



Meeting Agenda

The Provincetown Board of Selectmen will hold a public meeting on Friday, September 16, 2016, at 10:00 a.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

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

- A. *Letter to Governor Charles Baker to recommend the appointment of Francine Coco as the State Representative to the Provincetown Housing Authority.*
- B. *Reconfirming vote of the Provincetown 400 – First Pilgrims' Landing Park Grant Agreement.*
- C. *Reconfirming vote of the MassDEP Water Management Act Grant Program Application.*

1. Round Table Discussion on Civic Engagement and Town Meeting Attendance:
 - Public Process – (Overall Discussion)
 - Chairs in Auditorium – (Replacement)
 - Electronic Voting – (Feasibility)
 - Town Meeting Warrant Consent Agenda – (Education; Outreach)
2. Minutes – Approve minutes of previous meetings. Votes may be taken.
3. Other – Other matters that may legally come before the Board not reasonably anticipated by the Chair 48 hours before the meeting. Votes may be taken.



Provincetown Board of Selectmen
AGENDA ACTION REQUEST

Friday, September 16, 2016

00

CONSENT AGENDA

Approval required for the following items:

Requested by: BOS Chair Raphael W. Richter

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:

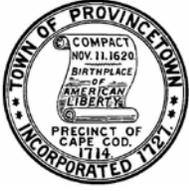
- A. *Letter to Governor Charles Baker to recommend the appointment of Francine Coco as the State Representative to the Provincetown Housing Authority.*
- B. *Reconfirming vote of the Provincetown 400 – First Pilgrims' Landing Park Grant Agreement.*
- C. *Reconfirming vote of the MassDEP Water Management Act Grant Program Application.*

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
Friday, September 16, 2016

00A

STATE APPOINTEE - PROVINCETOWN HOUSING AUTHORITY

Letter of Recommendation to Governor Baker

Requested by: Town Manager David B. Panagore

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent – votes may be taken.

Additional Information

See attached letter recommending Francine Coco be appointed as the State Appointee to the Provincetown Housing Authority.

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

September 16, 2016

Governor Charles Baker, Jr.
Massachusetts State House
Office of the Governor, Room 280
Boston, MA 02133

Re: State Appointee to the Provincetown Housing Authority

Dear Governor Baker:

The Provincetown Board of Selectmen held a joint meeting on Monday, September 12, 2016 with the Provincetown Housing Authority. At that meeting the vacancy created by former State Appointee to the Provincetown Housing Authority, Nancy Jacobsen, was discussed.

The Board of Selectmen would like to recommend and respectfully request that Ms. Francine Coco be appointed as the new State Appointee to the Provincetown Housing Authority to fill the vacancy.

Sincerely,

Raphael W. Richter, Chairman
Board of Selectmen

RWR:ld

CC: Housing Authority



Provincetown Board of Selectmen
AGENDA ACTION REQUEST

Friday, September 16, 2016

00B

TOWN MANAGER'S REPORT

Administrative Updates – Provincetown 400-First Pilgrims' Landing Grant Agreement

Requested by: Town Manager David B. Panagore

Action Sought: Discussion/Approval

Proposed Motion(s)

Move that the Board of Selectmen reconfirm the vote to approve the Agreement with the Pilgrims' First Landing Park , acting as fiduciary of Provincetown 400 , in the amount of \$47,188.00 , for the purpose of employing a part-time Executive Director for Provincetown 400.

Additional Information

See attached Executive Director Job Description and Qualifications and First Pilgrims' Landing Park Grant Agreement.

Board Action

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



PROVINCETOWN 400 1620-2020

Provincetown 400, operating under Pilgrims' First Landing Park Inc. 501c3 status, commemorates the first landing of the Pilgrims in 1620 on the shores of what is now Provincetown MA, honors the native peoples already living here, and embraces the writing and signing of the Mayflower Compact, the beginning of democracy in America. The anticipated budget, to run through 2020, is \$1.5 to \$2 million.

Executive Director Job Description and Qualifications

The Executive Director reports to the Executive Committee and has overall strategic, fundraising, operational and marketing responsibility for all Provincetown 400 endeavors.

The Executive Director will ensure that Provincetown 400 endeavors adhere to the mission statement, and are inclusive and historically accurate. The strategy developed should strive to incorporate all towns on Cape Cod, and be designed to promote Provincetown through and beyond 2020.

Ambassador/Liaison

The Executive Director is the face of Provincetown 400 and liaises with the media, businesses and business organizations, committee chairs, Plymouth 400, Massachusetts 400, appointed and elected officials, vendors, consultants, other non-profits, residents and visitors. With the support of the Executive Committee and others, the Executive Director will become acquainted with and knowledgeable about the aforementioned entities.

Finances/Development

Working with the Executive Committee, the Executive Director will create a line item budget itemizing sources of revenue and expenditures. The Executive Director will develop — and be responsible for the successful implementation of — a fundraising strategy incorporating corporate and private donations, government grants and contracts, fees for good and services, event admissions, etc.

Management

The Executive Director will work with stakeholders, and with respect to other organizations, to develop and lead the implementation of a multi-year calendar of events for fundraising and commemorating, facilitating the arrival of the Mayflower in Provincetown and other endeavors to “commemorate the first landing of the Pilgrims in 1620 on the shores of what is now Provincetown MA, honor the native peoples already living here, and embrace the writing and signing of the Mayflower Compact, the beginning of democracy in America.”

The Executive Director will remove actual and potential roadblocks and redundancies to maximize the efficiency of the organization.

Leadership

The Executive Director will cultivate and motivate volunteers and stakeholders in pursuing Provincetown 400 goals and objectives. The Executive Director will recommend hiring needs to the Executive Committee and will supervise and monitor paid employees and consultants.

The Executive Director will work independently and with professional consultants, tourism professionals and volunteers to raise the required funds and thoroughly market Provincetown 400 endeavors, and with legal consultants as needed.

Marketing

The Executive Director will develop and implement a marketing plan, with goals and objectives as outlined by the Executive Committee. The marketing plan/endeavors will address the local and regional constituency as well as the national and international tourism market.

The Executive Director is responsible for monitoring, evaluating and reporting on all Provincetown 400 endeavors.

Minimum Qualifications

- Bachelor's degree
- 5 years of experience and proven success in development, marketing and leadership
- Successful track record working closely with board leadership and volunteers
- Ability to form effective relationships with a wide range of constituencies
- Ability to organize, manage and motivate people to accomplish goals while creating a sense of order, purpose and direction
- Ability to achieve results working independently
- Proven working competence of all marketing tactics including social media/social networking necessary for the implementation of the marketing plan
- Ability and willingness to work weekends, nights, and holidays as needed

**PROVINCETOWN, MASSACHUSETTS
GRANT AGREEMENT FOR EXECUTIVE DIRECTOR
PILGRIM'S FIRST LANDING PARK**

This GRANT AGREEMENT is made on this _____ day of _____, 2016, by and between the Town of Provincetown, a municipal corporation duly organized under the laws of Massachusetts and having its usual place of business at 260 Commercial Street, Provincetown, MA 02657, acting by and through the Board of Selectmen (the "Town"), and Pilgrim's First Landing Park, acting as fiduciary of Provincetown 400, a Massachusetts non-profit organization, having an address of P.O. Box 659, Provincetown, MA (the "Grantee").

WITNESSETH:

WHEREAS, the Grantee, acting as fiduciary of Provincetown 400, intends to conduct promotional activities benefiting the Town in connection with the 400 Anniversary commemoration of the Pilgrim's First Landing; and

WHEREAS, the Grantee has requested that the Town provide a grant to the grantee for the purpose of financially supporting the position of Executive Director by the grantee (the "Services"); and

WHEREAS, the Town has secured an appropriation from the Provincetown Town Meeting for this purpose.

NOW THEREFORE, the TOWN and the Grantee agree as follows:

1. Funding. The Town shall grant to the Grantee, previously appropriated by Town Meeting, the sum of \$ 47,188.00 (the "Funds") on the condition that the Grantee shall use the Funds only for the purposes of employing and supporting an Executive Director position, in accordance with the terms of this Grant Agreement.
2. Conditions.
 - a) Grantee shall use the grant funds only to retain and support the services of an Executive Director in accordance with the job description attached hereto as Attachment A. Excess or unused Funds will be returned to the Town. The Grantee agrees that, in retaining an Executive Director, the Grantee shall utilize the attached job description. Any changes to the job description shall require the prior approval of the Provincetown Town Manager.

- b) Grantee shall comply with the reporting requirements set forth in Section 7.
 - c) In directing the services of the Executive Director, the Grantee shall work closely with, and comply with any requests of, the Town Manager
3. Contact. The Grantee shall identify in writing a contact person responsible for administration of the Services and a second person, authorized to act if the contact person is unavailable.
 4. Budget. Prior to the commencement of the Services, the Grantee must submit a complete budget, including: (a) the expenditure of all Funds awarded under this Grant Agreement, and (b) all other sources of funding, if necessary, to complete the Services as described herein. Disbursement of Grant funds spent will not commence unless sufficient sources of funding have been identified to fully fund the agreement with an Executive Director, as approved by the Town Manager. If the Town Manager determines that funds have been spent on services not included in the Project budget or otherwise not authorized, reimbursement may not be authorized.
 5. Liability of the Town. The Town's liability hereunder shall be to make the payment specified in Section 1 of this Grant Agreement, provided that the conditions set forth herein are followed, and the Town shall be under no further obligation or liability. Nothing in this Grant Agreement shall be construed to render the Town or any elected or appointed official or employee of the Town, or their successors in office, personally liable for any obligation under this Grant Agreement, and the Executive Director shall not be deemed an employee or contract worker of the Town.
 6. Indemnification. The Grantee shall indemnify, defend, and hold the Town and its departments, officers, employees, servants and agents harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorneys' fees, arising out of or relating to the Grantee's performance of the Services, or the negligence or misconduct of the Grantee or the Grantee's agents or employees.
 7. Reports. The Grantee shall provide budgetary and program reports to the Town every three months starting from the first disbursement of the funds to the Grantee. The reports shall include a statement of all activities of the Executive Director, and the Town reserves the right to request additional documentation, as determined necessary to meet the purposes of the Grant.
 8. Record Keeping. The Grantee agrees to keep, for a period of six (6) years after the Project is completed, such records with respect to the utilization and the proceeds of this Grant Agreement as are kept in the normal course of business and such additional records as may be required by the Town. The Grantee further agrees to make these records available to the Town upon request.

