

# *In Memory of*

**Lucinda G. Browne**

School Committee  
Provincetown-Truro Reg. Sch.  
Planning Bd.  
Bicycle Committee

**Carole Carlson**

CCNS General Mgmt. Plan  
Implementation Advisory  
Committee

**Ilene Charles**

Council on Aging Board of  
Directors  
Animal Welfare Committee

**Judith Cicero**

Cultural Council  
Open Space Committee  
Scholarship & Trust Admin.  
Committee  
Community Preservation  
Committee  
Charter Commission

**John J. Ciluzzi**

Water & Sewer Board  
Wastewater Management  
Planning Citizens Advisory  
Committee

**Diana N. Fabbri**

Housing Authority

**Estelle Goldberg**

Council on Aging

**Maurice F. Worth, Jr.**

School Employee

**Joseph Notaro**

Provincetown Fire Dept./  
Rescue Squad  
Board of Fire Engineers  
Zoning Board of Appeals  
Conservation Commission

**Lucille Hamilton**

School Employee

**Stephen R. Martin**

Department of Public Works  
Employee

**Mark Robinson**

Board of Fire Engineers  
Water Commission  
Water Study Committee

**Pauline Roda**

Beautification Committee

**Diane Shumway**

Art Commission  
Cultural Council

**John 'Peter' Simpson**

Provincetown Rescue Squad

**Elizabeth Villari**

Cable Advisory Commission  
Disability Commission  
JAFF Scholarship Committee



**ANNUAL TOWN REPORT**  
**YEAR 2017**  
**TOWN OF PROVINCETOWN**

PROVINCETOWN, MASSACHUSETTS

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Annual Reports of the Officers of the Town of Provincetown,  
Massachusetts for the year ending December 31, 2017.  
Financial Reports for the fiscal year ending June 30, 2017.

**Cover:** Provincetown graphic artist and photographer, Melinda Ancillo captures the perfect sunset in the East End at Provincetown Harbor. For more works by the artist, visit [www.melindaancillo.com](http://www.melindaancillo.com)

**Acknowledgements:**

Thanks to the Town Boards and Departments for submitting reports for inclusion in this year's Annual Town Report.

Compiled and Edited by  
Darlene Van Alstyne, Town Clerk  
[www.provincetown-ma.gov](http://www.provincetown-ma.gov)

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# Directory of Town Officials

## Elected Officials

*Elected by Voters*

### Town Moderator

Mary-Jo Avellar 5/18

### Board of Selectmen

Louise Venden 5/20

Cheryl Andrews 5/19

Thomas Donegan 5/19

Erik Yingling 5/18

Robert Anthony 5/20

### Board of Library Trustees

Vacant 5/19

Stephen Borkowski 5/18

Stephen Desroches 5/20

Joan Prugh 5/20

Barbara Klipper 5/18

### Charter Enforcement Com.

Robert Klytta 5/20

Vacant 5/19

Two Vacant 5/18

Vacant 5/20

### Housing Authority

Frances M. Coco *Appointed until* 5/18

Elaine Anderson 5/19

Charlene Parris 5/18

Keith Hunt *Appointed until* 5/18

Nancy Jacobsen (State Appointed) 7/16

### School Committee

Vacant 5/19

Tracy Kachtick-Anders 5/19

Cass Benson 5/18

Ngina Lythcott 5/18

Elizabeth Lovati 5/20

### Charter Commission

*Terms in accordance with MGL C.43b, §7*

Thomas Coen	Julia Perry
Vacant	Robert Speiser
Marcy Feller	Robert Vetric
Steve Katsurinis	Elizabeth Williams
Michelle Crone-DeMarco	

## Appointed Officials

*Appointed by the Board of Selectmen*

### Town Manager

David B. Panagore

### Secretary to Bd of Selectmen

Elizabeth Paine

## Appointed Officials

*Appointed by the Town Manager*

### Assistant Town Manager

David Gardner

### Housing Specialist/Grant Admin.

Michelle Jarusiewicz

### Information Systems Director

Beau Jackett

### Tourism Director

Anthony Fuccillo

### Town Clerk

Doug Johnson (Retired)

Darlene Van Alstyne

### Town Counsel

Kopelman & Paige, P.C

### Executive Assistant to the Town Mgr.

Elisabeth Verde

### Community Development

### Building Commissioner

Anne Howard

### Conservation Agent

Timothy Famulare

### Director of Health & Environment

Morgan Clark

### Licensing Agent

Aaron Hobart

**Permit Coordinator**

Ellen Battaglini

**Appointed Town Boards**

*As of March 5, 2018*

*Appointed by the Board of Selectmen*

**Town Planner**

Gloria McPherson (Resigned)

**Human Services**

**Council on Aging Director**

Christeny Hottle

**Library Director**

Matt Clark (Resigned)

Brittany Taylor (Acting)

**Recreation Director**

Brandon Motta

**Municipal Finance**

**Municipal Finance Dir./Town Acct.**

Josef Cardinal Young

**Treasurer**

John O’Buck (Resigned)

Alex Williams

**Collector**

Laura Grandel

**Principal Assessor**

Scott Fahle

**Public Safety**

**Chief of Police**

James Golden

**Harbormaster/Pier Manager**

Rex McKinsey

**Shellfish Constable**

Stephen Wisbauer

**Public Works**

**Director of Public Works**

Richard Waldo

**DPW Deputy Director**

Eric Larsen (Resigned)

Steven Wlodkowski

**DPW Operations Director**

Sherry Prada

**Airport Commission**

John Reed 12/19

Robert Compton 12/18

James Woods 12/18

Stephen Katsurinis 12/20

Vacant 12/20

Vacant, Alt. 12/20

**Animal Welfare Committee**

Elizabeth G. Brooke 6/19

Jeffrey Jutsum 6/19

Barbara Murphy 6/18

Sherry Brec 6/20

Carol MacDonald 6/20

Linda Fiorella, Alt. 6/18

**Art Commission**

Vacant 12/19

John Dowd 12/19

Donald Whitcomb 12/19

Stephen Borkowski 12/20

Daniel Wagner 12/20

Louise Silver, Alt. 12/18

**Board of Assessors**

Patricia DeLuca 12/19

Robert Sanborn 12/19

Gregory Muse 12/18

Leslie Parsons 12/18

Scott Fahle Indefinite

Vacant, Alt. 12/18

**Building Committee**

Linda Fiorella 12/19

Donald Murphy 12/18

Sheila McGuinness 12/18

Thomas Coen 12/20

Leif Hamnquist 12/20

Paul Kelly, Alt. 12/18

**Bicycle Committee**

Max Cliggot-Perl	12/19
Vacant	12/19
Roger Chauvette	12/18
Rik Ahlberg	12/20
David Moorman	12/20
Maureen Travis, Alt.	12/18

