behalf of Louis Morin and Scott Norman Realty Trust, property owners, based on findings that the proposed use is consistent with the criteria set forth in Selectmen's Policy 2009-02-09, specifically:

- ***Support year-round incomes and/or***
- ***Support an extended employment season and/or***
- ***Create or enhance employment opportunities, and***
- ***Help to diversify Provincetown's economic base, and***

subject to the attached permit with conditions [as submitted] [as revised].

Additional Information

This EDP request is to increase the assigned Title 5 flow to the property by 956 gallons per day to increase the number of restaurant seats (35 gpd per seat) from 32 to 60 (1096 gpd minus existing credits of 140 for a total of 956 gpd). See attached "DRAFT" Economic Development Permit, along with supporting information including the EDP application and floor plan of the business.

Board Action

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



Board of Selectmen

Public Hearing

Economic Development Permit:

The Provincetown Board of Selectmen will hold a Public Hearing on **Monday, March 14, 2016 at 6:00 p.m.** in the Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657 to receive comments from the public on the following Economic Development Permit request:

- A. Economic Development Permit 16-01 – **199 Commercial Street Unit 9 & 10 – Café Heaven** by Alan Cullinane (applicant), o.b.o. Scott Norman Realty Trust and Louis Morin (property owners), to increase the assigned Title 5 flow to the property by 990 gallons per day to increase the number of full service restaurant seats (35 gpd) from 32 to 60 (980 gpd minus existing credits for a total of 956 gpd).

Comments may be submitted in writing to the Office of the Board of Selectmen, 260 Commercial Street, Provincetown, MA 02657 or selectmen@provincetown-ma.gov by Tuesday, March 8, 2016, or in person at the hearing.

Tom Donegan, Chairman

Posted: Town Hall, <http://www.provincetown-ma.gov> 2/12/16 9:00 am dj
Published: Banner: February 25 and March 3

EDP 16-01

Economic Development Sewerage Gallons Permit



**Town of Provincetown
Department of
Community Development**

Town Hall, 260 Commercial Street
Provincetown, MA 02657
Facsimile (508) 487-0032

Telephone (508) 487-7020

Subject Property Address 199 COMM. ST UNITS 9 & 10	Assessors Data 11-1-63009/010 Map " Parcel
--	---

Owner of Record	Name and address	LOUIS MORIN	SCOTT BARRON
<i>Scott V Barron</i> Signature	199 COMM. ST UNIT 9	199 COMM. ST. UNIT 10	<i>Scott V Barron</i> 2/5/16
SCOTT/NORMAN REALTY TRUST Date 2/5/16			

Business Contact Information		office	508 487 9639
company	CAFE HEAVEN INC	HOME	508 487 1951
contact	ALAN CULLINANE	mobile	617-697-0419
address	190 QUAIL RIDGE ROAD BOX 1102 TRURO MA 02666	pager	
		email	alancullinane.63@gmail.com

Sewerage Information	
Property on sewer?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, assigned flow	_____ gpd
Proposed sewer flow	_____ gpd
Additional flow requested	_____ gpd
Property on septic?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current flow	_____ gpd
Proposed additional flow	_____ gpd

Brief and Accurate Description of Proposed Project

EXPANSION OF CAFE HEAVEN INTO ADJACENT RETAIL SPACE FORMERLY THE 'MELT' STORE. A PASS THROUGH WILL BE CONSTRUCTED BETWEEN THE TWO UNITS ONCE COMPLETED AN ADDITIONAL SEATS WILL BE SOUGHT.

Economic Development Checklist	
Is project consistent with Local Comprehensive Plan?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does it help support year-round employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does it help support an extended employment season?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Help diversify local economic base?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Feature solutions to barriers to year-round economic success? -e.g. transportation, energy, water use, affordable housing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Provide measurable public benefit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Brief narrative about potential economic benefits to Town -

CAFE HEAVEN OPERATES AN EXTENDED SEASON FROM 4/1-11/1. THIS PROPOSAL POTENTIALLY ALLOWS THE SEASON TO BE EXTENDED FROM 4/1-12/31. CAFE HEAVEN EMPLOYS YEAR ROUND RESIDENTS WHO RELY ON THIS EMPLOYMENT FOR THEIR ECONOMIC SUCCESS. THE PROPOSAL COULD INCREASE THE NUMBER BY 40-50%. ALSO REALIZED WOULD BE A COMPARABLE INCREASE IN SEASONAL WORKERS.

Memorandum

Date: February 12, 2016

To: David Gardner, Assistant Town Manager

From: John Finnegan, Project Manager

Cc: Richard Waldo, DPW Director

Subject: **Economic Development Permit**
 EDP: 193-199 Commercial Street – Unit 9 & 10 (Café Heaven)
 Current Flow: 6,576 gpd (Title 5)
 Request: 956 gpd (Title 5)

Per your request, we have reviewed the subject Economic Development Permit (EDP) request and offer the following comments for your review and consideration.

The property at 193-199 Commercial Street is located on parcel #11-1-006. The parcel contains a number of units with a total Title 5 flow of 6,576 gpd. The applicant, Café Heaven Inc. is proposing the expansion of Café Heaven (Unit 10) into the adjacent retail space (Unit 9). With this expansion the applicant is requesting a total of 60 restaurant seats. The EDP request is proposing to reduce the Title 5 flow associated with Unit 10 and increase the Title 5 flow associated with Unit 9, resulting in an increase of 956 gallons of Title 5 flow being requested. The existing and requested Title 5 gallons for both Unit 9 and 10 are summarized below.

Address	Unit	Existing Title 5 Flow (gpd)	EDP Request Seats	Calculated Title 5 Flow (gpd)	Total EDP Request Title 5 Flow (gpd)
199 Commercial	9	24	32	1,120	1,096
199 Commercial	10	1,120	28	980	-140
TOTAL		1,144	60	2,100	956

This property is served by the vacuum sewer system and is located on the west vacuum main #2. This property is currently served by a dual buffer tank (DBT) vacuum structure which also serves the properties located at 192-194 Commercial Street (632 gpd) and 198 Commercial Street (2,310 gpd). The sewer system has the capacity to accommodate the 956 gpd of additional flow.

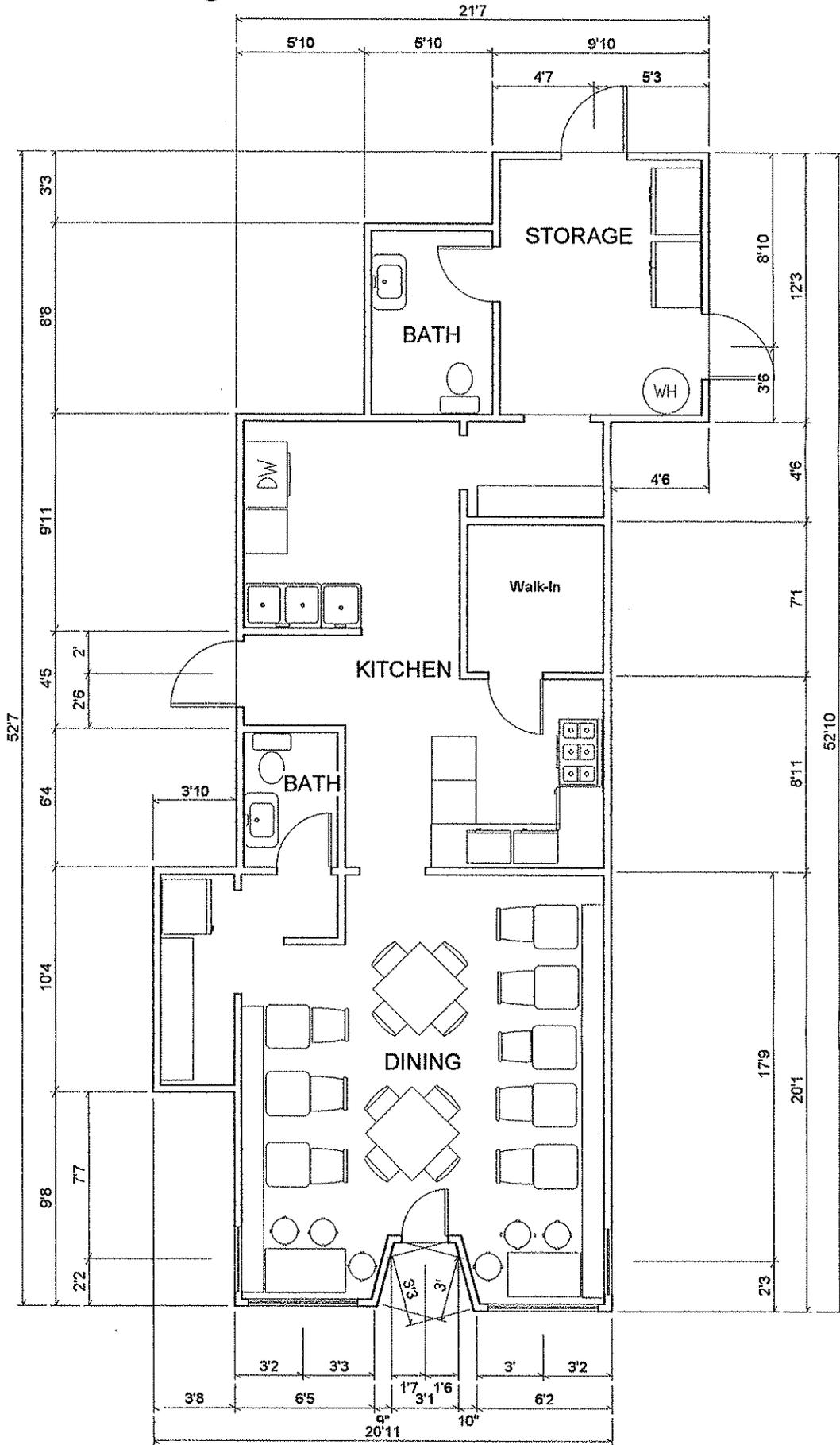
Please note that as of July 28, 2015 the Wastewater Treatment Facility is permitted by MassDEP to discharge up to 750,000 gpd (max day flow). As reported during our meeting with the Board of Selectmen on February 9, 2015 this increase in the permitted capacity will allow us to serve an additional 50,000 gpd of Title 5 flow. Of this amount, 12,500 gpd was allocated for EDP requests, 15,000 gpd for public health needs for failed septic systems, 17,500 gpd to community housing needs and 5,000 gpd for municipal needs.

If approved, the gallons associated with this request will need to be deducted from the 12,500 gpd allocation for EDP requests.

If you have any questions or concerns, please do not hesitate to ask.

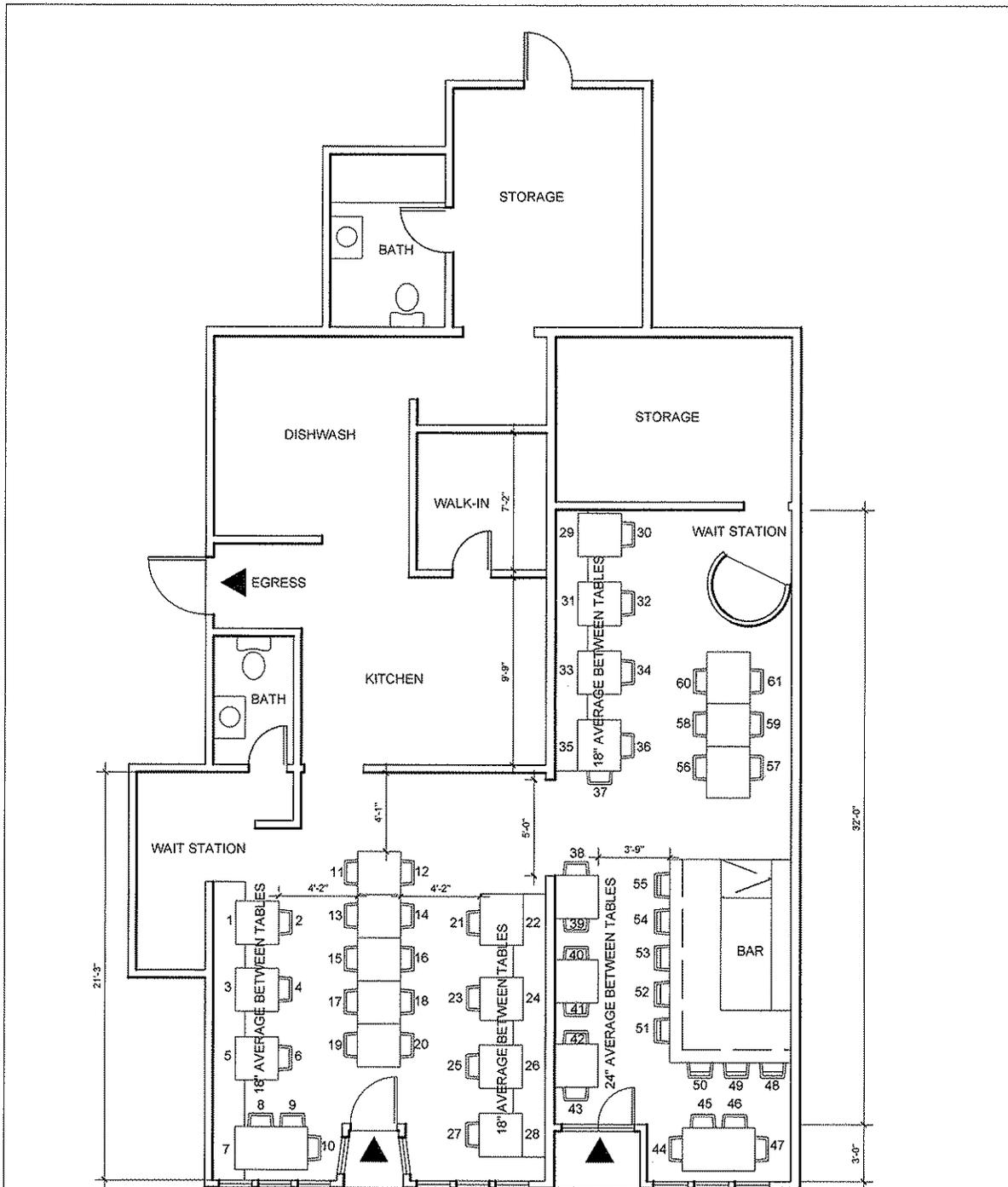
H

EXISTING FLOOR PLAN



CAFE HEAVEN
897 Sq. Feet

PROPOSED FLOOR PLAN



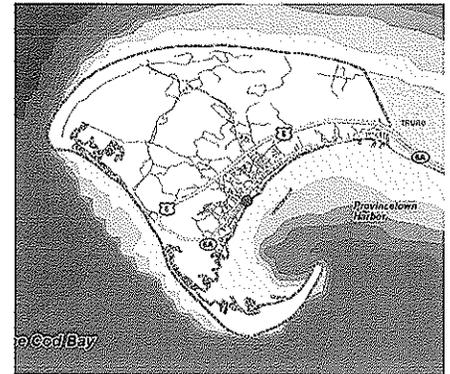
<p>TED SMITH Architect, LLC TRD9000@VERIZON.NET</p> <p>12 Dartmouth Place, Boston, Massachusetts, 02116 432 Commercial Street, Provincetown, Massachusetts, 02657 617.247.0023</p>	<p>199 COMMERCIAL STREET Provincetown, Massachusetts</p>	<p>SHEET NUMBER</p>
	<p>RESTAURANT SEATING PLAN</p>	<p>A1.0</p>
<p>DATE: FEBRUARY 2016</p>	<p>SCALE: 1/8" = 1'-0"</p>	

6

TOWN OF PROVINCETOWN - PROPERTY SUMMARY REPORT

PARCEL ID:	11-1-6-3-009	KEY:	1836	LOCATION:	199 COMMERCIAL ST U9
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CURRENT OWNER	FY' 2015 PARCEL VALUE
MORIN LOUIS,	LAND VAL: \$0.00
1515 AVE DOCTEUR PENFIELD	BUILDING VAL: \$402,600.00
APT #903	DETACH VAL: \$0.00
MONTREAL-QUEBEC, H3G2R8	APPR VAL: \$402,600.00
	TAX VAL: \$402,600.00



STATE CLASS:	3430	ZONING:	TCC
DESCRIPTION:	CI CONDO	BILL SQ FT:	14128

SALES HISTORY				
OWNER	SALE TYPE	BOOK / PAGE	SALE DATE	SALE PRICE
MORIN LOUIS	QS	4743 / 94	04-Oct-1985	\$ 110,000
THE PIED PIPER CONDOMINIUM	CC	4742 / 49	04-Oct-1985	\$ 0

BUILDING #:	1	KEY:	1836	LOCATION:	199 COMMERCIAL ST U9
YEAR BUILT	1899				
STYLE	CONDO C/I/M				
QUALITY	V				
NET SF	482				



DATE MEASURED	19-Sep-2012
DATE LISTED	19-Sep-2012

ELEMENT	DESCRIPTION	CD
STORIES		1
ROOMS		1
EXT. COVER	WOOD	1
FULL BATHS		0
HALF BATHS		1
NET ADJ(MKT)	100	100
# OF UNITS		0
KITCHENS		0
AFFORD.HSG		0
ABUTS CONS	NO	1
BASEMENT	NONE	1
SEPTIC FIELD	SEWER	1

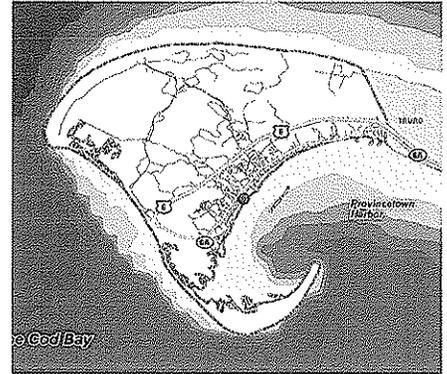
CAPACITY	UNITS
EXTERIOR	A
INTERIOR	V
BEDROOMS	0
NBHD	4
VIEW	1
TOT	2
HEATING/CO	5
FUEL	3
BEACH	1

CONDITION ELEMENT	DESCRIPTION	CD
COMPLEX	PIED PIPER	131
CONDO STYLE	CD RETAIL	21

TOWN OF PROVINCETOWN - PROPERTY SUMMARY REPORT

PARCEL ID:	11-1-6-3-010	KEY:	1837	LOCATION:	199 COMMERCIAL ST U10
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CURRENT OWNER	FY' 2015 PARCEL VALUE
SCOTT NORMAN REALTY TR, SCOTT & NORMAN BARRON TTEES	LAND VAL: \$0.00
PO BOX 1860	BUILDING VAL: \$603,600.00
	DETACH VAL: \$0.00
ORLEANS, MA 02653	APPR VAL: \$603,600.00
	TAX VAL: \$603,600.00



STATE CLASS:	3430	ZONING:	TCC
DESCRIPTION:	CI CONDO	BILL SQ FT:	14128

SALES HISTORY				
OWNER	SALE TYPE	BOOK / PAGE	SALE DATE	SALE PRICE
SCOTT NORMAN REALTY TR	QS	4856 / 181	23-Dec-1985	\$ 160,000
THE PIED PIPER CONDOMINIUM	CC	4742 / 49	04-Oct-1985	\$ 0

BUILDING #:	1	KEY:	1837	LOCATION:	199 COMMERCIAL ST U10
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YEAR BUILT	1899
STYLE	CONDO C//M
QUALITY	V
NET SF	960



DATE MEASURED	19-Sep-2012
DATE LISTED	19-Sep-2012

ELEMENT	DESCRIPTION	CD
STORIES		1
ROOMS		3
EXT. COVER	WOOD	1
FULL BATHS		0
HALF BATHS		2
NET ADJ(MKT)	100	100
# OF UNITS		0
KITCHENS		1
AFFORD.HSG		0
ABUTS CONS	NO	1
BASEMENT	NONE	1

CAPACITY	UNITS
EXTERIOR	A
INTERIOR	A
BEDROOMS	0
NBHD	4
VIEW	1
TOT	7
HEATING/CO	5
FUEL	3
BEACH	1

CONDITION ELEMENT	DESCRIPTION	CD
COMPLEX	PIED PIPER	131
CONDO STYLE	CD RESTRNT	23

James Bakker

JAMES R. BAKKER
180 Bradford Street
Provincetown, Massachusetts 02657
508-487-9081

March 1, 2016

Board of Selectmen

Town Hall

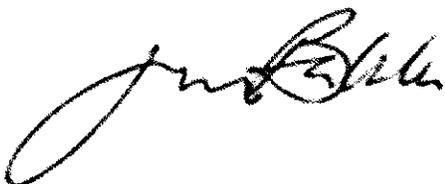
260 Commercial Street

Provincetown, MA 02657

Dear members of the Board of Selectmen,

I write in support of the expansion of Cafe Heaven into the former Melt store. The additional tables and a bar will be a great addition to the both the year round community and our visitors. This year they are celebrating their 23rd season. Alan, Patrick and their staff deserve this opportunity and I hope the board will vote in favor.

Best,



Paulina Batyuva

Dear members of Provincetown Board of Selectman,

I am writing you regarding the great opportunity now presented in front of Café Heaven to grow their business. In my opinion this expansion will be extremely beneficial not only for the town but for the community as a whole.

I had the chance to spend three summers in the unique town of Provincetown as an international student and I do consider my last summer as the best one as I worked at Café Heaven. As you know, the most important yet difficult part when going on a students' work & travel program is finding a job. Luckily, I met Alan and Patrick and was hired as a hostess in their café and the experience I have gained I use even today in my daily work duties. I have learnt how to be responsible, punctual and to work under pressure, improved my vocabulary and communication skills as a whole. Going back to these days brings a smile on my face and a warm feeling of home in my heart even if so far away now. I have even arranged my cousin and a friend of mine to work there for the next seasons as I wanted them to have same awesome experience like mine.

Both Alan and Patrick are great people, friendly, responsive and always helpful not only to the customers but also to their employees. With their hospitality they make everyone feels at home. Their gorgeous restaurant is an emblematic place for Provincetown and they have not only their regular customers but actually many people are coming specifically to taste their delicious food and experience the nice atmosphere.

In my opinion, expanding their business is a tremendous opportunity. Café Heaven is one of the busiest places in town and if you go down Commercial Street during breakfast or dinner time even off season, there is always a queue in front of it. With its neat and always nicely decorated large window façade it is a preferred location not only for the tourists but for the locals as well.

I wish that Alan and Patrick continue their mission and hope they can make the café bigger. I fully recommend them as employers and their fantastic restaurant to potential customers and to other students as well as this is an experience they will always remember.

I would always think of CAFÉ HEAVEN as a PIECE OF HEAVEN and would like more people to share this emotion.

Thank you for your time and consideration.

Sincerely,

Paulina Batyuva
Sofia, Bulgaria

Eric & Mary Beck

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Tuesday, March 01, 2016 3:57 PM
To: David Gardner
Subject: Fwd: Letter of support

----- Forwarded message -----

From: **Mary** <marysbeck@comcast.net>
Date: Tuesday, March 1, 2016
Subject: Letter of support
To: Alan Cullinane <alancullinane63@gmail.com>

33 Nickerson Street
Provincetown, MA 02657

To whom it may concern:

As year round residents of Provincetown for over 40 years we enjoy dining at many restaurants each adding something unique to our town. After many successful seasons HEAVEN has established itself as a solid addition to the downtown dining experience. it is one of the few restaurants serving an early breakfast as well as lunch and dinner. They also provide a longer season from April through November. The fortunate opportunity to expand without having to move would be a welcomed addition. Currently, the restaurant is small and would benefit greatly by increasing its size enabling it to better serve its patrons. The owners have been longtime contributors to this community and deserve our support in this endeavor.

Sincerely,
Eric and Mary Beck

Kimber Billow

March 2, 2016

Provincetown Board of Selectmen

To Whom It May Concern:

Please accept this letter of positive support for the request to expand Café Heaven into the space formerly occupied by "Melt."

My husband and I have been residents of Provincetown for the past twenty years and have watched many businesses come and go. Sustainability of any business is based on a great deal of hard work and commitment to the public and the local workforce.

Café Heaven has proven each year to be a true example of a business which fulfills the needs and pleasures of our community. The commitment of the ownership and staff to great quality, a wonderful atmosphere and a desire to please is consistent every year.

I would hope that the Board of Selectmen positively consider their request to expand into the Melt store space. We would all benefit from this outcome; more space would give the huge crowds that wait in line more efficient seating and would mean more employment opportunities for our local workforce.

Patrick Drummey and Alan Cullinae have devoted the last 23 years to their business and are proven winners! Please support their request.

Sincerely,

Kimber A. Billow

Kimber Billow
100 Bayberry Ave. #17
Provincetown, MA 02657
(508)237-2022

Jennifer Cabral

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Friday, March 04, 2016 4:03 PM
To: David Gardner
Subject: Fwd: Ec.Dev.Ap. 16-01: Cafe Heaven to BOS March 14, 2016

----- Forwarded message -----

From: Jennifer Cabral <jencabral@yahoo.com>
Date: Friday, March 4, 2016
Subject: Ec.Dev.Ap. 16-01: Cafe Heaven to BOS March 14, 2016
To: David Gardner <dgardner@provincetown-ma.gov>, "selectmen@provincetown-ma.gov" <selectmen@provincetown-ma.gov>
Cc: "alancullinane63@gmail.com" <alancullinane63@gmail.com>

To the Board of Selectmen,

I am writing in support of the application by Alan Cullinane for economic development permit 16-01 to acquire additional seats and gallons needed to expand his restaurant, Cafe Heaven, into the adjacent space at 199 Commercial Street.

Alan Cullinane has shown a consistent commitment to Provincetown as a business owner going on 20 years. Cafe Heaven has been an asset to Provincetown not only for its delicious menu, efficient service and steady hours, but for its steadfast presence on Commercial Street, a landscape too often marked by transience and unfamiliarity. In the current economic climate which challenges small businesses across the country, we recognize how hard it is to succeed in Provincetown year after year. No one reading this letter needs to be reminded how quickly we must make the hay in the dwindling light of summer. If Mr. Cullinane is granted the seats and gallons necessary for expansion, the restaurant's capacity will happily double. Dining at Cafe Heaven last summer, I was struck by how seldom they can take full advantage of the seats they already have because the space is so cramped; 2 people might easily take the space of what could be 4 or 6. The plan for expansion includes a bar, which will increase their ability to host single parties and couples, allowing tables to be seated more efficiently, more profitably. They have also promised to keep their business open later into the season, through New Year's Eve Weekend, a promise I hope will be a mandated part of their approval.

As Provincetown attempts to increase the economic viability of our shoulder seasons, pledges from popular businesses like Cafe Heaven to remain open into the winter months will be essential. Hopefully, the light in their window come November will inspire other west end businesses to stay open as well. I can think of no better use of our limited gallons than to better the prospects of a cherished local business who has already stood the test of time. While we hope to engender new ventures, we must honor the perseverance of our established businesses and grant them every opportunity to succeed. They have earned it.

Sincerely,
Jennifer Cabral
160 Commercial Street
Provincetown, MA 02657
508-240-4469

Matthew Clark
Jonathan Worth

Loretta Dougherty

From: Matthew Clark <clark1000@gmail.com>
Sent: Monday, March 07, 2016 4:36 PM
To: Loretta Dougherty
Cc: alancullinane63@gmail.com
Subject: Support for Application by Cafe Heaven to Expand

Dear Tom, Cheryl, and other Selectmen,

We are writing in support of the application by Café Heaven to expand its operations into the store next door. I understand this matter will come before the Board next Monday, 14 March.

Café Heaven is one of our local treasures. Alan, Patrick, and their team offer delicious fresh food and warm hospitality in a beautiful, quintessentially Provincetown space.

It makes total sense for them to expand next door. The legendary wait for a table will be shorter. Everybody wins.

Respectfully,

Matthew and Jonathan

--

Matthew A. Clark
Jonathan L. Worth
61 Commercial Street
Provincetown, MA 02657

*Stanley Cottner
Josh Scaturro*

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Sunday, February 14, 2016 9:20 PM
To: David Gardner
Subject: Fwd: Application for expansion letter of support for Alan Cullinane from The Queen Vic Guest House

----- Forwarded message -----

From: **queenvic reservations** <reservations@queenvicptown.com>
Date: Sunday, February 14, 2016
Subject: Application for expansion letter of support for Alan Cullinane from The Queen Vic Guest House
To: "dgardner@provincetown-ma.gov" <dgardner@provincetown-ma.gov>
Cc: "alancullinane63@gmail.com" <alancullinane63@gmail.com>

February 14, 2016

To: D. Gardner

RE: Application for expansion by Alan Cullinane on behalf of Cafe Heaven requesting a permit to allow the growth and expansion required to meet the needs of guest and future guest of the restaurant located at 199 Commercial Street, Provincetown, MA. 02657

My partner and I are writing in support of Alan Cullinane's application for expansion to allow the necessary growth of his restaurant known as Cafe Heaven located at 199 Commercial Street here in Provincetown. Josh and I are both year-round residents of Provincetown with full time year-round employment in the hospitality industry here in town. For as long as we have known Alan, we both have been impressed with his dedication to any endeavor he has been involved in. He has shown a committed and responsible effort to grow and promote the restaurant and Provincetown. He demonstrates the drive and accountability that goes along with this application for expansion. Please approve this application for Alan Cullinane, Cafe Heaven and the Provincetown community.