9. Payments. The Town shall disburse the Grant Funds in periodic installments in order to ensure that the Grantee has adequate funds to compensate the Executive Director in accordance with the terms of employment established by the Grantee.
10. Successors and Assigns. This Grant Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. The Grantee shall not assign, subcontract or otherwise transfer this Grant Agreement, in whole or in part, without the prior written consent of the Town.
11. Termination. In the event the Grantee fails to fulfill all obligations under the terms of this Grant Agreement, as determined by the Town, and such failure is not cured within thirty (30) days after the Town has given written notice to the Grantee specifying such failure, the Town shall have the right, in its sole discretion, to terminate this Grant Agreement upon written notice to the Grantee. Upon receipt of said termination notice, the Grantee shall cease to incur additional expenses in connection with this Grant Agreement.
12. Return of Funds. In the event the Grantee fails to fulfill all obligations under the terms of this Grant Agreement and this Grant Agreement is terminated pursuant to Section 11, any Funds granted to the Grantee under this Grant Agreement and not yet expended shall be returned forthwith to the Town without further expenditure thereof. If the Grantee fails to fulfill its obligations under the terms of this Grant Agreement as a result of negligent or intentional acts or omissions of the Grantee, its agents, employees, contractors or invitees, the Grantee shall be liable to repay to the Town the entire amount of the Funds provided under this Grant Agreement, and the Town may take such steps as are necessary, including legal action, to recover such funds. In the event that the Town takes legal action under this Grant Agreement, the Grantee shall pay any and all costs, including reasonable attorneys' fees, expended for the enforcement of this Grant Agreement.
13. Compliance with Laws. The Grantee shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the Services, such provisions being incorporated herein by reference.
14. Notice. Any and all notices, or other communications required or permitted under this Grant Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when

deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.

15. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
16. Governing Law. This Grant Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Grantee submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Grant Agreement.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement on the day and year first written above.

Town of Provincetown

Pilgrim's First Landing Park, Inc. acting as
fiduciary for Provincetown 400

By its Board of Selectmen

Chair Raphael Richter

By: _____
Name:

Title:

David B. Panagore
Town Manager

By: _____
Name:

Title:

560772/prov/0001



Provincetown Board of Selectmen
AGENDA ACTION REQUEST

Friday, September 16, 2016

OOC

MassDEP WATER MANAGEMENT ACT GRANT PROGRAM

Approval of Town's Participation

Requested by: Town Manager David B. Panagore

Action Sought: Discussion/Approval

Proposed Motion(s)

Move that the Board of Selectmen reconfirm the vote to approve the Town's participation in the MassDEP Water Management Act Grant Program in the requested amount of \$94,500 for unaccounted for water reduction and water main assessment.

Additional Information

See attached memo from Water Superintendent Cody J. Salisbury and Budget for WMA Grant 2016 document.

The total grant request is for \$94,500, including any engineering services. The grant is structured such that successful applicants will provide a twenty-percent (20%) match, equating to \$18,900. However, in-kind services provided by Water Department staff contribute to the match, and therefore the contribution can be reduced to \$7,629. A grant budget outline is attached.

Board Action

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



PROVINCETOWN DEPARTMENT OF PUBLIC WORKS

Memo

To: David Panagore, Town Manager
From: Cody J. Salisbury, Water Superintendent
CC: Richard J. Waldo, DPW Director
Date: September 9, 2016
Re: WMA Grant Funding opportunity

The Water Department seeks to apply for grant funding through the Massachusetts Department of Environmental Protection Water Management Act (WMA) Grant Program. This grant funding would be utilized for two main tasks; one, procuring permanently deployed leak loggers/correlators (such as those currently being piloted in the distribution system) and second, to perform pipe assessment on approximately two miles of asbestos cement pipe throughout the system.

The leak noise loggers will provide the Water Department with data related to leak noise characteristics in specific areas of the distribution system in an effort to reduce water losses. A set of approximately thirty (30) loggers would be deployed to capture data for three to four months. After this time period passes, the loggers would be strategically moved to a different zone to capture data for another three to four months. Ultimately the data will provide field staff with focused approach to leak detection. If the loggers report an area is "tight", traditional acoustic leak detection methods can be carried out in other areas.

The asbestos cement (AC) pipe assessment is an effort to evaluate the current structural integrity of various AC water mains in the system. The goal is to assess approximately two miles of pipe, with a total of one mile within the Truro portion of the system, which contains the oldest AC pipe according to our records. The remaining one mile would assess various AC water mains within Provincetown, generally consisting of water mains five hundred feet (500') in length. The distribution system is comprised of approximately twenty miles of AC pipe. The assessment report provides the Water Department with an understanding of the remaining structural integrity of the AC pipe in the system, and identifying priorities for rehabilitation or replacement. Further, this assessment also performs leak detection on the pipe simultaneously if performed using state of the art, non-invasive acoustic methods.

Both tasks can be performed, including any engineering services, for \$94,500, and therefore would be the total grant request. The grant is structured such that successful applicants will provide a twenty-percent (20%) match, equating to \$18,900. However, in-kind services provided by Water Department staff contribute to the match, and therefore the contribution can be reduced to \$7,629. A grant budget outline is attached for an overview of the tasks and associated costs, as well as the in-kind services required. Fiscal year 2017 may be the final year for the WMA funding, and our request should prove favorable for seeking actions to reduce water losses and assess aging infrastructure.

BUDGET FOR WMA GRANT 2016

	TASK	COST	DESCRIPTION
<u>GRANT REQUEST ITEMS</u>	Permanently deployed data loggers (approx 30 loggers)	\$30,000	Procure approximately 30 permanently deployed data loggers to capture leak noise within specified distribution system zones. This is the same procedure under the pilot program with Gutermann currently in place.
	A.C. Pipe Assessment, 2 miles	\$55,000	Perform Asbestos Cement (A.C.) pipe assessment on approximately two miles of distribution system pipe. Approximately one mile of pipe would be located within the Truro portion of the system, with the remainder for various lengths/size pipe within Provincetown. This assessment will provide valuable insight to the current remaining structural integrity of the asbestos cement pipe and a tool for future capital planning.
	Environmental Partners Group, engineering services	\$9,500	Provide support and engineering services for grant documentation, and provide support for A.C. pipe assessment
	TOTAL GRANT REQUEST	\$94,500	
	TOTAL MATCH REQ'D (20%)	\$18,900	

IN-KIND SERVICES BY
PROVINCETOWN WATER

Initial layout of project area related to deployment of leak noise loggers.

review as-built drawings; locate, mark, and clean/repair gate valve boxes. Locate and mark sign poles to co-locate radio transmitter, install new poles if necessary.

Data Logger data analysis,
operation & maintenance

\$4,671.00 6 hrs per week for 4 month deployment

Project management and
administration

documentation, drawing review, drawing submissions, project
oversight

\$3,000.00

TOTAL IN-KIND SERVICES

\$11,271.00

**TOTAL MATCH REQ'D LESS IN-
KIND SERVICES**

\$7,629



Provincetown Board of Selectmen
AGENDA ACTION REQUEST

Friday, September 16, 2016

1

CIVIC ENGAGEMENT AND TOWN MEETING ATTENDANCE

Round Table Discussion

Requested by: BOS Chair Raphael W. Richter

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent. Votes may be taken.

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>

Increasing Public Participation for Important Town Meeting Decisions

Proposed Civic Engagement Process Plan and Fall Town Forum

Goals

Increased public engagement and participation for the important decisions that are made by Town Meeting.

Greater success in explaining proposed solutions to address our complex challenges. These involve extended public policy decisions that require more thought and understanding of the problems and the options to address them.

Increased public awareness and involvement throughout the year, so as to build consensus for the best ways to meet the management and financing challenges of Town government.

Overview of the Proposed Plan

Year-long civic engagement process designed to inform citizens early on concerning complex issue and potential solutions that will be on the Warrant for Town Meeting, engage interested persons in refining the options for addressing the problems that have been identified, and ensure that voters are more informed when they are asked to make important decisions.

Proposed Town Forum in mid-November with brief overview presentations divided into major government functions each addressing particular challenges through proposed solutions for Town Meeting, and small group discussions for some of the more controversial or complex issues that can benefit from public dialogue and feedback between now and the next Town Meeting, followed by an opportunity for public comments.

Enhanced traditional pre-Town Meeting communication, Public Hearing and other civic engagement activities, together with the piloting of newer social media and online dialogue tools coordinated with the traditional activities.

Questions to be Answered

1. What changes to this plan need to be made before it is implemented?
2. What would be the best date for a Fall Town Forum – Saturday Nov. 12th, Tuesday Nov. 15th, Saturday Nov. 19th, or some other date? What would be the best location?
3. What periodic updates would which Town boards like to receive for this process?