**Cape Cod Nat. Seashore Gen. Mgmt Plan Implementation Advisory Com.**

Two Vacant	6/19
Two Vacant	6/18
Vacant	6/17
Vacant Alt.	6/19

**Community Housing Council**

Elizabeth Williams	6/19
Elaine Anderson	6/18
Susan Cook	6/18
Vacant	6/18
Paul Richardson	6/20
Kristin Hatch, Alt.	6/20

**Community Preservation Comm.**

Polly Burnell	6/19
Vacant	6/19
Susan Cook	6/19
Michelle Crone-DeMarco	6/19
Kristin Hatch	6/19
Alfred Famiglietti	6/19
Dennis Minsky	6/19
Brandon Quesnell	6/19
Jennifer Germack	6/19

**Council on Aging**

Amy Howell	12/19
David Ketchum	12/19
Christine Asselin	12/20
Penelope Sutter	12/20
Julie Knapp	12/19
Gladys Johnstone, Alt.	12/18

**Cultural Council**

Cherie Mittenthal	12/19
Robert Speiser	12/19
Stephen Busa	12/18
Francine D'Olimpio	12/18
Brian O'Malley	12/20
Vacant	12/20
Donald German	12/20
Dawn Walsh	12/19

**Economic Development Committee**

Steven Baker	6/19
Stephen Latasa-Nicks	6/18
Rita Schwartz	6/18
Richard Capelli	6/20
Regina Cassidy	6/20
Trevor McCarthy, Alt.	6/19

**Harbor Committee**

David Flattery	6/18
Laura Ludwig	6/18
Susan Avellar	6/20
Francis J. Santos	6/20
Brian Legare	6/20
Elise Cozzi, Alt.	6/18

**Board of Health**

Kalliope Chute	12/19
Janet Whelan	12/19
Stephen Katsurinis	12/18
Elise Cozzi	12/20
Mark Phillips	12/20
Elizabeth Williams, Alt.	12/18
Vacant, Alt.	12/18

**Historic District Commission**

Thomas Biggert	6/19
Marcene Marcoux	12/18
Laurie Delmolino	12/20
Theodore Jones	12/20
Martin Risteen	12/18
Vacant, Alt.	12/18
Rita Schwartz, Alt.	12/20

**Human Services Committee**

Cynthia Franco	6/19
Karen Kelly	6/19
Donna Szeker	6/19
Joseph Murphy	6/18
Gabriella Villegas	6/18
Elton Cutler	6/20
Jean Knee	6/20

**Licensing Board**

Zachary Luster	12/19
Frank Thompson	12/19
Shawn Byrne	12/18
Guy Barbarulo	12/20
Robert Cameron	12/20
Carol Santos, Alt.	12/20
Breton Alberti, Alt.	12/20

**Open Space Committee**

Susan Avellar	6/19
Susan Cook	6/19
Dennis Minsky	6/19
Rebecca Matarazzi	6/18
Celine Gandolfo	6/20
Robin Evans, Alt.	6/20

**Planning Board**

Steven Baker	12/19
David Abramson	12/19
John Golden	12/18
Grace Ryder-O'Malley	12/18
Brandon Quesnell	12/20
Ryan Campbell, Alt.	12/18
Albert Carey, Jr., Alt.	12/18

**Public Landscape Committee**

Frank Vasello	12/19
Anika Costa	12/18
Bill Docker	12/20
John Krajovic	12/20
Allan MacKinnon	12/20
Curtis Balom, Alt.	12/18

**Provincetown Public Pier Corp.**

LeRoy Fraser	7/21
Carlos Verde	7/20
Herbert Hintze	7/19
Lorrie Ash	7/18
Regina Binder	7/22

**Recreation Commission**

Lori DaLomba	12/19
Timothy Downey	12/19
David Oliver	12/19
Heather Rogers	12/20
Robert Enos II	12/18
Kristin Hatch, Alt.	12/18

**Recycling & Renewable Energy Com.**

Laura Ludwig	12/19
Elise Cozzi	12/18
Carolyn Clough	12/18
Jennifer Rumpza	12/18
Lydia Hamnquist	12/20
Tessera Knowles-Thompson, Alt.	12/19
Jay Gurewitsch, Alt.	12/20

**Board of Registrars of Voters**

Tom Coen	12/19
Dick Caouette	12/18
Susan Avellar	12/20
Darlene Van Alstyne	Indefinite

**Scholarship & Trust Administration Committee**

Robert Speiser	12/19
Mary Beck	12/18
Julia Perry	12/19
Loretta Santos	12/19
Ngina Lythcott, Alt.	12/20
Vacant, Alt.	12/20

**Shellfish Committee**

Loretta Santos	12/18
Bob Hazard	6/19
Alex Brown	12/19
David Flattery	12/19
Richard Macara	12/19
Nancyann Meads, Alt.	12/19

**Visitor Services Board**

Regina Cassidy	6/19
Leslie Marchessault	6/19
Andrea Sawyer	6/19
Susan Avellar	6/18
Richard Murray	6/20
Robert Sanborn	6/20
Jay Gurewitsch	6/20

**Water & Sewer Board**

Peter Graham	6/19
Gary Palmer	6/18
Robert O'Malley	12/18
Mark Collins	12/18
Jean Horner	12/18
Vacant	12/18
Kevin Kuechler	6/20
Jonathan Sinaiko	12/20
Vacant Alt.	12/19