Thank you,

Stanley J. Cottner & Josh Scaturro

The Queen Vic Guest House
166 Commercial Street
Provincetown, MA 06257
(508) 487-8425
<http://www.Reservations@QueenVicPTown.com>
<http://www.facebook.com/QueenVic.Ptown>
<http://www.QueenVicPTown.com>

Kim Cromwell
Kath Cote

Loretta Dougherty

From: T. Kim Cromwell <tkcromwell@mac.com>
Sent: Friday, February 12, 2016 5:27 PM
To: Loretta Dougherty
Cc: alancullinane63@gmail.com
Subject: Cafe Heaven Application for Expansion

To the Board of Selectmen:

We are writing in support of Cafe Heaven as it hopes to expand into the space formerly known as Melt. Please read these comments to the decision-makers when considering this application.

We have been loyal customers of Cafe Heaven for more than 20 years, and feel that it is central to the spirit of our downtown community. The welcoming environment, colorful walls featuring local artists' work, and the delicious meals throughout the day truly set Cafe Heaven apart as a Provincetown institution. When speaking with visitors to our town who are in search of a good meal and a friendly environment, we frequently send them to Cafe Heaven — whether for brunch, lunch or dinner. Proprietors Patrick and Alan have a reputation for creating tasty meals and a great climate.

Our only concern, as we think about where to recommend for a good meal in town during summer months, is that Cafe Heaven may be full to capacity. They have such a loyal following that it's not unusual to find the restaurant with a long waiting list.

It is because demand exceeds capacity and because Cafe Heaven is such a treasured community resource that we hope that the town will vote to approve the restaurant's application for expansion.

Thank you.

Sincerely,

Kim Cromwell & Kath Cote
19 Commercial Street
(and St Petersburg, FL)

Dean DAmico

David Gardner

From: Dean DAmico <ptrainerdean@gmail.com>
Sent: Sunday, February 28, 2016 11:02 AM
To: David Gardner
Cc: alancullinane63@gmail.com
Subject: Cafe Heaven

Hello,

I am writing to support Cafe' Heaven's plan to expand into the retail space next to them formerly know as Melt.

Alan and Patrick consistantly deliver delicious food in a warm, friendly, professional atmosphere. Most every morning there's a crowd out front of both townies and tourists willing to wait for what is one of Provincetown's best breakfasts. Dinner there is a wonderful surprise of home cooked Italian food. Seriously the best meat balls ever! Clearly I'm a huge fan of Cafe Heaven and eat there one a regular basis.

There's a lot to look at as you stroll down Commercial Street and Cafe Heaven turns most every head. The big, paned windows invite your eyes in to see this quaint, bustling, adorable cafe with people eating, smiling and enjoying themselves. I feel it has a very positive impact on the over all experience of Commercial Street.

Expanded Cafe Heaven would offer more job opportunities which would have a positive impact on the employment situation and the local economy.

I think expanding Cafe Heaven would be great for the town and I fully support the idea.

Thank You ,

Dean DAmico
137 Commercial Street
Provincetown, Ma.

Brian DeLaurentis

David Gardner

From: Brian DeLaurentis <brian@crewsquartersptown.com>
Sent: Wednesday, March 02, 2016 10:15 AM
To: alancullinane63@gmail.com; David Gardner
Subject: Cafe Heaven

Dear Board,

I'm writing in complete support of Café Heaven's application to expand into the adjoining storefront. I write both in my individual capacity and as a co-owner of the inn, Crew's Quarters, which is directly across the street.

For about two decades, Café Heaven has been a wonderful place to eat delicious food in the heart of Provincetown. I was there the day it opened (I'll send the photo if you like) and I still eat there. During this entire time, the restaurant has been run with the highest standards of food quality, cleanliness and service.

Since the 2012 season, I have been a part owner of Crew's Quarters, the inn directly across the street. We always recommend to our guests having a meal (or two!) at Café Heaven. In fact, some of our guests book with us *because* of our proximity to Café Heaven.

I understand that Café Heaven will extend their season until New Years if this application is approved. Both personally and for the sake of my business, I am thrilled with that news because we, too, are generally open for business until New Years. If approved, fall visitors will have a place to sleep and eat at the corner of Carver and Commercial. This can only improve our Town.

Finally, I'd add that in this time where Provincetown is doing all it can to become more of a year round community, Café Heaven's application not only improves the aesthetics of a year round vision, it also is highly likely to provide more job opportunities as well as increase room/sales tax revenues while decreasing local unemployment claims.

Please grant the application so as to make Provincetown an even more magical place.

Regards,
Brian DeLaurentis, individually and on behalf of Crew's Quarters
198 Commercial St. / 5 Pearl St.

Joseph DeMartino



**PAT SHULTZ
REAL ESTATE**

406 COMMERCIAL STREET
PROVINCETOWN, MA 02657
OFFICE (508) 487-9550
FAX (508) 487-6472
www.PatShultz.com

March 1, 2016

To Whom It May Concern:

I am writing this letter to support the expansion of Café Heaven into the space adjacent to it. I am a frequent patron to the restaurant which is a huge success and the expansion will serve its patrons well. It will also decrease congestion on the street as fewer patrons will have to wait for a table and this will decrease any public safety issues associated with people milling around Commercial waiting.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph DeMartino", with a long horizontal flourish extending to the right.

Joseph DeMartino
68 Franklin St.
Provincetown, MA

Petya DePalo

To Provincetown Board of Selectmen

My name is Petya DePalo. I am writing this letter to enhance Café Heaven's request to acquire The Melt Store. I would like to share with you how important Café Heaven is to me and to further convince you of how beneficial it would be for the Provincetown community to enjoy all that Café Heaven has to offer in even bigger environment.

Café Heaven has been an important part of Provincetown's appearance and significant business that have helped create the town's atmosphere for more than two decades. With its authentic Portuguese cuisine and unique dishes the restaurant has become a favorite place for many year round residents and tourist that keep coming back year after year. Patrick and Alan has managed to create not only a dining place but also a virtual hub of friendship warmth and love.

I have been working there full time throughout the last season from the first opening day until the very last. And I have enjoyed every one of them. My desire to become part of their team has started even few years back when I first moved to Provincetown. Then everybody was sharing what a great place it is and when the opportunity to work there arose I didn't hesitate to take it. And I had the chance to experience it on my own. The people working there quickly became not only friends but also a second family to me. I simply love the fact that Café Heaven is part of my life.

Café Heaven is very important to me in regard of my finances too. If it wasn't for Café Heaven I couldn't have had the opportunity to follow the biggest dream of my life – to become a pilot. Last semester I enrolled in Aviation major in Bridgewater State University. I only was able to do so because my job gave me the financial stability I needed. And this is also why it is so important to me to be able to work there in the future. The only way to continue studying is to keep on working at Café Heaven throughout the summers to come.

As you can see the name of Café Heaven holds what it promises to me. And I am sure that is true not only for me. I can gladly say that Café Heaven is the heaven on Earth.

Daniel Dundin

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Sunday, February 28, 2016 7:02 PM
To: David Gardner
Subject: Fwd: Cafe Heaven Expansion

----- Forwarded message -----

From: <daniel.dundin@gmail.com>
Date: Sunday, February 28, 2016
Subject: Cafe Heaven Expansion
To: alancullinane63@gmail.com

I am writing to express my overwhelming support of the expansion of Cafe Heaven into the vacated space next to it. I have met Patrick and Alan personally and aside from being exemplary business owners they are genuinely great guys!

Some of the businesses in our little town are so admired by locals and tourists alike that they become part of the fabric of Provincetown. Cafe Heaven is most definitely one of these spots - a visit there has become its own tradition, part of the nostalgia that is Provincetown, and the more people that can share in that, the better off this town will be!

Thanks for taking the time to read my thoughts,
Daniel Dundin
15 Cottage St.

Sent from my iPad

Kevin Fessler

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Monday, February 29, 2016 9:01 AM
To: David Gardner
Subject: Fwd: Cafe Heaven Expansion

----- Forwarded message -----

From: **kevin fessler** <kevinefessler@gmail.com>
Date: Monday, February 29, 2016
Subject: Cafe Heaven Expansion
To: alancullinane63@gmail.com

Please accept this letter of support for the expansion of Cafe Heaven.

I have been working at Cafe Heaven for the past 3 years and it is a pleasure to be serving such consistently delicious food. As a server I get to hear stories from our guests, many of whom express that they can't wait for their Ptown vacation so they can come to Cafe Heaven for the amazing food and charming atmosphere. The expansion will only give more visitors the opportunity experience this culinary delight. You'll find me there on my mornings off enjoying as well, in fact I'm craving the hash as I write this.

As a working resident of P-town, Cafe Heaven has provided me with a steady income which has allowed me to become a permanent resident here. I look forward to many more years with Pat and Alan and am excited at the prospect of bringing more people on our great team.

Kevin Fessler

Provincetown
Board of Selectmen
260 Commercial Street
Provincetown MA 02657
selectmen@provincetown-ma.gov

*Don Hatfield
Sam Stidham*

Re: Cafe Heaven Expansion

To: Robert Anthony
Thomas Donegan
Raphael Richter
Erik P. Yingling,
Cheryl Andrews

We are writing on behalf of owners Alan Cullinane and Patrick Drummey about the expansion of their wonderful establishment Cafe Heaven. This is one of our great restaurants that has been serving our town for 23 years. Alan and Patrick and their staff are always such wonderful hosts and always make you feel welcome. They put their heart and sole into all they do and the creations that come out of the kitchen reflect their passion. We have been eating at Cafe Heaven for over twelve years and have enjoyed sharing the Cafe Heaven experience with our friends. The menu is varied both in selection and price point which allows all that call Provincetown home either for a week or a lifetime to enjoy their hospitality. With so many places either changing owners or selling in town, it is always wonderful to hear that a restaurant that is really good, has an opportunity to expand when needed. You may have to wait for a seat but that is part of the charm and is always worth the wait. The addition of a bar as well as increased seating would also help, but not distract from the ambiance of this quaint Provincetown Bistro.

Please consider Alan and Patrick's request to expand Cafe Heaven and help one the best in town make it better! We whole heartedly support this expansion and look forward to the exciting changes they plan to make.

Sincerely:

*Don Hatfield
Sam Stidham*

Don Hatfield
Sam Stidham
24 Captain Bertie's Way #K
Provincetown, MA 02657
508-850-5490

RECEIVED
BOS - Vernon *RL*

MAR 04 2016

BOS/TM/ATM

24

Norval James

Norval James

334 Commercial St Unit 10
Provincetown MA 02657

March 2,2016

Board of Selectman
Provincetown
MA 02657

Dear Board of Selectman,

Cafe Heaven is a restaurant of high standards, as a worker at Cafe Heaven we always try our best to meet our customers needs. Cafe Heaven is a very busy restaurant, we would really appreciate it if my employer would get the chance to acquire the Melt Store so as to have more space to seat more customers.

I have been working at Cafe Heaven for 5 years and it has been a pleasure working there. I am a chef there and preparing various meals for customers is enjoyable to me. My co-workers and I have a good relationship and that makes working at cafe heaven fun. Our employer is a very understanding person who cares about the well being of his staff and customers and he treats us well.

I would love for more opportunity for work by the expansion of Cafe Heaven where it will allow people to get job and even promotions. My job is important to my economic success because it gives me the chance to buy food, pay my bills, finance my family, save for the future etc . So for my employer to acquire the Melt Store it would mean a lot.

Sincerely,

Norval James

25

Avis Johnson

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Sunday, February 28, 2016 7:03 PM
To: David Gardner
Subject: Fwd: Expansion of Cafe Heaven

----- Forwarded message -----

From: avis <chelsavis@aol.com>
Date: Sunday, February 28, 2016
Subject: Expansion of Cafe Heaven
To: alancullinane63@gmail.com

To the Provincetown Board of Selectmen :

As a Provincetown native who has seen many changes here during my lifetime, some beneficial and some not, I am writing to express my support of Alan Cullinane and his partner in their proposed expansion of Cafe Heaven. They and their restaurant have been well-established assets to the community and have provided us with quality meals and pleasant service for many years. One only has to walk by on a summer morning and witness the line outside Cafe Heaven to understand the scope of their popularity and the benefit that the expansion would be to visitors and locals alike.

Thank You for your consideration.

Sincerely,
Avis Johnson

Ted Jones

David Gardner

From: Ted Jones <tedtj@aol.com>
Sent: Tuesday, March 01, 2016 7:58 AM
To: David Gardner
Subject: Cafe Heaven/Melt

Dear Mr. Gardner:

I have just become aware that the owners of Cafe Heaven, Patrick Drummey and Alan Cullinane, are currently working towards a goal of enlarging their cafe with the space next door. I hope that the town will see their efforts in a positive light. They have been working in town for many years, been good neighbors, and provided many jobs. They have a successful business and only want to see it grow--something I think the Town of Provincetown should do everything in its power to support and permit.

Thank you for your time,
Ted Jones
463 Commercial St.
Provincetown, MA

Robert B. Keary
8 Aunt Sukey's Way
Provincetown, MA 02657

March 1, 2016

Provincetown Board of Selectmen
260 Commercial St.
Provincetown, MA 02657

Ladies and Gentlemen of the Board:

I am writing on behalf of Alan Cullinane and Patrick Drummeey, the proprietors of Cafe Heaven, located at 199 Commercial Street, in enthusiastic support of their wish to purchase the space next door (formerly the soap store Melt) and expand the restaurant.

I have lived in Provincetown year round since 2011 and began working for Patrick and Alan in 2012. My job there has become a cornerstone of my annual income and was integral in allowing my partner Peter Sullivan and me to purchase our first home together here in Provincetown. The boys run a wonderful business there and I have been very happy to be a part of it. The possibility of an expansion is very exciting for all of us that work there together and, I would think, equally exciting for the multitudes of friends, regulars and tourists who frequent the Cafe.

Cafe Heaven already boasts one of the longest employment seasons of any restaurant in town (open full-time from April 1 through October 31 each year), and I believe this will provide more work for myself and my colleagues as well as creating new jobs for future coworkers. This expansion is a win/win for the business and the town. I cannot support it enough.

Thank you for your time and consideration.

Sincerely,

Robert B. Keary



Bobby Kelley

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Tuesday, March 08, 2016 2:28 PM
To: David Gardner
Subject: Fwd: Cafe Heaven expansion

----- Forwarded message -----

From: Bobby Kelley <rbk1@aol.com>
Date: Tuesday, March 8, 2016
Subject: Re: Cafe Heaven expansion
To: alancullinane63@gmail.com

To the Provincetown Board of selectman,

I have been a resident of Provincetown for 20 years, I have lived at 558A for these 20 years, prior to that I was a frequent visitor for 10 years.

I am writing to you today on behalf of Cafe Heaven's plan to expand the current restaurant into the existing space formerly known as "Melt". I believe the additional seating and bar will create an even better atmosphere than they already provide. I have been frequenting Cafe Heaven for the 23 some odd years they have been in business. Not only is it one of the best places to have breakfast, you are always greeted with a smile from the staff and the owners, Alan Cullinane and Patrick Drummey they are an asset to the community and any expansion, I would hope, be welcomed and encouraged.

The reputation they have built for themselves shows in the lines of people that will wait to be seated in Cafe Heaven when there are other choices close by. I hope to be at the meeting on the 23rd, but wanted to have this letter on record in case I cannot be there in person.

I hope that the Board will approve this request and make one our landmark restaurants expand and grow.

Thank you for your consideration,
Bobby Kelley
617/529-0400

Glenn Koch

Glenn Koch and Scott Scott

59 Harry Kemp Way
Provincetown, MA 02657

Home: 774.593.5119
E-mails: Gdkochie@aol.com Scotterace@aol.com

February 18, 2016

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

Subject: Café Heaven

To whom it may concern:

We would like to express our sincere enthusiasm for the wonderful establishment known as Café Heaven, and to encourage the decision-makers involved to rule favorably regarding a potential expansion of the restaurant located at 199 Commercial Street.

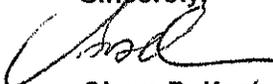
As visiting tourists and now as full-time residents of Ptown, we continue to go out of our way to patronize Café Heaven frequently for both breakfast and lunch. This place is always our first choice destination for a delicious, high-quality, cooked-to-order, never-average breakfast experience above all the rest. In our opinion, the caliber and variety of the food is superb, it is consistently well prepared, and the service is expedient and very friendly. Alan, Patrick, and their staff have a unique way of making you feel especially welcome at every visit and valued members of their family.

Sometimes, in the height of the Season and on busier off-Season weekends, there can be a fairly significant wait for a table to open up. During these busy periods, if the waiting hungry crowd is large enough, it does spill out into the middle of the narrow street. With additional space for more tables, the restaurant could likely increase capacity enough to reduce waiting times and accommodate more patrons. In our opinion, this would be the kind of Ptown business expansion that would be a really good thing- for tourists, for full-timers, for retail shopkeepers, and therefore, good for Provincetown.

Again, we encourage any decision-makers to consider ruling as favorably as possible regarding an expansion of Cafe Heaven.

Thank you very much for your time and the opportunity to comment.

Sincerely,

Glenn D. Koch
Scott Scott

Ned Krawiecki

March 3, 2016

Provincetown Board of Selectman

To Whom it May Concern:

I am writing on behalf of my employers and friends, Pat Drummey and Alan Cullinane, the longtime owners of Café Heaven, located at 199 Commercial Street, Provincetown. They are pursuing an entrepreneurial endeavor to expand their business into the space next door, currently occupied by the soap store, "Melt."

The guys have successfully run Heaven for (I think around) 25 years! I wonder how many tourists have enjoyed the food and whimsical space during that time? Many have told me they return to town over the years just to get another taste of the banana cornmeal pancakes, or lobster hash. It's pretty much everyone favorite place in town.

While I'm sure the expansion will be great for diners who usually have to wait 45 minutes or more in the summer, I'd like to share a few thoughts as to why this expansion would be beneficial to me, or other employees lucky enough to land this job in the future.

I have been fortunate enough to work there for the past 2 summers and it has enable me the financial ability to afford to live in town, and enjoy the amazing summer season in Provincetown. Some of my best friends are ones I've made while working at Heaven and I am very happy for the memories this tiny place has provided me over the years.

Café Heaven is, obviously, an institution in Provincetown and I am very proud to say I work there. The job provides me solid, secure employment from opening day, usually in early April, straight through Halloween. Sadly, without such a great job it would be impossible for me to continue to afford to live and work in Provincetown.

I anxiously await my return to Provincetown on April 7th and can't wait to get to work right away at Café Heaven! The rest of the staff and I optimistically look forward to the exciting expansion opportunity in the works. I hope the Town officials grant whatever permits or approvals are necessary for Café Heaven to grow and keep up with their seemingly never ending stream of tourists and locals.

Looking forward to seeing you all in the Spring!

Please call me if you have any questions, 860-978-5918

Sincerely,

Ned Krawiecki

Ned Krawiecki

Kenneth Kruse

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Friday, March 04, 2016 11:28 AM
To: David Gardner
Subject: Fwd: Support for Cafe Heaven expansion

----- Forwarded message -----

From: **Kenneth Kruse** <kenkruse@comcast.net>
Date: Friday, March 4, 2016
Subject: Fwd: Support for Cafe Heaven expansion
To: alancullinane63@gmail.com

----- Forwarded Message -----

Subject: Support for Cafe Heaven expansion
Date: Fri, 4 Mar 2016 11:22:06 -0500
From: Kenneth Kruse <kenkruse@comcast.net>
To: alancullinane@gmail.com

I am writing in support of the proposed expansion of Cafe Heaven. Cafe heaven has been one of our most reliable and cherished restaurants in Provincetown. My spouse and I have enjoyed dining there since the day they opened as have many of our friends and house guests. We are grateful that they open as early as April first and stay open in the Fall shoulder season. The only problem is that very often it is difficult to be seated in the high season as the dining area is very limited in space. We hope their proposed expansion will be approved so that we and so many visitors to Provincetown can dine their more frequently.

Kenneth Kruse
Donald Cote
33 Pilgrim Hgts. Rd.
Provincetown

Rene LeBlanc

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Sunday, February 28, 2016 7:02 PM
To: David Gardner
Subject: Fwd: Proposed expansion

----- Forwarded message -----

From: Rene LeBlanc <rleblanc@centuryshopper.com>
Date: Sunday, February 28, 2016
Subject: Proposed expansion
To: alancullinane63@gmail.com

To who it may concern ,

I'm writing this to express my pleasure to the proposal that Alan and Patrick have put forth. The proposed expansion of Cafe Heaven seems to me a big plus for our neighborhood. They have my total confidence and fill a need , that of an affordable and good looking place to eat breakfast, lunch and dinner.

I hope you can see this as a good thing for Provincetown.

Rene LeBlanc

Century

Sent from my iPad

Ann Maguire
Harriet Gordon

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Friday, February 12, 2016 8:54 AM
To: David Gardner
Subject: Fwd: Expansion of Cafe Heaven

----- Forwarded message -----

From: **Harriet Gordon** <harrietagordon@gmail.com>
Date: Friday, February 12, 2016
Subject: Expansion of Cafe Heaven
To: selectmen@provincetown.gov
Cc: alancullinane63@gmail.com, Harriet Gordon <harrietagordon@gmail.com>

We are writing in strong support of Cafe Heaven's expansion. Alan and Patrick are long time residents and have worked very hard to make Cafe Heaven one of the best restaurants in Provincetown. Cafe Heaven is also one of the few restaurants open for breakfast, lunch and dinner. We believe that this application is one that should be granted as Cafe Heaven is such an asset to both residents and visitors alike. Thank you for the opportunity to share our support for this proposed expansion.

Ann Maguire and Harriet Gordon
97 Commercial Street
Provincetown

Greg Manuel

March 2nd, 2016

Greg Manuel & Kent Rutter
199 Commercial St. Apt 18
Provincetown, MA 02657
(713) 397-6688

Board of Selectmen, Provincetown, MA
260 Commercial St.
Provincetown, MA 02657
(508) 487-7003

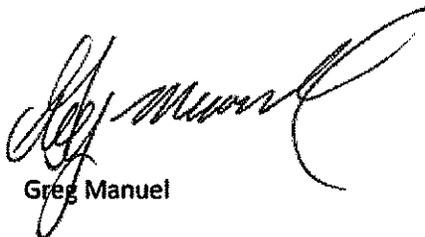
Dear Selectmen—

We have been upstairs neighbors of Patrick and Alan from Café Heaven for nearly a decade. As neighbors, the two gentleman have added tremendously to our building. They are very respectful and have been very gracious to both myself and Kent, but also our previous 60+ individual renters per year. Whenever we or anyone in the building needs anything, Patrick and Alan are right there. They take ownership in our building—though they only lease. They inform us of issues when we are not there. We absolutely love how we all watch out for each other at Pied Piper.

As a business, Café Heaven is equally loved in our building. There are no odors, no loud noises, and our guests love the proximity to a wonderful breakfast, lunch, or dinner. We have never had an issue with the restaurant or its guests, even the ones waiting outside for sometimes an hour to eat. We have only had positive comments from our guests. And Kent and I have had only positive experiences there.

Kent and I are completely in favor of the expansion. We believe it will allow Café Heaven to be open longer in the off-season which helps us monitor the Pied Piper in the fall. We also believe it bring additional business which we would love for Patrick and Alan. More close restaurants options, open longer in the year, benefit us and our guests. We believe Patrick and Alan's commitment to the Pied Piper Complex will continue, and we could not be happier for them if they are allowed to expand.

Thank you for your time and consideration.


Greg Manuel

Maria Marelli

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Thursday, March 03, 2016 1:54 PM
To: David Gardner
Subject: Fwd: Board of Selectman letter

----- Forwarded message -----

From: **Maria Marelli** <Lbugg7@aol.com>
Date: Thursday, March 3, 2016
Subject: Board of Selectman letter
To: alancullinane63@gmail.com

Hi, I am writing in support of Cafe Heaven expanding into the adjoining space being vacated by Melt. I have been a long time employee of Cafe Heaven and I believe an expansion will give an opportunity for more work for myself and others. Cafe Heaven is also a long term respected business with many returning customers who would appreciate the larger space, thank you for your time. Maria Marelli

Sent from my iPad

Luanne & Jim McCollum

David Gardner

From: luanne <lujim@comcast.net>
Sent: Saturday, February 13, 2016 6:43 PM
To: David Gardner
Cc: alancullinane63@gmail.com
Subject: expansion of Cafe Heaven

To the board of selectmen:

We are writing in support of Alan Cullinane and Patrick Drummey of their intention of expanding the business Café Heaven into the former retail space known as Melt. Both Alan and Patrick are excellent businessmen and have served the town admirably with their high quality establishment. Expansion of the property can only serve the community better.

Respectfully

Luanne and Jim McCollum
Provincetown

David Gardner

Sheila McGuinness

From: Sheila McGuinness <sheilamcguinness@hotmail.com>
Sent: Saturday, February 13, 2016 11:17 AM
To: David Gardner
Subject: Fw: Cafe Heaven application

Hi David,

Hope this c-c-c-cold is not too much for you! Haven't seen you in a while & also hope all's well with you...

Alan said I should send this to you. Thanks for shepherding it through the process...

Dear Selectmen,

I write in support of Alan Cullinane and Patrick Drummey's application to expand Café Heaven into the adjacent space. Really, what could be better than MORE HEAVEN on Commercial Street?!

These men are personally an asset to our community, and each business they have created has become a mainstay of stable commerce in Provincetown. Also, considering the dearth of breakfast restaurants here, I believe that only good can come from increasing Café Heaven's capacity.

While I will miss the intimacy of the sparkling white seating in the current location, it's great that more residents and visitors will come to understand what its current customers already know: the scones are fresh, the blueberry cornmeal pancakes are unique, and the homemade corned beef hash is outta this world!

Please help Alan and Patrick overcome the hurdles to expanding their business. Thank you.

With warmest wishes,
Sheila McGuinness
11 Standish Way
Provincetown

Michael McGuire

Loretta Dougherty

From: Michael McGuire <mcguire.gallery@comcast.net>
Sent: Thursday, March 10, 2016 11:07 AM
To: Loretta Dougherty
Subject: Fwd: Cafe Heaven

McGuire Gallery
465 Commercial St.
Provincetown, Ma. 02657
508-221-0416

March 8, 2016

To whom it may concern,

I am writing this on behalf of Café Heaven and its owners, Alan and Patrick. I fully support the renovation plans and think they will only enhance the restaurant and its surrounding properties. I have known both Alan and Patrick for many, many years and they have always supported my gallery and my family in many positive ways. They have a vital, thriving business that will only improve with a much needed expansion. It is the favorite restaurant of many tourists and locals alike. I don't think anyone comes into my gallery that hasn't been to Café Heaven during their visit. Best of luck and continued success to Alan and Patrick.

Sincerely,

Michael McGuire
Owner
McGuire Gallery

Michael

www.michaelmcguire.net

508-221-0416

Dermot Meagher

Loretta Dougherty

From: Dermot Meagher <tomred101@aol.com>
Sent: Friday, February 26, 2016 4:37 PM
To: David Gardner; Loretta Dougherty
Cc: alancullinane63@gmail.com
Subject: Cafe Heaven expansion

For over 20 years Cafe Heaven has been a wonderful restaurant in Provincetown for breakfast, lunch or dinner. The only problem presently at the the Cafe Heaven is that it is difficult to get into. The food is wonderful and the atmosphere pleasant. I am very impressed that one of the owners, Alan or Patrick is on the premises all the time making certain that things run smoothly.

I strongly urge your approval of its expansion into the next door premises.

Thank you for your consideration of its request and your attention to this letter.

Sincerely yours,

Dermot Meagher
24 Winslow Street
Provincetown, MA 02657

Joseph Murphy

February 26, 2016

To whom this may concern,

I would like to give support to Alan Cullinane and Patrick Drummey for an expansion of Café Heaven. This business is very popular and always has a tremendous wait time. By approving and allowing this expansion to the space adjacent to this restaurant, Café Heaven will promote more seating, potentially more staff, and an increase in overall revenue for the Town of Provincetown. Café Heaven has proven to be a very successful business in this town and should have this opportunity for expansion.

Thank you,

Joseph Murphy

Joseph Murphy
33b Conwell St
Provincetown, MA 02657

41

Kevin Neil

David Gardner

From: Kevin Neil <ksneil@yahoo.com>
Sent: Wednesday, February 17, 2016 3:10 PM
To: David Gardner
Cc: alancullinane63@gmail.com; Liam McElhone
Subject: Cafe Heaven Expansion

We are writing in support of the Cafe Heaven expansion. The prospect of an extended season and additional hours is fantastic. While new life on Commercial Street is always exciting, new life in the form of an old friend is a very big deal.

The fact that Cafe Heaven has been a welcome constant in our town for so long makes the possibility of expansion a clear opportunity for the owners and for downtown. WE ENCOURAGE YOUR SUPPORT.

Kevin Neil
Liam McElhone
21 Bradford Street Ext.
Provincetown

Kevin Neil
Sent from my iPhone

Kevin Neil
Sent from my iPhone

Rev. John Wiley Nelson
Terese F. Nelson

March 1, 2016

To the Selectmen of the Town of Provincetown

We moved to Provincetown in 1998, but we have known Alan Cullinane and Patrick Drummey from before we even moved here. We vacationed here frequently since 1982, and in the process we happened into Café Heaven. We met Patrick and Alan during one of those times in the café, and have much appreciated their friendship over the years, ever since. Not only is the food in Café Heaven excellent, but the friendliness is sincere and thoroughgoing, reflecting the ambiance of the owners to a tee. And you don't always find an establishment where the owners wait on you. So great. The place is so popular now, that we can hardly eat there in season, as so many, many people are lined up outside to get in. Unfortunate for us, but wonderful for Alan and Patrick.