Expected Outcomes

- Increased participation by informed citizens in the 2017 Annual Town Meeting.
- Increased participation by voters, other residents, non-residents, business owners and community organizations in the process of developing the proposed solutions to those important Town government issues and problems that are identified.
- Increased preparation by presenters of Warrant Articles and by those Town board members and department heads that will be providing support for each article.
- Development of a civic engagement model that can be used in future years, modified as needed based upon the feedback from this first year's activities.

Increasing Public Participation for Important Town Meeting Decisions

The Proposed Plan: A Year-Long Civic Engagement Process

Year-long civic engagement process designed to inform citizens early on concerning complex issues that will be on the Warrant for Town Meeting, engage interested persons in refining the options for addressing the problems that have been identified, and ensure that voters are more informed when they are asked to make important decisions.

Develop a civic engagement model that can be updated and used for future years, modified as needed based upon the feedback from the FY2017 activities.

Create a partnership between members of Town Departments, Town boards and the greater community to draw upon for improved communication and public participation in the future, particularly for when Town Meeting will need to make important decisions.

Proposed Town Forum in mid-November

Fall Town Forum with overview presentations concerning the important activities of Town government and small group discussions for more controversial issues that can benefit from public dialogue and feedback before they may be on the Warrant for the next Town Meeting. Separate the problem from the solution in the discussions. Town government is trying to solve a problem and there may be more than one solution. If a particular issue is going to come up at Town Meeting, what are the questions that voters would like answered?

Record the Forum on PTV for replay throughout the winter. In the spring, should continue to hold one or more forums a month or so before Town Meeting. In addition to being recorded, one of the forums should be live-streamed so that voters who are not in Town can be more informed prior to Town Meeting.

Follow Up to Prepare for the 2017 Annual Town Meeting

Encourage interested participants to remain involved in the process of refining the proposed solutions to the problems that have been identified so that they can be fully informed when a solution to a controversial issue may be taken up by a Town Meeting.

Develop a civic engagement advisory committee of Town employees, volunteers and community members chaired by the Town Manager that can coordinate these civic engagement and pre-Town Meeting activities both between the Forum and Town Meeting and in future years.

Modify pre-Town Meeting tools that have been used successfully in the past, including a reader-friendly pre-Town Meeting mailing concerning important proposed articles, and the earlier drafting, review and editing of Warrant Article scripts by the appropriate Town board members and Town department staff.

Enhance traditional pre-Town Meeting communication, Public Hearing and other civic engagement activities with the piloting of newer social media and online dialogue tools designed to encourage people to provide feedback and to ask questions and receive answers provided by Town staff and others who are responsible for a topic.

Provide facilitation and mediation training to Town staff, board members, and other members of the community who are interested in leading small group discussions and/or online community dialogues in the future as part of an on-going civic engagement process.

Increasing Public Participation for Important Town Meeting Decisions

Proposed Fall Town Forum

Goals

Engage citizens in a discussion of several important issues that may be on the Warrant for the April 2017 Annual Town Meeting.

Encourage interested participants to remain involved in the process of refining the proposed solutions to the problems that have been identified so that they can be fully informed when a solution to a controversial issue may be taken up by a Town Meeting.

Establish a much earlier deadline for public distribution of the presentation “scripts” that are prepared by those Town board members, Town department heads, or others that will be sponsoring an Article at the 2017 Town Meeting. The Forum can then provide them with the questions and concerns that need to be addressed during the five months before Town Meeting.

Key Elements of the Proposed Town Forum

- 3 to 3-1/2 hour Forum, similar in length to a Town Meeting, open to all interested participants, to be held either on a weeknight or on a Saturday in November, date and time to be determined.
- 1 hour of presentations to include a brief overview of the Town government topics listed on the following two pages, so as to provide a “big picture” context for the discussions, with more focused presentations for the six topics for discussion by the participants in small groups. The overview presentations provide an opportunity to update participants on all of the important activities of Town government, not just the ones that will come up at the next Town Meeting as Warrant Articles. The Forum planners will provide the presenters with templates for both the overview and topic presentations, as well as a template for topic handouts that will be available for participants and for posting online following the Forum.
- 1 hour of facilitated discussion in small groups at tables, led by a “neutral” facilitator, with a staff or board member familiar with the topic as a resource. Each participant will select two of the six topics and participate in a ½ hour discussion for each of those topics. This format allows those who are interested in more than one topic to participate in the discussions for two topics, while those who only have an interest in one topic will have an opportunity to hear about another issue they may not have thought about. The Forum planners will provide the facilitators with small group instructions and the questions for discussion, and will lead a facilitator training and Q & A session the week before the Forum. Questions will include what more do you need to know in order to make an informed decision, what questions do you have that staff should research, do people agree or disagree on the definition of the problem, what are your suggestions for solutions, and would you like to stay involved.
- 1+ hour for brief presentations on the key points from the small group discussions by their facilitators, followed by a general discussion and any additional comments that the participants would like to make.
- The Town Forum will be recorded by PTV for replay throughout the winter prior to the 2017 Town Meeting. In the spring, the Town should continue to hold one or more similar forums a month or so before Town Meeting, as some other towns do as an information session. These forums could be live-streamed so that voters who are not in town can be more fully informed when they return to Provincetown prior to the Annual Town Meeting.

Increasing Public Participation for Important Town Meeting Decisions

Proposed Forum Presentations and Discussion Topics

The attached table shows the first draft for the proposed overview presentations for the Town government and topic categories as well as the proposed discussion topics for the Fall Town Forum, based upon the information provided by department heads and others to date concerning possible Warrant Articles for the 2017 Annual Town Meeting.

Town Government Categories

All of the topic categories, possible Town Meeting Articles and proposed discussion topics for the Fall Town Forum have been grouped into four broad Town Government categories: Community Development, Community Services, Public Works and Finance.

Topic Categories

Most of the topic categories correspond to either departmental or Town board responsibilities, although as would be expected there are some overlaps as well as some topics that fall outside the jurisdiction of the boards or the departments. As a starting point, the topic categories have been grouped into the four Town Government areas using the following criteria:

- Community Development – categories involving the built environment, zoning, land use, development, conservation and health or investment thru private or public-private partnerships such as tourism.
- Community Services – categories involving the services provided by Town government departments and entities including the Library, Recreation, Human Services, Public Safety (Police and Fire), the Schools and the Pier Corporation.
- Public Works - infrastructure development and management that the Town does.
- Finance – the financial forecast leading to the operating budget and capital improvements budget (CIP), with any major department-specific improvements that would be separate articles in their category.

In a given year at a given Town Forum, not every category might be reflected in the presentation or on the Town Warrant. These are flexible broad categories intended to be a “home” and not a mandate.

Possible Town Meeting Articles

The list includes the possible Town Meeting articles that have been submitted to the Town Manager as of September 15th.

Discussion Topics for the Fall Town Forum

The proposed table discussion topics for the Fall Town Forum include some of the more controversial or complex issues that can benefit from public dialogue and feedback between now and Town Meeting, including the inclusionary by-law, a new police station, a proposed noise ordinance, infrastructure improvements for Provincetown 2020, and the regulation of food trucks. The Forum planners hope that these proposed topics can draw participants with a wide range of interests and opinions who will ask questions and provide feedback.

Increasing Public Participation for Important Town Meeting Decisions

Town Forum Follow Up to Prepare for the 2017 Annual Town Meeting

Goal

Build on the interest and momentum from the Town Forum by actively engaging community members who are interested in the issues that will be brought to the 2017 Annual Town Meeting, so as to meet the overall goals of the civic engagement process plan.

Develop a Civic Engagement Advisory Team that can lead these civic engagement activities both between the Forum and Town Meeting and in future years.

Key Elements of the Proposed Forum Follow Up

- Revise the Warrant Article scripts prepared by the appropriate Town board members and Town department staff as appropriate based upon feedback at the Forum.
- Draw upon the civic engagement advisory team chaired by the Town Manager to ensure that the development and dissemination of all pre-Town Meeting information stays on schedule, and that both the traditional and newer communication tools are coordinated.
- Reinstate and modify some of the pre-Town Meeting tools that have been used successfully in the past, including a reader-friendly pre-Town Meeting mailing.
- Launch online dialogue tools after the Forum to encourage people to provide feedback, express their concerns, make recommendations, and to ask questions and then receive answers provided by Town staff and others who are responsible for a topic.
- Coordinate all new public participation activities - both the face-to-face ones and any social media or online communication tools - with the traditional pre-Town Meeting published information and required Public Hearings and Town board public processes.
- Circulate to all Town boards and department heads a schedule of pre-Town Meeting activities including all information sessions and Public Hearings. Use the feedback from previous information sessions to determine when and where to hold the 2017 ones.
- Provide facilitation and mediation training to Town staff, board members, and other members of the community who are interested in leading small group discussions or online community dialogues in the future as a part of any on-going civic engagement process.

Outcomes

Develop a civic engagement model that can be updated and used for future years, modified as needed based upon the feedback from the FY2017 activities.

Create a partnership between members of Town Departments, Town boards and the greater community to draw upon for improved communication and public participation in the future, particularly for when Town Meeting will need to make important public policy decisions.

Explore how to coordinate these Town Meeting-related civic engagement approaches with some of the longer term planning and community dialogue activities such as the LCP update, Provincetown 2020, Charter Review, Provincetown 365, or the PNRTA.