**Zoning Board of Appeals**

Jeffrey Gould	12/19	Stephen Borkowski	12/20
Daniel Wagner	12/18	Polly Burnell	12/20
Marianne Clements	12/18	Anika Costa	12/19
Rob Anderson	12/18	Martin Risteen, Alt.	12/18
Jeremy Callahan	12/20	Julia Perry, Alt.	12/20
Vacant, Alt.	12/19		
Vacant, Alt.	12/18		
Vacant, Alt.	12/18		
Steven Latasa-Nicks, Alt.	12/20		
Vacant, Alt.	12/20		

**Appointed Town Boards***As of March 5, 2018**Appointed by the Town Manager***Cemetery Commission**

Susan Avellar	12/18
Richard Olson	12/18
Kurt Reynolds	12/18
Lynne Kimball-Martin	12/20
Michael Harpie	12/19
RuthAnne Cowing, Alt.	12/19

**Conservation Commission**

Alfred Famiglietti	12/18
Kiah Coble	12/18
Nathaniel Mayo	12/20
Robert Brock	12/20
Joseph Cooper	12/20
Gregory Howe, Alt.	12/20

**Disability Commission**

Kaolin Davis	12/18
Linda Wielblad	12/18
Dorothy Feld	12/20
Linda Loren	12/20
Vernon Porter	12/19
Nancy Swanson	12/19

**Board of Fire Engineers**

Gerard Menangas	12/18
James Roderick	12/18
Michael Trovato	12/18
Russell Zawaduk	12/18
Three Vacant	12/18

**Historical Commission**

Deborah Minsky	12/18
Susan Avellar	12/20

**Appointed Town Boards***As of March 5, 2018**Appointed by Town Moderator***Finance Committee**

Stanley Sikorski	4/19
Kathleen Goodwin	4/19
Mark Bjorstrom	4/18
Mark Hatch	4/18
Duane Steele	4/18
Mark Del Franco	4/20
Scott Valentino	4/20
Vacant, Alt.	4/19
Vacant, Alt.	4/20

**Personnel Board**

Regina Cassidy	12/19
Richard Capelli	12/18
Robert Compton	12/18
Marianne Clements	12/20
Julie Knapp	12/19
Alex Brown, Alt.	12/18



It is my honor and privilege to submit this calendar year 2017 report on behalf of the Board of Selectmen.

This was an active political year for the Town. In February, the Board of Selectmen called for a Special Town Meeting to see if the voters wished to have the newly created Year-round Market Rate Rental Housing Trust make a bid in Land Court for the bankrupt Harbor Hill timeshare resort. Despite the fact that it was the middle of winter, 513 voters turned out and overwhelmingly said “Aye”. They voted to authorize borrowing of up to \$10,700,000 for the acquisition and other costs. It’s been a long year in court, and the Town still does not have title to the property despite a winning bid. We approach 2018 optimistic that the Trust will take ownership of the property and provide the year-round apartments our Town desperately needs. The Board of Selectmen has made a strong commitment to pursuing policies that would support restoring a year-round community here. We look to see an age-diverse and income-diverse Town. The acquisition of this property, to be used for year-round, market-rate rental apartments, supports our goal.

Growing alarmed by the policy directions of newly inaugurated President of the United States Donald J. Trump, and specifically his travel ban signed on January 27<sup>th</sup>, the Board of Selectmen called for a Freedom Rally on February 20, Presidents Day, at the Bas Relief. We read our Proclamation stating what we believe to be Provincetown’s values: equality, inclusivity, respect and dignity and stated that Provincetown is a community that builds bridges not “walls”.

At the Annual Town meeting in April, after 10 years of discussion, debate, deliberation and sadly divisiveness, a location was finally chosen for a new Police Station. The site, at the corner of Rte 6 and Shank Painter Road, was given to the Town in 1980 by the Commonwealth of Massachusetts for a Fire Station that was not built. We look forward to the ribbon cutting ceremony.

A Special Town Meeting was called by petition of over 200 voters and held on June 17<sup>th</sup>. The petition called for the Town to acquire 3 parcels of private property in the center of Town by eminent domain for use as the location of the new Police Station and also for public parking. The efforts did not gain the meeting’s approval.

Another Special Town Meeting was called by citizen petition and held on September 13. This petition called for changes to the Town’s Zoning Bylaws such

that Medical Marijuana Treatment Centers would not be allowed in Zone Res 3 or Zone Res B. This effort failed to get the required 2/3rds vote needed.

The Board of Selectmen is firmly committed to seeing a Medical Marijuana Dispensary sited in Town. To date, a number of locations have been approved. We watch the State and Federal authorities warily, as they continue to place hurdles in the regulatory pathway making the Planning Process, quite difficult.

Our public sewer system misbehaved on July 11<sup>th</sup> this year. Following an electric power surge at the plant, a cascade of issues resulted in a loss of vacuum in the system. Staff is to be highly commended for notifying the properties on the sewer to limit use until the vacuum was restored. Thanks to their diligence and the forward thinking actions taken, there was no discharge of sewage to the surface. Still, our public toilets had to be closed, and porta-potties installed downtown for approximately 24 hours. Later that evening, about 8000 customers experienced a power outage from Eversource.

September saw the completion of two years of service from our new Town Manager David B. Panagore. The selectmen work with the Town Manager and set goals in June for the next fiscal year. We work to maintain the level of service our residents, property owners and visitors expect, and also to pursue our policy initiatives: specifically working to build sustainability into our town's economy and working with planning experts to see that the town changes in ways that are consistent with our values. We continue to support efforts to provide year-round housing and employment opportunities.

The Board wishes to congratulate our Town Manager as we head into our next year. David joined us September of 2015 and continues to help us approach our policy-making role in a thoughtful and educated manner.

2017 closed with First Light, a new-concept annual event to promote year-round economic activity. Provincetown saw more people in the street, more businesses open and finished the year with a wonderful Fireworks display off of MacMillan Pier. Thank you to all the folks that participated. For those that appreciate a bit of history and culture, our local indigenous and native people, the Wampanoag, have taught us that their name means, People of the First Light...because the East Coast inhabitants are the first to see the sunrise.