One of the amazing things about Café Heaven is that you never hear a complaint about them, only raves. Usually there is someone who doesn't like you, but we have never heard anything but kudos about Café Heaven. It runs smoothly, and efficiently, quietly, and without problems. Every kitchen has problems, but if they do, no one eating there ever knows about it. The only problem is that the place is too small. That is a shame. When we heard that they might expand, we were thrilled. That's why we are writing this. We can't think of any more deserving people, as they can be trusted to do things responsibly and with class. They always have, and from what we can tell, they always will.

We urge the Board of Selectmen to grant their petition with pleasure.

Sincerely,

Rev. John Wiley Nelson, Ph.D.
Terese F. Nelson

Loretta Dougherty

Jeff Overby

From: Jeffoverby <jeffoverby@aol.com>
Sent: Monday, February 29, 2016 11:53 PM
To: Loretta Dougherty
Cc: alancullinane63@gmail.com
Subject: Cafe Heaven Expansion Request

Dear Chairman Donegan and Selectmen,

My name is Jeff Overby. My husband and I own a small home at 8 Priscilla Alden Rd, Provincetown. I am writing to respectfully request that you approve the plans to allow the expansion of Cafe Heaven. The Restaurant is one of Ptown's long established gems and is popular with residents and visitors alike. Allowing them to expand will also allow them to better serve our community. Thank you for your time and consideration of this request. Jeff Overby

Sent from my iPhone

HH

Christian & Tim Paquette-Soderstrom

29 February 2016

Board of Selectman
Town Hall
260 Commercial Street
Provincetown, MA 02657

Dear Members of the Board;

This letter is to express our support for the expansion of Cafe Heaven into their neighboring space.

As long time year round residents of Provincetown, we look forward to seeing one of Provincetown's best restaurants grow and create more opportunity for employment and continue to serve both the residents and visitors outstanding food and beverage combined with excellent service.

Tim has worked for Alan and Patrick many times over the years and has always appreciated their professional approach to being an employer and their respect for their employees. Alan and Patrick's attitude toward their staff and customers is clearly one reason for their continued success. Christian owned a business across the street from Cafe Heaven for a number of years and can attest to the community spirit Alan and Patrick have brought to that area of Commercial Street.

The expansion of Cafe Heaven only promises great things for all concerned; locals, employees, visitors and the business community. It is not by accident that Cafe Heaven is in a position to expand. Alan and Patrick are dedicated, professional owners who have worked hard for all they have accomplished. The expansion is both well deserved and a testament to their love of community and passion for excellence. We have no doubt that this will continue with an expansion of Cafe Heaven.

With respect,

Christian and Tim Paquette-Soderstrom

3 Tremont Street
Provincetown, MA

45

Larry Person & Brian Stein

David Gardner

From: Brian Stein Larry Person <larryandbrian@gmail.com>
Sent: Thursday, March 03, 2016 11:50 PM
To: David Gardner
Cc: alancullinane@verizon.net; Loretta Dougherty
Subject: Cafe Heaven Expansion

To The Board of Selectmen:

We are writing to respectfully ask you to approve Cafe Heaven's expansion.

We have been enjoying Cafe Heaven's food for over a decade, for breakfast, lunch and dinner. Alan and Patrick are a welcoming presence for their customers, and judging by the relaxed, happy atmosphere in the restaurant they are obviously very good to their staff.

Alan and Patrick are year-round residents who run a business that supports the community in responsible ways. Their income goes back into the community. They create jobs. Their delicious food attracts visitors to town (who in turn spend additional money at other businesses).

If you approve their plan, they will be able to increase their capacity and expand their season. They will return more money to the town, encourage more tourism at the beginning and end of the season, and provide more jobs for year-round residents as well as workers who come only for the season. An expanded Cafe Heaven would continue to be a bright, mellow presence on Commercial Street. It would not create any additional burdensome traffic. We are certain Alan and Patrick will enthusiastically cooperate with any infrastructure upgrades necessitated by increasing their capacity.

Wishing you all good health and prosperity, we are sincerely yours,

Larry Person and Brian Stein

128 Commercial Street #4
Provincetown, MA 02657

210 West 103rd Street #125
New York, NY 10025

Nikki Rickard

Loretta Dougherty

From: NIKKI RICKARD <nikki.rickard@me.com>
Sent: Monday, February 29, 2016 11:45 AM
To: Loretta Dougherty
Cc: alancullinan63@gmail.com
Subject: Cafe Heaven expansion

To the Board of Selectmen:

I'm writing in support of the expansion of Cafe Heaven. As a year round resident and property owner it's encouraging to see a long running, well respected, successful business like Cafe Heaven flourish in our town. It's an important destination for many tourists, day visitors and locals alike. The increased capacity would benefit the business community, provide needed jobs and support our town. I hope you will grant the approval for this project.

Thank you.

Nikki Rickard
25 Bangs Street
Provincetown, MA

Nikki Rickard
Cell and Text 617-605-3667
Email: nikkirickard@me.com
NMLS LICENSE NUMBER: 22392

From my iPad

HR

Tom Roberts
David McChesney

David Gardner

From: Thomas Roberts <thomgrob@aol.com>
Sent: Wednesday, February 17, 2016 7:33 AM
To: David Gardner
Cc: alancullinane63@gmail.com
Subject: Cafe Heaven Expansion

Dear Provincetown Board of Selectmen,

We are writing to ask you to support Cafe Heaven's expansion into the space formerly known as the Melt store.

As customers for the last 15 years we can fully support Alan and Patrick's request to expand their business.

We all benefit.....Town and customers alike.

Thank you,

Tom Roberts and David McChesney

Michael Robinson
Orlando Zambrano

David Gardner

From: MICHAEL ROBINSON <michaelrobinson4@me.com>
Sent: Saturday, February 27, 2016 4:21 PM
To: David Gardner
Cc: alancullinane63@gmail.com
Subject: Support for Cafe Heaven Expension

Hi there.

I am writing to show support for the expansion of Cafe Heaven into the former Melt store.

My husband and I have been coming to PTown for years and we always love dining at Cafe Heaven.

In 2015 we made PTown our home and Cafe Heaven is our second kitchen. It would be great if Alan and Patrick had more room for patrons. I am love the homemade English muffins and the raspberry pie.

Please let us know if you have any questions.

Best,

Michael S. Robinson
Orlando Zambrano
57 West Vine Street

Sent from my iPad

Michael Rogala

February 22, 16

Re: Café Heaven Expansion

To Whom It May Concern:

I am currently the owner of Roots Home & Garden on Commercial Street and neighbor to fellow business owners Alan & Patrick of Café Heaven.

It has come to my attention that Alan & Patrick are seeking to expand the restaurant space into the adjoining building recently know as Melt. I am unable to attend the hearing in town for this request, but wanted to show my support with this letter.

As both a business owner and resident of Provincetown, I have always patronized Café Heaven and cannot say enough positive things about the owners. I believe that allowing them to expand with further enhance the towns culinary options and I believe that they will bring their keen aesthetic eye to transforming and integrating the space. My vote is to allow this happen and I look forward to being a continued customer and seeing the town continue to evolve.

Sincerely,

Michael Rogala
Roots Home & Garden
193 Commercial Street
Provincetown, MA 02657

Todd Rousher

David Gardner

From: Todd Rousher <todd.rousher@gmail.com>
Sent: Tuesday, March 01, 2016 5:35 PM
To: David Gardner
Subject: Cafe Heaven Expansion

Hi,
I'm just writing in support of the Café Heaven proposed expansion. I think it would be a great addition to town and very much support it. It makes sense and will have very little impact on neighbors. They have always been excellent town ambassadors!

Todd Rousher
Ptown

Jen Rumpza

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Sunday, February 28, 2016 7:01 PM
To: David Gardner
Subject: Fwd: Letter regarding Cafe Heaven expansion

----- Forwarded message -----

From: Jen Rumpza <jen523@msn.com>
Date: Sunday, February 28, 2016
Subject: Letter regarding Cafe Heaven expansion
To: dgardner@provincetown-ma.gov
Cc: alancullinane63@gmail.com

To Whom it may Concern:

I'm writing as a sixteen year resident of Provincetown and as a friend of Alan Cullinane, the owner of Cafe Heaven, to ask that the town allow him to expand his restaurant this year. Cafe Heaven has been a popular establishment and has given jobs to numerous people, many whom I know, and it would be exciting to see them have the opportunity to grow.

I think Alan and his partner Patrick are some of the nicest guys I've met here and they have done such a great job at making Cafe Heaven a landmark for eating breakfast. The character of the place adds to the character of the town.

Please, with all of the changes that have been going on in Provincetown, it only seems fair that this is one you should allow, because these guys and the town deserve it.

Sincerely,

Jen Rumpza

Gregg Russo
Scott Lattime

David Gardner

From: Gregg Russo <gregg@3harborsrealty.com>
Sent: Tuesday, March 01, 2016 1:10 PM
To: David Gardner
Cc: alancullinane63@gmail.com
Subject: Cafe Heaven

To The Provincetown Board of Selectmen:

I am writing to express our support for the expansion of Café Heaven into Unit #9 at 199 Commercial Street. This expansion of service will only help to further develop a thriving, long-standing and respected business. Café Heaven is a textbook case for Economic Development. Alan and Patrick are dedicated and hard-working individuals, who bring to Provincetown a wonderful and imaginative place to dine all season. and well into the shoulder seasons. We would appreciate it if this email is read into the record on the day of the Hearing.

Please grant their request, and help them to realize their vision.

Sincerely,

Gregg Russo & Scott J. Lattime - Owners of: *Joe Coffee & Café*
170 Commercial Street

Michael Ryan
Johnathon Kok

February 27, 2016

Dear Provincetown Board of Selectmen,

We are longtime customers of Café Heaven and are writing to request your support for their expansion into the space next door, formerly known as Melt.

Expansion will allow more visitors and residents to enjoy the food and friendliness that they offer. Café Heaven is an asset to the Provincetown community. Expanding will be a win for the business and the community.

We encourage your support.

Michael Ryan

Johnathon Kok

64 Franklin, Unit F

Bob Sanborn

Loretta Dougherty

From: Bob Sanborn <bsdallas@aol.com>
Sent: Friday, February 12, 2016 7:21 PM
To: Loretta Dougherty
Cc: alancullinane@gmail.com
Subject: Cafe Heaven 199 Commercial Street

I am writing in support of Café Heaven's (Alan Cullinane's) efforts to expand into the adjoining space at 199 Commercial formerly occupied by Melt, and to increase its number seats and to add a bar. Café Heaven has become iconic and part of the fabric of Provincetown. The restaurant has been a successful business in Provincetown over the past couple of decades and has become a destination dining place. As a business owner in Provincetown I know first hand how difficult it has become to make a business sustainable in a relatively short season, and therefore I understand the importance of increasing tables and adding a bar. I know the owners of Café Heaven personally and can attest to their business acumen and their credibility. Please approve their requests.

Respectively,

Bob Sanborn
Owner, Prince Albert Guest House
164 Commercial Street

From the desk of Bob Sanborn

Randy Schlossberg

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Wednesday, March 02, 2016 4:04 PM
To: David Gardner
Subject: Fwd: I have been a patron of Cafe Heaven for more than 2

----- Forwarded message -----

From: Randy <randyschlossberg@gmail.com>
Date: Wednesday, March 2, 2016
Subject: I have been a patron of Cafe Heaven for more than 2
To: alancullinane63@gmail.com

I have been a patron of Cafe Heaven for more than 20 years. During that time it has been my good fortune to become acquainted with Alan Culliane and Patrick Drummey.,the owners of Cafe Heaven.

I have always found them to be hard-working and conscientious business owners devoted to both their customers and the betterment of Provincetown.

Given that Alan and Patrick are already a huge asset to Provincetown I find the prospect of their business expansion exciting and clearly beneficial to the town.

I would like to close by saying that Alan and Patrick are also kind and decent people, something that Provincetown and indeed the world could use more of.

Thank you for your time and consideration.

Randy Schlossberg
15 Montello Street 2nd Floor
Provincetown, Ma. 02657

randyschlossberg@gmail.com
(415) 793-2255

Sent from my iPhone

Barry Schwartz
Mark Lemiere

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Monday, February 29, 2016 12:11 PM
To: David Gardner
Subject: Fwd: Cafe Heaven Expansion

----- Forwarded message -----
From: <barry02118@comcast.net>
Date: Monday, February 29, 2016
Subject: Cafe Heaven Expansion
To: ALANCULLINANE63@gmail.com

To: Provincetown Board of Selectman
From Barry Schwartz/Mark Lemiere
Re: Café Heaven Expansion

We are writing to you in support of Alan Cullinane and Patrick Drummey, owners of Café Heaven, to expand their restaurant and add additional seating and a bar. As residents of Provincetown for over 20 years, Café Heaven has always been one of our favorite restaurants. We strongly encourage you to allow them to expand their business to serve even more residents and visitors, and to create additional jobs in Provincetown. Over the years we have always loved going to their friendly restaurant for amazing food, excellent service, and great people watching on Commercial Street. Alan and Patrick are respectful business owners who work hard, and care about making our town prosperous. Café Heaven is truly something special located in the center of our town, and you should allow them to continue to serve our community and make our town great in an even larger space.

Thanks for your consideration,
Barry Schwartz and Mark Lemiere
39 Pleasant Street
P-town

Mark Scofield
Steven Auerbach

431 Marlborough St. Unit 1
Boston, MA 02115

29 Commercial St
Provincetown, Ma 02657

1st March 2016

Board of Selectmen
Town of Provincetown
260 Commercial St.
Provincetown, MA 02657

Dear Selectmen.

It is rare in Provincetown for businesses to not only thrive but to see the opportunity for expansion in an ever changing economy and consumer tastes. Since visiting Provincetown for the more than 30 years, and property owners since 1995, we have been fortunate enough to call Cafe Heaven, located at 199 Commercial St, one of our favorite places for breakfast and lunch; several years ago dinner was added to the restaurant and now we frequent in the evening as well. Proprietors Alan Cullinsane and Patrick Drummey have created an atmosphere that is harmonious to Provincetown and it is for these reasons we would like to give our full support for the expansion of the establishment to the space next-door as well the additional seating and a new bar area. Not only will the expansion enhance the already wonderful ambiance but will create additional jobs for the local economy.

We hope that those who are weighing the decision regarding the expansion will also give their full support so that Cafe Heaven can continue to grow and compliment this wonderful town.

Sincerely,

Mark A. Scofield

Steven G. Auerbach

Jonathan Sinaiko

Provincetown Board of Selectmen
Town Hall
Provincetown, MA 02657

February 28, 2016

Board of Selectmen,

I am writing in support of Allen Cullinane's request for additional seating and a liquor license for his restaurant Café Heaven. I have known Allen for over 20 years and in that time I have watched him start Angel Foods and Café Heaven. Both are businesses that have proved to be successful and valuable assets to the community and the tourist industry. The strong commitment he has demonstrated to the town and the community deserves the support and encouragement of town government, and I can see no better way for town government reward his efforts than to allow him the opportunity to expand his business.

Provincetown has lost too many of its iconic restaurants to private homes and condominiums – restaurants that have been written about in bestselling novels, spawned television celebrities, and at one time were a fabric of this community's history – all gone. What I have heard so many times from tourists who visit our town is that they are drawn here not only by its beauty and world class beaches, but also because of the diversity of restaurants. If Provincetown is to continue to remain competitive in the ever changing tourist industry, then the town government needs to make every effort to save the remaining restaurant facilities because once gone they are lost forever. Café Heaven is an important contributor to the quaint old village feel that still remains and attracts so many travelers to choose us as a destination.

Please consider this when you make your decision. We need to support the restaurant community and those committed restaurateurs that are still left in town.

Thank You for your consideration

Jonathan Sinaiko

Myra Slotnick
Julie Simms

February 28, 2016

Provincetown Board of Selectmen

Re: Café Heaven expansion

Dear Board of Selectmen,

It is our understanding that the owners of Café Heaven, Alan Cullinane and Patrick Drummey, seek to expand their restaurant by occupying the small space adjacent to their business, formerly known as MELT. We think this is a wonderful idea! Café Heaven is one of the very few businesses in town that has stood the harsh test of time and is one of the very best restaurants around. (Breakfast, lunch or dinner.) Only good can come of the notion that there will be more seating and, hopefully, less of a line to get in, in the busy months. Alan and Patrick are two of the hardest working, hands-on, businessmen in P'town, who have built a reputation for excellent food and service. More of this can only be good thing.

Sincerely,

Myra Slotnick
Julie Simms

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Chris & Kathy Snow

Loretta Dougherty

From: Snow and Snow Law <office@snowandsnowlaw.com>
Sent: Tuesday, March 08, 2016 7:33 PM
To: Loretta Dougherty
Cc: alancullinane63@gmail.com
Subject: Cafe Heaven Application

Dear Members of the Board:

I am writing to support the merit of this applicant in seeking permission required for attaining an additional seating permit for 28 seats by moving into adjacent premises and continuing its long term service of extended seasonal service of the highest quality of dining , distinguished by the incredible hospitality exhibited by co owners and partners, Alan and Patrick and their friendly and professional staff.

They have truly invested the better part of their lives to contribute to the high level of epicurean choices in town and are deserving of special treatment for both longevity and excellent service .

Their survival during challenging times and continuity of purpose should be rewarded as advancing the very best interests of the Town.

Sincerely,

Chris & Kathy Snow
583 Commercial Street
Provincetown, Ma.

David Gardner

Dawn Michele Spencer

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Sunday, February 28, 2016 7:00 PM
To: David Gardner
Subject: Fwd: FW: letter to p-town

----- Forwarded message -----

From: Dawn Spencer <dawn@winslowhealth.com>
Date: Saturday, February 27, 2016
Subject: FW: letter to p-town
To: alancullinane63@gmail.com

Dear Sir and Madame;

Please consider this letter my support and enthusiastic approval of expanding Café Heaven in making your final Board decision. Café Heaven with the love and sweat of Alan Culliane and Patrick Drummey has become an iconic stop for anyone who visits Provincetown. Expansion approval will add jobs and revenue to the community .The proposed expansion will add stability to a location that has seen multiple tenant turnovers. Expansion approval of Café Heaven will also generate increased revenue for the town. As a property owner and tax payer I fully support the expansion. Café Heaven has a long history of success for over 20 years and will no doubt continue that business model for many years to come. Alan and Patrick through Café Heaven have created a dining experience which enhances any Provincetown visit.

My story is probably similar to so many others who know and love our special community. It's hard to believe so much time has passed when I first visited Provincetown well over 30 years ago. Driving over Pilgrim Heights and seeing the panorama of town in the distance never fails to thrill me. As a property owner and supporter of local business I am fortunate to call many of the local merchants my friends including; Michael MacIntyre, Brian Farley, and Mike Rogala. With my home at 2 Carver Street, the expansion of Café Heaven is of particular interest and I look forward to seeing the positive results of the businesses' growth.

Thank you for your attention and consideration of my support of the expansion for Café Heaven. I am proud to be one of the many voices of support and growth for our community and its local businesses . Shop Local ,Eat local, Stay local .

Please contact me if you require any additional information in support of my approval.

Respectfully,

Dawn Michele Spencer
2 Carver Street
115 A Palm Bay Drive
Palm Beach Gardens , FL 33418
(908) 400-5408

Christina Tarvers

Town of Provincetown
260 Commercial Street
Provincetown, MA 02657
Board of Selectman
selectmen@provincetown-ma.gov
alancullinane63@gmail.com

RE: CAFÉ HEAVEN, 199 COMMERCIAL ST

Dear Board Members,

Please read this letter of support of the expansion of Café Heaven.

I am writing in support of the application by Alan Cullinane and Patrick Drummey to extend their restaurant into the adjoining store, MELT.

The additional space for Alan and Patrick would further improve their current capacity of their restaurant. There is obviously a need with a regular line waiting outside to get in to Café Heaven. This would leave less people in the street waiting. This would also show they are willing to keep a long running business in town running as a restaurant. The more tables will give them more profit and it is nice to see people that have been here a long time succeed.

As a Provincetown year-round resident and property owner, I am happy to see a business owner succeed in his endeavor. I hope you will grant an approval for this project. Thank you for your consideration.

Sincerely,

Christina Tarvers

Christina Tarvers

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Quinn Taylor

David Gardner

From: Taylor, Quinn (NBCUniversal) <Quinn.Taylor@nbcuni.com>
Sent: Wednesday, March 02, 2016 3:18 PM
To: alancullinane63@gmail.com; David Gardner
Subject: FW: Cafe Heaven

Good evening SELECTMEN OF PROVINCETOWN. We have never met but I'm writing to you as a longtime devoted fan and believer in Café Heaven. Alan and Patrick, in my opinion, operate a world class (albeit tiny) restaurant in our lovely seaside village. The only place I eat even more than The red Inn is Café Heaven. Even as a townie, I along with so many wait (sometimes impatiently due to hunger pains) almost daily for what is surely the best breakfast and lunch in town. I've eaten at most every restaurant in town, but nothing beats the homemade corned beef hash, the otherworldly Cod Sandwich, and don't get me started on Alan's very special desserts.

In other words, I love Café Heaven. Perhaps we all need a little more Café Heaven, in that even more people can experience what I believe to be a truly Ptown experience. The iconic art, the witty and impeccable staff, and again the delicious meals. The expansion of The red Inn's kitchen proves the fact that sometimes, bigger is better. Blushing aside, Alan and Patrick run a well-oiled machine that I believe would only benefit the many seeking jobs and excellent meals in Ptown with its expanded foot print.

I hope you will agree and help me in allowing Alan and Patrick to bring their amazing food to many more hungry bellies who stroll Commercial every year. Adding more jobs to the community is the fabulous added benefit.

Thank you for your time. I hope to see you at Café Heaven in 2016!

Quinn Taylor

Jim Thornton

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Thursday, March 03, 2016 6:59 PM
To: David Gardner
Subject: Fwd: Café Heaven Expansion/March 24th Meeting

----- Forwarded message -----

From: james thornton <jamesthornton11@hotmail.com>
Date: Thursday, March 3, 2016
Subject: Café Heaven Expansion/March 24th Meeting
To: "alancullinane63@gmail.com" <alancullinane63@gmail.com>
March 3, 2016

Board of Selectmen
Town of Provincetown
Town Hall
Provincetown, MA 02657

RE: Café Heaven Expansion/March 24th, 2016 Meeting

Dear Board of Selectmen:

I am writing to express my support for the Café Heaven expansion proposal. My partner and I have been regular customers at Café Heaven for nearly 17 years. During the summer months we walk to Café Heaven every day for lunch or dinner or both. It's one of our favorite places in Provincetown, really anywhere for that matter. It's just a very happy place for us.

I am excited about the idea of the expansion that the owners have described and hope that the board will approve their request. Patrick and Alan have been running what I consider to be a landmark business for Provincetown and I believe that an expansion will allow them to better serve the community and their customers. Thank you.

Sincerely,

Jim Thornton

15 Cottage Street, No. 3
Provincetown, MA 02657
(summer address)
or
901 N. Penn Street, F910
Philadelphia, PA 19123
215-266-4823 mobile

Tom Van Rossem

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Sunday, February 28, 2016 7:03 PM
To: David Gardner
Subject: Fwd:

----- Forwarded message -----

From: tom van rossem <tomvanrossem@icloud.com>
Date: Sunday, February 28, 2016
Subject:
To: alancullinane63@gmail.com

Hello, I'm writing in regards to the Cafe Heaven expansion.

I live abroad but I visit Provincetown frequently and on each trip Cafe Heaven is a first stop! It has become synonymous with Provincetown for me, and I believe for many others. The only improvement to it I could see would be the proposed one - more space to accommodate the many folks that look forward to dining there! I can't think of another business that would benefit more from additional space and their growth would certainly be our gain.

Thank you,
Tom Van Rossem
Brussels, Belgium

Verstuurd vanaf mijn iPhone

Louise Venden

Louise Venden
16 Thistlemore Road
Provincetown, MA 02657

Board of Selectmen
Town Hall
Provincetown, MA 02657

March 4, 2016

RE: Support for Café Heaven
Application for 28 Additional Seats
In former Melt Store Space

I am writing as a Provincetown resident to express my support for the request by the owners of Café Heaven to expand their restaurant into the adjoining space currently occupied by the Melt Store and increase the number of seats by 28 for a total of 60. Café Heaven has been a Town favorite for 23 years serving traditional, home down breakfasts, lunch and dinneralways with a flair. Lines form down the street almost every day in season as people are willing to wait for one of the very few seats in this funky place decorated with whimsical art by local artists. According to owner Alan Cullinane, this expansion will enable the owners to increase their employees by from 20 to 30-35. In addition Café Heaven has contributed to local organizations and events

Provincetown continues to experience growth in summer residents, visitors, and lengthening of the season, and it is important to encourage expansion of successful businesses like Café Heaven to offer them dining choices. I understand that their request fits within available wastewater constraints.

Thank You,

Louise Venden

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Frank J. Welch, M.D.

02/27/2016

Provincetown Board of Selectmen
Provincetown, MA 02657

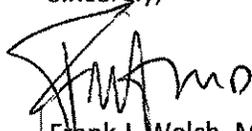
Dear Board,

I am writing to express my support for Mr. Alan Cullinane, and his plans for expansion of his very popular restaurant Café Heaven at 199 Commercial Street.

I have been a patron of Café Heaven for many years, and sincerely think it is a benefit and resource to the West End. Expanding this very successful enterprise will not only allow for continued success of Heaven, but add to the character and success of businesses on Commercial Street.

I hope you will favorably view Mr. Cullinane's plans to expand Café Heaven.

Sincerely,


Frank J. Welch, MD

Mike Wright

David Gardner

From: Mike Wright <mikewright12949@gmail.com>
Sent: Saturday, February 13, 2016 11:20 AM
To: David Gardner
Cc: alancullinane63@gmail.com
Subject: Cafe Heaven application

Hi David,

Can you please have this letter entered into the record for the Cafe Heaven application?

Thank you,
Mike

Dear Selectmen,

I write in support of Alan Cullinane and Patrick Drummey's application to expand Café Heaven. Whether for breakfast, lunch or dinner, we and our friends and visitors from out of town have enjoyed many fine meals there. When our bellies are grumbling for breakfast, we would welcome the shorter queue that expanded seating would bring!

Café Heaven already employs a number of residents and the expansion will create additional opportunities for workers to earn money—and not only during the summer. This expansion will increase the power of Provincetown's economic engine.

Please enable these proven entrepreneurs to grow!

With warmest wishes,
Mike Wright
11 Standish Way
Provincetown

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Michael Yeung

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Tuesday, March 01, 2016 10:11 AM
To: David Gardner
Subject: Fwd: Letter in support of Cafe Heaven expansion - Michael Yeung

----- Forwarded message -----

From: Michael Yeung <michael.yeung.ma@gmail.com>
Date: Tuesday, March 1, 2016
Subject: Letter in support of Cafe Heaven expansion - Michael Yeung
To: alancullinane63@gmail.com

To the Board of Selectmen,

My name is Michael Yeung, a year-round resident of Provincetown. I've resided full-time in the West End of town in my condo at 23 Mechanic St, Unit 1 since November of 2014. I am writing to show my support for Alan Cullinane and Patrick Drummey's desire to expand their wonderful restaurant, Café Heaven, into the adjacent vacant storefront.

As a frequent patron of Café Heaven, I've grown to enjoy the delicious and healthy breakfast, lunch, and dinner options that Alan and Patrick has to offer. Their popularity is self-evident by the constant line of eager patrons patiently awaiting their seat at an open table. The demand is certainly there, and I believe the extra space from the vacant storefront will help to satiate it.

They are a wonderful asset to the community, and I whole-heartedly welcome a larger presence.

Regards,

Michael Yeung

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Stephen Young

Loretta Dougherty

From: Stephen Young <stephen@princealbertguesthouse.com>
Sent: Saturday, February 13, 2016 12:06 PM
To: Loretta Dougherty
Subject: In-Support of Cafe Heaven Expansion

To Our Esteemed Board of Selectmen,

I'm writing in favor of the expansion of Café Heaven. Over the last fifteen years I've witnessed Alan maintaining a consistently very clean environment both in & outside of the business with beautiful flowers and lighting in his historic window front. With his daily, on-site presence Alan has notably respected the neighbors by running his business without loud "barking" and is most definitely an important asset to Ptown's economy and tourists!

From Me & All of our Annual Repeat Guests that have made Café Heaven a must go-to tradition for decades,

We Thank You in Advance,

Stephen Young

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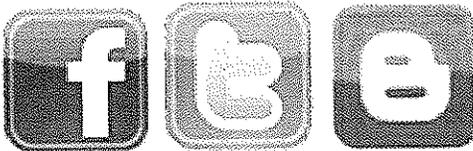
Prince Albert Guest House
The Bed and Breakfast of Provincetown
164 Commercial St.
Provincetown, MA 02657
(508) 487-1850

[Click Here for our WEBSITE](#)

[Click Here to contact us by E-MAIL](#)

[Click Here for Online RESERVATIONS](#)

[Click Here for Prince Albert's FACEBOOK](#)



Certificate of Excellence
2013, 2014, 2015 Winner

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Michael Zeppieri
Christopher Andrews

David Gardner

From: Alan Cullinane <alancullinane63@gmail.com>
Sent: Sunday, March 06, 2016 5:00 AM
To: David Gardner
Subject: Fwd: Cafe Heaven Expansion

----- Original Message -----

From: "Michael Zeppieri" <michael@pineacresrealty.com>
Sent: 3/5/2016 4:00:05 PM
To: dgardner@provincetown-ma.gov
Cc: alancullinane63@gmail.com
Subject: Cafe Heaven Expansion

March 5, 2016

Cafe Heaven Expansion
Patrick Drummey
Allan Cullinane

Dear David,

I am writing this email/letter in favor of allowing Cafe Heaven to expand the footprint of there business into the adjacent Melt spot. As the owner of the Anchor Inn Beach House at 175 Commercial...its very important to have great quality dining establishments within walking distance of my inn. I am in favor of allowing them to install a bar and serve drinks.