Increasing Public Participation for Important Town Meeting Decisions

Town Government Categories	Topic Categories	Possible Town Meeting Articles	At the Town Forum	
Community Development	Housing	Year Round Rental Housing Trust funding		
	Land Use and Zoning	Inclusionary By-Law Commercial Accommodation By-Law Historic District Commission Signage By-Law Food Trucks Urban Agriculture	Discussion topic ? Discussion topic?	
		Employment and Econ Develop Growth Management		
		Open Space and Recreation	Potential purchase?	
		Public Health		
	Community Services	Police Department		
		Fire Department		
		Pier and Harbor	Jet Skis By-Law	
		Quality of Life	Noise Ordinance	Discussion topic
	Public Works	Public Schools		
Transportation and Parking		Shank Painter Tree By-Law		
Water and Sewer systems				
Finance	2020 Infrastructure	Bas Relief Rotary	Discussion topics	
	Projects	Police Station	Discussion topic	
	Projects	Design Phase 1 DPW garage		
	10 Year Financial Forecast	Budget		

Loretta Dougherty

From: David Gardner
Sent: Thursday, September 15, 2016 12:46 PM
To: Cheryl Andrews; David Panagore; Elisabeth Verde; Erik Yingling; Loretta Dougherty; Raphael Richter; Robert Anthony; Tom Donegan
Subject: Historical Commission vote regarding Auditorium Chairs

Historical Commission Meeting of September 14, 2016 motion regarding the replacement of auditorium chairs.

Auditorium Seating: The Board of Selectmen will be holding round table discussions to improve communication of and accommodation of Town Meeting. They have requested input of the Historic Commission with regard to the auditorium seating. Moved by S. Bokowski that the 1887 seats are part of the historic fabric of the auditorium. The Commission does not want the chairs thrown out but rather a historically correct solution be found. 2nd P. Burnell, Vote: 5 0 0

David Gardner
Assistant Town Manager
Town of Provincetown
508-487-7000 x 527



PROVINCETOWN 400
1620-2020



Please consider the environment before printing

Electronic Voting at Town Meeting

- Budget Issue: Cost for electronic voting at April Town Meeting estimated between \$18,000 - \$25,000. *Note:* Total cost for April 2016 Registrars and Counters Fee for three nights was \$728.
- Would require General By-Law changes, specifically to:
 - **4-4-1. Determination of votes.** When a question is put, the sense of the meeting shall be determined by the voices of the voters, and the Moderator shall declare the vote as it appears to him; provided that no vote shall be taken when the balcony is open to the general public. If the Moderator is unable to decide the vote by the sound of voices, or if his decision is immediately questioned by seven (7) or more voters, the Moderator shall distinctly state the question; and those voting in the affirmative and negative, respectively, shall, as the Moderator directs, raise one hand or rise and stand until counted. No person shall be counted who does not comply with the request to occupy a seat, if seats in the hall are available; but if seats are not available, those standing shall be counted separately by a show of hands.
 - And **4-4-4. Votes by secret ballot**, which would be eliminated in its entirety.
- Consider creating an ad hoc working group to investigate electronic voting, develop specifications and requirements, and bring recommendations to Town Manager/Selectmen in preparation for a warrant article for April 2016 Town Meeting. *Note:* This process would need to be fast tracked, but past efforts of other towns can be utilized to help facilitate our process.

Of Interest:

- In 2015 Eastham was the 4th Town with Open Town Meetings to adopt electronic voting at Town Meeting.
- Eastham budgeted \$21,000/yr for electronic voting. *Note:* Eastham conducted their April 2016 Town Meeting in one night.
- Blue light appears on when Moderator declares the 30 second voting period – at which time a voter can change their vote if they choose to do so.
- Results appear on computer screen shared by Town Clerk and Moderator – Moderator announces result. *Note:* This is the option Eastham has chosen, results can likely appear on a large screen for the audience if desired.
- For April 2016 Town Meeting, they “bundled” certain articles and conducted all by voice vote and declared unanimous.
- Eastham found that “voters (have become) very comfortable with the process – it’s easy and quick. Voters love that their votes are private – anyone can vote how they want on a controversial topic.”

Memo

To: David Gardner, Acting Town Manager
From: Doug Johnstone, Town Clerk
Date: 3/2/2016
Re: Electronic Voting at Town Meetings - **UPDATE**

As you know, last year the Board of Selectmen requested that the issue of electronic voting at Town Meeting be investigated and, to that end, I sent a memo dated May 27, 2014 on my findings, which I attach here for your reference, if needed. Since the Town of Eastham recently instituted electronic voting at their May 4, 2015 Annual Town Meeting – the first town on the Cape to do so – I thought it a good time to update you with information based on the Town of Eastham’s experience.

In 2014 the Town of Eastham voted to institute electronic voting for Town Meetings. Eastham received three bids in response to a Request for Proposals for Electronic Voting Equipment and, of the three bids, choose OpTech. OpTech’s proposal was in the middle in terms of cost, but was chosen because they were the only company of the three with Open Town Meeting experience (as opposed to Representative Town Meeting where electronic voting is more common). OpTech proposed a cost of \$18,000 for one night of Town Meeting and 1,500 hand-held devices (Eastham’s population was just under 5,000 in the 2010 census).

Eastham has provided us an opportunity to see what impact electronic voting has had on their most recent Town Meeting and provides a guide to what Provincetown can expect in terms of benefits and cost. Town Clerk Susanne Fischer reports that electronic voting was well received by those attending the Town Meeting. She listed the following positives:

- “Check in was a snap” – Eastham had 10 “welcome station computers” for voters to check in and receive their devices. Because voters could go to any station that was available there was no waiting in line (for the first time ever). No one had to queue in their respective AB, CD, EF, etc. line for their turn to register. (Please note that the welcome stations were provided by the company and not every company offers them);
- Town Meeting was quiet. Voting was done in a 30 second voting window after each article. No tellers counting, folks standing up and sitting down, no complaints that people were missed in the counting;
- Voting was completely private – a valuable asset on a contentious issue;
- Each vote had a complete and accurate count.

Town Clerk Susanne Fischer also listed the negatives as follows:

- Cost – Eastham spent \$20,000 for electronic voting for one night. Additional nights ran \$1,500 for the technicians. Two other companies responded to the RFP – one was lower and one was higher. The company Eastham chose most met their criteria.
- A thirty second plus wait for the electronic vote turns out to be much slower than a voice vote taken by the Moderator.
- Some voters would have liked to have both voice and electronic votes – saving the electronic voting for contentious and required 2/3rds. They argued that Town Meeting is meant to be an open discussion and open vote. The Eastham Moderator held fast to using electronic for all voting (although he did have to do one voice vote). He believed the cost necessitated use for all articles.
- The Electronic Voting Committee spent months planning for electronic voting (the Eastham Town Clerk was a liaison) and she reports the number of meetings were “unbelievable! The committee wanted to consider every contingency, and they did!”

Suggested next steps to consider should the Selectmen wish to pursue electronic voting at Town Meetings here in Provincetown:

- If a Fall Special Town Meeting is held this year, place the issue on the warrant for discussion, and also include a budget appropriation for this purpose with the intent of initiating electronic voting for the April 2016 Town Meeting, should the will of Town Meeting prove affirmative;
- Form a working group on the issue (as opposed to an actual appointed committee), tasked with examining the findings of other towns that have adopted electronic voting, determining any special factors or requirements particular to Provincetown, and reviewing and adapting existing RFP's for this purpose should the Town decide to move forward with electronic voting at Town Meeting. An RFP can then be ready for posting shortly after the Special Fall 2015 Town Meeting with a closing date no later than the end of January 2016. This working group could also develop any handouts or explanations at Town Meeting to educate voters about the process.

Should you decide to move forward on the issue, I would be happy to assist in any way that would be helpful.

Memo

To: David Gardner, Acting Town Manager
From: Doug Johnstone, Town Clerk
Date: 5/27/2014
Re: Cost Estimate for Electronic Voting at Town Meetings

During the FY 2015 budget process, the Board of Selectmen had requested that the issue of electronic voting at Town Meeting be investigated. Research has revealed that while the use of electronic voting at Town Meetings is relatively rare in Massachusetts, a few towns, primarily those with a representative Town Meeting as opposed to the Open Town Meeting we practice in Provincetown, have adopted the procedure.

The first of five towns in Massachusetts with Open Town Meetings, the Town of Wayland has extensive information on the decision making process that led to electronic voting at their Town Meetings, and I have used that information to obtain an estimate of the cost to adopt that practice here in Provincetown.

Option Technologies, the company contracted to supply the Town of Wayland with electronic voting equipment through a three year contract, has provided an estimate of costs for Provincetown. If the Town were to rent the equipment, pricing for the electronic voting services is directly related to the number of voters, the number of days of voting and the dates of the meeting. A current estimated price for a one day of Town Meeting with 500 voters and four welcome stations is \$16,713. Additional days after the first day, with the same number of voters and Welcome Stations are estimated at \$10,877. A Town Meeting with 300 voters and 3 Welcome Stations is estimated at \$12,328 with \$7,434 for each additional day. Using these estimates, the additional cost for the April 2008 Town Meeting, with a first night attendance of 491, would total roughly \$38,467. The additional cost for the most recent Town Meeting in April 2014, with a first night attendance of 234 voters, would total roughly \$27,196.