As the year 2020 approaches, the Board continues to work with the Provincetown First Landing Park Board of Directors and now the Pilgrim Monument & Provincetown Museum, to design and implement a 400<sup>th</sup> Commemoration of the First Landing of the Mayflower and the signing of the Mayflower Compact in our harbor, in 1620. The signing of this document is seen by many historians as the first of several documents that established governments or governing rules based

on the consent of the governed. **John Adams** and many historians have referred to the **Mayflower Compact** as the foundation of the U.S. Constitution written more than 150 years later. We look forward to telling the story about what took place in our harbor, almost 400 years ago, one more time.

The Board of Selectmen would like to extend our thanks to the many volunteers who make Provincetown the special place that it is, and to all of the Board members who serve hundreds of hours a year because they care.

We would like to specifically recognize the work of Rita “Hersh” Schwartz on the Visitor Services Board, George Haunstrup on the Water & Sewer Board, and Dennis Minsky on the Conservation Commission. These folks leave their respective boards after serving at least a full 9 years. We are never surprised when they continue their public service and volunteer for another Board or committee. Thank you.

We extend our gratitude for the great work performed by all of our approximately 200 year-round and seasonal Town employees. We also welcome Elizabeth Paine as our Board secretary. Ms. Paine joined us in February. We send a fond farewell to our colleague Raphael Richter, who served from 2014 to 2017 including his last year, as our Chairman. We welcome our newest member, Louise Venden who joined us in May.

The Board of Selectmen held 62 public meetings in 2017. Thomas Donegan attended 55, Erik Yingling attended 47, Robert Anthony attended 51, Cheryl Andrews attended 59. Raphael Richter attended 23 and Louise Venden attended 29.

In addition to these regular meetings, the selectmen enjoyed and participated in a range of other activities including parades, Memorial and Veteran’s Day Services, the Massachusetts Municipal Association convention in Boston, Barnstable County Selectmen’s Association meetings, and visits with our State Senator Julian Cyr and our State Representative Sarah K. Peake.

**Cheryl L. Andrews**, *Chair*

## Town Manager

I am happy to submit the Town Manager’s 2017 Annual Report for the Town of Provincetown. By Charter, the Town Manager is responsible for the administration of all Town functions, while the Board of Selectmen, as the policy making body, sets the goals.

Last summer, the Board of Selectmen adopted fifteen goals and identified over

sixty short, medium and long term tasks in support of those goals. Our primary goal is to increase the year round population. Adopting this goal has been a great help to staff over the past several months as we work on, and through, our various efforts. It has provided us with both a question to ask and a measure for our results. It asks the simple question, "Is what we are doing going to support this goal of increasing year round population?" Whether we are working on library and community programs or establishing the water and sewer rates, we asked ourselves whether our plans and actions were supporting this goal. In addition, we have goals promoting housing, year round jobs, quality government and preserving and enhancing our community. In what follows, I will highlight progress we've made in pursuit of our goals and highlight our staff accomplishments. I continue to be impressed by the commitment and quality of Town staff.

Looking forward, I believe our next major goal is to adopt a second overarching goal, one that focuses on our decision making process, on the way we as a community make decisions, that makes a strong commitment to how we undertake our community based decision making. In the past two years, we put a good deal of effort into our outreach process. In my short experience, I have seen how early engagement with the community and working the process through the relevant boards, at community meetings, online and on PTV leads to improved discussions, project modifications and better outcomes. We have continued these efforts in line with our fifteenth goal, developing programs that foster community education on issues of public concern. This past year, we continued our efforts; I continued my radio show on the first Friday of every month on WOMR on topics of local concern. I continued to manage Town Talk on Facebook; however issues regarding civility continue to be a challenge. We published a Town Meeting Times for the Annual Town Meeting and held an issues forum in the last fall. This year, three special town meetings precluded us from having an issues forum in the fall, but we were able to hold a well-attended session in early February of 2018. We have found this forum very useful to garner input and to have more informed discussion in advance of Town meeting.

This year we experienced some staffing changes at Town Hall and many other changes which I will highlight below. We continue to attract quality candidates, promoting from within and welcoming new additions to our community to continue to grow our professionalism and our diversity. In the Town Clerk's Office, we were all sad to see Doug Johnstone depart for what seems an almost too enjoyable retirement to judge by the smile on his last day, yet I am a happy to report that Darlene Van Alstyne has been promoted to the position of Town Clerk and right away she ably led us, with the Town Moderator and staff, through two special town meetings and an election on top of her regular duties. After working alone for a few months, we welcome Assistant Town Clerk Ana Ruiz, a welcome addition to Town Hall staff.

Over in the Finance Department, our Finance Director, Josee Cardinal Young, is

fully on board. Reflecting her skills and departmental oversight, I have, with the concurrence of the Board of Selectmen, promoted Josee to the position of Assistant Town Manager for Finance and Administration. In addition, we welcomed aboard a new Town Treasurer, Alexander Williams. Together they are making improvements to the system, increasing and improving cash flow and tightening up our internal controls.

At the library while we were saddened by the loss of greener pastures of Matt Clark, who stepped up and did admirably well, we welcome our new librarian Amy Raff. This selection, along with other changes to the Library's leadership team, Brittany Clark who did great as the interim will be the Assistant Librarian, will allow us to further professionalize our department and promises to enhance our Library even more for the 2018 year.

In Community Development we bid farewell to Town Planner Gloria McPherson, who has moved on to another community. In her place, David Gardner has taken up her responsibilities and taking over direction for all of our planning, housing, permitting and development responsibilities as Assistant Town Manager for Planning and Community Development. I feel ever more confident in the Community Development operations, vision and efforts to finalize a Long-term Comprehensive Plan (LCP) this coming year.

In pursuit of our housing goals, this past winter of 2017 the Board of Selectmen, Town Staff and Town boards moved swiftly to authorize the acquisition of 26 units of housing at Harbor Hill. While the transaction is still in process due to clearing a complicated title through the State Land Court, the project will be underway this coming year. While through the Growth Management permitting process, two one-bedroom community housing condominiums were developed at Winslow Farms. Our Housing Specialist, Michelle Jarusiewicz, conducted the marketing, outreach, and the application and lottery process for these community housing units which are expected to close before Spring and target households individuals with income up to 150% Area Median Income.