In my seven seasons here in Provincetown, I have found both Patrick and Allan to be very hardworking business owners, and on site daily and more then accomodating.

The increase in the Cafe Heaven location is a postive contribution to our downtown during the season allowing more vistiors and locals to enjoy it.

Kindest regards

Michael Zeppieri & Christopher Andrews
Anchor Inn Beach House
175 Commercial Street
Provincetown, MA. 02657
508-487-0432



Town of Provincetown
ECONOMIC DEVELOPMENT PERMIT
(Town of Provincetown General By-laws Section 5-15-4)
and
DECLARATION OF COVENANTS

Property Owner: Louis Morin
Property Owner Address: 1515 Ave Docteur Penfield, #903, Montreal, Quebec, H3G2R8
Property Address: **199 Commercial Street, Unit 9, Provincetown, MA 02657**
Assessor's Map Number: 11-1-6-3-009
Title Reference: **Barnstable County Registry of Deeds Bk. 4743, Pg. 94**
Applicant (if different): Alan Cullinane
Business Entity: Heaven Cafe

Economic Development Permit No. 16-01

Existing Use(s) of Property: Retail

Sewage Assigned Flow for Existing Use(s) of Property: The property at 199 Commercial Street Unit 9, henceforth referred to as "Premises", has a total existing Title V flow of 24 gpd.

Proposed Use(s) of Property or Proposed Expansion of Existing Use(s) of Property:
The owner would like to covert the existing retail space to restaurant seats and combine with the existing restaurant located in unit #10 and thus add 32 seats to the existing space (35 gpd per seat).

Title V Design Flow for Proposed or Expanded Use(s) of Premises: 1120 gpd minus the existing credit for a property total of 1096 gpd.

The Town of Provincetown, acting by and through its Board of Selectmen, hereby grants an Economic Development Permit, pursuant to Town of Provincetown General By-laws Section 5-15-4, to the Property Owner for the use of the property located at 199 Commercial Street Unit 9, (the "Premises"), as a 32 seat restaurant (the "Approved Use"), subject to the Owner's covenants stated below.

The Owner hereby covenants with the Town of Provincetown, a Massachusetts municipal corporation with an address of 260 Commercial Street, Provincetown, Massachusetts 02657, acting by and through its Board of Selectmen pursuant to Provincetown General By-laws Section 5-15-6 (the "Town") as follows:

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1. The Owner shall commence the Approved Use of the Premises described above on or before the date that is one year following the date of grant of this Permit and shall thereafter continuously maintain said Approved Use of the Premises. If the Approved Use of the Premises is discontinued for a period of thirty (30) days after commencement thereof, such discontinuance shall be deemed a failure to continuously maintain. The one-year and the thirty (30) day periods may be extended by the Town for good cause shown.
2. This Declaration of Covenants shall run with the Premises and be binding upon the executors, administrators, heirs, devisees, successors and assigns of the Owner.
3. Upon prior written notice to the Owner at the Property Address above or such new address as the Owner shall notify the Selectmen of in writing, the Town shall have the permanent right and easement to enter upon the Premises for the purpose of determining compliance with the terms of this Declaration of Covenants.
4. The Town shall have the option to enforce this Declaration of Covenants, but shall not have the obligation to do so.
5. The Owner hereby covenants and agrees, for the Owner and the Owner's successors and assigns, to reimburse the Town for all reasonable costs and expenses (including without limitation reasonable counsel fees) incurred in enforcing this Declaration of Covenants, provided the Owner has been determined by a court of law to be in violation of the terms of this Declaration of Covenants.
6. This Declaration of Covenants sets forth rights, liabilities, agreements and obligations upon and subject to which the Premises or any portion thereof, shall be improved, held, used, occupied, leased, sold, mortgaged, encumbered, or conveyed. The rights, liabilities, agreements and obligations herein set forth shall run with the Premises and any portion thereof and shall inure to the benefit of and be binding upon the Owner and all parties claiming by, through or under Owner. This Declaration of Covenants shall have a term of ninety-nine years or the longest period allowed by law. The Owner agrees that this Declaration of Covenants is an "other restriction held by a governmental body" as that term is used in G.L. c.184, §26 and thus not subject to the limitations on the enforceability of restrictions in G.L. c.184, §§26-30. Nevertheless, if recording of a notice is ever needed to extend the time period for enforceability of this Declaration of Covenants, the Owner(s) hereby appoints the Board of Selectmen of the Town of Provincetown as the Owner's agent to execute and record such notice and agrees that the Owner shall execute and record such notice upon request.
7. The Owner agrees to incorporate this Declaration of Covenants, in full or by reference, into all deeds, easements, mortgages, leases, licenses, occupancy agreements or any other instrument of transfer by which an interest in and/or a right to use the Premises, or any portion thereof, is conveyed.
8. If any court or other tribunal determines that any provision of this Declaration of Covenants is invalid or unenforceable, such provision shall be deemed to have been modified automatically to conform to the requirements for validity and enforceability

as determined by such court or tribunal. In the event the provision invalidated is of such a nature that it cannot be so modified, the provision shall be deemed deleted from this Declaration of Covenants as though it had never been included herein. In either case, the remaining provisions of this Declaration of Covenants shall remain in full force and effect.

9. The Owner is the sole owner in fee simple absolute of all the Premises and there are no mortgages of record or otherwise on the Premises or any portion thereof except for those described below, if any, and the present holders of said mortgages have assented and subordinated to this Declaration of Covenants prior to the execution by the undersigned. It is agreed that any subsequent mortgages shall be subordinate to this Declaration of Covenants.
10. It is agreed that this Declaration of Covenants shall take effect only upon the execution of this Economic Development Permit by the Town of Provincetown Board of Selectmen and the recordation with the Barnstable County Registry of Deeds or filing with the Barnstable County Registry District of the Land Court of this Economic Development Permit and Declaration of Covenants.
11. A true copy of the Owner's application for this Economic Development Permit including all documents and plans submitted therewith, is attached hereto as Exhibit A and is incorporated herein except as specified below:

N/A

12. The Town's remedies shall include, without limitation, revocation of this Economic Development Permit by order of the Board of Selectmen, which order may be made thirty (30) days after the date notice is given by mail to the Property Owner of the Selectmen's determination that the Owner has failed to continuously maintain the Approved Use, or that the Owner has commenced a use on the Premises other than, or in addition to, the Approved Use, whereupon all rights arising from this Economic Development Permit shall be forfeited, including without limitation any Growth Management Permit or increased sewage flow allocation that may have been granted with respect to the Premises, notwithstanding that the Premises may have been assessed a betterment or special assessment relating to the increased sewage flow allocation and the Allowed Use shall be deemed to be an expressly abandoned by the Property Owner, pursuant to Section 6200-3 of the Growth Management By-Law of the Town.
13. The Owner must apply for and obtain all other necessary permits and approvals in order to proceed with the Approved Use.
14. The Owner further covenants and agrees that the Owner shall comply with the following additional conditions:
 - (a) The additional gallons be utilized for the use as proposed (restaurant) only and not be subsequently converted to any other use including residential use without prior approval of the Board of Selectmen.

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- (b) Approved Use shall be serviced by the existing restaurant located on the adjacent unit 199 Commercial Street unit 10 and shall be governed by a lease between the two properties. The Approved Use for the leased portion of the premises should terminate if the lease lapses or otherwise terminates by either party, at such time the Economic Development Permit and assigned gallon shall be revoked unless reassigned to the property by a vote of the Board of Selectmen. This condition will be void if Unit 9 and Unit 10 are under common ownership.
- (c) The hours of operation of the restaurant shall be maintained at a minimum of three days per week between the first week of April and the first week of January of each year.

15. This Economic Development Permit and Declaration of Covenants may be amended only by written agreement of the Board of Selectmen and the Property Owner.

WITNESS our hands and seals this _____ day of _____, 2016.

OWNER

 Name:
 Title:

 Name:
 Title:

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this _____ day of _____, 2016 before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was a drivers license, to be the person whose name is signed on the preceding or attached document as _____, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

 Notary Public
 My Commission Expires:

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On this day, _____, the Board of Selectmen of the Town of Provincetown, pursuant to Town of Provincetown General By-laws Section 5-15-4, hereby grants this Economic Development Permit authorizing the Proposed or Expanded Use(s) of Property described above, subject to the above Declaration of Covenants and all other necessary Town permits.

TOWN OF PROVINCETOWN,
By its Board of Selectmen

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this ____ day of _____, 2016, before me, the undersigned notary public, personally appeared _____ member, Town of Provincetown, Board of Selectmen, as aforesaid, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name he/she signed on the foregoing instrument, and further acknowledged to me that he/she signed it voluntarily for its stated purpose as said member.

Notary Public
My Commission Expires:

14

Mortgagee(s) Consent and Subordination

The _____ by _____, the holder of a mortgage dated _____, recorded with the Barnstable County Registry of Deeds in Book _____, Page _____, does hereby assent to the recording of this Economic Development Permit and Declaration of Covenants and subordinates said mortgage to this Economic Development Permit and Declaration of Covenant as if this Economic Development Permit and Declaration of Covenants had been recorded prior to said mortgage.

By: _____

Its, _____
Duly authorized

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this _____ day of _____, 2016 before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was a drivers license, to be the person whose name is signed on the preceding or attached document as _____, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

367636/PROV/0307

78



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

1C

PUBLIC HEARING

Shellfish License Applications, Renewals and Aquaculture Regulations Changes

Requested by: Shellfish Constable, Stephen Wisbauer

Action Sought: Discussion/Approval

Proposed Motion(s)

The Provincetown Shellfish Committee recommends the following:

Move that the Board of Selectmen vote to approve the shellfish license applications of 1) Daniel Degruttola, 2) Nathaniel Mayo, 3) Michael Chute, 4) Robert Hazard, 5) Alfred Famiglietti, James Staniscia, Theodore Cormay, and 6) Loretta Santos; to be assigned acre(s) as described in each individual application. These acres are located in the area east of the west end breakwater and lie close to the fall off to deeper water. Final issuance of town licenses is contingent on State and Federal approval and shall be for two (2) years as per Town regulations.

Move that the Board of Selectmen vote to renew the existing licenses for 1) Francis John Santos, 2) Laurie Santos, 3) Randy Rovatti, 4) Anthony Paccione, 5) David Flattrery/Bethany Tasha in the Aquaculture Development Area (ADA). These licenses expire in April of 2016 and the renewal shall be for five (5) years as per Town regulations. The above license holders have shown activity toward production. Not all licenses within the ADA are being recommended for renewal. Those not being recommended have been notified.

Move that the Board of Selectmen vote to approve the amendments to the regulations for aquaculture licenses as submitted. The substance of these changes is as follows:

- A License holder with sites within the ADA shall post a \$10,000 compliance bond naming the Town of Provincetown beneficiary. (This is a change from a \$200 bond and is the same cost to licenses holder)
- A License holder with sites within the ADA shall comply with specific sub tidal regulations issued by the MA Department of Marine Fisheries.
- All Grant holders shall pay to the town-all fees, maintain a compliance bond in full force (if within the ADA), have an annual propagation permit from DMF and file a yearly activity report. If these requirements are not met the Board of Selectmen may hold a hearing as to ascertain the facts of non- compliance and determine if the license shall be revoked.

Additional Information

See attached shellfish aquaculture grant applications, aquaculture licenses, regulation changes and supporting information from Shellfish Constable Stephen Wisbauer.

Board Action

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



Board of Selectmen

Public Hearing

Shellfish License Applications, Renewals and Aquaculture Regulations Changes

The Provincetown Board of Selectmen will hold a Public Hearing on **Monday, March 14, 2016, at 6:00 p.m.** in the Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657 to receive comments from the public on the following requests:

The Provincetown Shellfish Committee recommends the following:

1. Approve the shellfish license applications of 1) Daniel Degruittola, 2) Nathaniel Mayo, 3) Michael Chute, 4) Robert Hazard, 5) Alfred Famiglietti, James Staniscia, Theodore Cormay, and 6) Loretta Santos; to be assigned acre(s) as described in each individual application. These acres are located in the area east of the west end breakwater and lie close to the fall off to deeper water. Final issuance of town licenses is contingent on State and Federal approval and shall be for two (2) years as per Town regulations.
2. Renew the existing licenses for 1) Francis John Santos, 2) Laurie Santos, 3) Randy Rovatti, 4) Anthony Paccione, 5) David Flattrery/Bethany Tasha in the Aquaculture Development Area (ADA). These licenses expire in April of 2016 and the renewal shall be for five (5) years as per Town regulations. The above license holders have shown activity toward production. Not all licenses within the ADA are being recommended for renewal. Those not being recommended have been notified.
3. Approve the amendments to the regulations for aquaculture licenses as submitted. The substance of these changes is as follows:
 - A License holder with sites within the ADA shall post a \$10,000 compliance bond naming the Town of Provincetown beneficiary. (This is a change from a \$200 bond and is the same cost to licenses holder)
 - A License holder with sites within the ADA shall comply with specific sub tidal regulations issued by the MA Department of Marine Fisheries.
 - All Grant holders shall pay to the town-all fees, maintain a compliance bond in full force (if within the ADA), have an annual propagation permit from DMF and file a yearly activity report. If these requirements are not met the Board of Selectmen may hold a hearing as to ascertain the facts of non-compliance and determine if the license shall be revoked.

Comments may be submitted in writing to the Office of the Board of Selectmen, 260 Commercial Street, Provincetown, MA 02657 or selectmen@provincetown-ma.gov by Tuesday, March 8, 2016, or in person at the hearing.

*Thomas N. Donegan
Chairman, Board of Selectmen*

Posted: Town Hall, <http://www.provincetown-ma.gov> 2/17/16 2:30 pm dj
Published: Banner: February 25, 2016 & March 3, 2016



Town of Provincetown

260 Commercial Street
Provincetown, MA 02657
Direct Line (508) 246-5756
swisbauer@provincetown-ma.gov

Office of the Shellfish Constable

To: Town of Provincetown
Board of Selectmen

From: Steve Wisbauer, Shellfish Constable

Subject: Public Hearing

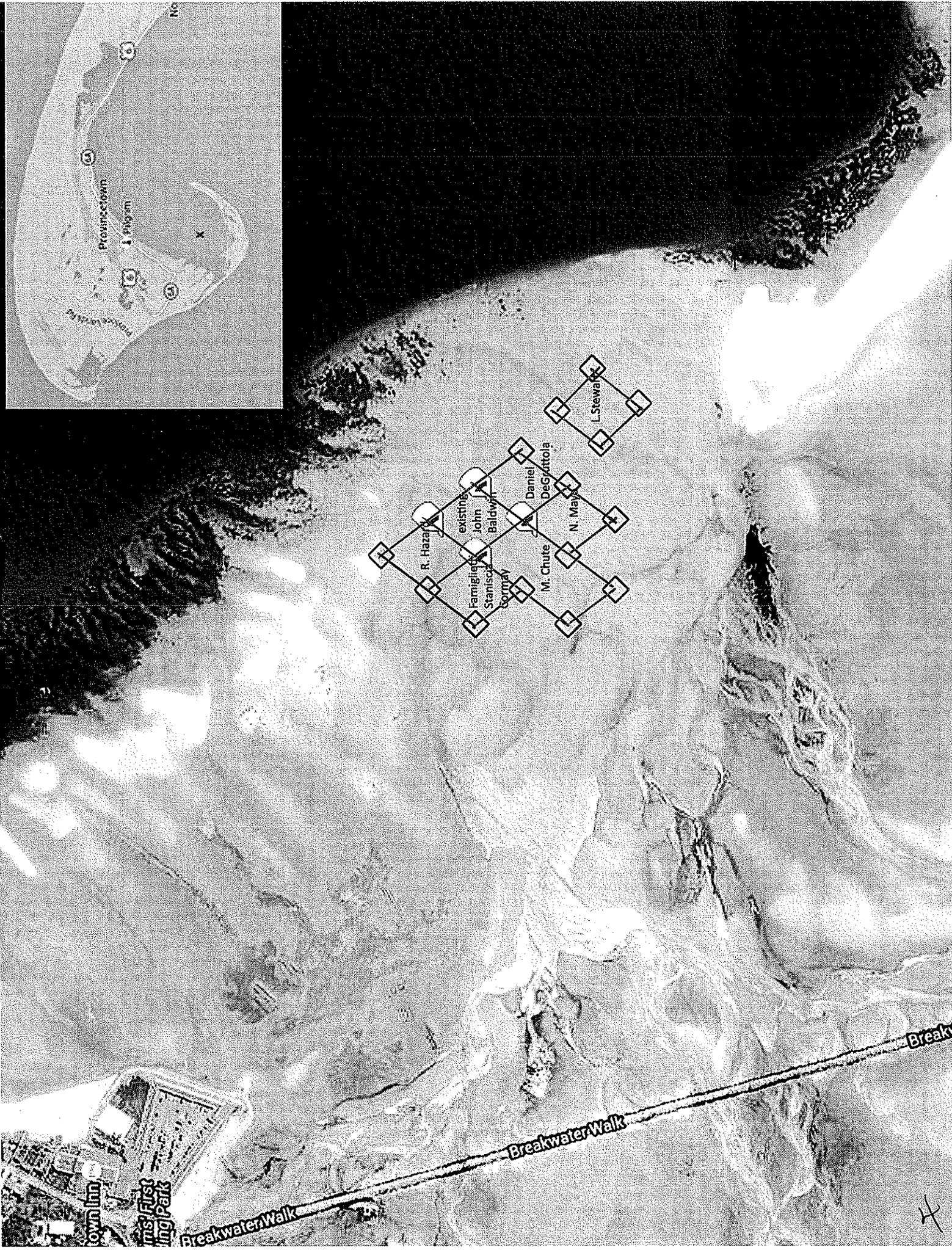
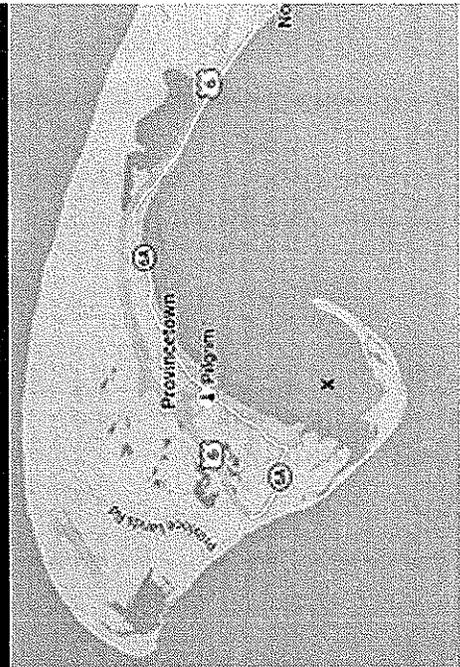
Date: March 9, 2015

The matters brought forth in this public hearing are an attempt on the part of the Shellfish Committee and Shellfish Constable to synchronize regulation updates and permitting to a once yearly event.

The first item deals with the renewal of aquaculture licenses that are expiring in April. All of the grant sites associated with expiring licenses are located in the sub-tidal area (ADA). The Shellfish Committee and Constable endorse renewal for license holders that have made moves or presented plans toward production. Any future endorsements, for all license holders, will be based on adherence to specific requirements set forth in the regulations that we encourage you to approve tonight. The sub-tidal area (ADA) has space open and no waiting list. After discussions with the Massachusetts Division of Marine Fisheries the moratorium on floating cages has been lifted. Any future grant holder, in the ADA, that follows the conditions set forth by MA DMF, may use this type of gear.

The next matter pertains to new requests for aquaculture licenses. All new requests are for grants located in the intertidal flats east of the west end breakwater. This area has a history of aquaculture activities and the sites have been picked to minimize conflict with other users. If you choose to issue these licenses they are conditional on a State biological survey, permits from the Army Corps of Engineers and the Provincetown Conservation Commission may choose to condition the activities conducted. The Division of Marine Fisheries has expressed a preference to moving grant applications forward in this "batch" type of permitting rather than the permitting model that made the ADA possible.

The edited set of town aquaculture regulations includes changes for clarification as well as the changes and additions described in the public hearing notice. Municipalities have the right to be more restrictive than State regulations. We feel this update is a move towards clarifying what is expected from license holders on both the Town and State levels.



Town Inn
First Inning Park

Breakwater Walk

H



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003

Board of Selectmen

AQUACULTURE LICENSE

Number 101

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant Daniel DeGruttola of Provincetown, Massachusetts, for the term of 2 years, beginning March 14, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

- +42° 1.990', -70° 11.180'
- +42° 2.020', -70° 11.150'
- +42° 1.960', -70° 11.150'
- +42° 1.990', -70° 11.120'

The above described parcel contains an area of 1 acre(s), more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

Date



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003



AQUACULTURE LICENSE

Number 102

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant Nathaniel Mayo of Provincetown, Massachusetts, for the term of 2 years, beginning March 14, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

+42° 1.990', -70° 11.180'

+42° 1.960', -70° 11.150'

+42° 1.960', -70° 11.210'

+42° 1.930', -70° 11.180'

The above described parcel contains an area of 1 acre(s), more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

Date



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003

Board of Selectmen

AQUACULTURE LICENSE

Number 103

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant Michael Chute of Provincetown, Massachusetts, for the term of 2 years, beginning March 14, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

+42° 2.020', -70° 11.210'

+42° 1.990', -70° 11.180'

+42° 1.930', -70° 11.240'

+42° 1.960', -70° 11.270'

The above described parcel contains an area of 2 acre(s), more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

Date



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003



AQUACULTURE LICENSE

Number 104

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant Robert Hazard of Provincetown, Massachusetts, for the term of 2 years, beginning March 14, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

- +42° 2.050', -70° 11.240'
- +42° 2.080', -70° 11.210'
- +42° 2.050', -70° 11.180'
- +42° 2.020', -70° 11.210'

The above described parcel contains an area of 1 acre(s), more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

Date



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003

Board of Selectmen

AQUACULTURE LICENSE

Number 105

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant A. Famiglietti/ J. Staniscia/ T. Cormay of Provincetown, Massachusetts, for the term of 2 years, beginning March 14, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

- +42° 2.050', -70° 11.240'
- +42° 2.020', -70° 11.210'
- +42° 2.020', -70° 11.270'
- +42° 1.990', -70° 11.240'

The above described parcel contains an area of 1 acre(s), more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

Date



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003

Board of Selectmen

AQUACULTURE LICENSE

Number 106

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant Loretta Stewart of Provincetown, Massachusetts, for the term of 2 years, beginning March 14, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

- +42° 1.930', -70° 11.060'
- +42° 1.960', -70° 11.090'
- +42° 1.990', -70° 11.060'
- +42° 1.960', -70° 11.030'

The above described parcel contains an area of 1 acre(s), more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

Date



**TOWN OF PROVINCETOWN
SHELLFISH AQUACULTURE GRANT APPLICATION**

Notice: Prior to submitting this application it is important that the applicant review the Shellfish Grant Regulations and meet with the Shellfish Constable to determine coordinates of a general siting of the proposed grant.

Please Print Clearly

Name DeGruttola Daniel Patrick
Last First Middle
 Address: 6 Sandy Hill Lane, Unit 4 Provincetown, MA
 Telephone: 617-838-3221 / Date of Birth 03-01-1966

Proposed location of Grant: (describe below the specific measurements and coordinates in feet, the desired area using land boundaries whenever possible, as approved by the Shellfish Constable. Include as an attachment to this application, a sketch or map of this locus, indicating said boundaries and total square feet)

Primary Site Requested:
tidal flats TOWN GRANT #101 #101 DeGruttola
 +42° 1.990', -70° 11.180'
 +42° 2.020', -70° 11.150'
 +42° 1.960', -70° 11.150'
 +42° 1.990', -70° 11.120'

Total Area Requested: (Check One) One Acre: Two Acres:

Previous Shellfishing Experience:
ADA grant
recreational shellfishing

How Long Have You Lived in Provincetown? 8 years *

*You must be a bonafide domiciled resident of the Town of Provincetown to apply.

THE APPLICATION MAY BE OR SUBMITTED IN PERSON OR MAILED BY CERTIFIED MAIL (RETURN RECEIPT REQUESTED) TO THE TOWN CLERK'S OFFICE. INCLUDE THE APPLICATION FEE OF \$15.00.

RECEIVED
 FEB 12 2016
 TOWN CLERK

SHELLFISH GRANT APPLICATION

Page 2

I. Proposed Development Plan: Describe below, in detail, your plans for development of Aquaculture and/or Grant Site over a one, two, and three year term. The specifications should include number of rafts, racks, and floats; size, construction material, and square foot working area required for aquaculture propagation. Plans should include shellfish by species, amount and sizes intended to be introduced (cultivated) to the waters and/or substratum of Provincetown Harbor.

1st year: Prepare the site w/ low cages / small mesh net; If a natural boat is possible - place shells in cages (top shell) for spat attachment. Lower level can be used as a nursery. Cages can be elevated w/ PVC piping to increase circulation / flow. Zip ties can be utilized for low level security.

II. TYPES OF SHELLFISH TO BE RAISED:

Oysters

III. METHOD OF PROPAGATION:

natural or purchase small oysters

IV. MEANS OF ACCESS:

land

V. EQUIPMENT TO BE USED:

wire cages, mesh bags, PVC pipe, zip ties

VI. PROPOSED DATE OF CULTIVATION:

2016 - 2017

I swear under penalties of perjury that the aforementioned information is correct to the best of my knowledge:

W. DeJt 01/18/2016
Signature of Applicant (Date)

[Signature] 3/8/16
Signature of Shellfish Constable (Date)

SHELLFISH GRANT APPLICATION

Page 2

1. Proposed Development Plan: Describe below, in detail, your plans for development of Aquaculture and/or Grant Site over a one, two, and three year term. The specifications should include number of rafts, racks, and floats; size, construction material, and square foot working area required for aquaculture propagation. Plans should include shellfish by species, amount and sizes intended to be introduced (cultivated) to the waters and/or substratum of Provincetown Harbor.

Creation of a fixed oyster bed over 3-year term;
Equipment will include mesh bags and other culch material for the fixing of oyster spat
Oyster spat of varying sizes will be introduced, with a beginning emphasis on more 1-2-inch oysters, and smaller sizes for experimental purposes.
3/4 of acreage will be devoted to oyster habitat and cultivation, with the remaining 1/4 acre intended for use of other approved species for experimental purposes: razor clams, surf clams, quahogs, etc

II. TYPES OF SHELLFISH TO BE RAISED:

Oysters, quahogs, surf clams, razor clams

III. METHOD OF PROPAGATION:

IV. MEANS OF ACCESS:

Small skiff during mid-low tide;
occasional access by foot during exposure

V. EQUIPMENT TO BE USED:

Mesh Bags, Cultch, metal frames, marker buoy

VI. PROPOSED DATE OF CULTIVATION:

2017-2018

I swear under penalties of perjury that the aforementioned information is correct to the best of my knowledge:

[Signature]
Signature of Applicant (Date)

[Signature] 3/8/16
Signature of Shellfish Constable (Date)

SHELLFISH GRANT APPLICATION

1. Proposed Development Plan: Describe below, in detail, your plans for development of Aquaculture and/or Grant Site over a one, two, and three year term. The specifications should include number of rafts, racks, and floats: size, construction material, and square foot working area required for aquaculture propagation. Plans should include shellfish by species, amount and sizes intended to be introduced (cultivated) to the waters and/or substratum of Provincetown Harbor.

I am in the early stages of this whole process but am very intrigued by a square foot gardening theory of clams over oysters + long term sustainability options. In 1st year will be used to cultivate the area - buying equipment + seed. The 2nd year will be working the 1st years area + starting a second cycle of shellfish. The third year will hopefully include harvesting and re-cycling to the 1st area with new seed and refresh of original equipment

II. TYPES OF SHELLFISH TO BE RAISED:

Primary focus on clams and oysters. Open mindedness to the possibility of other types of bi-valves but also conscious of things such as OPR

III. METHOD OF PROPAGATION:

Intr-Tidal-Flat-nets over clam seed and oyster seed in cages. Attempt to create a sustainable and natural habitat that utilizes the Mass Best Management practices for shellfish Aquaculture

IV. MEANS OF ACCESS:

Primary - walking at appropriate tides
Secondary - Power vessel - either of two flat bottom boats owned

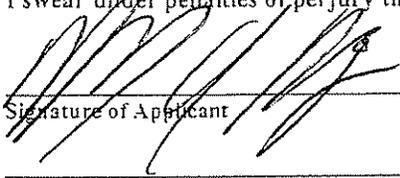
V. EQUIPMENT TO BE USED:

less is better - nets + cages to start -

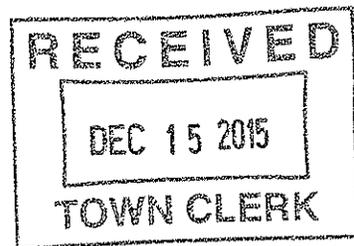
VI. PROPOSED DATE OF CULTIVATION:

Depending on growth conditions - realistic expectation of 2018.

I swear under penalties of perjury that the aforementioned information is correct to the best of my knowledge:

 12-08-15
Signature of Applicant (Date)

Signature of Shellfish Constable (Date)





TOWN OF PROVINCETOWN
SHELLFISH AQUACULTURE GRANT APPLICATION

Notice: Prior to submitting this application it is important that the applicant review the Shellfish Grant Regulations and meet with the Shellfish Constable to determine coordinates of a general siting of the proposed grant.

Please Print Clearly

Name Hazard Robert A
 Last First Middle
Address: 652 Commercial St.