If the Town were to purchase the equipment rather than rent, the cost of purchasing a 500 keypad system will be approximately \$120,000 including support and software licensing for three years. There is very significant labor and skill involved with owning and operating. The keypads will need to be cleaned and maintained. They will require testing and a battery change at least once each year. The network servers, switches and cabling between registration servers and the Welcome Stations must be installed for each Town Meeting. Team members must be trained with the skills to do those functions and operate the voting

software and hardware at each meeting. With any electronic system developing as needs and use increase, the purchased system may become obsolete in time.

The reported benefits of electronic voting at Town Meetings have been faster and more accurate vote counts, and voter privacy. Electronic voting was not found to increase attendance. The biggest negative would appear to be the cost associated with adopting the practice.

I have attached the following documents to provide more information:

- Cost Estimate from Option Technologies;
- Overview of Electronic Voting for Open Town Meetings provided by Option Technologies;
- Provincetown Town Meeting Attendance Records from 2005 – Present;
- A status report on electronic voting at Town Meetings from the Town of Wayland website showing which towns have considered the practice.

For more information on electronic voting at Open Town Meetings, you may also wish to visit the Town of Wayland Town website www.wayland.ma.us, which contains a great deal of information on their decision to adopt the practice of electronic voting that you may find useful.



Option Technologies

May 21, 2014

Mr. Doug Johnstone
Town Clerk
Provincetown
260 Commercial St.
Provincetown, MA 02657-2213

Dear Mr. Johnstone,

Thank you for the opportunity to provide preliminary information regarding electronic voting services for Town Meetings in Provincetown, Massachusetts.

We can provide a rental system or provide a system to be owned by the Town. Most Towns with the open meeting format prefer to rent because the number of keypads and Welcome Stations varies widely depending on anticipated attendance related to the Warrant and Articles proposed. Here is some initial information on a rental solution:

Overview: Option Technologies Interactive will provide a complete turnkey service solution that satisfies every aspect of the Town Meeting voting process, from pre-event planning, equipment installation, rehearsals with the Moderator, Clerk and other team members, to voting on articles and motions and post-event removal of equipment.

Our team of experienced interactive consultants and event coordinators will work to make every meeting a success. Option Technologies offers one of the world's largest rental fleets of advanced two-way messaging radio keypads. We combine this cutting edge hardware with the widest family of interactive software products in the industry, including our proprietary Welcome Station modules which provide important layers of security and support convenient voter check-in and departure. Our Welcome Station systems use scanners that access data from the check-in books used by Town Clerks in the state.

Our flagship OptionPower® tool is the most powerful interactive add-in available for secure electronic voting. It seamlessly allows for dynamic rosters that change as the Town Meeting unfolds. It provides a wide variety of interactive polling and data display tools that work well within the flow of Town Meeting deliberations.

Option Technologies International (OTI) has set the standard for flawless interactive presentations and facilitated meeting support for more than twenty-eight years. We have a proven track record of outstanding client service. Our seasoned professionals manage the technology on-site and coordinate the set-up and testing of the equipment along with the packing and shipping.

3301 Bartlett Blvd. | Orlando, Florida 32811 | ph. 407.872.3333 | fx. 407.872.3330 |
optiontechnologies.com

Pre-Event: OTI will provide a lead consultant for each Town Meeting project. This person will be available for pre-event meetings with the Moderator, Clerk, Town Manager and other representatives as well as conduct meetings via telephone, web conference or email. We will work with your staff or an Electronic Voting Committee to provide detailed written procedures for the Moderator, Clerk, Check-in Volunteers and Teller as well as provide training workshops to ensure smooth implementation of electronic voting technology.

Members of our team will arrive on location three weeks before the Town Meeting to walk through the venue and plan a detailed installation schedule of all equipment positions, cabling and voting technology adjacent to the Moderator and Clerk positions. The event team will arrive on-site one day before the first Town Meeting session to install and test equipment and meet with Town leaders.

During Town Meeting: OTI consultants will assist with set-up and implementation of the keypad distribution process at electronic Welcome Stations operated by check-in personnel provided by the Town Clerk. We will provide redundant servers in a wired Virtual Private Network and Microsoft SQL Server software connected to Welcome Stations to manage the check-in and check-out of voters. This system will provide an ongoing master roster of eligible voting keypads that is available on demand for electronic voting. OTI will provide personnel to staff an Electronic Voting Help Desk before, during, and after the event to assist with questions about the technology and exchange of non-functioning equipment. During the meeting our consultants will work with the Moderator to open and close polling during votes on articles, motions and other ballot initiatives. We will provide a voting display light that will illuminate during the period voting is open along with a results display at the Moderator/Clerk position. This display will immediately show the vote tally, including any manually cast paper ballots prior to public announcement and results display.

Post-Event: OTI consultants will pack and ship all equipment and meet with Town leaders to debrief and plan process improvements for subsequent electronic voting sessions.

Option Technologies has conducted more than 10,000 successful polling meetings and provided services for as many as 11,000 voting participants in a single venue. We have demonstrated our open Town Meeting capabilities on-site during meetings with other towns. We look forward to the opportunity to work with your team to explore this further.

Pricing for electronic voting services is directly related to the number of voters, the number of days of voting and the dates of the meeting. As an example, the current estimated price for a one day Town Meeting with 500 voters and 4 Welcome Stations is \$16,713. Additional days, after the first day, with the same number of voters and Welcome Stations are estimated at \$10,877. A Town Meeting with 300 voters and 3 Welcome Stations is estimated at \$12,328 with \$7,434 for additional days. Additional significant discounts are possible depending on multi-year commitments, permanent installation of cabling as well as coordination of meeting dates with other Towns.

We are happy to provide additional pricing models after a site inspection and further consultation.

Best regards,



Mark A. Fite,
President/CEO



Voting Electronically

The handsets look a bit like a TV remote control, but instead of pushing buttons to change channels, you push the buttons to vote: the 1 button for Yes, or the 2 button for No. Your vote will be displayed on your handset's screen and wirelessly transmitted to a computer that counts votes and displays the results for the Moderator to announce. Nothing but these totals will be permanently recorded, so your vote will remain private.

Voter Check-In

As with previous Town Meetings, check-in will be organized by last name. As voters check-in they receive a handset for use during that session. Each voter registration book is staffed by a team member supervised by the Town Clerk. Adjacent to each book is a Welcome Station computer. This computer is attached to a barcode scanner. As each voter arrives, their name is identified in the registration book, their voter barcode is scanned and then the ID barcode on the back of the handset is scanned. This activates the handset for voting during the session. Handsets are tested and turned on prior to distribution to voters.

Test Votes

Each meeting session will start off with one or more "test votes" to get everyone comfortable with the voting procedures. The Moderator will pose a question like "Will the Red Sox win the pennant this year?" and everyone will have 30 seconds to vote. During this interval, voters will be able to change their votes should they wish to do so. The system counts only the last button pushed: the 1 button for Yes, and the 2 button for No. When the 30-second interval is over, the Moderator will announce that the test vote is complete, and shortly thereafter announce the results.

Voting Process

Before each vote, the Moderator will summarize the motion or amendment being decided. He'll then announce the beginning of a 30-second interval during which you can convey your vote, and a "voting light" near the Moderator will be illuminated. To vote Yes, push your handset's 1 button. To vote No, push your handset's 2 button. If you accidentally push the wrong button, you can change your vote by pushing the correct button. If you don't want to participate in a particular vote, don't push any buttons during the 30 second voting interval. If you don't want to participate, but accidentally push the 1 button or the 2 button, you can clear your unintentional vote by pushing the 3 button.



When the 30-second interval is over, the "voting light" will be extinguished, and the Moderator will announce that the vote is complete; shortly thereafter the Moderator will announce the results.

If you inadvertently turn your handset off by pushing the power button in the lower-right corner, push this button again to turn your handset back on. Pushing any of your handset's other buttons during the voting interval will not change your vote, but for peace of mind, your handset will encourage you to "Re-Vote." Push the 1 button for Yes or the 2 button for No.

Handset Return

Please keep your handset with you. When you leave the Town Meeting - either during a session or at the close of a session - please place your handset in one of the boxes at the exits. If you forget to turn in your handset, we will follow-up the next day and ask you to return it.

Electronic Voting Help Desk

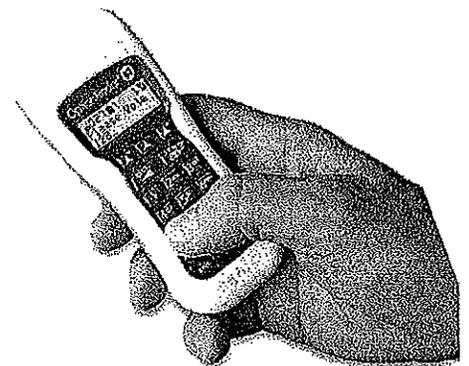
Every handset will be tested before each session of Town Meeting, so the probability of a handset failing is very low. That said, if pushing your handset's 1 button or 2 button during a vote does not produce a Yes or No on its display, please go to the Help Desk at the back of the room, and you'll be issued a new handset. We don't expect this to happen, but are prepared.

If you are physically unable to use a handset to vote, inform the person who checks you in, and you'll be seated in an area where your votes will be manually counted by Tellers. If you are wondering how much radio energy is used by a handset to convey your vote wirelessly, it's less than 1% that of a typical cell phone and only for brief instants, employing the same frequencies used for WiFi wireless Internet access.