Regarding economic development, we made progress both in planning and production. Working with UMass-Dartmouth's Center for Public Policy, they produced a Baseline Assessment of Economic Conditions in Provincetown, which focused on and provided up to date baseline information on overall economic, job and housing conditions, and then zeroed on growth management and sewer usage and capacity. In the Tourism sector, we started the year off with our second successful First Light celebration which continues to grow each year. During the summer, we welcomed an additional 12 cruise ships and Bay State Cruises extended their ferry session into November, helping to boost Halloween through Holly Folly. In Town, while things got off to slow start due to the weather in

June, the three months of August, September and October saw the highest room and meal tax revenues recorded since we began monitoring economic activity through the sales taxes.

Parking services are a critical element of the tourism economy and the Town budget. This year we began the work to replace our outdated systems, which we hope to install later this coming year. For the first time during the 2017 season, visitors could use credit cards at our off street lots and at eleven of our metered zones where kiosks have been installed, leaving us with only metered zones that accept coin only. In addition, this past summer we adopted the cell phone application, Passport Parking, used extensively in the Boston area where many of our visitor live can now be used at all of our zones both kiosk and meters.

For the waterfront economy, we completed the federal permitting of the floating docks and wave attenuation system, all of which will further protect the harbor, and our fishing and boating fleets. Three million dollars is now pending approval at FEMA for the wave attenuator and floating docks project additionally, working with our FEMA/MEMA partners, we have received \$315,834 in storm damage reimbursements for MacMillan pier.

In addition, for our arts and entrepreneurial sector, after placing the old community center at 46 Bradford Street out to bid, we received three bids, two for housing (seasonal workers) and one for economic development (an arts entrepreneurial center). After review by a panel of community members, the Board of Selectmen adopted their recommendation of the arts entrepreneurial center, Provincetown Creative Commons, who entered into a ninety-nine year lease and is expected to being construction this winter and open their doors later this coming year.

In regard to public facilities and infrastructure, Town Meeting approved a new Police Station on Jerome Smith Road. Design work continues through the able partnership of the Building Committee and the Department of Public Works. Phase Three (3) of Commercial Street reconstruction was completed, along with a ribbon cutting by the State Secretary of Economic Development. In the fall, the Board of Selectmen approved both water and sewer rates for the next ten years, which should restore financial stability to these Enterprise Funds, but not before experiencing a near disaster of the sewer system on July 11, 2017. Our Department of Public Works working with our emergency management team narrowly averted a major shut down and admirably handled a near collapse of our downtown sewer system operation.

Emergency management has, for such reasons, been on our minds this year. This past year, we completed the relocation of our computer data center to the Veterans Memorial Community Center. We accomplished this project using staff resources, a team of Municipal Information Services and the Department

of Public Works staff working together was able to accomplish this, saving time and money. Given the flood in early 2018, this was proven to be a proactive accomplishment to mediate the risk of water damage. In addition, working with MEMA, we have begun the process of producing an emergency management plan. We held several sessions with local, regional and state partners to identify resources. More work lies ahead in the coming year, but we are confident in the initial steps taken.

Before closing, I would like to highlight the work of the Recreation Department this past summer. The Department adopted the theme of team building for the summer youth program. While maintaining high participation numbers, the staff made it their goal to teach the children to learn to work together as a team and treat each other better. It turned out to be more successful than we could have imagined. Together, adults and children were able to create a supportive atmosphere while building confidence, being kind, making friends and having fun. This is something to celebrate and build upon for this coming summer.

As I wrote last year and it remains true today, we, your Town Hall staff, are able to accomplish what we have and what we will yet do by working together and drawing on the commitment and depth of expertise in our community. I would like to take this opportunity to say thank you to the countless volunteers for their work and for the support and advice we receive, it only makes for a better result. Also, my special thanks to David Gardner, Josee Cardinal Young, Elisabeth Verde and Elizabeth Paine for their continued efforts, teamwork and support and to the dedicated Department Heads and Town Staff for their efforts on behalf of this community. I am grateful to the Board of Selectmen, all other Town committee and board volunteers and community members for their support and encouragement as we move forward.

**David B. Panagore**, *Town Manager*

## Housing Specialist & Grant Administrator

2017 witnessed noteworthy and groundbreaking advancement in providing new and ongoing housing opportunities for Provincetown residents. Highlights include:

**Year Round Rental Trust:** 2017 started with the creation of the Year Round Rental Trust Board as a result of the special legislation approved by the State at the end of 2016. On 11/3/16, the Governor signed Chapter 305, Acts of 2016 legislation into law which allows the Trust to consider year round market rate rentals - expanding our housing toolbox beyond the traditional affordable. The Housing Specialist is staff liaison and works closely with the Trustees.

**Harbor Hill:** the Housing Specialist has been working closely with the Trust on acquisition of Harbor Hill; a 26 unit timeshare complex in foreclosure. Significant time was [and continues to be] spent by staff and volunteers on the bidding and acquisition process in this complex project. Special Town Meeting voters overwhelmingly approved the bonding for the acquisition on 2/6/17. Pending acquisition, the Town issued RFPs for Architectural services and a Management entity while continuing to work on potential policies, rental rates, etc.

**Winslow Farms:** through the Growth Management permitting process, 2 one-bedroom ownership condos were constructed as community housing. The Housing Specialist conducted the marketing, outreach, the application & lottery process targeting households with income up to 150% Area Median Income with occupancy expected in early 2018.

**Resales:** Two resale opportunities of ownership units were presented with 1 completed and 1 withdrawal.

**Down Payment & Closing Cost:** As part of the *Pathway to Ownership* and with CPA funding assistance, a new program has been offered for Down Payment & Closing Cost Assistance; 1 Provincetown resident completed the process and many have applied in search of their new home including the Winslow Farms opportunity.

**Community Center:** An RFQ/RFP process was conducted for the former Community Center with The Commons succeeding in their new endeavor for artists and entrepreneurs.

The **Bas Relief Restoration** is moving forward with Town Meeting's approval of funding for the renovation work and an RFP was issued for the design services; RDLA was selected and construction is expected in 2018.

**Economic Development Committee:** worked with EDC to establish central files for all grants, sending award letters for FY 2017, working with grantees, and working on the FY 2018 round.