Telephone: 508 487 6324 Date of Birth Jan3,1939

Proposed location of Grant: (describe below the specific measurements and coordinates in feet, the desired area using land boundaries whenever possible, as approved by the Shellfish Constable. Include as an attachment to this application. a sketch or map of this locus, indicating said boundaries and total square feet)

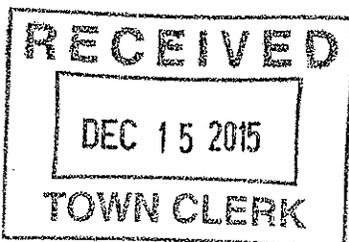
Primary Site Requested: Inter-tidal area TOWN GRANT #104

Total Area Requested: (Check One) One Acre: X Two Acres: _____

Previous Shellfishing Experience:
Recreational clammer since 1992
"Fundamentals of Shellfish Farming Course by Cape Cod Ext. 2011
Member of Schellfish Committe since 2011

How Long Have You Lived in Provincetown ? Homeowner in 1992, full time residence 11 years
*You must be a bonafide domiciled resident of the Town of Provincetown to apply.

THE APPLICATION MAY BE OR SUBMITTED IN PERSON OR MAILED BY CERTIFIED MAIL
(RETURN RECEIPT REQUESTED) TO THE TOWN CLERK'S OFFICE. INCLUDE THE APPLICATION
FEE OF \$15.00.

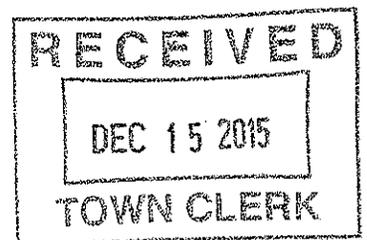


+42° 2.050', -70° 11.180'

+42° 2.020', -70° 11.210'

+42° 2.080', -70° 11.210'

+42° 2.050', -70° 11.240'



RECEIVED
DEC 15 2015
TOWN CLERK



SHELLFISH GRANT APPLICATION

Page 2

1. Proposed Development Plan: Describe below, in detail, your plans for development of Aquaculture and/or Grant Site over a one, two, and three year term. The specifications should include number of rafts, racks, and floats: size, construction material, and square foot working area required for aquaculture propagation. Plans should include shellfish by species, amount and sizes intended to be introduced (cultivated) to the waters and/or substratum of Provincetown Harbor.

- ① SITE SELECTION, PERMITTING, TRIAL OF AVAILABLE EQUIPMENT
- ② SELECTION AND SETUP OF EQUIPMENT, PURCHASE SEED, MAINTENANCE, GOAL OF 100,000 MARKETABLE OYSTERS
- ③ MARKETING, SALES, SET UP PACKAGING + CLEANING FACILITY

11. TYPES OF SHELLFISH TO BE RAISED:

OYSTERS

III. METHOD OF PROPAGATION:

OYSTER SEED FROM COMMERCIAL HATCHERYS

IV. MEANS OF ACCESS:

INITIAL ACCESS FROM EXISTING MOORING AND BEACH FRONT PROPERTY

V. EQUIPMENT TO BE USED:

TO BE DETERMINED BY TRIAL OF AVAILABLE FLOATING AND RACK SYSTEMS

VI. PROPOSED DATE OF CULTIVATION:

TRIALS BEGINING IN 2016 WITH A HARVEST GOAL OF 100,000 IN 2018

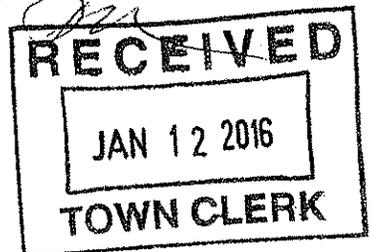
I swear under penalties of perjury that the aforementioned information is correct to the best of my knowledge:

Signature of Applicant

(Date)

Signature of Shellfish Constable

(Date)



21



**TOWN OF PROVINCETOWN
SHELLFISH AQUACULTURE GRANT APPLICATION**

Notice: Prior to submitting this application it is important that the applicant review the Shellfish Grant Regulations and meet with the Shellfish Constable to determine coordinates of a general siting of the proposed grant.

Please Print Clearly

Name Stewart, Loretta A

Address: 1 Good Templar Place Provincetown MA 02657

Telephone: 508.237.9538 Date of Birth April 24, 1950

Proposed location of Grant: (describe below the specific measurements and coordinates in feet, the desired area using land boundaries whenever possible, as approved by the Shellfish Constable. Include as an attachment to this application. a sketch or map of this locus, indicating said boundaries and total square feet)

#106 Stewart

Primary Site Requested:	+42° 1.930', -70° 11.060'	_____
_____	+42° 1.960', -70° 11.090'	_____
_____	+42° 1.990', -70° 11.060'	_____
_____	+42° 1.960', -70° 11.030'	_____

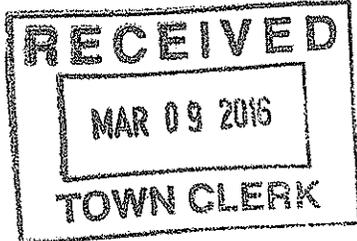
Total Area Requested: (Check One) One Acre: Two Acres: _____

Previous Shellfishing Experience:
 Seven years of shellfishing experience...7 years in Tidal Flats and 2 years in the ADA

How Long Have You Lived in Provincetown ? 9 years *

*You must be a bonafide domiciled resident of the Town of Provincetown to apply.

THE APPLICATION MAY BE OR SUBMITTED IN PERSON OR MAILED BY CERTIFIED MAIL (RETURN RECEIPT REQUESTED) TO THE TOWN CLERK'S OFFICE. INCLUDE THE APPLICATION FEE OF \$15.00.



SHELLFISH GRANT APPLICATION

Page 2

1. Proposed Development Plan: Describe below, in detail, your plans for development of Aquaculture and/or Grant Site over a one, two, and three year term. The specifications should include number of rafts, racks, and floats; size, construction material, and square foot working area required for aquaculture propagation. Plans should include shellfish by species, amount and sizes intended to be introduced (cultivated) to the waters and/or substratum of Provincetown Harbor.

The purpose of this request is two-fold. First, this acre will be used to winter over shellfish (oysters) from the ADA. It is extremely difficult to winter them over in the deep water. It is labor intensive requiring the hiring of a diver to ensure the gear goes to the bottom correctly and heavy equipment to bring the gear up in the spring. The gear will be oyster gros, hotels (boxes containing 6-12 bags of oysters depending on the size of the hotel and bottom cages. The number of bottom cages will number between 30-50, hotels will number between 20-50 and oyster gros at approximately 75. There is currently 500,00 oyster in all stages of grow out from 5 mm to 3" in size. Another 250,000 are on order for this year that includes the oysters that will go to market in the 2016 season. Not all oysters will be removed from ADA.

II. TYPES OF SHELLFISH TO BE RAISED:

Oysters

III. METHOD OF PROPAGATION:

This grant does not raise seed only grows seed procured from licensed growers.

IV. MEANS OF ACCESS:

Carolina Skiff MS 9934BB

V. EQUIPMENT TO BE USED:

Oyster Gro, Hotels, Bottom Cages

VI. PROPOSED DATE OF CULTIVATION:

May 1, 2016

I swear under penalties of perjury that the aforementioned information is correct to the best of my knowledge:

Digitally signed by Loretta A Santos
DN: cn=Loretta A Santos, o, ou=Detail Fish, email=pamet50@comcast.net, c=US

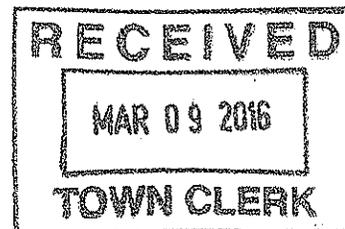
December 1, 2015

Signature of Applicant

(Date)

Signature of Shellfish Constable

(Date)





Town of Provincetown

260 Commercial Street
Provincetown, MA 02657
Direct Line (508) 246-5756
swisbauer@provincetown-ma.gov

Office of the Shellfish Constable

To: J. Michael Hickey
Chief Marine Biologist
MA Division of Marine Fisheries
1213 Purchase Street
3rd Floor
New Bedford, Massachusetts 02740

From: Steve Wisbauer, Provincetown Shellfish Constable

Copy: Thomas Shields, Senior Biologist
Christopher Schillaci, Area Biologist

Date: March 14, 2016

The Town of Provincetown would like to request a biological survey of six (6) separate private shellfish grants located in the intertidal area east of the west end breakwater. These grants have been assigned grant #'s 101-106 and have been approved by the Provincetown Board of Selectmen. The specific latitude and longitude of the above-mentioned acreage can be found on the enclosed conditional town licenses.

Thank you,
Steve Wisbauer
Provincetown Shellfish Constable

Town of Provincetown
Board of Selectmen



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003

Board of Selectmen

AQUACULTURE LICENSE

Number ADA 1 & 2

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant John Santos of Provincetown, Massachusetts, for the term of 5 years, beginning April 15, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

- +42° 3' 4.80", -70° 9' 29.60"
- +42° 3' 1.50", -70° 9' 31.00"
- +42° 3' 4.12", -70° 9' 26.56"
- +42° 3' 0.80", -70° 9' 27.85"

The above described parcel contains an area of 2 acres, more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

Date



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003

Board of Selectmen

AQUACULTURE LICENSE

Number ADA 3 & 4

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant Loretta Stewart of Provincetown, Massachusetts, for the term of 5 years, beginning April 15, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

- +42° 3' 4.12", -70° 9' 26.56"
- +42° 3' 0.80", -70° 9' 27.85"
- +42° 3' 3.44", -70° 9' 23.52"
- +42° 3' 0.09", -70° 9' 24.70"

The above described parcel contains an area of 2 acres, more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

Date



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003

Board of Selectmen

AQUACULTURE LICENSE

Number ADA 17 & 18

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant Randy Rovatti of Provincetown, Massachusetts, for the term of 5 years, beginning April 15, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

- +42° 2' 59.36", -70° 9' 5.28"
- +42° 2' 58.68", -70° 9' 2.24"
- +42° 2' 55.87", -70° 9' 5.78"
- +42° 2' 55.16", -70° 9' 2.63"

The above described parcel contains an area of 2 acres, more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

Date



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003

Board of Selectmen

AQUACULTURE LICENSE

Number ADA 5 & 6

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant Rocco Paccione of Provincetown, Massachusetts, for the term of 5 years, beginning April 15, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

- +42° 3' 3.44", -70° 9' 23.52"
- +42° 3' 0.09", -70° 9' 24.70"
- +42° 3' 2.76", -70° 9' 20.48"
- +42° 2' 59.39", -70° 9' 21.54"

The above described parcel contains an area of 2 acres, more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

_____ Date



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7003

Board of Selectmen

AQUACULTURE LICENSE

Number ADA 15 & 16

We, the Provincetown Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant D.Flattery/B.Tasha of Provincetown, Massachusetts, for the term of 5 years, beginning April 15, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and water situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

- +42° 3' 0.04", -70° 9' 8.32"
- +42° 2' 59.36", -70° 9' 5.28"
- +42° 2' 56.57", -70° 9' 8.94"
- +42° 2' 55.87", -70° 9' 5.78"

The above described parcel contains an area of 2 acres, more or less.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the aquaculture regulations of the Town of Provincetown, which are made a part hereof by reference.

Board of Selectmen
Town of Provincetown

Date



TOWN OF PROVINCETOWN REGULATIONS
FOR AQUACULTURE LICENSES *Adopted by the*

Board of Selectmen
March 26, 1990
(Amended June 12, 2000)
(Amended May 14, 2012)
(Amended April 14, 2014)
(Amended March 14, 2016)

1. Shellfish aquaculture licenses may be awarded to Provincetown residents who can show to the satisfaction of the Board of Selectmen that they are a bona fide domiciled resident of the Town of Provincetown. Aquaculture licenses shall be issued only to individuals, not to corporations.
2. Applicants desiring an aquaculture license shall be required to complete and submit all information required on the Town's approved application form. ~~For License applications within the designated Aquaculture Development Area (ADA) designated by the Board~~ The applicant shall provide the exact location of the individual one or two acre site in the form of GPS numbers designating the corners.
3. Aquaculture license applications shall be considered on a first-come, first-served basis within the limitations of acceptable and available areas. The Shellfish Committee and Shellfish Constable shall make recommendations to the Board of Selectmen on those areas. The Board of Selectmen may issue a moratorium on aquaculture license approvals at any time this action is deemed appropriate and in the best interests of the Town. A waiting list shall be established when the Town runs out of available acreage.
4. Approval of any and all shellfish aquaculture licenses shall be subject to all State and Local laws and/or pertinent rules and regulations. Applicants are expected to be familiar with said relevant laws and regulations.
5. Applications shall be sent to the Town Clerk registered mail with return receipt requested or may be submitted in person to the Town Clerk, who shall generate a receipt of the application.
6. Aquaculture licenses approved shall be ~~subject to~~ contingent on certification by the State's Division of Marine Fisheries, in compliance with Chapter 130 of the Massachusetts General Laws, as well as the Army Corps of Engineers.
7. First-time aquaculture license applications shall be approved for a two (2) year period. ~~The Aquaculture License holder shall provide information concerning aquaculture license activities. An effort toward production is required. First renewals shall be for an additional two (2) year period. Subsequent aquaculture license renewals may be made for five (5) year periods. Renewal applications for established Aquaculture Licenses may be requested during the second year of operation. Renewal applications for established Aquaculture Licenses may be made at any time following the first three (3) years prior to the end of the five (5) year Aquaculture License period.~~

Renewals shall be subject to approval by the Board of Selectmen, with recommendations from the Shellfish Committee and Shellfish Department. Each aquaculture license shall be reviewed annually by the Shellfish Committee and Shellfish Constable. ~~involving a review of the Aquaculture License holder's yearly production report. Aquaculture License activity shall include the planting of hatchery derived shellfish, or the capture and grow-out of wild larvae of any indigenous shellfish species as provided by Massachusetts General Law.~~

8. An annual aquaculture license fee of \$25 per acre shall be paid by the aquaculture license holder payable on or before April 1 of each year. If the fee is not paid within six (6) months after it becomes due, the aquaculture license shall be forfeited.

9. The Selectmen may allow a transfer to any person to whom they might ordinarily issue a shellfish License upon ~~written~~ application to the board. Such application shall be made in written form and reviewed in a public hearing. A transfer conveys the ability to plant and grow shellfish in the same way as an original license.

10. It shall be unlawful for the aquaculture license holder to take seed shellfish from any waterways of the Town without written permission from the Board of Selectmen.

11. It shall be unlawful for any aquaculture license holder to transfer to or from the aquaculture license area any ~~contaminated~~ shellfish without a proper state propagation permit. This permit is required annually regardless of activity. ~~Annually, on the first Monday in February, the shellfish constable shall submit for review and approval by the Board of Selectmen a Division of Marine Fisheries application for all aquaculture permit holders who make a request to collect wild shellfish spat within Provincetown Harbor. This application must include the names of the aquaculture permit holders, the type of collection method and the proposed collection locations for both closed and open waters. If approved by the Board of Selectmen, the application for a town propagation permit shall be sent to the Director of the Division of Marine Fisheries no later than March 1st.~~

12. Aquaculture license holders shall notify the Shellfish Department prior to planting any shellfish. The Shellfish Constable may remove from the intertidal zone or aquaculture development area any shellfish for which the Town has no bill of sale, or other proof of origin. The responsibility for proving that all shellfish comes from a certified hatchery or other point of origin rests solely with the aquaculture license holder.

13. The Town of Provincetown reserves the right to obtain samples of any shellfish from aquaculture license areas for the purpose of certified testing for disease.

14. Within a reasonable amount of time, the Shellfish Constable and Shellfish Committee shall review the aquaculture license production report submitted by the aquaculture license holder on or before December 15 of each year as prescribed by Massachusetts General Law Ch. 130, § 65. The aquaculture license holder shall produce documents upon the request of the Shellfish Committee, showing shellfish purchase and receipts of sale.

15. The Shellfish Constable shall have the authority to inspect the aquaculture license area, including the contents of all boxes or other containers at any time.

16. Should any Town dredging operations temporarily make an aquaculture license area unsuitable for planting, or maintaining shellfish, immediate and temporary, permission to relocate the aquaculture license holder's stock shall be reviewed by the Selectmen. In the event that shellfish need to be relocated under these conditions, they shall be relocated at the aquaculture license holder's expense. The Town is not liable for any loss of shellfish.

17. All shellfish nursery boxes shall be indelibly marked with the aquaculture license number. The aquaculture license holder shall assume liability for all boxes, racks, spat-collection devices and other shellfish equipment used in shellfish farming. If any such ~~boxes, racks, spat-collection devices and all other shellfish equipment~~ items are moved by a storm or other event to a location off of the premises of the aquaculture license site it shall be the responsibility of the aquaculture license holder to remove it.

If within three (3) weeks the aquaculture license holder has not complied with this requirement, the Town, through the Shellfish Department, may cause such boxes, racks, and other shellfish equipment to be removed and may bill the aquaculture license holder. ~~For purposes of identification, each box, rack, etc., used by the individual aquaculture license holder shall bear the Aquaculture License holder's name and Aquaculture License number.~~

When an aquaculture license is discontinued or terminated for any reason, the aquaculture license holder shall be required to remove all boxes, racks, pens, and all other shellfish equipment from the waters and substratum within thirty (30) days of the aquaculture license expiration/termination date. The Town, through the Shellfish Constable at the aquaculture license holder's expense, may recover any and all equipment not removed within thirty (30) days.

18. The aquaculture license holder shall be required to hold State permits to handle seed and propagate shellfish in compliance with Massachusetts General Law Chapter 130. The aquaculture license holder shall be required to comply with all rules and regulations governing shellfish aquaculture licenses as set forth by the Town of Provincetown and M.G.L. Chapter 130, Sections 57 through 68A and M.G.L. Chapter 131, Section 40. Failure to comply with the aforementioned laws and regulations shall be deemed cause to revoke the Town and State aquaculture license permits.

19. The "Town" and "State" aquaculture license permits may be subject to review and/or approval of the following governing bodies: The Board of Selectmen, ~~the Shellfish Department,~~ the Shellfish Constable, the Shellfish Committee, Conservation Commission, and the Massachusetts Division of Marine Fisheries as well as the Army Corps of Engineers.

A. The Board of Selectmen shall hold a public hearing and either approve or deny the aquaculture license application. ~~The Shellfish Department,~~ Shellfish Constable and the Shellfish Committee, prior to the public hearing, shall review the aquaculture license application and their comments passed along to the Board of Selectmen.

B. If the aquaculture license is approved, the Board of Selectmen shall issue a aquaculture license agreement in accordance with established regulations.

C. The Shellfish Constable shall make an inspection of the aquaculture license area with the Massachusetts Division of Marine Fisheries who shall prepare a written report on the standing shellfish within the aquaculture license area.

D. The Massachusetts Division of Marine Fisheries will review the aquaculture license application, survey the proposed aquaculture license location, and may certify that the aquaculture license and operation thereon would cause no substantial adverse effect on the natural shellfish resources of the Town, in compliance with M.G.L. Chapter 130, Section 57.

20. The Shellfish Committee will set an application period every year. Following receipt of an acceptable and complete aquaculture license application, the Board of Selectmen shall establish a public hearing date. At least 15 days prior to the hearing, the Selectmen shall publish a legal notice twice before the hearing in a newspaper with local distribution. In addition, a hearing notice shall be posted at the Town Hall.

21. ~~In addition and separate from the corner stakes, Aquaculture license holders shall be responsible for affixing to the four (4) corners of their aquaculture license, metal pipe markers and yellow buoys not less than 20 inches in circumference, marked with black letters with the words, "Private Shellfish Aquaculture License No. _____" with the letters being at least 2 inches high. An accurate description with Global Positioning System (GPS) coordinates shall be made part of the survey plan on the original application. For sites within the Aquaculture Development Area corners shall be marked with buoys secured in compliance with regulation 25 the town corner markers for the area shall serve this purpose and it is not required for individuals to mark their sites.~~

22. ~~Aquaculture license holders are responsible for describing their Aquaculture Licenses in in GPS coordinates, as required by State law. Should boundary disputes arise among aquaculture license holders, they shall first take their dispute to the Marine Department Shellfish Constable and Shellfish Committee for resolution. Should this prove unacceptable, the Board of Selectmen may require an engineered survey of the aquaculture licenses in question. Such a survey would be performed at the aquaculture license holder's expense.~~

23. No persons other than the aquaculture license holder or an abutting aquaculture license holder may moor or anchor a boat within twenty-five (25) feet, at rest, of an aquaculture license.

24. Inasmuch as this ADA lays within a critical habitat area for marine mammals, all floating gear ~~which is affixed to the bottom~~ shall be equivalent to the provisions and requirements of the Large Whale Take Reduction Team. This shall include marker buoys and their attachment lines as well as floating gear and messenger buoys.

~~25. For sites within the Aquaculture Development Area all license holders shall adhere to the special conditions set forth by the Massachusetts Division of Marine Fisheries. These conditions are subject to change and it is the license holder's responsibility to remain up-to-date with current conditions. A sleeved enclosure shall be installed on any permanent mooring line to prevent entanglement. Said sleeved enclosure shall be adequate to preserve a linear profile at all depths for 5 Ft. from surface so as to eliminate the potential for entanglement.~~

~~For fixed gear on bottom an acoustic release mechanism may be affixed to the equipment which will allow temporary deployment of a float for purposes of retrieval of the gear. Said float shall be returned to submerged location at the end of each day.~~

~~26. Applicants may apply for license sites of one acre initially with additional acreage to be considered in the future based on performance. For sites within the Aquaculture Development Area, a single marker buoy may be left in place during the winter months so equipment can be retrieved in the spring.~~

~~27. Licenses shall not be transferred or sublet. the License is to be worked by the license holder and immediate family; Employees of the license holder may be permitted to conduct aquaculture operations with the permission of the Shellfish Constable. It shall be the responsibility of the license holder that all persons actively engaged in the operation of the license site be compliant with all state and local regulations and licenses concerning the handling of shellfish.~~

28. Fees:

A. A fifteen dollar (\$15.00) application fee for the application and public hearing shall be payable at the time of submitting the Aquaculture License application form.

B. An, annual permit fee of twenty-five dollars, (\$25. 00) per acre, or any part thereof, is payable at the time of Aquaculture License approval, and then on April 1 of each year.

~~C. A recording fee of one dollar (\$1.00) shall be payable at the time of Aquaculture License approval.~~

~~C. For sites within the ADA the License holder A License holder with sites within the ADA shall post a \$200 bond per acre of licensed area or part thereof to ensure compliance with these regulations. Said bond shall be returned to the applicant upon termination of the License or used for the disposition of abandoned material. \$10,000 compliance bond naming the Town of Provincetown beneficiary.~~

29. Every Aquaculture License holder shall pay to the town, ~~on or before April 1, an annual fee as defined in the Aquaculture License agreement. If such fee is not paid within six months, all fees, maintain a compliance bond in full force (if within the ADA), have an annual propagation permit from DMF and file a yearly activity report. If these requirements are not met the Board of Selectmen shall may hold a hearing as to ascertain the facts of non-compliance and determine if the license shall be revoked.~~



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

2

PUBLIC STATEMENTS

Requested by: Board of Selectmen

Action Sought: Open

Proposed Motion(s)

Three (3) 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
Monday, March 14, 2016

3

SELECTMEN'S STATEMENTS

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

Motions may be made and votes may be taken.

Raphael Richter

Erik Yingling

Cheryl Andrews

Robert Anthony

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
Monday, March 14, 2016

4A

JOINT MEETING WITH ECONOMIC DEVELOPMENT COMMITTEE
Approval of Micro Grants (<\$500) to be Awarded

Requested by: EDC Chairman Steven Latasa-Nicks

Action Sought: Discussion/Approval

Proposed Motion(s)

Move that the Board of Selectmen vote to approve the slate of Micro Grants presented by the Economic Development Committee and award the amounts requested on the application, not to exceed more than \$500 per grant [as presented] [as revised].

Additional Information

See attached list.

Board Action

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

Provincetown Economic Development Committee
Micro Grant Slate – March 2016
(In no particular order)

Applicant: Tracy Kachtick-Anders
Purpose: Purchase grow light system for a business that sells seedlings at the Provincetown Farmers Market.
Expected Results: Allow a local small business to expand; provide more non-GMO food options to local residents.
EDC Observations: This application was strong because it helps a small business expand sales; the applicant provided information on how these funds help the business with work in the off season and how these funds support balancing both work and family life.

Applicant: HōmBucha
Purpose: Help with business start-up costs specifically website development, trademark filing and online marketing.
Expected Results: Help a rapidly expanding local business with critical start-up costs that will increase their presence and protect their intellectual property.
EDC Observations: This application was well thought out; it provided good background on how a local business could compete with a national brand already moving into our market and help the community keep local dollars local.

Applicant: Far Land Provisions
Purpose: Pay for a local designer to redesign how customers-facing space is used in the local market. Far Land is also putting funds into this project and the grant will cover approximately one quarter of the project costs.
Expected Results: Improve Far Land's ability to serve customers.
EDC Observations: This grant helps a local business employ other local businesses. We appreciated that the grant money was being sought to support a local small business and that the applicant would fund other project-related activities themselves.

Applicant: Tina Camino
Purpose: Help a start-up create Provincetown photo "chatbooks" to be sold in other local businesses.
Expected Results: Foster artistic pursuits in a way to both create new economic activity and promote Provincetown.

EDC Observations: This application was strong because it meets our goal of supporting arts as an economic driver. The grant will go directly to produce art that can be sold but will also have a positive impact on businesses across town that elect to carry the Provincetown-branded books.

Applicant: Late Night at the Underground

Purpose: Provide equipment for a new late night talk show.

Expected Results: Provide more year round activity in a setting that helps the cast, crew and other employees increase their year-round income.

EDC Observations: The year-round nature of this application is appealing. The more activity we can create in the “off season” the more people will stay in and come to Town. This grant also focuses on arts and the bohemian spirit which many in our community would like to encourage and preserve.



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

5

BOARD OF SELECTMEN APPOINTMENT

Requested by: Town Clerk Doug Johnstone

Action Sought: **Approval**

Proposed Motion(s)

Move that the Board of Selectmen vote to approve Mark Boucher be appointed as a Regular member to the Beautification Committee with a term to expire on December 31, 2017.

Additional Information

See attached application.

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: MARK BOUCHER
Please type or print

Resident Address: 15 ATWOOD AVENUE Provincetown, MA 02657

Mailing Address (if different): _____

Telephone #: 207-837-7436 Work # () SAME

Email address: MARK.BOUCHER1@YAHOO.COM

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

1. BEAUTIFICATION COMMITTEE
2. _____
3. _____

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

AVID AND EXPERIENCED GARDENER FOR 30+ YEARS
EDUCATION & BACKGROUND IN CIVIL/ENVIRONMENTAL ENGINEERING
EXTENSIVE PLANNING EXPERIENCE, ORGANIZED & MOTIVATED
INVOLVED IN NUMEROUS LOCAL SOCIETIES, VOLUNTEERING, ARTS

* SEE
ATTACHED
RESUME

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

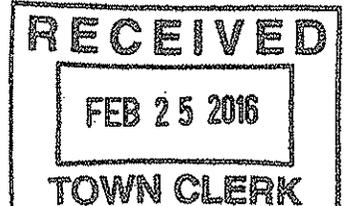
[Signature] 2/24/16
 Signature of Applicant Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Town Clerk Certification: Applicant is a registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>[Signature]</u> Name of Town Clerk	This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date: <u>2/25/17</u>
---	--

Date Received by Board of Selectmen

Date Received by Town Clerk



Mark A. Boucher

15 Atwood Avenue, Provincetown, MA 02657 (207) 837-7436 mark.boucher1@yahoo.com

Professional Overview

A versatile, global supply chain executive with proven skills in demand planning, inventory management, sourcing and product development. An analytical problem solver with a consistent track record of process improvement supporting corporate objectives and growth initiatives. Collaborative, team oriented work style with extensive exposure to sourcing, product development, merchandising, sales and marketing. Strong, premium branded product experience includes footwear, accessories, and home furnishings.

Core Competencies

- Supply Chain Best Practices
- Demand Planning and Forecasting
- Retail and Wholesale Planning
- Project Management
- Product Development
- Sourcing and Importing
- Product Lifecycle Management
- Global Business Knowledge

Experience

Cole Haan, Division of Nike (2000 to May, 2013)

Leading upscale brand of men's and women's footwear and accessories selling through major department stores, direct to consumer channels and 180 company owned locations.

Director of Supply Chain Planning, Scarborough, ME (2010 to May, 2013)

- Lead team of 3 direct reports to drive demand planning and supply chain planning processes to support corporate growth and financial targets for \$123 million men's footwear and men's accessories business.
- Developed integrated product demand plans to support US wholesale, retail, digital and international businesses.
- Implemented new, integrated supply chain planning process to ensure on-time delivery and high fulfillment rates while maximizing inventory turns leading to improved corporate profitability.
- Collaborated with internal and external business partners to better incorporate seasonality, marketing promotions/advertising, new door openings, and on hand inventory in improving forecasting accuracy.
- Supported development, purchasing and merchandising teams by managing the core and seasonal product production process including factory capacity, importing requirements and delivery lead times to ensure product availability.
- Managed and mentored Demand Planners and Manager including goal setting, performance reviews and ongoing coaching.