For more information:

www.electronicvoting.info

www.town.wayland.ma.us



**Town Meeting
Attendance
2005 – April 2014**

April 1, 2014
1st night 227
2nd night 217
3rd night 224

October 21, 2013
1st night 217

April 2013
1st night 278
2nd night 243
3rd night 241

October 2012
1st night 208

April 2012
1st night 277
2nd night 179
3rd night 152

April 2011
1st night 270
2nd night 205

November 2010
1st night 176

April 2010
1st night 349
2nd night 226

December 2009
1st night 148

September 2009
1st night 123

June 2009
1st night 148

April 2009
1st night 359
2nd night 307

April 2008
1st night 491
2nd night 347
3rd night 208

November 2007
1st night 140

April 2007
1st night 412
2nd night 392
3rd night 138

November 2006
1st night 425

April 2006
1st night 409
2nd night 305
3rd night 232
4th night 187

October 2005
1st night 210

April 2005
1st night 420
2nd night 290

TOWN	POP	TM TYPE	E-V STATUS	WHEN ADOPTED	LEASE OR PURCHASE	VENDOR	COST
Acton	22K	Open	Not investigating Considered and rejected	n/a	n/a	n/a	n/a
Amherst	38K	Rep (240 TMM)		n/a	n/a	n/a	n/a
Arlington	44K	Rep (252 TMM)	Adopted	April 2013.	Lease	Option Technologies Inc. ("OTI")	\$9,849
Belmont	25K	Rep (288 TMM)	Adopted	Committee appointed at ATM in 4/12 recommended adoption to 2013 ATM which approved, and at Spring 2014 Meeting EV will get its first use.		OTI	
BillERICA	40K	Rep (240 TMM)	Adopted	Fall 2012 (first use)	Purchase	Qwizdom	\$12K for 280 units.
Brookline	59K	Rep (244 TMM)	Adopted	November 2012.	Purchase	OTI	\$20K
Chelmsford	35K	Rep (162 TMM)	Adopted	April 2011.	Purchase	OTI	\$10K
Duxbury	15K	Open	Adopted for 2015	Pilot Programs at Spring & Fall 2014 meetings. At March 2014 ATM, E-voting was adopted for 2015.	Lease	OTI	Estimate for a 2-day TM with 500 people is about \$35,000.00.
Eastham	6K	Open	Adopted for 2015 Investigating?	n/a	n/a	n/a	\$10,000 1 Day Estimate for
Framingham	70K	Rep (216 TMM)	Adopted	April 2012.	2-yr Lease for 2012 & 2013, just renewed for 2014 & 2015	OTI	About \$14K for each of 2012 & 2013, and \$25K total for the 2- year pkg for 2013 & 2014 - 15 nights of ATM and 3-4 nights of STM
Hingham	23K	Open	Adopted pilot for 2015 ATM	April 2014 ATM approved pilot for 2015 ATM	Too soon to say	n/a	n/a
Ipswich	13K	Open	Investigating	In earliest stages	Too soon to say	n/a	OTI said it would cost \$10-15K to lease 200 units but closer to \$75K to buy.
Lexington	31K	Rep (203 TMM)	Adopted	March 2013 ATM approved E- voting & it will be used for first time at 2014 ATM which begins on 3/24.	Purchase	OTI	\$24K for 220 units, 2 base stations & software

Natick	33K	Rep (180 TMM)	Will be investigating if appointment of study com approved at 2014 ATM.	n/a	n/a	n/a	n/a
Plymouth	57K	Rep (135 TMM)	Investigating	In earliest stages	Inclined to lease	n/a	n/a
Shrewsbury	36K	Rep (240 TMM)	Considered but rejected	Idea floated by Moderator but rejected by BOS, FinCom & Town Mgr	n/a	n/a	n/a
Walpole	25K	Rep (150 TMM)	Not investigating	n/a	n/a	n/a	n/a
Wareham	22K	Open	Investigating?	n/a	n/a	n/a	n/a
Wayland	13K	Open	Adopted	April 2011.	Lease	OTI	\$64K per year or roughly \$7 for each of the 9200 registered voters for two meetings each year
Wellesley	28K	Rep (240 TMM)	Considered but did not go forward because no action on study com article.	Article at STM (12/9/13) would have authorized study com but no action taken on the Article.	n/a	n/a	n/a
Westborough	18K	Open	Adopted for 2015.	Approved at 2014 ATM	Lease	OTI	RFP is out with responses due back on 2/17.
Westwood	15K	Open	Considered and rejected	Decided in 2013 not to adopt EV at this time.	Would likely have leased	n/a	Estimated that annual costs would have been in range of \$15-20K.

MAY TOWN MEETING:

Close of Warrant

45 days prior to Town Meeting – March 20, 2015
60 days prior to Town Meeting – March 5, 2015

Town Meeting

1st Monday in May - May 4, 2015

Town Elections

3rd Tuesday in June - June 23, 2015

Advantages

- No change in current schedule with 60 day closing of the warrant, but more time to clarify/communicate/educate public and enhance true meaning of Consent Agenda.
- More time to publicize warrant articles through direct mail and information sessions leading to a better understanding and use of consent agendas.
- Greater likelihood of Board participation/input and outreach based on longer period between close of warrant and Town Meeting.
- Voters appear to be returning to Town later, if this trend continues, a May Town Meeting would allow for greater voter participation based on more voters in Town able to attend.
- Eliminates the need to reschedule based on conflict with religious holidays.
- June Election allows for accurate/detailed ballot questions based on actions of Town Meeting due to more than 35 days between Town Meeting and Election date.
- June election would mean the nomination process continues through April, potentially resulting in greater number of candidates and more active voter participation.
- Third week in June is relatively quiet period with a greater number of voters in Town.

Disadvantages

- A shift in meeting dates requires change, and change can be difficult for some.
- A longer period between closing of the warrant and Town Meeting would require thoughtful planning on the part of leadership, which may be difficult depending on who is in office at any given time.

What Are Common Town Meeting and Election Dates?

Q: We're wondering how our election and town meeting dates compare to those of other towns. Also, do most have their town meeting before their election, or after?

A: There are 296 municipalities with a town form of government in Massachusetts and, therefore, 296 annual town meetings. In 2015, according to data compiled by the MMA from municipal websites and surveys, the annual town meeting season began on March 14 (Duxbury and Westborough) and ran through June 23 (Florida).

More than two-thirds of town meetings—206, or 70 percent—took place in May. On May 4 alone, fifty-seven towns held their town meeting (19 percent). Another thirty-five towns began their town meetings a week later, on May 11.

Of those not in May, eight towns held their town meeting in March, forty-nine held it in April, and thirty-three held it in June.

While there are 296 Massachusetts municipalities with a town form of government, three communities with a city form choose to hold elections each spring (Bridgewater, Greenfield and Southbridge), and one town (Saugus) uses the city election cycle (November of odd-numbered years).

Excluding the three non-towns and Saugus, the town election season began March 2 (Lexington, Orange and Petersham) and ran through June 16 (Lanesborough), according to the MMA data.

May is also the busiest month for town elections, with 185 (63 percent). The most popular town election date was May 4, with thirty-one elections (10.5 percent). The median date was May 5. Twenty-one towns held their elections in March, seventy-five in April, and fourteen in June.

Nine towns—Ashfield, Charlemont, Gosnold, Leverett, Leyden, Middlefield, Nahant, Plainfield and Shutesbury—hold their election and town meeting on the same day. The remaining towns are nearly evenly split on holding elections before their town meeting as opposed to after—136 towns (46 percent) hold their annual election before town meeting, while 150 (51 percent) hold it after. In most cases, the two events are just a week or two apart, though the gap can be as much as three months or slightly longer. The town meeting and election are separated by a week or less in 136 towns (46 percent).

Q: If a town does not have an approved annual operating budget on July 1, can it spend based upon one-twelfth of the prior fiscal year's budget?

A: No. According to the Division of Local Services, there is no legal authority for a town to spend one-twelfth of its prior fiscal year's operating budget (commencing July 1 and then going forward on a month-to-month basis) in the event of a failure to pass an operating budget for the upcoming fiscal year by July 1.

Under state law (Ch. 44, Sec. 32), in a city only, the mayor may submit a "continuing appropriation budget ... on a month-to-month basis for a period not to exceed three months" if the city has not approved an operating budget for the

fiscal year due to circumstances beyond its control. There is no requirement, however, that a continuing budget for a month be equal to one-twelfth of the previous fiscal year's operating budget for that month. The monthly budget can provide for all expenses that may be incurred for that particular month. The tax rate will be based upon the actual budget that is adopted for the year, which would include the continuing budget amounts.

Q: If a city or town approves a Proposition 2½ override referendum, must its legislative body appropriate the additional amount approved by the override in order to increase its levy limit?

A: If an override passes, the municipality's levy limit will be increased by the amount stated in the question whenever total appropriations for the identified purposes and fiscal year equal or exceed that amount, according to the Division of Local Services. All appropriations made for those purposes are considered in that determination. In effect, the first dollars appropriated for the stated purposes are treated as being funded by the override, with any amount above that coming from the remainder of the municipality's general unrestricted revenues, as determined by the appropriating body. Once the levy limit is increased in the fiscal year of the override, it becomes a permanent increase in the levy limit of the municipality, which, as part of the levy limit base, increases at the rate of 2.5 percent each year. The additional funds raised by the override, however, are "earmarked" for the stated spending purpose only in the first fiscal year.

For more information, visit www.mass.gov/dor/local-officials/dls-newsroom/dls-publications. ■

Compiled by Publications Editor John Ouellette. Questions for Ask the Advocate may be sent to: Advocate Editor, MMA, One Winthrop Square, Boston, MA 02110, or editor@mma.org.

June 8, 2015

Consent Agenda Script

The consent agenda is a meeting practice which groups routine and non-controversial articles that normally don't require discussion or independent vote as separate articles. Using a consent agenda can save precious time by allowing Town Meeting to approve this 'package' of articles together in one motion.