The Housing Office continues to work on implementation of numerous housing programs including assisting the Assessor's office on review of the annual tax exemption program for eligible year-round rentals; the self-sufficiency program; resales of deed-restricted units and other strategies. All interested parties are invited to read the Housing Playbook and to attend sessions on housing related issues – we need your input and participation! I would like to thank all the volunteers that work tirelessly on housing issues – especially the Community Housing Council, the Community Preservation Committee, and the Year Round Rental Trust!

**Michelle Jarusiewicz, Housing Specialist & Grant Administrator**

**Town Meeting & Elections**  
**Special Town Meeting - Monday, February 6, 2017**

**Meeting Called to Order.** Town Moderator Mary-Jo Avellar convened the Special Town Meeting at 6:15 p.m. on Monday, February 6, 2017 in the Town Hall Auditorium.

**Preliminary Motions:**

Raphael Richter moved that the Town vote to waive the reading of the warrant.

**Motion Passed.**

Raphael Richter moved that the Town vote to grant permission to speak at the February 6, 2017 Special Town Meeting to the following persons who are not registered voters of the Town of Provincetown: John W. Giorgio, Esq., and other attorneys of the firm of KP Law, P.C., *Town Counsel*; Peter O'Connor, Esq., *Project Consultant*; Julian Cyr, *State Senator*; Robin Lapidus, *Executive Director, Provincetown Business Guild*; Dan Wolf, *Former State Senator*; Amy Davies, *Provincetown Community Television*; Josee Cardinal Young, *Finance Director*; Morgan Clark, *Director of Health*; Scott Fahle, *Principal Assessor*; James Golden, *Chief of Police*; Michelle Jarusiewicz, *Housing Specialist/Grant Administrator*; Eric Larsen, *Deputy Director of Public Works*; Cody Salisbury, *Water Superintendent*; Beth Singer, *Superintendent of Schools*; Elisabeth Verde, *Executive Assistant to the Town Manager*.

**Motion Passed.**

Raphael Richter moved that on all matters to come before the February 6, 2017 Special Town Meeting, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters.

**Motion Passed.**

**Article 1. Harbor Hill Condominium Acquisition.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the acquisition of four parcels of land (containing 1.2 acres in total) and the 26 housing units thereon, together comprising the Harbor Hill Condominium, located at 3, 4, and 8 Harbor Hill Road and at 37 Bradford St. Extension, Provincetown, all as described in Certificate of Title No. 120282 filed with the Barnstable Land Court, and owned by Eastwood Property Investors Limited; said funds to be used to aid the Provincetown Year-Round Market Rate Rental Housing Trust ("Trust") pursuant to Section 3(e) of Chapter 305 of the Acts of 2016 ("Act") so that the Trust may acquire said parcels in its own name, including all costs incidental and related thereto, including without limitation the submission by the Trust of a sealed bid to the Bankruptcy Court,

or in the alternative for the acquisition of said parcels directly by the Town of Provincetown, after consultation with the Trust, should it be deemed to be in the best interests of the Town and the Trust, and for the remodeling, reconstruction, and making extraordinary repairs to the buildings and site improvements; provided that said appropriation shall be contingent on the passage of a Proposition two and one-half debt exclusion vote; and further to authorize the Board of Selectmen to acquire said parcels by purchase, gift, eminent domain, or otherwise, including submitting a bid to the United States Bankruptcy Court, for the purpose of creating year-round market rate rental housing in the Town pursuant to said Act; and further, if said parcels are acquired directly by the Town of Provincetown, to transfer the care, custody, control, and management of said parcels to the Trust to be used by the Trust for all purposes authorized under said Act; or to take any other action relative thereto.

**Board of Selectmen Recommends: 4-0-0**

**Finance Committee Recommends: 4-3-0**

**Planning Board Recommends: 3-0-2**

**Community Housing Council Has No Recommendation**

2/3<sup>rd</sup>'s Vote Required

Kevin Mooney moved to appropriate the sum of \$10,700,000 for the acquisition of four parcels of land (containing 1.2 acres in total) and the 26 housing units thereon, together comprising the Harbor Hill Condominium, located at 3, 4, and 8 Harbor Hill Road and at 37 Bradford St. Extension, Provincetown, all as described in Certificate of Title No. 120282 filed with the Barnstable Land Court, and owned by Eastwood Property Investors Limited; said funds to be used to aid the Provincetown Year-Round Market Rate Rental Housing Trust ("Trust") pursuant to Section 3(e) of Chapter 305 of the Acts of 2016 ("Act") so that the Trust may acquire said parcels in its own name, including all costs incidental and related thereto, including without limitation the submission by the Trust of a sealed bid to the Bankruptcy Court, or in the alternative for the acquisition of said parcels directly by the Town of Provincetown, after consultation with the Trust, should it be deemed to be in the best interests of the Town and the Trust, and for the remodeling, reconstruction, and making appropriate repairs to the buildings and site improvements; that to meet said appropriation the Treasurer with the approval of the Board of Selectmen be authorized to borrow \$10,700,000, pursuant to General Laws Chapter 44, Sections 7 and 8, or any other enabling authority and to issue bonds and notes therefor, provided, however, that no sums shall be borrowed or expended hereunder unless and until (1) the Town shall have voted to exclude the amount required to pay for the bonds or notes issued for said project from the limitation on total property taxes set forth in Chapter 59, Section 21C of the General

Laws (Proposition 2 $\frac{1}{2}$ , so called), and (2) the Board of Selectmen and the Trust shall enter into a grant agreement providing, among other things, that should the Trust sell one or more units in the Harbor Hill Condominium, any proceeds from said sale or sales shall be paid to the Town of Provincetown for the purpose of paying down the bonded indebtedness incurred by the Town pursuant to this vote; and provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and further to authorize the Board of Selectmen to acquire said parcels by purchase, gift, eminent domain, or otherwise, including submitting a bid to the United States Bankruptcy Court, for the purpose of creating year-round market rate rental housing in the Town pursuant to said Act; and further, if said parcels are acquired directly by the Town of Provincetown, to transfer the care, custody, control, and management of said parcels to the Trust to be used by the Trust for all purposes authorized under said Act.