Senior Manager of Demand Planning for Men's Footwear and Accessories (2005-2010)

- Managed demand planning process to support product availability for major wholesale accounts including Nordstrom, Dillard's, Bloomingdales, Sak's Fifth Avenue and Macy's.
- Aligned and managed inventory flow against revenue targets, seasonal and quarterly buy budgets, product turns and distribution center inventory level capacities.
- Conducted cross functional meetings with sales and production to communicate trends and solve product flow issues.
- Monitored trends in conjunction with sales and merchandising teams to ensure inventory availability to drive positive trends as well as provide action plans to identify and phase out slow moving inventory.

Manager of Demand Planning for Men's and Women's Accessories Divisions (2001 to 2005)

- Collaborated cross functionally with domestic and international retail and wholesale sales, merchandising, operations and production planning teams to continue to evolve and enhance forecasting tools and processes across multiple product categories.
- Consolidated key forecast inputs from sales channels to develop and manage consensus forecasts and integrated inventory plans while ensuring on-time delivery and high fulfillment rates while maximizing inventory turn.

Demand Planning Analyst for Men's Accessories Division (2000 to 2001)

- Originally hired when the demand planning team was first created at Cole Haan, charged by Nike with the development and implementation of Cole Haan's first formal demand forecasting and planning process.
- Provided proactive demand planning, production planning, and sell-in and sell-through analysis, to align with inventory management activities.
- Developed short and long-range demand plans as well as executed strategic objectives to take advantage of revenue opportunities while minimizing risks and costs.

The Foreside Company

1998-2000

Privately owned designer, developer and importer of decorative accessories and home furnishings distributed through wholesale and catalog channels as well as 6 company owned retail stores.

Product Development Specialist, Gorham, ME

- Communicated product design specifications to vendors and factories in India, Indonesia, China and Turkey.
- Sourced new vendors and resolved quality control issues while maintaining strong relationships with overseas suppliers.
- Functioned as Retail Division Manager and Buyer responsible for assortment plans, sales analysis, allocation and planning resulting in a 10% sales increase within the retail division.
- Conceptualized and created a 20,000 piece retail mail order catalog to further penetrate direct to consumer channel.
- Developed business processes to ensure consistent communication and brand messaging for marketing, retail, and visual merchandising groups.
- Originally hired as Tradeshow Coordinator responsible for directing sales staff, scheduling, merchandising and inventory control for 6 national showrooms.

Szepatowski Associates, Inc.

1990-1998

Civil and Environmental Engineering Firm

Chief Project Engineer/PE, Jamestown, RI

- Conducted state and local environmental permitting for residential and commercial development projects including coastal, wetlands, stormwater discharge and management permitting, groundwater hydrology, site remediation and wastewater management studies.
- Supervised and managed technical/administrative staff responsible for various types of civil and environmental site work including site assessments (21E reports, contract proposal and technical report preparation).

Rhode Island Department of Environmental Management

1987-1990

Civil Engineer, Providence, RI

- Reviewed residential and commercial environmental permits submitted to the State of Rhode Island to ensure compliance with state regulations. Originally hired as entry level engineer subsequently promoted to Sr. Engineer.
- Member of department reorganization committee responsible for departmental process and organizational re-engineering.

Education

University of Rhode Island, Kingston, RI

M.S. - Civil/Environmental Engineering

B.S. - Civil Engineering

Nike Global Supply Chain University, Methods for production, handling and distribution of goods worldwide

Nike Managing for Gold, Senior management leadership course

Computer Skills

MS Office, SAP, SAP Business Warehouse, EDI

**Beautification
Committee**

	First	Last	Position	Term End
1	CS	2/22/16		12/31/17 <i>Regular *</i>
2	John	Krajovic		12/31/17
3	Frank	Vasello		12/31/16
4	Anika	Costa	Vice Chair	12/31/18
5	Bill	Docker	Chair	12/31/17
Alt	Allan	MacKinnon		12/31/18



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

6A

NEW BEACH – HERRING COVE

Update from the Seashore Advisory Council

Requested by: CCNS Representative Mary-Jo Avellar

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>



49 spaces – good to fair condition: 40'x100' section covered by 2' of sand, minimal cracking



85 spaces – poor to serious condition: Complete revetment collapse and failure for majority of this section, serious cracking and holes and debris scattered throughout. Damaged asphalt



36 spaces – fair to poor condition: minor to moderate cracking and holes on revetment, damaged asphalt, potholes & debris in parking area



40 spaces - good to fair condition: some minor cracking & debris, some shallow potholes



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

6B

PROVINCETOWN HOUSING PLAYBOOK

Discussion

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

Move that the Board of Selectmen vote to authorize the Town Manager to meet with other town Boards and Committees, as deemed appropriate, and bring back an updated draft to the Board.

Additional Information

See attached Provincetown Housing Playbook for discussion, consideration, review, and scheduling of a public hearing on same.

Board Action

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



Provincetown Housing Playbook

draft 3/11/16

EXECUTIVE SUMMARY

The Problem

Since 1997, the Town of Provincetown has been actively tackling the need for stable housing for the people that live and work here. Given the increase in home prices over the last twenty years, housing is priced outside the reach of the majority of residents, with a median income hovering around \$56,000 and the median price of a single family home reaching above \$750,000, there are housing needs at all local income levels.

The needs are great and cross the spectrum of incomes. Lack of stable housing has a severe impact on our community character and our future viability. We have witnessed the outmigration of many of our year-round residents and families which has led to the closing of our high school and loss of our year-round population by 14% from 2000 to 2010.

As we struggle to maintain and grow our local economy, it is imperative that we concurrently strengthen the housing options. Without housing, there are no workers; without workers there is no economy. Because our economy is primarily tourist-based, seasonal worker housing is also a problem. Without a diverse population, there is no Provincetown as we know and love. Provincetown's needs go beyond the traditional categories of affordable housing and reach up into the middle income brackets. Much of our workforce is positioned above the conventional affordable income limits, thereby excluding them from the otherwise available state and federal subsidy programs. As a result, the middle class segment of our workforce, along with the lower income segment, is being and has been squeezed out of Town. Over the last five years, there has been a 13.3% decline in the average number of employed residents, while the average number of local jobs stayed the same. This almost certainly means that an increasing

PURPOSE:

“The motivation to undertake the following Housing Actions comes out of a deep-felt desire to sustain Provincetown as a thriving year-round community that provides safe, secure and affordable housing for year-round and seasonal residents who work in town, for businesses looking for the stable population and housing base needed to expand the community's year round economy, for families hoping to raise their children here, and for seniors hoping to stay in the community as they age.”

[John Ryan, Housing Action Plan](#)

number of workers are commuting to Provincetown from other communities on the Cape. This problem starts local, becomes regional, and without a long term consistent and persistent program, will permanently alter, and potentially eliminate as we know it, community life on the Outer Cape.

We have identified three categories of housing need that must be addressed effectively in order for Provincetown to support and expand its economy and retain a viable year-round population: Affordable, Community and Seasonal. Because the housing need problem extends across all levels of affordability and seasonality, no single project, or type of project, will be able to meet all the housing needs of the community. The Town needs to take a comprehensive approach, including multiple smaller projects which collectively can begin to address the need.

**Provincetown lost
500 households
from 2000 to
2010!**

The Consequences

In simplest terms, if the status quo continues and the loss of viable housing options for all income levels is left unchecked, the year round community will continue to shrink and potentially even eventually effectively disappear. With a shrinking local population, the Town will feel not only a community impact, but a financial one as well. The cost of converting from a volunteer to a fully paid fire department is just one example, while businesses will need to factor in the cost of importing their workforce each day. The identity and local culture that lies at the heart of the way of life in Provincetown, its economy, and even tourism will be fundamentally altered. The unique characteristics of Provincetown's restricted land base, its low-wage seasonal economy, and the attractiveness of its housing for seasonal use, are steadily eroding the Town's capacity to sustain itself on a year-round basis.

The Goal

To implement a consistent, robust and aggressive housing program that builds on the efforts outlined in the Community Housing Action Plan, expanding it to include three categories of housing: 1) Affordable Housing, 2) Community Housing and 3) Seasonal Workforce Housing.

This Housing Playbook begins our work on a more comprehensive approach. It's a roadmap that builds upon the existing data and the work (238 units so far) that has already been accomplished. It establishes a one stop reference for all the programs, efforts and financial sources and tools currently available. It takes into consideration new opportunities, public and private properties and new initiatives identified since the 2014 Housing Summit.

Organizationally, this Playbook is divided into three main sections (1) Affordable Housing, (2) Community Housing and (3) Seasonal Worker Housing. In each section we attempt to comprehensively cover the topic for Provincetown. We then identify the current real estate opportunities. Finally, we lay out recommended action steps.

With significant support from the Provincetown community, the Town has developed an expansive toolbox that addresses some of the housing needs in the community. While the various programs and approaches described in this Housing Playbook will continue to allow the Town to work toward protecting the vitality and sustainability of the community, the Town must remain flexible in adopting new tools and seizing new opportunities as they arise.

While the Town continues to promote housing for all incomes and all household sizes in order to encourage and retain families and our year round workforce, the highest demand has consistently been for one-bedroom units for single person households. This is reflected in the January 2016 applications received for Stable Path, where 58 of 104 (56%) applications submitted were from single person households, although there were only 5 one-bedroom/efficiency units available out of a total of 23 units. Currently, 70 of 91 (77%) of the households on the waitlist at Province Landing are for one-bedroom affordable units.

As reflected in the chart below, of the 238 deed restricted units we have, 225 of those are Affordable Housing units and only 13 have been Community Housing units. As housing prices have steadily risen, outstripping the ability of anyone on a median income to secure housing, this has steadily pushed the need for housing at below market prices up into higher income levels. The production of Community Housing can respond to this need and will require a focused effort on par with our affordable housing production, while recognizing that as of today the overwhelming number of programs and financial tools available are for Affordable rather than Community Housing.

Existing Deed Restricted Units

	40B SHI		Non-40B SHI		Total
	Affordable	Community	Affordable	Community	
Rentals	170	5	9	0	184
Ownership	35	0	11	8	54
Totals:	205	5	20	8	238

The Requirements

While there are many operational, legislative and financial actions that need to be taken, it is important to keep in mind, we need three things that are necessary in order to build and accelerate our program: (1) land, (2) money and (3) willing development partners.

Regarding the first requirement, the Real Estate Opportunities Section looks at some of the limited pool of currently potential development sites, both public and private. On the second requirement, each section of this Playbook lays out the available financing and financial incentives currently available, while in the action steps, the call for identifying new sources and retargeting existing sources is and must be a priority. On the third, in order to cultivate the Town’s relationships with developers, financiers and other partners, we need to improve our

collaboration and expand the services the Town can offer, so that we handle more of the public process and bureaucracy surrounding the development of below market units in our Housing Office, which otherwise has been an impediment.

It is fully anticipated that all of these potential activities will be regularly evaluated and assessed to ensure they meet our future needs and the available resources. Principal among these activities is the establishment of more precise data and analysis-backed target numbers for the production of affordable and community housing units, while recognizing that each housing category needs more units than we are currently producing. This Playbook is a resource and a common baseline for a productive on-going community conversation. This Playbook lays out what we have, and identifies what we do not, our gaps in information, finance and effort. While we are building on existing efforts, we all recognize that they have not been enough to truly change direction. We recognize it has taken decades for Provincetown's housing market to get where it is, and it will take a concerted effort to change the direction.

AFFORDABLE HOUSING:

Year-round Extremely Low/Low/Moderate Income

Goal: to create between 190 to 240 units of affordable housing over the next ten years (as indicated in the recent Housing Needs Assessment) to provide for our lower wage workers, seniors, artists, those on a fixed income, and other vulnerable populations who would likely be served by affordable housing.

DEFINITION:

Extremely Low Income Affordable Housing: Housing that is available for rental at a cost (including utility allowances) not exceeding 30% of annual income for a household at or below **50% of Area Median Income in Barnstable County**; or, available for ownership at a cost (including mortgage interest, principal, taxes, insurance and common charges if any, but excluding utilities) not exceeding 30% of annual income for a household at or below 50% of AMI in Barnstable County; AMI as defined by HUD or the appropriate subsidizing entity; updated annually; varies with household size.

Low Income Affordable Housing: Housing that is available for rental at a cost (including utility allowances) not exceeding 30% of annual income for a household at or below **65% of the Area Median Income in Barnstable County**; or, available for ownership at a cost (including mortgage interest, principal, taxes, insurance and common charges if any, but excluding utilities) not exceeding 30% of annual income for a household at or below 65% of AMI in Barnstable County; AMI as defined by HUD or the appropriate subsidizing entity; updated annually; varies with household size.

Moderate Income Affordable Housing: Housing that is available for rental at a cost (including utility allowances) not exceeding 30% of annual income for a household at or below **80% of the Area median Income in Barnstable County**; or, available for ownership at a cost (including mortgage interest, principal, taxes, insurance and common charges if any, but excluding utilities) not exceeding 30% of annual income for a household at or below 80% of AMI in Barnstable County; AMI as defined by HUD or the appropriate subsidizing entity; updated annually; varies with household size.

See Attachment C for current income levels for various household sizes.

PRODUCTION:

Rental: 179 deed-restricted rental units have been developed, including 170 rental units listed on the Town of Provincetown's 40B Subsidized Housing Inventory (SHI); all 179 are extremely low to moderate income housing units (30% AMI – 80% AMI)

Ownership: 46 deed-restricted ownership units have been developed including 35 ownership units listed on the 40B SHI; these 46 units are low to moderate housing units (60% - 80% AMI)

FUNDING AVAILABLE:

Many state and federal programs, including state and federal affordable housing tax credits, are available for housing developments below 80% AMI. All funding sources are very competitive and typically target specific income levels and unit types.

Town CPA funding is available for housing for those earning up to 100% AMI.

EXISTING TOOLS:

Development:

- Province Landing: Land acquisition with CPA funds [\$1,000,000]; long-term land lease created 50 new low and moderate income rental units; initial occupancy 2012
- Seashore Point: CPA funds [\$900,000] & Land contributed with long-term land lease created complex that includes nursing home, rehab facilities, senior ownership housing, and 9 senior moderate income rentals; initial occupancy 2011
- CPA supported developments at:
 - 83 Shank Painter [15 low/moderate rental units] [\$150,000]; initial occupancy 2012
 - Sandy Hill Lane [12 moderate/median ownership units] [\$732,000]; initial occupancy 2008
 - Stable Path [23 low/moderate/median rental units][540,000]; initial occupancy projected June 2016
- Grace Gouveia Building: town-owned property sold at reduced price to subsidize the creation of 3 moderate income rental units [\$345,000]; initial occupancy January 2016

Zoning:

- Growth Management: set-aside of building permits for affordable housing in whole or in part as well as economic development permits which can be used for workforce housing; provides incentive for affordable and community housing development due to limited allocations in other lower priority categories.
- Affordable Housing Bylaw: This bylaw allows the creation of affordable accessory units in all zoning districts, and includes an amnesty clause for illegal apartments that are made affordable, provided there is an affordability deed restriction that limits rental rates and resale prices for a minimum of 20 years.
- Change of Use Conversions: This bylaw establishes special permit requirements for changes of use from non-residential to residential use and to minimize adverse impacts on the community from such development by requiring that 20% of new residential units created be affordable when 5 or more dwelling units are created. This bylaw is intended to create additional affordable housing opportunities for Provincetown residents and to assist the Town in creating units eligible for inclusion in its Subsidized Housing Inventory.

Financing:

- 60% of CPA funds for housing: April 2014 Town Meeting approved increasing the dedicated CPA affordable housing allocation from 10% to 60%. CPA funds can support housing for up to 100% AMI.
- Affordable Housing Trust Fund [AHTF]: 10% from Land bank, 25% of Tax Title takings, and other sources. The AHTF can be used to create and support affordable housing, both rental and ownership, up to 80% AMI. To date, the AHTF has been used for both Housing Summits and Action Plans [2006/07 & 2013/14], emergency housing assistance to prevent homelessness, housing development, housing rehabilitation, appraisals, outreach, homebuyer workshops, and homebuyer workshop scholarships.
- Donation checkbox on tax bills: the October 2014 Special Town Meeting approved inserting a donation checkbox on tax bills which was approved by Gov. Deval Patrick and implemented in 2015. Over \$1,000 has been donated to date; proceeds are deposited into the AHTF.
- Affordable Housing Revolving Account: for income & expenses related to resale of deed-restricted units: annually approved by town meeting to accommodate resale expenses for ownership units
- Traditional state and federal subsidies and funding sources: support the creation of housing for those earning up to 80% Area Median Income [AMI].

Financial Incentives:

- Tax Exemption Program for property owners that rent year-round to tenants. On 12/8/14, the BOS approved eligibility up to 80% [from 60%] under the current Property Tax Exemption program [Chapter 408 of the Acts of 2002] to allow for eligibility up to 80% AMI [Area Median Income] in a manner that reflects the need across a range of eligible incomes.
- Provision of certain Town services: on 6/27/11 the BOS adopted a policy that Town services shall be provided, if feasible based on site design and providing adequate clearances, by the Department of Public Works, based on a written agreement and waiver, for affordable and community housing projects in which a minimum of 50% of the project's units are either affordable or community housing units. Services may include trash pick-up, plowing, and street-sweeping.
- Building permit fees: on 6/27/11 the BOS adopted a policy that Town building permit fees shall be waived for affordable and community housing projects in which a minimum of 50% of the project's units are either affordable or community housing units provided that the applicant has first executed an affordable housing restriction document approved as to form by Town Counsel and executed by the Board of Selectmen. The amount of the fee waiver will be equal to the percentage of units restricted.

Programs:

- Host Homebuyer Workshop series in Provincetown: the Community Housing Council [CHC] sponsored its first homebuyer workshop in Dec. 2015 as part of its *Pathway to Homeownership* with the intention of holding annual workshops.



- Homebuyer Workshop Scholarships: the CHC authorized scholarships to reimburse participants for completion of a homebuyer workshop as part of its *Pathway to Homeownership*.
- HomeShare program through HOW: Helping Our Women [HOW] has received 2 grants to promote a strategy from the Housing Action Plan to promote and coordinate home sharing. Many people have homes with available bedrooms where a home share could provide a place to live for the home-seeker and some financial benefit and/or companionship to the home provider.
- Self Sufficiency Local Voucher Program: With CPA funds, The Provincetown Self Sufficiency Local Voucher Program aims to allow a family to have affordable, year-round housing while participating in a program which will educate and/or enable them to become self-sufficient within a three (3) year period. The Provincetown Self Sufficiency Local Voucher Program specifically targets households that will benefit from short-term assistance as a stepping stone to self-sufficiency.
- Little Fix Program: With CPA funds, The Little Fix will send teams of volunteers to assist homeowners & renters with clean-up, landscaping, and small home repair projects targeting seniors, disabled, and veterans. The goal is to provide small home and landscaping improvements, largely through a volunteer base, to enhance the safety, comfort, and quality of life for seniors, veterans, and the disabled. The residents will be selected based on income, repair needs, and our ability to meet the request.

Collaboration:

- Housing Authority: The Provincetown Housing Authority is a public agency with the primary mission to develop safe and affordable housing for low income households and operates various rental housing units for families, elderly, and people with disabilities. Some Town support has been provided with the AHTF for rehab of family housing. The Housing Authority is developing a plan to expand the number of available units at Maushope over the next 10 years. CPA funds are being requested for planning and to study the feasibility.
- Homeless Prevention Council: The HPC works to prevent homelessness before it happens in the eight towns of the Lower and Outer Cape (Chatham, Harwich, Brewster, Orleans, Eastham, Wellfleet, Truro, and Provincetown). They provide professional case management, which includes counseling, advocacy and referral services to appropriate resources. The Town provides emergency housing assistance funds through annual allocation through a human service grant and additional AHTF support.
- Regional Housing Rehab Program: Through MCDBG funds, up to \$35,000 as a forgivable loan may be available for qualified residents through a Mass. CDBG grant to address safety, energy, and code issues for eligible homes. Lead community Town of Truro; administered by the Community Development Partnership [CDP].
- Community Development Partnership [CDP]: formerly known as the Lower Cape Cod Community Development Corporation, is a community based non-profit organization created in 1992 by community leaders and activists who believed the eight towns of the

Lower Cape needed an organization focused on affordable housing and economic development issues unique to the area. The CDP manages numerous rental locations in Provincetown and on the Lower Cape and provides other resources with regard to housing.

- Seashore Point, 100 Alden Street: Seashore Point, a not for profit full-service residential community managed by Deaconess Abundant Life Communities, offers housing along with a continuum of services and amenities including ownership opportunities and some rental opportunities for eligible seniors.

Staff support:

- Community Housing Office with full-time Housing Specialist: Community Housing Office funded through CPA Works with all entities to develop, create, and maintain housing including the CDP, CHR, TCB, on marketing, outreach, & lotteries.
- Resale of ownership units: in accordance with deed restrictions, the Town may conduct resale process for eligible purchaser when the owner intends to sell a deed-restricted unit [7 in 2015 generating approx. \$24,200 in resale fees].

Planning Documents:

- 2006 Housing Action Plan & Needs Assessment by John Ryan/Development Cycles
- 2013/2014 Housing Action Plan & Needs Assessment by John Ryan/Development Cycles
- 2000 Local Comprehensive Plan, currently in the process of being updated

OPPORTUNITIES:

- VFW site
- Fire Station #2, second floor
- Winslow Farm property
- Coastal Acres Campground
- VMCC building and site

COMMUNITY HOUSING: Year-round Median/Middle income

Goal: To create an adequate supply of community housing units over the next ten years in order to stabilize the year-round workforce and reduce the number of median and middle income wage earners moving out of Provincetown.

DEFINITION:

Median income: Housing that is available for rental at a cost (including utility allowances) not exceeding 30% of annual income for a household at or below **120% of the Area Median Income in Barnstable County**; or, available for ownership at a cost (including mortgage interest, principal, taxes, insurance and common charges if any, but excluding utilities) not exceeding 30% of annual income for a household at or below 120% of AMI in Barnstable County; AMI as defined by HUD or the appropriate subsidizing entity including CPA; updated annually; varies with household size.

Middle income: Housing that is available for rental at a cost (including utility allowances) not exceeding 30% of annual income for a household at or below **160% of the Area Median Income in Barnstable County**; or, available for ownership at a cost (including mortgage interest, principal, taxes, insurance and common charges if any, but excluding utilities) not exceeding 30% of annual income for a household at or below 160% of AMI in Barnstable County; AMI as defined by HUD or the appropriate subsidizing entity; updated annually; varies with household size.

PRODUCTION:

Rental: 5 deed-restricted rental units have been developed, all of which are median income, specifically for those households earning 80-100% of AMI.

Ownership: 8 deed-restricted ownership units have been developed at median income level (80-100%).

FUNDING AVAILABLE:

While no state or federal affordable housing tax credits are available for housing above 80% AMI, Town CPA funding is available for housing for those earning up to 100% AMI.

The 2015 Spring Town Meeting voted to propose a Year-Round Rental Housing Trust, which would serve to purchase or develop rental units, and/or secure rental deed restrictions to serve those earning above 100% AMI. The YRHT is currently pending before the State legislature.

While neither funding nor programs exist for community housing above 100% AMI that is for ownership rather than rental, over time as the rental program matures the Town may likely need and desire such a fund or program.

Provincetown Year-Round Rental Housing Trust

The proposed Provincetown Year-Round Rental Housing Trust (YRHT) addresses Community Housing for year-round rentals for those that do not qualify for the traditional affordable housing, but yet are unable to find housing in Provincetown. The goal of the YRHT is to provide workforce housing to those who may work in Provincetown, but are unable to live here.

Examples of those who do not qualify for traditional affordable housing and are unable to secure housing include, but are not limited to [these are examples of Town employees for discussion purposes, but the YRHT is not limited to Town employees]:

- Police Patrol Officer, salary range \$56,774 to \$65,791
- Police Records Clerk, salary range \$52,938 to \$61,323
- Town Clerk, salary range \$65,267 to \$81,180
- Treasurer and Collector, salary range \$60,705 to \$75,494
- Public Works Foreman, salary range \$47,860 to \$58,214
- School Teacher, salary range \$62,000 to \$75,000

Note that eligibility is a function of total household income and the current limits for various income levels are below. These numbers are reset annually.

While the YRHT may and most likely will purchase properties in fee, it will important to investigate the best ways to stretch the limited dollars to maximize the number of units it can help make available at rental rates the local market can afford. One method may be by helping to fund public-private partnerships where the YRHT purchases deed restrictions on properties ensuring that those properties will be guaranteed for year-round community housing. The incentive to the private sector must be sufficient to provide them a reason to rent year-round at a rate that is affordable to our residents/workforce instead of renting to weekly seasonal visitors to our Town.

Mortgage qualifications often state that any household should spend no more than 30% of their gross income on all housing expenses (rent and utilities). Based on these parameters, the following is considered appropriate housing costs for a total household income tied to this salary:

	<u>Annual Housing Costs</u>	<u>Monthly Housing Costs</u>
Police Officer	\$17,032 to \$19,737	\$1,419 to \$1,645
Police Records Clerk	\$15,881 to \$18,397	\$1,323 to \$1,533
Town Clerk	\$19,580 to \$24,354	\$1,632 to \$2,030
Treasurer and Collector	\$18,212 to \$22,648	\$1,518 to \$1,887
Public Works Foreman	\$14,358 to \$17,464	\$1,197 to \$1,455
School Teacher	\$18,600 to \$22,500	\$1,550 to \$1,875

Due to the desirability of Provincetown as a vacation destination, the potential income from a weekly rental to transient visitors over the ten to twelve week high season greatly exceeds the potential income from a year-round rental. Additionally, second home owners would not be able to enjoy their properties themselves part time if they were renting to someone year-round. Because of these factors, year-round housing is in short supply or unavailable for the Provincetown workforce. The YRHT will allow the Town to purchase deed restrictions on certain properties guaranteeing their availability to the year-round workforce. In certain circumstances the Town may purchase a property outright through the YRHT if the finances make economic sense.

Income limits FY 2015
Barnstable County median income \$80,300

Household Size	100% Income Limit Median CPA	120% Income Limit CPA	150% Income Limit Middle CPA	160% Income Limit Middle CPA	180% Income Limit Middle CPA
1	\$56,210	\$67,452	\$84,315	\$89,936	\$101,178
2	\$64,240	\$77,088	\$96,360	\$102,784	\$115,632
3	\$72,270	\$86,724	\$108,405	\$115,632	\$130,086
4	\$80,300	\$96,360	\$120,450	\$128,480	\$144,540
5	\$86,724	\$104,069	\$130,086	\$138,758	\$156,103
6	\$93,148	\$111,778	\$139,722	\$149,037	\$167,666
7	\$99,572	\$119,486	\$149,358	\$159,315	\$179,230
8	\$105,996	\$127,195	\$158,994	\$169,594	\$190,793

Note: Source of information is HUD Barnstable County FY 2015 Income Limits. This document is for reference only. Actual limits are determined by the specific funding source. 100% AMI is a CPA figure; 120%, 150%, 160%, 180% are extrapolated using the 100% CPA number as a base. Income is the total of all gross income for all household members. Income limits are updated annually.

EXISTING TOOLS

Zoning:

- **Growth Management:** set-aside of building permits for affordable housing in whole or in part as well as economic development permits which can be used for workforce housing; provides incentive for mixed-income development including affordable and community housing units due to limited allocations in other lower priority categories.
- **Accessory units:** allowed in Res1 & Res2 districts - One accessory dwelling unit may be allowed in the Res1 Zoning District, for a total of two dwelling units per lot, and in Res2 Zoning District for a total of three dwelling units, only if the following criteria are met: the accessory dwelling unit is for year-round rental only; it is limited in size to 600

square feet if it is a free-standing dwelling unit or 40% of the gross floor area if it is located within the principal residence.



Financing:

- \$1-million for proposed Year-round Rental Housing Trust approved by April 2015 Town Meeting in support of the proposed Year-round Rental Housing Trust; pending with the legislature.
- 60% of CPA funds for housing – April 2014 Town Meeting approved increasing the dedicated CPA affordable housing allocation from 10% to 60%. CPA funds can support housing for up to 100% AMI.
- Traditional state and federal subsidies and funding sources: are not available for these income levels.

Financial Incentives:

- Provision of certain Town services: on 6/27/11 the BOS adopted a policy that Town services shall be provided, if feasible based on site design and providing adequate clearances, by the Department of Public Works, based on a written agreement and waiver, for affordable and community housing projects in which a minimum of 50% of the project's units are either affordable or community housing units. Services may include trash pick-up, plowing, and street-sweeping.
- Building permit fees: on 6/27/11 the BOS adopted a policy that Town building permit fees shall be waived for affordable and community housing projects in which a minimum of 50% of the project's units are either affordable or community housing units provided that the applicant has first executed an affordable housing restriction document approved as to form by Town Counsel and executed by the Board of Selectmen. The amount of the fee waiver will be equal to the percentage of units restricted.

Programs:

- Host Homebuyer Workshop series in Provincetown: the Community Housing Council [CHC] sponsored its first homebuyer workshop in Dec. 2015 as part of its *Pathway to Homeownership* with the intention of holding annual workshops.
- Homebuyer Workshop Scholarships: the CHC authorized scholarships to reimburse participants for completion of a homebuyer workshop as part of its *Pathway to Homeownership*.
- HomeShare program through HOW: Helping Our Women [HOW] has received 2 grants to promote a strategy from the Housing Action Plan to promote and coordinate home sharing. Many people have homes with available bedrooms where a home share could provide a place to live for the home-seeker and some financial benefit and/or companionship to the home provider.

Collaboration:

- Homeless Prevention Council: The HPC works to prevent homelessness before it happens in the eight towns of the Lower and Outer Cape (Chatham, Harwich, Brewster,

Orleans, Eastham, Wellfleet, Truro, and Provincetown). They provide professional case management, which includes counseling, advocacy and referral services to appropriate resources. The Town provides emergency housing assistance funds through annual allocation through a human service grant and additional AHTF support.