The consent articles were printed in the warrant. Articles 2 through 9 (as they appear on the screen) are included on the consent agenda.

Each article on the consent agenda has consistently been approved at past town meetings.

If anyone on town meeting floor has a question about any of these articles you may ask your question once the motion is made.

If anyone objects to an article being included in the consent agenda please indicate that now.

Articles under the consent agenda can only be grouped together if the Town Meeting body agrees. If a voter selects a specific article for discussion, it must be removed and placed on the regular agenda for discussion and separate vote by the Town Meeting body.

(motion read into the record)



Provincetown Board of Selectmen

AGENDA ACTION REQUEST

Friday, September 16, 2016

2

MINUTES OF BOARD OF SELECTMEN'S MEETINGS

Requested by: BOS Secretary

Action Sought: Approval

Proposed Motion(s)

Move that the Board of Selectmen approve the minutes of:

August 8, 2016 (Regular)

[] 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 - REGULAR MEETING
MONDAY – AUGUST 08, 2016 – 6:00 p.m.
JUDGE WELSH ROOM - 260 COMMERCIAL STREET
DRAFT**

Chairman Richter convened the open meeting at 6:00 p.m. noting the following attendees:

Board of Selectmen members: Raphael Richter, Erik Yingling, Tom Donegan, Cheryl Andrews, and Robert Anthony.

Other attendees: Town Manager David Panagore; Georgia Hollister Isman, Government Analytics Consultant, and DPW Director Richard Waldo and James Fitzgerald, P.E. for Environmental Partners Group.

Recorder: Loretta Dougherty

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

- A. *Parade Permit submitted by Paul Curley, on behalf of the American Lung Association for the 32nd Annual Autumn Escape Bike Trek to be held on Sunday, September 25, 2016, from 10 a.m. to 3 p.m.*

MOTION: Move that the Board of Selectmen vote to approve the Parade Permit Application submitted by Paul Curley, 96 Partridge Circle, Taunton, MA 02780, on behalf of the American Lung Association, 260 W. Exchange Street, Suite 102B, Providence, RI 02903, for the 32nd Annual Autumn Escape Bike Trek to be held on Sunday, September 25, 2016, from 10:00 a.m. to 3:00 p.m.

- B. *Appoint Jennifer Rumpza (Recycling & Renewable Energy Committee) to the Local Comprehensive Planning Committee, with a term to expire September 14, 2017.*

MOTION: Move that the Board of Selectmen vote to appoint Jennifer Rumpza (Recycling and Renewable Energy Committee) to the Local Comprehensive Planning Committee, with a term to expire on September 14, 2017.

- C. *Appoint Thomas Coen (At-Large) to the Local Comprehensive Planning Committee, with a term to expire September 14, 2017.*

MOTION: Move that the Board of Selectmen vote to appoint Thomas Coen (At-Large) to the Local Comprehensive Planning Committee, with a term to expire on September 14, 2017.

- D. *Appoint Regina Binder (At-Large) to the Local Comprehensive Planning Committee, with a term to expire September 14, 2017.*

MOTION: Move that the Board of Selectmen vote to appoint Regina Binder (At-Large) to the Local Comprehensive Planning Committee, with a term to expire on September 14, 2017.

Raphael waived the reading of the Consent Agenda and it was passed by unanimous approval by the Board.

1. **Public Hearings:** None.

2. **Public Statements:** None.

3. **Selectmen's Statements:**

Raphael, Tom, Cheryl and Robert had no comments.

Erik asked the Town Manager if he had spoken with anyone regarding the status of the Year-round Market Rate Rental Trust Fund.

David P. stated that only the Residential Tax Exemption legislation had been engrossed by the House and has now gone to the Senate.

4. **Joint meeting / Presentations:**

- A. **Update on Performance Metrics from the Collins Center for Public Management at the University of Massachusetts Boston – Georgia Hollister Isman, Government Analytics Consultant.**

Georgia gave a brief overview of the kinds of projects which the Collins Center helps large cities and smaller towns; such as, data and performance management, data sharing across municipalities and trainings on performance management. The plan is to interview department heads about the types of data they are collecting and how they are using that data; getting a sense of what work people are doing. There will be training on data collection, sources, and cleaning with a focus on identifying data that will contribute to useful performance measures. The project team recommends two three-hour sessions in the morning and afternoon tracked by level of existing data work. An analyst would create a few graphs after looking at the data within up to six departments and use it in the training. An analyst would work with one or two departments that are motivated to conduct a more in-depth analysis for real and immediate use. This analysis would also serve as a case study for the following training. The final step in the project would have two analysts prepare training for the department heads, including examples from Provincetown's own data and an in-depth look at the work done for the one or two departments. The focus would be on refining performance

measures to begin using them in management.

David P. stated that in September, October, and November one-half hour sessions would be held for training and additional follow-up with departments. Data information will be compiled and coordinated within departments, if necessary. He is hopeful to get all of this done prior to setting up the budget.

Cheryl wanted to know whether the permitting process we use would be a part of the study. We have new business owners who are concerned about the amount of regulations that they have to deal with. Is assessing any part of this outside of the scope?

Georgia stated that it depends on what type of data will be going into making an analysis. They will start compiling the data and compare over the course of a year how is it going. The goal is to get every department thinking and measuring what they are doing better and how they can improve the performance more.

Tom stated that the Acela program would begin doing reports in July for permitting. He believes a good applicant process will come out of the Acela reporting.

David P. stated that there is a pre-permitting process where you will be able to view what is in the permitting que before it comes before any of the boards. It will allow for inter-departmental coordination.

Lynn (MIS Dept.) stated that as an applicant or Board member you would be able to do a search by address that will show what permits apply to that particular address.

Robert wanted to know if we were going to have a public discussion on the results.

David P. stated that it should be in the budget process but we can have a wrap up meeting if the Board would like.

5. Appointments:

A. Appointment of Curtis Balom as an Alternate member of the Beautification Committee with a term to expire December 31, 2018.

Curtis appeared before the Board and gave a brief statement as to why he wanted the position. He wants to know how the Town runs and already knows three people on the Committee. He lives in Town year-round.

MOTION: Move that the Board of Selectmen vote to approve Curtis Balom be appointed as an Alternate Member to the Beautification Committee with a term to expire on December 31, 2018.

Motion: Tom Donegan

Seconded: Robert Anthony

Tom thanked him for his application; great place to start and looks forward to further involvement.

5/0/0 Motion passed.

6. Requests:

A. Shank Painter Road Design Contract – DPW Director Richard Waldo & James Fitzgerald, P.E. for Environmental Partners Group:

The PowerPoint presentation may be found on the Town's website in the Board's agenda packet. The project is anticipated to begin at Shank Painter Road's intersection with Bradford Street (Route 6A) and extend northerly up to and including its intersection with Route 6, a distance of approximately 2,900 linear feet (0.55 miles).

Jim stated that this is a multi-faceted project looking at what the Town envisions for the roadway and getting input from businesses to discuss what their thoughts are on the project. A lot of public outreach is planning to be done showing a design that everyone is familiar with and is able to understand how the design was formulated. The end product will be a pleasant drive down Shank Painter Road in addition to safe accommodations. The preferred concept for the design, what the cost will be and what the funding opportunities are will be decided. Collaboration with the entire team of town officials, stakeholders, business owners, and engineers at the beginning of the process will help gain consensus. Future phases will be dictated by funding and what the Town wants to pursue. Some available funding sources to be considered are MassWorks, Complete Streets, Transportation Improvement Program (TIP), and local funds.

David P. would like to move forward with the TIP and then go after everything else.

Robert asked whether they would discuss Shank Painter being the main road into Provincetown.

Rich stated that in the overall circulation study they tried to get west/east off at Shank Painter and Snail Road. It will be considered as well as emergency vehicles.

Cheryl would like to know if we could get rid of the utility poles.

Jim stated that this comes up very often and it comes down to money.

David P. can come up with a number of how much it would cost.

Cheryl congratulated staff for putting this together.

Tom wanted to consider changing the signage for coming to downtown from Conwell and placing it on Shank Painter and made a motion.

MOTION: Move that the Board of Selectman vote to place an item on the Traffic Hearing to propose changing the "Center of Town" signage.

Motion: Tom Donegan

Seconded: Cheryl Andrews

Robert stated that rerouting traffic from Conwell to Shank Painter seems a bit premature at this point as it is such a big project to divert traffic at this early date.

David P. believes that it may not be too soon to consider changing the signs. The project may not start until 2022 unless something happens. It is unknown how much drivers' behavior will change. He recommended doing a pilot test and see what the behavior would be. One intersection is signalized and one not signalized.

Robert cannot support this and asked that it be brought to the Traffic Hearing. It is very hard to make turns at Bradford & Shank Painter Roads.

4/1/0 (Robert Anthony) Motion passed.

Tom asked if will this cover storm water and run off and all issues for the entire low-lying areas.

Jim stated that all of those issues will be covered.

Erik is glad to see this moving along; we started this conversation about five years ago. Business owners will realize it will make their businesses operate better.

Raphael believes it will meet everyone's needs.

MOTION: Move that the Board of Selectmen vote to approve design Contract with Environmental Partners Group Inc. in the amount of \$130,700.00 for a concept development and preliminary design of Shank Painter Road.

Motion: Tom Donegan

Seconded: Robert Anthony

5/0/0 Motion passed.

B. Performance Review of Town Manager David B. Panagore:

Erik, Tom and Robert all thanked him for his work and look forward to his continuing with the Town. The other Board members congratulated him and want to see him stay at least another two years.