**Motion Passed (2/3<sup>rd</sup>'s Vote Declared).**

Mark Hatch moved to dissolve the February 6, 2017 Special Town Meeting.

**Motion Passed.**

**Special Town Meeting dissolved at 8:30 p.m. on February 6, 2017.**

## Annual Town Meeting - April 3, 2017

**Meeting Called to Order.** Town Moderator Mary-Jo Avellar convened the Annual Town Meeting at 6:00 p.m. on Monday, April 3, 2017 in the in the Town Hall Auditorium and hearing no objection decided to hold the Special Town Meeting first.

Town Moderator Mary-Jo Avellar convened the Annual Town Meeting at 6:29 p.m. on Monday, April 3, 2017.

**Preliminary motions:**

Raphael Richter moved that the Town vote to waive the reading of the warrant.

**Motion Passed.**

Raphael Richter moved that the Town vote to grant permission to speak at the April 3, 2017 Annual Town Meeting to the following persons who are not registered voters of the Town of Provincetown: John W. Giorgio, Esq., and other attorneys of the firm of KP Law, P.C., *Town Counsel*; Amy Davies, *Prov-*

*incetown Community Television; Gisele Gauthier, Affordable Housing Consultant; Peter Hocking; Provincetown Commons; Richard Hoffmann, Board Member & Former Superintendent of Nauset School District; Bob Jones, Board President of Cape Cod Village; Margaret Murphy, Trees Provincetown; Carlos Verde, Pier Corporation; Josee Cardinal Young, Finance Director; Matt Clark, Library Director; Morgan Clark, Director of Health; Scott Fahle, Principal Assessor; James Golden, Chief of Police; Beau Jackett, Director of Management Information Systems; Michelle Jarusiewicz, Housing Specialist & Grant Administrator; Eric Larsen, Deputy Director of Public Works; Laura Marin, Health Agent; Elizabeth Paine, Secretary to the Board of Selectmen; Rex McKinsey, Pier Manager/Harbormaster; Brandon Motta, Recreation Director; Sherry Prada, Operations Director of Public Works; Domenic Rosati, Parking Administrator; Cody Salisbury, Water Superintendent; Beth Singer, Superintendent of Schools; Elisabeth Verde, Executive Assistant to the Town Manager; Alex Williams, Treasurer Steve Wisbauer, Shellfish Constable.*

**Motion Passed.**

Raphael Richter moved that on all matters to come before the April 3, 2017 Annual Town Meeting, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters.

**Motion Passed.**

**Article 1. To Hear Town Reports.** To see if the Town will vote to hear the reports of the Town Officials and Committees and to act thereon.  
[Requested by the Board of Selectmen]

**Board of Selectmen Recommends: 5-0-0**

Raphael Richter moved that the Town vote to hear the reports of the Town Officials and Committees and to act thereon: Beth Singer – Provincetown School Building Committee report on the restoration of the Provincetown School Building.

**Motion Passed.**

**Article 2. FY 2018 Operating Budget.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$25,887,352 to fund operating budgets for the several Town departments for Fiscal Year 2018 in accordance with Chapter 9, Section 1 of the Provincetown Charter, as follows:

Budget Divisions	FY 2017	FY 2018	17-18%
I. General Government	\$1,130,635	\$1,096,663	-3.01%

II. Finance	10,168,853	10,670,832	+5.98%
III. Public Safety	5,649,505	5,931,957	+5.00%
IV. Public Works	3,403,781	3,506,738	+3.02%
V. Public Services	855,056	871,998	+1.98 %
<b>Sub-total, I-V</b>	<b>\$21,107,848</b>	<b>\$22,078,188</b>	<b>+4.60%</b>
VI. Public Schools	3,718,719	3,809,164	+2.43%
<b>Total, I-VI</b>	<b>\$24,826,639</b>	<b>\$25,887,352</b>	<b>+4.27%</b>

or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Article 2. FY 2018 Municipal Operating Budget.**

**Division I. General Government**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Panagore moved that the Town vote to raise and appropriate the sum of \$965,059 and transfer \$3,000 from Wetlands Protection Fund, and transfer \$128,604 from the Land Bank Fund for a total of \$1,096,663 to fund operating budgets for the several Town departments for Fiscal Year 2018 under budget Division I, General Government, as recommended by the Board of Selectmen.

**Motion Passed.**

**Article 2. FY 2018 Municipal Operating Budget.**

**Division II. Finance**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

I move that the Town vote to raise and appropriate the sum of \$10,640,832 and transfer \$30,000 from Title V Revolving fund for a total of \$10,670,832 to fund operating budgets for the several Town departments for Fiscal Year 2018 under budget Division II, Finance, as recommended by the Board of Selectmen.

**Motion Passed.**

**Article 2. FY 2018 Municipal Operating Budget.**

**Division III. Public Safety**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Panagore moved that the Town vote to raise and appropriate the sum of \$5,831,957, to transfer \$40,000 from the Ferry Embarkation fund, and transfer

\$60,000 from Municipal Waterways fund for a total of \$5,931,957 to fund operating budgets for the several Town departments for Fiscal Year 2018 under budget Division III, Public Safety, as recommended by the Board of Selectmen.

**Motion Passed.**

**Article 2. FY 2018 Municipal Operating Budget.**

**Division IV. Public Works**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Panagore moved that the Town vote to raise and appropriate the sum \$3,506,738 to fund operating budgets for the several Town departments for Fiscal Year 2018 under budget Division IV, Public Works, as recommended by the Board of Selectmen.

**Motion Passed.**

**Article 2. FY 2018 Municipal Operating Budget.**

**Division V. Public Services**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Panagore moved that the Town vote to raise and appropriate the sum \$871,998 to fund operating budgets for the several Town departments for Fiscal Year 2018 under budget Division V, Public Services, as recommended by the Board of Selectmen.

**Motion Passed.**

**Article 2. FY 2018 Municipal Operating Budget.**

**Division VI. Public Schools**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**School Committee Recommends: 3-0-0**

David Panagore moved that the Town vote to raise and appropriate the sum of \$3,140,218 to fund the local Provincetown Public School System Budget for Fiscal Year 2018. And further, to raise and appropriate the sum of \$668,946 to fund the tuition assessment for students who attend the Nauset Regional High School for a total of \$3,809,164.