- Seashore Point, 100 Alden Street: Seashore Point, a not for profit full-service residential community managed by Deaconess Abundant Life Communities, offers housing along with a continuum of services and amenities including ownership opportunities and some rental opportunities for eligible seniors.

Staff support:

- Community Housing Office with full-time Housing Specialist: Community Housing Office funded through CPA Works with all entities to develop, create, and maintain housing including the CDP, CHR, TCB, on marketing, outreach, & lotteries.

Planning:

- 2006 Housing Action Plan & Needs Assessment by John Ryan/Development Cycles
- 2013/2014 Housing Action Plan & Needs Assessment by John Ryan/Development Cycles
- 2000 Local Comprehensive Plan, currently in the process of being updated

OPPORTUNITIES:

- VFW site
- Former Community Center, 46 Bradford St
- Fire Station #2, second floor
- Winslow Farm property, 44-48 Winslow Street
- Coastal Acres Campground
- VMCC building and site

SEASONAL WORKFORCE RENTAL HOUSING:

GOAL:

To identify and develop seasonal rental housing sufficient to accommodate our seasonal workforce in order to sustain our tourist economy

Along with fewer rental units being available both year-round and seasonally there is increased pressure to provide housing for seasonal workers. Increasingly, local businesses struggle to find staff for their establishments with the limited housing options. Some businesses are able to provide housing, but smaller businesses and start-up businesses increasingly struggle. Representing just a portion of the summer workforce, the Town brings in about 500 workers on student J1-visas and at least that many if not double on H2B visas. The surge of conversion to weekly rentals has reduced availability and increased the cost of seasonal rentals forcing workers into cramped quarters and further away from town; many workers rely completely on public transportation. Placement agencies and the State Department are concerned about lack of housing and may reduce the number of approved visas. Losing this critical labor force will have severe operational impacts on the business community and our economy.

DEFINITION:

Seasonal Workforce Housing: workforce rental housing that is available for the entire “summer” season [generally 6 months, May through October] at an appropriate rental rate for workers that do not live in Provincetown year-round and including those on work visas [J1, H2B]; not weekly or monthly rentals.

PRODUCTION:

Deed-restricted: NONE

INFORMATION:

With the housing crisis worsening over the past two decades, Provincetown faces greater pressure to provide housing for its seasonal workers. Most property owners strive for top rental dollars, which is often achieved renting by the week during the peak season. Most seasonal workers do not make enough money at their summer job to support those rents. Sometimes lack of any reasonable housing leads to overcrowding. While often identified as a need, the public policy perspective (at least in Massachusetts) has been that housing for seasonal employees in areas like ours is a cost of doing business and is therefore a business owner’s expense that should not be subsidized from public tax money. There are no funds available for the creation of this type of housing beside local tax dollars or private funds. That being said, there are a few communities that address some of the issue with dormitory housing, usually for municipal employees such as seasonal police, fire and rescue personnel. We have looked at options in the past including the numerous

unutilized houses within the CCNS as potential sites. Strategies used elsewhere include dormitory style housing, houseboats, zoning changes to allow for greater density, accessory apartments, and allowing multi-unit housing.

TOOLS

- Economic Development Permits: use the incentives of this permit to help the private sector efforts

FINANCE:

- Traditional subsidies are NOT available for seasonal housing.

OPPORTUNITIES:

- Fire Station #2, second floor
- Former Community Center, 46 Bradford Street
- Coastal Acres Campground
- Regional approach with Truro and Wellfleet

**Provincetown Seasonal Workforce Survey
January 2015**

On-line Survey Monkey

47 Respondents:

Retail	14
Restaurants	10
Service	8
Hotels/Motels	18

# workers:	0	1-4	5-9	10-20	20+
Year-round	11	21	9	2	3
Seasonal	5	17	6	10	9

Seasonal Workers:	Average Number	Total Number
Local	7	260
J1	6	161
H2B	5	108
Other	5	112

Provide housing?

Yes: 5 Some: 14 No: 28

What type of assistance?

Employer owned:	14
Shared rental:	2
Motel:	2
Employee finds own:	14

Other assistance?

Yes: 10 No: 34

What type?

Financial	2
Search	15

Does lack of available housing impact your...

Labor supply: Yes: 37 No: 8

Open early/late season: Yes: 17 No: 21

Number of hours/days open:

Yes: 14 No: 22

REAL ESTATE OPPORTUNITIES:

The unique characteristics of Provincetown's restricted land base, its low-wage seasonal economy, and the attractiveness of its housing for seasonal use, are steadily eroding the town's capacity to sustain itself on a year-round basis. The 2014 Housing Action Plan called for a minimum of 200 new units by 2025.

While the Town continues to promote housing for all incomes and all household sizes in order to encourage and retain families and our year round workforce, the highest demand has consistently been for one-bedroom units for single person households. This is reflected in the January 2016 applications received for Stable Path, where 58 of 104 (56%) applications submitted were from single person households, although there were only 5 one-bedroom/efficiency units available out of a total of 23 units. Currently, 70 of 91 (77%) of the households on the waitlist at Province Landing are for one-bedroom units.

TOWN-OWNED PROPERTIES:

Community Center at 46 Bradford Street:

- Option 1) Town underwrites and develops as seasonal housing for town staff
- Option 2) Town underwrites sale as deed-restricted condo as affordable or community year-round rental housing
- Option 3) Town offers in exchange for acquisition and development of Winslow Farms.

Fire Station #2:

- Option 1) Town develops and utilizes as seasonal housing for town staff.
- Option 2) Town sells as deed-restricted condo for use as affordable or community housing rental unit.

VFW:

- Option 1) Town develops police station on Jerome Smith and offers remainder of site for development as site for mixed-income year-round rental housing.
- Option 2) Town offers site for development as mixed-income year-round rental housing
- Option 3) Town acquires Winslow Farms, providing secondary egress enhancing development opportunities for Options 1 and 2.

PRIVATE PROPERTIES:

Housing Authority:

- Support the Housing Authority's \$60,000 CPA request for planning expansion;
- Collaborate with Housing Authority to plan expansion for approximately 40 units over 10 years

Coastal Acres:

- Collaborate with owners to maintain campsite as resource for both seasonal worker housing and visitor resource
- Collaborate with owners to consider the development of year-round rental & ownership opportunities at a variety of income levels

Winslow Farm:

- Pursue potential acquisition to enhance development opportunities of a combined Winslow Farm/VFW site.

KEY DEVELOPMENT CONSIDERATIONS:

- There are significant regulatory, procurement, additional costs [30%], and staff considerations associated with the Town undertaking development itself;
- Projects under 40 units are less financially attractive to developers; and
- Projects under 20 units are not eligible for most sources of State funding, making it undesirable for developers. This was the case for the former community center at 46 Bradford Street, which received no proposals in response to an RFP for the re-development, which was anticipated to be in the range of 10 to 15 units of mixed income, year-round rentals including market rate units.

ACTION ITEMS:

[HAP= Housing Action Plan]

[LCP=2000 Local Comprehensive Plan]

Legislative:

ACTION ITEM: Review the impact and operation of the existing set of growth management related by-laws, in order to make recommendation, if needed, to improve the alignment of goals and outcomes. [LCP]

ACTION ITEM: Amend the zoning by-laws to expand the Middle Income definition for eligibility up to 180% AMI to help provide for Community Housing; this may be addressed within the proposed inclusionary by-law proposed amendment.

ACTION ITEM: Zoning changes to encourage use of any residential property as a year-round rental [HAP 3.3]

ACTION ITEM: Enact a Condo Conversion by-law [HAP 4.2] [LCP]

ACTION ITEM: Enact an Inclusionary Zoning By-law, part of on going evaluation of zoning By-laws to encourage the development of Affordable and Community Housing. [HAP] [LCP]

ACTION ITEM: Dedicate revenue from room tax revenue or real estate transfer tax to Affordable and Community Housing [HAP 7.2]

ACTION ITEM: Through zoning and other regulatory efforts, promote dormitory development for Seasonal Housing as appropriate.

Finance:

ACTION ITEM: Dedicate revenue for Affordable and Community Housing [HAP 7.2]

- Allocate a portion of the expanded transient occupancy rooms tax – requires State approval of pending Special Act
- Allocate a portion of the real estate transfer tax – requires State approval of pending Special Act
- Re-appropriate the 3% Land Bank tax for housing when it expires in 2020

ACTION ITEM: Create a community-based organization to fundraise for Affordable and Community Housing [HAP 7.3]

ACTION ITEM: Maximize the use of our CPA funds (less restrictive) towards Affordable and Community Housing by incorporating administrative costs (Housing Specialist) into the Town Operating Budget (more restrictive).

Development:

ACTION ITEM: Expand Housing Authority housing opportunities, including Maushope, for Affordable Housing. [HAP 2.1] [LCP]

ACTION ITEM: Support the Housing Authority's planning efforts and CPA funding request to further pursue expansion in FY 2017.

ACTION ITEM: Achieve full occupancy at Stable Path [HAP 2.2]

ACTION ITEM: Develop housing on the second floor of Fire Station #2. [LCP]

ACTION ITEM: For Seasonal Worker Housing, consider alternatives such as houseboats, cruise ships, portable trailers, including the benefits and drawbacks and what efforts could be made to reduce any detrimental impacts

ACTION ITEM: For Seasonal Worker Housing, work on an Outer Cape, regional approach with the Towns of Truro and Wellfleet [LCP]

ACTION ITEM: Investigate a partnership with Habitat for Humanity for Affordable Housing [HAP 2.3]

ACTION ITEM: Complete the sewer treatment plant expansion study as part of the on-going effort to analyze proper limitations (e.g. Growth Management By-law) and potential impediments to housing production.

Community Planning:

ACTION ITEM: Establish the community vision for housing through the Local Comprehensive Plan. [HAP 3.7] [LCP]

ACTION ITEM: Undertake in conjunction with MassDevelopment, an Urban Land Institute Technical Advisory Panel in early June 2015, to (1) identify additional tools to create housing opportunities, (2) provide technical assistance with establishing and operating the Year-Round Rental Housing Trust and (3) evaluate current real estate opportunities for Affordable and Community Housing. [HAP]

ACTION ITEM: Refine housing production targets in each category founded upon the community vision and based upon a demographic model. Consider analyzing and developing the required municipal service capacities required at those target levels.

ACTION ITEM: Complete the full build out analysis required for the Local Comprehensive Plan process currently underway.

ACTION ITEM: Undertake a demographic analysis of the current regional economy in its overlapping housing, job and economic aspects with other Outer Cape towns in conjunction with the Cape Cod Commission and the Public Policy Center at UMass Dartmouth. [LCP]

ACTION ITEM: Investigate, foster and as opportunities arise potentially partner with the business community for the development of Seasonal Housing. [HAP 2.5]

ACTION ITEM: Engage realtors to discuss ways to create affordable and community housing from condo conversions [HAP 4.4]

ACTION ITEM: Create entity to connect owners & renters and address issues. [HAP 6.1]

ACTION ITEM: Expand and further open the dialogue with second homeowners. [HAP]

OPERATIONS:

ACTION ITEM: Develop and regularly update a Housing Playbook, as part of the ongoing effort to communicate regarding housing activities. [HAP] [LCP]

ACTION ITEM: By January 1, 2017, operationally and physically locate the Town Housing Specialist within the Community Development Department

ACTION ITEM: Investigate how the Provincetown Community Housing Office can provide marketing and outreach services to the developer of Community Housing in Provincetown for the sale of the designated community housing units. One of the unique challenges of providing units at below market rates when working with small developments has been the complexity and bureaucracy of complying with the legally required process to market and sell these units; finding someone who will handle the sale of this unit has been difficult.

ACTION ITEM: Zoning & Planning Boards prioritize year-round Affordable and Community Housing in granting special permits and site plan approvals. [HAP 4.3]

YEAR-ROUND RENTAL HOUSING TRUST:

ACTION ITEMS

Once approved by the legislature, the Trust's first steps should include the following:

- Establish membership, procedures, & policies to implement the development of year-round rentals
- Obtain technical assistance;
- Network with active Municipal Housing Trusts elsewhere in Massachusetts

- Consult with non-profit and for-profit developers located or working on the Cape or South Shore to explore ways the trust fund can be used to support mixed-income housing developments
- Consult with housing finance programs about possibilities for leveraging non-local dollars with CPA and other resources;
- Establish on-going funding priorities;
- Develop a business plan for the trust fund;
- Set one-year and five-year goals and an action plan; and
- Begin with a relatively low-risk, simple project, ideally by partnering with an experienced organization.

The Town will need to determine, if and how it wants to provide further funding for the Trust, including but not limited to direct appropriation, fund raising, real estate transfer tax, inclusionary housing fees among others. Regarding the use of CPA funds, while a common tactic is the transfer of some portion directly to the trust, according to CPA guidelines can only be used to provide eligibility up to 100% AMI. The Trust may also be used to account for and report other revenues and expenditures, such as housing development grants received from state or federal sources.

Provincetown Actions

As of March 2016



Development:

- Province Landing: Land acquisition with CPA funds; long-term land lease created 50 new rental units
- Seashore Point: CPA funds & Land contributed with long-term land lease created complex that includes nursing home, rehab facilities, senior ownership housing, and 9 senior rentals
- CPA supported developments at
 - 83 Shank Painter [15 rental units];
 - Sandy Hill Lane [12 ownership units];
 - Stable Path [23 rental units]
- Grace Gouveia Building: sold at reduced price to create 3 rental units

Programs:

- Host Homebuyer Workshop series in Provincetown [Dec. 2015]
- Homebuyer Workshop Scholarships
- HomeShare program through HOW
- Self Sufficiency Local Voucher Program
- Little Fix Program

Collaboration:

- Homeless Prevention Council: emergency housing assistance through human service grant and additional AHTF support
- Housing Authority: supported with AHTF for rehab of family housing
- Regional Housing Rehab Program through MCDBG funds
- Work with all entities including CDP, CHR, TCB, on marketing, outreach, & lotteries.

Staff Support:

- CPA funded Housing Office with full-time Housing Specialist
- Town conducts resale process for eligible purchaser in accordance with deed restriction [7 in 2015 generating approx. \$24,200 in resale fees]

Planning:

- 2006 Housing Action Plan & Needs Assessment by John Ryan/Development Cycles
- 2013/2014 Housing Action Plan & Needs Assessment by John Ryan/Development Cycles

Definitions under Provincetown Zoning By-Laws as of March 2016

Affordable Housing Dwelling units subject to affordable housing restrictions based on the Barnstable County median income as is periodically defined by United States Department of Housing and Urban Development adjusted for household size, as further defined below.

(a) **Low Income Community Housing.** Dwelling units, subject to an affordable housing restriction, for a term of perpetuity or the longest period allowed by law, that limits rental rates, limits eligibility for occupancy and purchase, and provides a right of first refusal to the Town of Provincetown. Low Income Community Housing units shall be available for rental at a cost (including utility allowances) not exceeding 30% of annual income for a household at or below 50% of the Barnstable County median income; or, available for ownership at a cost (including mortgage interest, principal, taxes, insurance and common charges if any, but excluding utilities) not exceeding 30% of annual income for a household at or below 50% of the Barnstable County median income. Occupancy shall be limited to households whose income is at or below 65% of Barnstable County median income.

(b) **Moderate Income Community Housing.** Dwelling units, subject to an affordable housing restriction, for a term of perpetuity or the longest period allowed by law, that limits rental rates and resale prices, limits eligibility for occupancy and purchase, and provides a right of first refusal to the Town of Provincetown. Moderate Income Community Housing units shall be available for rental at a cost (including utility allowances) not exceeding 30% of annual income for a household at or below 65% of the Barnstable County median income; or, available for ownership at a cost (including mortgage interest, principal, taxes, insurance and common charges if any, but excluding utilities) not exceeding 30% of annual income for a household at or below 65% of the Barnstable County median income. Eligibility for occupancy shall be limited to households whose income is at or below 80% of Barnstable County median income.

Community Housing: Dwelling units subject to community housing restrictions based on the Barnstable County median income as is periodically defined by United States Department of Housing and Urban Development adjusted for household size, as further defined below.

a) **Median Income Community Housing.** Dwelling units, subject to a housing restriction, for a term of perpetuity or the longest period allowed by law, that limits rental rates and resale prices, limits eligibility for occupancy or purchase, and provides a right of first refusal to the Town of Provincetown. Median Income Community Housing dwelling units shall be available for rental at a cost (including utility allowances) not exceeding 30% of annual income for a household at or below 80% of the Barnstable County median income; or, available for ownership at a cost (including mortgage interest, principal, taxes, insurance and common charges if any, but excluding utilities) not exceeding 30% of annual income for a household at or below 80% of the Barnstable County median income. Eligibility for occupancy shall be limited to households whose income is at or below 100% of Barnstable County median income.”

b) **Middle Income Community Housing.** Dwelling units, subject to a housing restriction, for a term of perpetuity or the longest period allowed by law, that limits rental rates and resale prices, limits eligibility for occupancy or purchase, and provides a right of first refusal to the Town of Provincetown. Middle income community housing dwelling units shall be available for rental at a cost (including utility allowances) not exceeding 30% of annual income for a household at or below 120% of the Barnstable County median income; or, available for ownership at a cost (including mortgage interest, principal, taxes, insurance and common charges if any, but excluding utilities) not exceeding 30% of annual income for a household at or below 120% of the Barnstable County median income. Eligibility for occupancy shall be limited to households whose income is at or below 150% of Barnstable County median income.

ATTACHMENT C
Household Area Median Income Levels

Income limits FY 2015

rev 020416

Barnstable County median income \$80,300

HH Size	30% Income Limit Extremely Low	50% Income Limit Low	60% Income Limit Moderate MHP	65% Income Limit Moderate	80% Income Limit Moderate HUD	100% Income Limit Median CPA	120% Income Limit CPA	150% Income Limit Middle CPA	180% Income Limit Middle CPA
1	\$18,400	\$30,650	\$36,780	\$38,313	\$46,100	\$56,210	\$67,452	\$84,315	\$101,178
2	\$21,000	\$35,000	\$42,000	\$43,750	\$52,650	\$64,240	\$77,088	\$96,360	\$115,632
3	\$23,650	\$39,400	\$47,280	\$49,250	\$59,250	\$72,270	\$86,724	\$108,405	\$130,086
4	\$26,250	\$43,750	\$52,500	\$54,688	\$65,800	\$80,300	\$96,360	\$120,450	\$144,540
5	\$28,410	\$47,250	\$56,700	\$59,063	\$71,100	\$86,724	\$104,069	\$130,086	\$156,103
6	\$32,570	\$50,750	\$60,900	\$63,438	\$76,350	\$93,148	\$111,778	\$139,722	\$167,666
7	\$36,730	\$54,250	\$65,100	\$67,813	\$81,600	\$99,572	\$119,486	\$149,358	\$179,230
8	\$40,890	\$57,750	\$69,300	\$72,188	\$86,900	\$105,996	\$127,195	\$158,994	\$190,793

NOTE:

Numbers in BOLD Source of information is HUD Barnstable County FY 2015 Income Limits
This document is for reference only. Actual limits are determined by the specific funding source.
100% AMI is CPA figure; 120%, 150%, 160%, 180% are extrapolated using the 100% CPA number as a base

Note that income is the total of all gross income for all household members.

Income limits are updated annually.

Excerpts: Housing Action Plan by John J. Ryan Development Cycles, 2014

TARGETS

When faced with a large and difficult challenge like this, it is important to aim for real and positive change that can be measured year-to-year. With that in mind, the proposed actions are intended to help meet two numeric targets:

- **We set a target of doubling the number of Affordable and Community Housing units from 200 to 400 by 2025** (see Appendix B);
- **Each year from 2014 to 2025, our target is to add more units of Affordable and Community Housing than the number of housing units lost to condominium conversion**
- **We set a short-term target of achieving a 10 percent level of the state’s Subsidized Housing Inventory by 2017.**

This will require a broad array of micro- and larger scale, as well as both short-term and permanent additions to the town’s Affordable and Community Housing stock. The nature and severity of the Affordable and Community Housing need demands flexibility of approach to meet the scale of these targets.

Fig. II.3 Renters Households, by Household Type
Provincetown, 2000-2011

	Provincetown 2000	Provincetown 2010	Change 2000-2010
Live Alone	520	510	-10
Married Couple Family	110	92	-18
Single Parent Family	64	50	-14
Other	157	130	-27
Total	851	782	-69

SOURCE: U.S. Census 2000, STF-3, H73, 2010 QT-H2.
2007-2011 ACS B25011 adjusted

Fig. II.4 Model of Non-Elderly Renter Households, by Percentage of AMI Provincetown, 2006-2013

	2006 HHs	% of Renters	2013 HHs	% of Renters
Less than 50% of AMI	186	27.5%	196	31.0%
50-79% of AMI	169	25.0%	174	27.5%
80-99% of AMI	118	17.5%	106	16.7%
100-120% of AMI	51	7.5%	42	6.6%
More than 120% of AMI	152	22.5%	115	18.2%
Total	676	100.0%	633	100.0%

SOURCE: Development Cycles, 8/06, 12/13

Fig. II.5 Renters Paying 35 Percent or More of Income for Housing

By Age of Householder, Provincetown 2000-2011

	2000	% (Within Age Cohort)	2012	% (Within Age Cohort)
Under 35 Years Old	41	40%	40	62%
35-64 Years Old	239	40%	340	60%
65 and Over	66	44%	83	56%
Total	346	41%	463	59%

SOURCE: U.S. Census 2000, STF-3, H96, 2011 ACS B25072 adjusted to match 2010 US Census totals for renter households.

4. Summary: Workforce Rental Housing

It was the consultant’s view in 2006 that Provincetown had a critical shortage of affordable year-round rental housing. Despite the addition of two new affordable rental developments on Shank Painter Road, Provincetown’s need for community’s workforce rental housing has only deepened since 2006. The continued loss of multi-family rental units to condominium conversion has significantly outpaced the production of new rental units. The concentration of renters paying more than 35% of their income for rent has gone from 44% in 2000 to 59% in 2010. The community has fewer renter households; fewer employed residents, both winter and summer; and a greater concentration of renters who earn less than 80% of Area Median Income. Waiting lists dwarf the number of available units, even when only local residents are considered. Since 2006, the trend toward single person occupancy has continued and perhaps as a result, the cost of a one-bedroom apartment has outpaced the growth in wages. Until the number of new units annually outpaces the number of units lost to conversion, it is hard to see how this situation improves.

The Table below represents the consultant’s estimate of the change in the number of rental housing units needed to address the rental housing shortage in Provincetown. In the consultant’s view, there is a greater need for units to serve renters earning less than 50% of AMI; a slightly reduced need for renters earning greater than 50% of AMI. The focus of this need continues to center on one-bedroom units.

The needed year-round rental housing continues to embrace a range of bedroom sizes and income levels. Given the demographics, waiting list, and survey information reviewed, the consultant recommends that roughly 50 percent of the housing should serve those very low income workers earning less than 50 percent of the AMI; 25 percent should serve those “low-mod” residents earning between 50-79 percent of AMI; another 20 percent is needed for moderate income renters earning between 80-99 percent of AMI; and 5 percent is needed to serve those between 100 and 120 percent of AMI.

Fig. II.10

**Changes in
Workforce Rental
Housing Need**
Provincetown 2006-2013

SOURCE: Development Cycles,
2006 & 2013

Income Limit	2006 Total	2013 Total	Change 2006-2013
<50% of AMI	80-100	85-110	+5
50-79% of AMI	50-65	45-60	-5
80-99% of AMI	50-60	45-55	-5
100-120% of AMI	20-25	20-25	0
Total	200-250	190-240	-10

ATTACHMENT E
Provincetown Year-round Rental Trust Calculation Example

Example of Property Deed Restrictions:

Property A - a four unit building in need of rehabilitation.

Purchase Price	\$650,000
Rehabilitation Costs	<u>\$300,000</u>
Total	<u>\$950,000</u>
YRHT Grant	\$400,000 (\$100,000 cost per unit to Town)
Down Payment	<u>\$ 65,000</u>
Mortgage	<u>\$485,000</u>
Monthly Rent	\$ 1,500

Assumptions:

- 5% Mortgage Rate over 30 years
- 3% Annual Growth in Property Value
- 2% Annual Rent Increase
- 3% Annual Property Tax Growth
- 2% Annual Growth in Insurance, Utilities and Maintenance

Year 1 Expenses (excluding mortgage):

- \$10,000 Maintenance
- \$ 7,125 Insurance
- \$ 9,600 Utilities
- \$ 7,410 Property Taxes

The property is cash flow positive in the 3rd year

Equity in Property:

- \$101,167 after Year 1, a return of \$36,167 (55.64%) on the \$65,000 down payment/investment.
- \$165,833 after year 2, a return of \$100,833 (155.1%) on the \$65,000 down payment/investment.
- \$365,067 after year 5, a return of \$300,067 (461.6%) on the \$65,000 down payment/investment.

The example described above is a sample of how a public-private trust might work. It is suggested that the Town issue an RFP for YRHT projects. The market will determine the feasibility of projects and the size of the grant required.

ATTACHMENT G
FY 2016 Residential Parcels by \$150,000 Valuation Increments

Assessed Value	Total Parcels	Total Value by Strata	Mixed-Use	Single-Family	Condo	2-Family	3-Family	Multi-Dwelling	4-8 Unit	More than 8 Unit
1-\$150,000	124	\$ 14,774,500	0	7	116	0	0	1	0	0
\$150,001-\$300,000	624	\$ 153,875,400	1	10	612	0	0	1	0	0
\$300,001-\$450,000	875	\$ 29,592,800	7	77	779	8	1	2	1	0
\$450,001-\$600,000	710	\$ 371,917,700	15	187	438	50	7	11	2	0
\$600,001-\$750,000	480	\$ 322,474,700	23	192	175	44	12	27	7	0
\$750,001-\$900,000	290	\$ 237,553,700	31	108	55	35	15	25	20	1
\$900,001-\$1,050,000	191	\$ 184,965,200	28	77	30	25	8	9	13	1
\$1,050,001-\$1,200,000	118	\$ 131,630,200	18	56	13	16	2	10	1	2
\$1,200,001-\$1,350,000	76	\$ 95,998,100	18	32	8	7	2	5	6	0
\$1,350,001-\$1,500,000	39	\$ 55,429,400	15	18	0	3	0	2	1	0
Over \$1,500,001	169	\$ 348,247,700	34	84	6	20	6	11	5	3
TOTALS	3696	\$ 2,246,459,400	190	848	2232	208	53	104	56	7



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

6C

CHANGE OF RESTROOM SIGNAGE

Discussion & Recommendation(s)

Requested by: Dr. Elise Cozzi

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent – votes may be taken.

Additional Information

See attached memo.

Board Action

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

Mayor Protects NYers Right to Use Restrooms That Align With Their Gender Identity

The executive order ensures safe access for all in city-owned buildings

BY [AMY PLITT @PLITTER](#) MAR 8, 2016, 9:25A
[1 comment](#) [0 reccs](#)

Signage for an all-gender restroom

New York City has taken a step forward for providing the city's 25,000 transgender and gender non-conforming residents with safe, comfortable access to public restrooms. Yesterday, Mayor Bill de Blasio signed an executive order mandating that municipal buildings provide access to restrooms that align with a person's gender identity, and that individuals using them should not face harassment or questioning. Failure to enforce the mandate could lead to prosecution under the city's Human Rights Law.

"Today's order makes it clear that New York City fully supports the right of every New Yorker to use the single-sex facility consistent with their gender identity," Mayor de Blasio said in a statement. "New York City is the birthplace of the fight for LGBT rights, and we continue to lead in that fight so every New Yorker can live with dignity."

The mandate would affect a wide swath of city-owned buildings, including those in parks, some museums, public pools, and recreation centers. Per the order, signage that makes the new policy clear must be installed within the next three months.

"New York City is proud to enforce one of the strongest human rights laws in the country, which protects the rights of transgender and gender non-conforming individuals to live freely and with respect," Mayor de Blasio said.

- [Bathroom Access for Transgender Community Poses Design Challenge](#) [Curbed]



2



Town of Provincetown
260 Commercial Street
Provincetown, MA 02657

Office of Community Development
Telephone (508) 487-7020
Fax (508) 487-7040

MEMORANDUM

TO: David B. Panagore, Town Manager
David Gardner, Assistant Town Manager
FROM: Morgan Clark, Health Director
DATE: March 10, 2016
RE: Gender Neutral Restrooms

The term “gender neutral restroom” can refer to a few scenarios. This memo gives an overview of approaches for pursuing gender neutral restroom policies.

1. Require single-stall restrooms be unisex or not have gender-based designations or signage

This is a policy change that is relatively quick to accomplish, as it will require only changing signage. Options include a Board of Selectmen policy affecting Town-owned restrooms, or a bylaw affecting all public restrooms, including those in private businesses. Similar policies have passed in San Francisco, Philadelphia, Seattle, Washington, D.C., West Hollywood, and Austin. As a municipal example, Boston City Hall has gender neutral single-stall restrooms.

2. Allow transgender/transsexual/gender nonconforming people use bathrooms consistent with their gender identity

If the citizens of Provincetown feel that transgender/transsexual/gender nonconforming individuals experience discrimination in Provincetown restrooms, a Board of Selectmen policy or bylaw could be enacted that states that discrimination is illegal in Provincetown. A similar policy was recently passed in New York City.

3. Require multi-stall restrooms to be unisex or not have gender-based designations or signage

While an option reaching gender neutrality in public accommodations, I cannot find evidence of this being discussed as a policy solution in state or local policy discussions. If the Board of Selectmen would like to look into this approach, we recommend a public process prior to pursuing this unprecedented policy solution.