Robert congratulated the staff, as well.

Cheryl stated that it is hard to believe it has been a year already. It has been fun. She remembers when she had asked him whom he represents and he told her that when he speaks, he speaks for everyone. She thanked him and stated that the first year had been fun and she plans to get very grey haired with him.

MOTION: Move that the Board of Selectmen vote to establish Town Manager David B. Panagore's annual performance appraisal score as 4.5.

Motion: Raphael Richter

Seconded: Erik Yingling

5/0/0 Motion passed.

C. Discussion and Approval of the FY2017 Performance and Compensation Process for Town Manager David B. Panagore:

Raphael read the specific letter of agreement and stated that the Board will increase the base salary by 3% that is the standard for all staff in general.

Cheryl was not clear on the 3% standard.

Raphael stated that basically everyone in past years has received a 3% increase. Pursuant to the contract, it is the option that the Board put this 3% in as a good baseline; it is mix between the cost of living and merit increase. The FY2017 will be a lot clearer as the Board has created a merit and rating structure that will be entered into each year and an agreement will be attached as an addendum to the contract.

MOTION: Move that the Board of Selectmen execute a letter dated August 6, 2016, between the Board of Selectmen and the Town Manager pursuant to GL Chapter 41.

Motion: Tom Donegan

Seconded: Erik Yingling

4/1/0 (Cheryl Andrews) Motion passed.

MOTION: MOVE that the Board of Selectmen vote to grant a 3% increase in base salary to David B. Panagore effective September 1, 2016, pursuant to the contract for employment.

Motion: Erik Yingling

Seconded: Robert Anthony

5/0/0 Motion passed.

D. Review and discussion of Town Business Calendar:

David P. pointed out the changes made in the calendar reflecting current conditions. A copy of the calendar in its entirety may be found on the town's website in the Board agenda packet. The color-coding indicated the types of actions needing to be taken such as the color blue denoting straightforward Board of Selectmen meetings, red denoting action items needing to be taken care of for Town Meetings, and green for budgeting items.

Erik asked for an agenda item to discuss the number of Town Meetings to be held each year. He requested August 22nd.

Raphael wants to continue updating the Board once every month and monitoring the progress of the calendar.

No action was taken.

E. Proclamation for Kiehl's LifeRide for the amfAR Day to be held on Tuesday, August 9, 2016 with the ceremony to be held from 9:00 a.m. to 12:00 p.m. at 200 Commercial Street, Provincetown, MA.

Tom read the Proclamation that may be found in the Board's agenda packet.

MOTION: Move that the Board of Selectmen vote to proclaim Tuesday, August 9, 2016, as Kiehl's LifeRide for amfAR Day in celebration of the 7th Annual Kiehl's LifeRide for amfAR.

Motion: Erik Yingling
5/0/0 Motion passed.

Seconded: Robert Anthony

F. Summary Update on the Board of Selectmen's Round Table Meeting held on Friday, July 29th regarding the Year-round Market Rate Rental Housing Trust Fund:

Raphael gave a summary update of the Board's Round Table discussion regarding the Year-Round Market Rate Rental Trust Fund. The participants looked at how they might begin to identify what paths can be taken by the Trust such as looking into purchasing deed restricted properties, privately owned properties, purchasing of units but may or may not be owned by the Trust and working with private developers in public/private partnerships. Town Counsel John Giorgio presented the legal framework of the Trust discussing what it looks like. It is similar in some ways to other trusts, but is unique in that it has never been done before to his knowledge. The Round follow-up will be held on Friday, September 9th at 10 a.m. The discussion will be with the same group of participants and a few others to discuss what the process will be to start appointing the trustees. The Board is hoping for a positive vote from the Senate. This is a unique tool we will have to address the housing issues in Provincetown. We will continue to discuss this and have a meeting once a month and hopefully a majority of the Board will attend due to policy discussions.

Cheryl stated that it was a great meeting.

7. Town Manager / Assistant Town Manager:

A. Update regarding the Barnstable County Fire Training Academy:

David P. shared with the Board a 21E; Environmental Contamination letter that had been received by him. The legal purpose of the letter is to alert a Town that if they were found to have caused the contamination at the Barnstable County Fire Academy, they would be brought into the legal suit. The Town of Barnstable is suing the County over the contamination that was found. Fire Chief Trovato will come before the Board when he has more information to provide after talking to the county, his peers and has a better sense of things. We do know that we did not use any of the contaminants ourselves. We are keeping a file; these things can take years to remediate or rectify unless funds are found. David sent the letter to our insurance company. If contaminations occur in training or in an active fire, our long-term fire insurance covers it. A file has been created with our insurance company as well.

Cheryl asked to whom else this letter was sent.

David P. stated that it was sent to every town administrator on the Cape, as a form letter. This is a 21E letter that should have gone out to everyone that could have done training. The fire academy is open.

B. Review and Discussion of the Process regarding an RFP for the Old Community Center at 46 Bradford Street:

David P. gave an overview of Phase I – Request for Qualifications. This phase represents a two-phase process to determine the most advantageous respondents to acquire and redevelop the old Community Center premises. In Phase I, the Town is requesting short concise submissions in order to determine which respondents are eligible to receive and submit a proposal pursuant to a Request for Proposal (RFP), which the Town will issue in Phase II. Only respondents who meet the minimum prequalification criteria will receive the RFP. The Request for Submission in its entirety may be found in the Board's agenda packet. He also pointed out that the earnest money deposit had been changed to \$5,000 at the Board's request.

Raphael asked that the typo of the address be corrected.

Erik wants the Town to be a part of the process.

MOTION: Move that the Board of Selectmen vote to approve the Request for Submissions (RFQ) for Disposition of the old Community Center located at 46 Bradford Street, Provincetown, MA, as revised.

Motion: Erik Yingling

Seconded: Robert Anthony

5/0/0 Motion passed.

C. Town Manager's Report – Administrative Updates.

David P. reported:

- the Commercial Street construction bids are due August 11th and will be back before the Board on August 22nd;
- the Library roof repairs are going out to bid per Town Meeting;
- the Bas Relief bids are also going out;
- staff is working to prepare for Carnival;
- the Police Chief is working to identify funding resources and the approaches to be taken for an increase visibility regarding bike patrols; coordinating with PBG;
- Hillary Clinton is coming to Provincetown on August 21st, and
- the newly drafted Email Policy will be brought before the Board on August 22nd.

Cheryl asked about volunteers to help with crowd control through the PBG; this always helps to keep people out of the streets. She asked if the Police Department has coordinated with volunteers.

David P. does not have an update on the number of volunteers. Everyone will come together and it will be organized. The Chief will keep everyone on task.

i. **Contract Extension of Interim Finance Director Ruth Lewis.**

David P. asked for another six-week extension for the Interim Finance Director. She has been digging in without a guidebook. Dan could not leave everything the way he wanted to but he will meet with Ruth this week and answer any questions. David expects at least two six-week engagements and possibly a three or four-week engagement. The financial study being conducted by the Abraham Group is well under way. He should have a status report to the Board in about a week or two. He negotiated this contract extension for a small increase in salary to \$90/hour plus mileage for this six-week period.

MOTION: Move that the Board of Selectmen vote to affirm the contract extension for Interim Finance Director Ruth Lewis, commencing on August 2, 2016, for an additional six-week period ending September 12, 2016.

Motion: Erik Yingling

Seconded: Robert Anthony

Erik asked when we are advertising for this position.

David P. would like to have that conversation with the Board at the August 22nd meeting, if not before. He has asked the Abrahams Group to get the conceptual report to him by August 15th.

Cheryl is glad Ruth is willing to do this for us.

5/0/0 Motion passed.

D. **Other:** None.

8. Minutes:

The Board reviewed the minutes and there was a small correction to June 27th minutes.

MOTION: Move that the Board of Selectmen approve the minutes of February 29, 2016, as printed; March 14, 2016, as printed; March 15, 2016, as printed, and June 27, 2016, as revised.

Motion: Erik Yingling

Seconded: Robert Anthony

5/0/0 Motion passed.

9. Closing Statements/Administrative:

David P. thanked each Board member for their support and stated that it has been a privilege to work with them.

Cheryl asked for an update on the 2020 Committee's hiring of an Executive Director.

David P. stated they are in negotiations with the lead candidate at the moment.

Robert wished David G. a speedy recovery and stated that we need him back soon.

Tom had no statements.

Cheryl agreed with Robert and stated that everyone is thinking about him.

David P. wanted everyone to know that David G. had been sent an orchid from all of us.

Raphael stated that when the Airport Commission comes before the Board on September 26th in Executive Session at 5:30 p.m. he will be recused and Vice-Chair Yingling will take the lead.

The Board reviewed the letters that had been sent out.

- A. *Thank you letter to Saverio M. Fato for donation given to the Fireworks Gift Fund.*
- B. *Thank you letter to Shepard G. Schwartz for donation given to the Fireworks Gift Fund.*
- C. *Thank you letter to Carrie Notaro who resigned from the Recreation Committee effective July 26, 2016.*
- D. *Letter to Governor Charles Baker, Jr. regarding the Economic Development Bill.*
- E. *Letter to Lt. Governor Karyn Polito regarding the Economic Development Bill.*

Without objection the meeting was adjourned at 7:51 p.m.

Minutes transcribed by: Loretta Dougherty



Provincetown Board of Selectmen
AGENDA ACTION REQUEST

Friday, September 16, 2016

3

OTHER

Requested by: Town Manager David B. 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>