4. Require multi-stall public restrooms include more stalls for multi-stall women's rooms than men's (or however designated/labeled)

This option does not specifically address the concerns of transgender/transsexual/gender nonconforming individuals. However, if policy solution 2 above is pursued, then requiring new/renovated multi-stall restrooms to increase the number of stalls in women's (or however labeled) restrooms beyond what current codes require, then those whose gender identity is most closely identified as women would not be subject to as many long waits for access to restrooms as occur under the existing code. It's a policy solution that is ancillary to the discussion of gender-neutral restrooms, but could have a positive impact. Of the policy solutions discussed, this one would incur the most costs, mostly by the private sector.

The number of water closets required by the Massachusetts State Building Code (780 CMR) and the Board of State Examiners of Plumbing and Gas Fitters Code (248 CMR) is determined by the Use Group Category. For example, theaters are required to install at least 1 toilet for every 30 females and 1 toilet for every 60 males. Provincetown could require 2 toilets for every 30 females and 1 toilet for every 60 males, as an example.

This type of change in policy could occur as a Board of Selectmen Policy Statement, a vote at Town Meeting to locally change building code, or the Board of Health and the Licensing Board could pass regulations requiring licensees to meet the requirement upon upgrade or renovations.

Currently there is a bathroom bill at the Massachusetts Legislature. The language is available online here: <https://malegislature.gov/Bills/189/House/H1577>.

For more information on gender equality movements in Massachusetts, the following website may be helpful: <http://www.freedommassachusetts.org/facts/>.



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

6D

ROOM OCCUPANCY TAX LEGISLATION

Upcoming Meeting Scheduled with Representative Sarah Peake & Speaker DeLeo

Requested by: Chairman Thomas N. Donegan

Action Sought: Discussion

Proposed Motion(s)

Discussion Dependent. Votes may be taken.

Additional Information

There has been a meeting scheduled with Representative Sarah K. Peake and Speaker Robert A. DeLeo for Wednesday, March 30, 2016, at 11:00 a.m., at the State House, Room 356, regarding the room occupancy tax legislation.

Board Action

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

From: "Cary, Jocelyn (HOU)" <Jocelyn.Cary@mahouse.gov>
Date: Mar 8, 2016 12:52 PM
Subject: Meeting with Speaker DeLeo
To:
Cc:

Good Afternoon,

Representative Peake was able to schedule a meeting with Speaker DeLeo regarding the room occupancy tax legislation. Here are the details:

March 30th

11am

State House, Room 356.

Please send me the names of the attendees that are coming up on behalf of your town.

If you have any questions, please do not hesitate to contact me.

Best,

Jocelyn

**Jocelyn Cary
Legislative Aide
State Representative Sarah K. Peake
Third Floor Division Chair
State House, Room 163
Boston, MA 02133
(617) 722 2040
(617) 722 2848 (fax)**



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

7A

SIX MONTH PERFORMANCE EVALUATION

Town Manager David Panagore

Requested by: Board of Selectmen

Action Sought: Establish Evaluations

Proposed Motion(s)

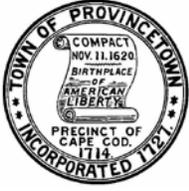
Move that the Board of Selectmen vote to establish Town Manager David Panagore's six month performance appraisal score as _____.

Additional Information

Copies of the appraisal forms have been previously distributed to members and compiled by the Chairman, and are part of the employees' personnel record.

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
Monday, March 14, 2016

7B

TOWN MANAGER'S REPORT

Administrative Updates

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent – votes may be taken.

Additional Information

Updates on Community Compact, Regionalization and Broadband.

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
Monday, March 14, 2016

7C

APRIL 4, 2016, ANNUAL & SPECIAL TOWN MEETING

Adoption of Board of Selectmen's Recommendations on Articles

Requested by: Town Manager David Panagore

Action Sought: Procedural

Proposed Motion(s)

MOVE that the Board of Selectmen vote [to recommend / not to recommend / to reserve recommendation on] Article ___.

Additional Information

A tally sheet for recording the recommendations of the Board of Selectmen is attached. Charter §2-3-11 provides that "Prior to a vote on an article submitted by a town board, the town board shall state the numbers of its members in favor of and opposed to the article, and its chairman, or his designee, shall explain the view of the majority to the meeting."

Board Action

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

APRIL 4, 2016 ANNUAL AND SPECIAL TOWN MEETINGS

Article	Motion (R, NR, RR, IP, etc.)	Motion by:	Board of Selectmen			
			Second:	Y	N	A
STM-1	FY 2016 Budget Adjustments.					
STM-2	FY 2016 Budget Adjustments to Fund 27 th Pay Period.					
STM-3	Transfer of Funds to Provincetown Television.					
STM-4	National Marine Sanctuary Visitor Center in Provincetown.					
STM-5	Parking Kiosk Upgrade.					
STM-6	Provincetown 400 Executive Director.					
STM-7	Acquisition of 48 Winslow Street.					
STM-8	Rescind Unused Borrowing Authority.					
STM-9	Water Enterprise Capital Improvement Project.					
STM-10	MacMillan Pier Capital Improvement Project - Repairs to Boston Boat Gangways.					
STM-11	MacMillan Pier Capital Improvement Project - Replace Outboard Motors.					
STM-12	MacMillan Pier Emergency Capital Improvements.					
ATM-1	To Hear Town Reports.					
ATM-2	Cape Cod Greenhead Fly Control District Assessment.					
ATM-3	Amendments to Personnel Bylaw/Classification and Compensation Plan.					
ATM-4	Expenditures from the Tourism Fund.					
ATM-5	FY 2017 Human Services Grant Program.					
ATM-6	Creation of Year-Round Market Rate Rental Housing Trust – A Home Rule Petition.					
ATM-7	Room Occupancy Tax: A Home Rule Petition.					

LEGEND: R = RECOMMEND; NR = NOT RECOMMEND; RR = RESERVE RECOMMENDATION; IP = INDEFINITELY POSTPONE; X = NO RECOMMENDATION

Article	Motion (R, NR, RR, IP, etc.)	Motion by:	Board of Selectmen			
			Second:	Y	N	A
ATM-8	0.5% Real Estate Transfer Fee: A Home Rule Petition.					
ATM-9	Expanding Residential Property Exemption – A Home Rule Petition.					
ATM-10	FY 2017 Operating Budget.					
ATM-11	FY 2017 Cape Cod Regional Technical High School Assessment.					
ATM-12	FY 2017 Enterprise Funds.					
ATM-13	Fireworks Celebration.					
ATM-14	General Bylaw Amendment: Stipend for Selectmen.					
ATM-15	General Bylaw Amendment: Non-Criminal Disposition of Pier Corporation Regulations.					
ATM-16	FY 2017 Revolving Accounts.					
ATM-17	Community Preservation Budget for FY 2017.					
ATM-18	FY 2017 Capital Improvements Program.					
ATM-19	Alter Layout of Harry Kemp Way and Authorize Conveyance of the Discontinued Portion-34A Pearl Street.					
ATM-20	Hire a Lobbyist for the Town.					
ATM-21	Adoption of Property Known as Pilgrim’s First Landing Park.					
ATM-22	Adoption of Provincetown Noise Bylaw 2016.					
ATM-23	General Bylaw Amendment: Chapter 15. Local Historic District Regulations 15-11-12. Siding.					
ATM-24	General Bylaw Amendment: Chapter 15. Local Historic District Regulations – 15-9. Solar Exclusions.					
ATM-25	General Bylaw Amendment: Chapter 11. Building Regulations – Demolition Delay Bylaw.					
ATM-26	General Bylaw Amendment: Chapter 16 – Condo Conversion Bylaw.					
ATM-27	Zoning Bylaw Amendment – Article 2 Section 2440.					
ATM-28	Zoning Bylaw Amendment – Article 2 Section 2440.					

LEGEND: R = RECOMMEND; NR = NOT RECOMMEND; RR = RESERVE RECOMMENDATION; IP = INDEFINITELY POSTPONE; X = NO RECOMMENDATION

<i>Article</i>	<i>Motion (R, NR, RR, IP, etc.)</i>	<i>Motion by:</i>	<i>Board of Selectmen</i>			
			<i>Second:</i>	<i>Y</i>	<i>N</i>	<i>A</i>
ATM-29	Zoning Bylaw Amendment: Article 2 Section 2440.					
ATM-30	Zoning Bylaw Amendment – Article 6, Growth Management.					
ATM-31	Zoning Bylaw Amendment – Article 1 Definitions.					
ATM-32	Zoning Bylaw Amendment – Article 4 Section 4810 Inclusionary Housing Bylaw.					
ATM-33	Funding for Year-Round Rental Housing					
ATM-34	Resolution: Prohibit Poisoning of Wildlife in the Cape Cod National Seashore. Designate Cruelty Free Zone for all Animals in Provincetown.					



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

7D

INSERT BALLOT QUESTION(S)

Annual Town Election May 3, 2016

Requested by: Town Manager David Panagore

Action Sought: Discussion/Direction

Proposed Motion(s)

Move that the Board of Selectmen vote, pursuant to MGL C.59, §21C(g), to insert the attached ballot question(s) onto the May 3, 2016, Annual Town Election, as presented by the Town Manager.

Additional Information

See attached Ballot Question(s).

Board Action

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

BALLOT

Annual Town Election – Tuesday, May 3, 2016

1. *Charter Commission Ballot Question previously approved.*
2. Shall the Town of Provincetown be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bonds issued in order to pay cost of making capital improvements to MacMillan Pier, including the payment of all related costs of planning and design services and all other costs incidental and related thereto?
3. Shall the Town of Provincetown be allowed to assess an additional \$500,000 in real estate and personal property taxes for the purpose of creating year-round rental housing in the Town, for the fiscal year beginning July first, two thousand and sixteen?



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

7E

WINSLOW FARM & VFW PROPERTIES

Update and Discussion

Requested by: Town Manager David Panagore

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
Monday, March 14, 2016

7F

OTHER

Requested by: Town Manager David Panagore

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

Monday, March 14, 2016

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:

January 25, 2016 (Special)

as printed with changes so noted

March 4, 2016 (Special)

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
MEETING MINUTES - SPECIAL MEETING
MONDAY - JANUARY 25, 2016 – 5:00 PM
JUDGE WELSH ROOM - 260 COMMERCIAL STREET
DRAFT**

Chairman Donegan convened the open meeting at 5PM noting the following attendees:

Board of Selectmen members: Thomas Donegan, Cheryl Andrews, Raphael Richter, and Robert Anthony.

Excused: Erik Yingling

Other attendees: Town Manager David Panagore, Assistant Town Manager David Gardner, Finance Director Dan Hoort, School Superintendent Dr. Beth Singer, School Committee members: Chairman Anthony Brackett, Vice-Chairman Cass Benson, Ngina Lythcott, Kerry Adams, and Elizabeth Lovati, and Finance Committee members: Chairman Mark Hatch, Vice-Chairman Louise Venden, Mark Bjorstrom, and Duane Steele.

Recorder: Loretta Dougherty

Tom asked that the Provincetown School Committee and Finance Committee call their committees to order and they did so at 5:05pm. The School Committee presented their budget to the Board of Selectmen and Finance Committee which was followed by a brief comment period. The last business on the agenda was to transmit the FY2017 Budget with the Board's recommendations to the Finance Committee for their review.

1. Joint Meeting with Provincetown School Committee and Finance Committee – School Budget Meeting:

Dr. Beth Singer gave a PowerPoint presentation. This presentation may be viewed in its entirety at PTV Gov Video on Demand on the town's web page www.provincetown-ma.gov. She shared the projects of school year 2016 in hopes that this would lead to a better understanding of who they are, what they value, and what is supported and reflected in their budgets. In 2013 their primary year's program was verified; in 2014 their middle school year's program became verified as International Baccalaureate (IB) programs. Provincetown is the first school in Massachusetts with both IB primary and middle years program verification. Provincetown Public Schools is doing a wonderful job meeting the Massachusetts General Law Chapter 71 which requires that every town shall maintain, for at least the number of days required by the board of education in each school year (180), unless specifically exempted as to any one year by said board, a sufficient number of schools for the instruction of all children who may legally attend a public school. Since Provincetown does not have a high school of its own, we are allowed to tuition children to neighboring high schools that the department has approved. Currently that high school is Nauset Regional High School. The Provincetown School Committee is very invested in what is good for the town, and in supporting the Board of Selectmen's goals, especially to help in developing strategies to increase year-round population as measured by the local census and encouraging increased turnout at Town Meetings. Provincetown Schools is focused on the year-round population, its families and children; not tourism. Our safe, year-round learning environment for infant and child care and the only child care in town, helps young families be able to live and work in Provincetown year-round. Official verification as an IB world school invites families to come to Provincetown for an exceptional and unique education. Provincetown Schools support our Town Meetings. Provincetown will always have a high state expenditure, but the per pupil expenditure has decreased by \$3,200 since 2012. We anticipate another decrease for 2015 and are waiting on the state to release that information. We are, however, still the highest in Massachusetts. The decrease in the town's health insurance will help reduce this as new town employees are hired. Although we have a higher per pupil expenditure than our neighbors the taxpayers' expenditure is considerably less. She gave a brief comparison of our FY2016 budget with that of Truro and Wellfleet. Our total budget was \$3,709,003; Truro's budget \$5,138,968, and Wellfleet \$5,065,761.

MCAS identifies school districts with levels 1-5. Number 1 being the best and number 5 being under receivership. Provincetown is a level 2 district, but continues to strive hard to be a level 1 school. Provincetown also has the highest free/reduced lunch rates on Cape. Dr. Singer reviewed 5 years of PK-8 enrollment history which showed an increase of 32 students over the last five years; 20 via Choice. The middle year's program had an increase of 31 students over the last five years; almost tripled over that period of time. The K-8 students who live in Provincetown but have chosen to leave Provincetown Schools decreased by 54% in FY2015. In PK-8 we have students coming from Truro (19), Wellfleet (7), Eastham (10), Brewster (2), and 1 student from elsewhere totaling 39. We are currently in year 3 of a 5 year agreement with Nauset Regional High School. Each year of the contract includes a 2.5% maximum annual increase in the rate per student. This year we sent students to 4 different high schools; Nauset, Monomoy, Sturgis and Cape Tech. Tuition at \$17,056 times 40 students for FY2017 equals \$682,276. Add transportation costs for the bus, driver, and late bus at \$32,029, and special education summer school at \$960 you have a total of \$715,265.40.

Board Chairman Donegan asked if the amount of transportation is included in the cherry sheet or separate from any reimbursements we have received from the state.

Dr. Singer stated that we do not get reimbursed by the state for transportation; regional districts do. This cost is included in the overall spending, and if we were a regional district we might get some reimbursement for transportation.

Turning to the school budget Dr. Singer gave a brief summary of the budget to the Board and Finance Committee, along with a FY2016 – FY2017 comparison and a 10 year budget history. Total Personnel costs were \$2,650,448 (6.62% increase), and total costs for supplies and services were \$460,369. The FY2016 – FY2017 comparison showed a total increase of 0.264%.

The discussion shifted to line items in the schools budget. Dr. Singer explained the color coding for easier understanding. There are three components to the budget; required by the state: administrative costs, school budget, and special education. Dr. Singer went over the budget pointing out any changes. Under Specialist Teachers there was an addition of a Visual Arts teacher. These monies were in the budget for FY2016, but were never utilized.

Selectman Anthony asked if this was the same position we added to last year's budget, and Dr. Singer pointed out that it was not, it was the Behavioral Specialist listed under Special Educators that was added last year.

Dr. Singer stated that we have a new position under Transportation. A bus monitor was added because we have so many children riding the bus now and we felt better with a monitor on it. We pick up students starting in Orleans all the way into Provincetown.

Finance Committee Chairman Mark Hatch asked if there was a Visual Arts teacher position filled last year.

Dr. Singer stated that they intended to have a technology teacher last year that was budgeted for, but did not find one. They did find an art teacher so the adjustment was made in the program.

Moving on to Supplies and Services in the budget, Dr. Singer pointed out the increase in classroom instructional materials. They are replacing all of the ELA materials in grades Pre-K through 4, and now that they have a full-fledged Kindergarten through grade 8 S.T.E.A.M. (Science, Technology, Engineering, Art, and Math) program, they will be purchasing new materials. There is a rotation of materials every 4 years; last year they replaced mathematics and in FY2017 they will be replacing ELA materials. There is an increase of \$9,750.

Dr. Singer stated that we do have athletics in Provincetown Schools, but it has not been in the budget before. We have soccer and boys and girls basketball. There is \$2,000 added to the budget.

Dr. Singer spoke about the Administrative Support position under Technology Supplies/Services stating that they have trained several individuals for this position, but none of them are working at this time. This is a very important position as records must be correct which are sent to the state and it is very expensive to train for this position. They will outsource to individuals who check out with state records reporting.

Dr. Singer continued with the budget changes under Building Utilities and Building Maintenance. There were significant decreases in #2 Heating Oil of \$33,900 (this is in anticipation of the new heating system), and General Building Maintenance of \$25,000 (which keeps the boiler system operating).

Dr. Singer pointed out that the state mandates keeping Special Education separate from everything else, although Special Ed. Teachers and Paraprofessionals are included as school personnel. The Director of Special Education and clerical staff for Special Education is separate from personnel. Currently the Superintendent of schools is the Special Ed Director as they are the only person on staff with that license. The stipend for this position has always been through the Special Education entitlement grant. It would be very costly to hire a separate Special Education Director outright, so the School Committee recommended putting this into the budget increasing it over time. There is an increase in Specialist Consultation of \$10,119, and an increase in Transportation, for transporting the one student transitioning to a public school out of the district; of the \$25,000 cost, \$10,000 is covered by a grant. The tuition of \$23,000 will be paid out of School Choice funds.

Mark asked why they would choose to put that student out of district. Dr. Singer explained that it is an agreement made among the parents and educators at a team meeting based upon what is best for the student. The dynamics in a regular classroom would be detrimental to the child.

There was a brief discussion held as to how the Special Education Director position is funding and Dr. Singer explained that out of the \$26,420 proposed in FY2017 budget \$7,500 will come out of appropriated funds and \$18,920 will come out of a grant.

The Board of Selectmen and Finance Committee congratulated Dr. Singer on a very good presentation.

2. Transmit the FY2017 Budget to the Finance Committee pursuant to Chapter 9-1-5 of the Provincetown Charter:

The Charter requires that the Board transmits the FY2017 budget to the Finance Committee.

MOTION: Move that the Board of Selectmen vote to transmit the FY2017 Budget with our recommendations, as submitted, to the Finance Committee for their review.

**Motion: Raphael Richter
4/0/0 Motion passed.**

Seconded: Robert Anthony

3. Other: None.

Tom adjourned the meeting without objections at 5:57pm.

Minutes transcribed by: Loretta Dougherty

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES - SPECIAL MEETING
FRIDAY – MARCH 04, 2016 – 10:30 AM
JUDGE WELSH ROOM - 260 COMMERCIAL STREET
DRAFT**

Chairman Donegan convened the open meeting at 10:30AM noting the following attendees:
Board of Selectmen members: Thomas Donegan, Cheryl Andrews, Raphael Richter, and Robert Anthony.

Excused: Erik Yingling

Other attendees: Town Manager David Panagore, Finance Director Dan Hoort, Harbormaster Rex McKinsey, and Provincetown Pier Corp. Director Kerry Adams.

Recorder: Loretta Dougherty

1. Vote to Insert Articles in the April 4, 2016, Annual & Special Town Meeting Warrant: STM Article 7 – Raphael suggested that perhaps the 25 percent of the revenue received by the Town from real estate taxes on 46 Bradford Street should be increased to 100 percent. This increase would give us \$200,000 over 10 years to put into the trust fund.

Cheryl wanted to see the word “Fund” added reflecting the language to read, “...Affordable Housing Trust Fund.” She wanted this language to be very clear.

This article was tabled in order to gather further information and will be brought back after voting other articles.

Harbormaster McKinsey and Kerry Adams appeared before the Board and gave a brief overview of the three Special Town Meeting Articles that the Pier Corp. is requesting.

Selectman Andrews asked after reading the language in both articles whether Articles 10 & 11 were going to be placed the ballot.

Finance Director Hoort stated that Articles 10 & 11 will not be on the ballot as the monies are being taken out of the Capital Improvement Stabilization Fund. Article 12 will be the only article placed on the ballot.

There was a brief discussion regarding the language in both Articles 10 & 11, and it was agreed that if these articles were indeed not going to be placed on the ballot then the language should be amended by removing from both articles the word “borrow,” and “...provided that the appropriation may be contingent on a Proposition 2 ½ capital outlay or debt exclusion ballot question.”

Kerry Adams stated that the first two articles are capital improvements that need to be done this spring. He also requested that the Board consider being co-sponsors for all three articles.

Selectman Richter commented that there is merit to supporting this request as these go along with the Board’s goals. He was in favor of the Board co-sponsoring these three articles.

MOTION: Move that the Board of Selectmen request and insert, in conjunction with the Provincetown Public Pier Corp, STM Article 10, for the April 4, 2016 Annual and Special Town Meeting presented by the Town Manager into the April 4, 2016, Annual & Special Town Meeting Warrant forthwith, as revised.

Motion: Raphael Richter

Seconded: Robert Anthony

H

4/0/0 Motion passed.

MOTION: Move that the Board of Selectmen request and insert, in conjunction with the Provincetown Pier Corp., STM Article 11, for the April 4, 2016 Annual and Special Town Meeting presented by the Town Manager into the April 4, 2016, Annual & Special Town Meeting Warrant forthwith, as revised.

Motion: Raphael Richter

Seconded: Robert Anthony

Chairman Donegan stated that he will vote yes, but wants to have more conversation about this in the future.

4/0/0 Motion passed.

MOTION: Move that the Board of Selectmen request and insert, in conjunction with the Provincetown Pier Corp., STM Article 12, for the April 4, 2016 Annual and Special Town Meeting presented by the Town Manager into the April 4, 2016, Annual & Special Town Meeting Warrant forthwith, as presented in this presentation.

Motion: Raphael Richter

Seconded: Robert Anthony

4/0/0 Motion passed.

TM Panagore requested that we go back to Article 7 and asked the Board what percentage they would like to place in the language. The Board agreed to 100% for 10 years. TM Panagore read the special legislation that contains the language as it will be revised. The language was changed from "25 percent" to "100 percent" and language added after the address of 46 Bradford Street; "...for the creation of year-round rental housing for the period of 10 years upon conveyance of the property by the Town...."

MOTION: Move that the Board of Selectmen vote to insert STM Article 7, for the April 4, 2016 Annual and Special Town Meeting presented by the Town Manager into the April 4, 2016, Annual & Special Town Meeting Warrant forthwith, as just presented.

Motion Raphael Richter

Seconded: Robert Anthony

4/0/0 Motion passed.

Annual town Meeting Zoning Bylaw Amendment Articles:

Annual Town Meeting Articles 24 through 29 were reviewed and no changes were recommended at this time.

MOTION: Move that the Board of Selectmen vote to insert ATM Articles 24 through 29, for the April 4, 2016 Annual and Special Town Meeting presented by the Town Manager into the April 4, 2016, Annual & Special Town Meeting Warrant forthwith, as presented.

Motion Raphael Richter

Seconded: Robert Anthony

4/0/0 Motion passed.

Annual Town Meeting Articles 30 and 31 will be inserted by the appropriate Town Boards who are bringing them forward (Finance Committee and Animal Welfare Committee respectively).

The Annual Town Meeting Petitioned Articles 32 through 34 were reviewed and no changes were made.

MOTION: Move that the Board of Selectmen vote to insert ATM Articles 32 through 34, for the April 4, 2016 Annual and Special Town Meeting presented by the Town Manager into the April 4, 2016, Annual & Special Town Meeting Warrant forthwith, as presented.

Motion Raphael Richter

Seconded: Robert Anthony

4/0/0 Motion passed.

2. **Approve Contracts with Pearson Pilings to Acquire Composite Fender Piles for MacMillan Pier Replacement, as funded by FY2015 Annual Town Meeting Article 18-13. Pier Maintenance Requests, in the amount of \$335,000:**

Harbormaster Rex McKinsey stated that the 2015 Town Meeting Article 18 passed for the entire amount of \$335,000 to repair storm damaged fender piles. Rex stated that they have been working with the Dept. of Public Works and the engineers to come up with a design they believe is going to be much longer lasting even though it costs a bit more. The request presented to the Board this evening was just for the purchase of materials (composite pilings) in the amount of \$188,510. The remaining balance in the Article will be used for the next bid coming in which will be for the installation of the pilings. The Board should see that bid around March 28th. The Board voted only on the amount of \$188,510 for the Pearson Pilings contract for the purchase of materials. The remaining available balance minus some miscellaneous expenditures will be \$125,510 for installation of the pilings.

MOTION: Move that the Board of Selectmen vote to approve the contract(s) in the amount of \$188,510 with Pearson Pilings, to acquire composite fender pilings for MacMillan Pier replacement, as funded by FY2015 Annual Town Meeting Article 18-13 Pier Maintenance Requests, in the amount of \$335,000, as revised.

Motion: Raphael Richter

Seconded: Robert Anthony

4/0/0 Motion passed.

3. **Other:**

4. **Approve April 4, 2016, Annual and Special Town Meeting Warrant for Publication:**
Chairman Donegan asked if anyone wished to reorder any of the articles.

TM Panagore stated that **Asst. TM Gardner** recommended ordering them in such a way as to be able to keep a quorum throughout the entire Town Meeting, if possible.

It was agreed by the Board to reorder Articles 32 through 34.

MOTION: Move that the Board of Selectmen vote to reorder ATM Articles 32 through 34 after ATM Article 19 and renumber articles accordingly.

Motion: Raphael Richter

Seconded: Robert Anthony

4/0/0 Motion passed.

MOTION: Move that the Board of Selectmen vote to approve the warrants for the April 4, 2016, Annual and Special Town Meetings for posting and publication, as revised.

Motion: Raphael Richter

Seconded: Tom Donegan

4/0/0 Motion passed.

Without objection Tom adjourned the meeting at 11:08 a.m.

Minutes transcribed by: Loretta Dougherty

6



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016

9

CLOSING SELECTMEN'S STATEMENTS

Administrative Updates

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

Motions may be made and votes may be taken.

Robert Anthony

Raphael Richter

Erik Yingling

Cheryl Andrews

Tom Donegan

Additional Information

- A. Thank you letter to Christine Sylvia who resigned from the Beautification Committee on February 17, 2016.
- B. Thank you letter to Barbara Rushmore for organizing a group of citizens to travel to Beacon Hill to advocate on legislation before the General Court.

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

February 29, 2016

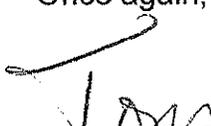
Ms. Barbara Rushmore
605 Commercial Street
Provincetown, MA 02657

Dear Barbara,

On behalf of the Board of Selectmen, I am writing to thank you for organizing a group of citizens to travel to Beacon Hill to advocate on legislation before the General Court.

Your significant efforts on behalf of Provincetown are not only greatly appreciated; they continue to be very effective. Barbara, with you on the case, victory can't be far off!

Once again, from the Board of Selectmen, thank you and best wishes,


Thomas N. Donegan
Chairman, Board of Selectman
Town of Provincetown

TND:ld



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

February 22, 2016

Ms. Christine Sylvia
68 Bayberry Avenue
P.O. Box 1448
Provincetown, MA 02657

Dear Ms. Sylvia,

On behalf of the Board of Selectmen, I want to thank you for your dedicated service and expertise during the time you have served on the Beautification Committee. It has been an honor to serve with you. The Selectmen, on behalf of the Town of Provincetown, want to take this opportunity to let you know how much we appreciate all of your diligence and hard work.

The Board wishes you the very best and would be very pleased should time and circumstances permit you to serve on any of our town boards, commissions, or committees in the future.

Yours truly,

Thomas N. Donegan
Chairman, Board of Selectman
Town of Provincetown

TND:ld

RECEIVED
BOS - ~~Verona~~

FEB 22 2016

CC: BOS/TM/ATM

February 17, 2016

Mr. Doug Johnstone
Town of Provincetown
260 Commercial Street
Provincetown, MA 02657

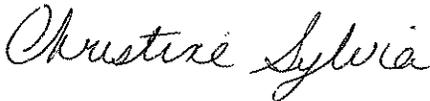
RE: Beautification Committee

Dear Mr. Johnstone:

It is with heartfelt regret that I must leave my position in the Beautification Committee. On Friday I will be purchasing a condominium in Wellfleet and would not longer be eligible to be on Provincetown Committees.

I have thoroughly enjoyed my time on this committee and the people I was fortunate to work with. I look forward to possibly serving on a committee in Wellfleet,

Sincerely

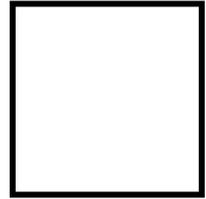


Christine Sylvia

RECEIVED
FEB 22 2016
TOWN CLERK



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, March 14, 2016



EXECUTIVE SESSION MOTION

MGL c30A, Sec. 21(a), Clause 3

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

MOVE that the Board of Selectmen vote to go into Executive Session pursuant to MGL c30A, Section 21(a), Clause 3 for the purpose of:

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. (Update on Clam Dredging Lawsuit). Votes may be taken.

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. (Tax Title Updates). Votes may be taken.

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. (Update on 227R Commercial Street). Votes may be taken.

and not to convene in open session thereafter.

Roll Call Vote:

Tom Donegan:

Erik Yingling:

Cheryl Andrews:

Raphael Richter:

Robert Anthony:

Additional Information

Board Action

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