**Motion Passed.**

*Article 3. FY 2018 Cape Cod Regional Technical High School Assess-*

ment. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the Town of Provincetown’s assessment for the CCRTHS FY2018 operating budget; or to take any other action relative thereto.

[Requested by the Board of Selectmen and the Town Manager]

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**School Committee Recommends: 3-0-0**

David Panagore moved that the Town vote to raise and appropriate the sum of \$110,000 for its assessment for Cape Cod Technical Regional High School for FY 2018.

**Motion Passed.**

**Article 4. FY 2018 Enterprise Funds.** To see if the Town will vote to raise and appropriate or transfer from available funds the following amounts for enterprise funds of the Town of Provincetown for Fiscal Year 2018:

6001 Water Enterprise Fund	FY 2017	FY 2018	% change
Enterprise Fund Costs	\$2,194,720	\$2,302,098	
General Fund Costs	<u>327,717</u>	<u>360,489</u>	
<b>TOTAL COSTS</b>	<b>\$2,522,437</b>	<b>\$2,662,587</b>	<b>5.6%</b>
6002 Wastewater Enterprise Fund	FY 2017	FY 2018	% change
Enterprise Fund Costs	\$4,335,406	\$4,468,393	
General Fund Costs	<u>139,345</u>	<u>142,132</u>	
<b>TOTAL COSTS</b>	<b>\$4,474,751</b>	<b>\$4,610,525</b>	<b>3.0%</b>

or to take any other action relative thereto.

[Requested by the Board of Selectmen and the Town Manager]

**Article 4. FY 2018 Enterprise Funds.**

6001 Water Enterprise Fund.

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Panagore moved that the Town vote that \$2,662,587 be appropriated to operate the Water Enterprise Fund, \$1,908,427 to come from Water Enterprise Fund revenues and \$393,671 from Retained Earnings, and further, \$360,489 to be appropriated in the general fund and funded from Water Enterprise revenues.

**Motion Passed.**

**Article 4. FY 2018 Enterprise Funds.**

6002 Wastewater Enterprise Fund.

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Panagore moved that the Town vote that \$4,610,525 be appropriated to operate the Wastewater Enterprise Fund, \$3,983,317 to come from Wastewater Enterprise Fund revenues and \$485,076 from reserved for debt service, and further, \$142,132 to be appropriated in the general fund and funded from Wastewater Enterprise revenues.

**Motion Passed.**

**Article 5. Fund Collective Bargaining Agreement.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the cost items contained in the first year of a collective bargaining agreement commencing in Fiscal Year 2018 reached between the Town and NEPBA; or to take any other action relative thereto. *[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Panagore moved that the Town vote to transfer \$38,881 from Free Cash to fund the collective bargaining agreement with the New England Police Benevolent Association for FY2018.

**Motion Passed.**

**Article 6. Fund Collective Bargaining Agreement.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the cost items contained in the first year of a collective bargaining agreement commencing in Fiscal Year 2018 reached between the Town and AFSCME; or to take any other action relative thereto. *[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 7-0-0**

David Panagore moved that the Town vote to transfer the sum of \$83,783 from Free Cash to fund the collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME) for FY2018.

**Motion Passed.**

**Article 7. Community Preservation Budget for FY 2018.** To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2018 Community Preservation Budget, to appropriate or reserve for future spending the following amounts as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Reserves: Part 1
  - A. \$63,242 for Open Space;
  - B. \$379,451 for Community Housing;
  - C. \$63,242 for Historic Resources;
2. Debt Service Appropriations: Part 2
  - A. \$224,550 for Community Housing debt service;
  - B. \$53,312 for Open Space debt service;
  - C. \$166,192 for Historic Preservation debt service;
3. Grant Requests Appropriations: Part 3
  - A. Recreation - \$18,273 for the installation of bicycle racks and bike repair stations at various locations across town, and said funds to be spent under the direction of the Town Manager in consultation with the Bicycle Committee.
  - B. Historic - \$50,000 for the implementation of Bas Relief Monument and Bas Relief Park Conservation Plan, and said funds to be spent under the direction of the Town Manager.
  - C. Historic - \$100,000 for exterior restoration of 46 Bradford Street, the former Community Center, including the repair or replacement of the roof, exterior trim, siding, windows, and door, and said funds to be spent under the direction of the Town Manager subject to a grant agreement between the Town and the lessee.
  - D. Historic - \$51,000 for the implementation of the conservation of priority stones at the Alden Street Cemetery Phase 2, and said funds to be spent under the direction of the Town Manager in consultation with the Cemetery Commission.
  - E. Community Housing - \$50,000 for the development of Cape Cod Village, a housing development for autistic adults, and said funds to be spent under the direction of the Town Manager subject to a grant agreement between the Town and the owner.
  - F. Community Housing - \$50,000 for a Housing Down Payment Assistance Program through the Provincetown Housing Office, and said funds to be spent under the direction of the Town Manager.
  - G. Community Housing - \$122,541 for the Community Housing Office, including a full-time Housing Specialist and CPA administration along with pro-rated benefits and expenses.
  - H. Administrative Expenses - \$20,000 for CPA administrative expenses;

or to take any other action relative thereto.

*[Requested by the Community Preservation Committee]*

**Article 7. Community Preservation Budget for FY 2018.**

1 & 2. Reserves and Debt Service

**Community Preservation Committee Recommends: 7-0-0**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Kristin Hatch moved that the Town vote to set aside from Community Preservation Act estimated annual revenue the sum of \$63,242 for the Open Space reserve fund, the sum of \$379,451 for the Community Housing Reserve Fund and the sum of \$63,242 for the historic resources reserve fund.

**And further** to appropriate the sum of \$444,054 to fund debt service for Fiscal Year 2018 as follows: the sum of \$224,550 from Affordable Housing reserves, the sum of \$53,312 from Open Space reserves, and the sum of \$166,192 from Historic Preservation reserves.

**Motion Passed.**

**Article 7. 3A Community Preservation Budget for FY 2018.**

\$18,273 Bicycle Racks & Repair Stations

**Community Preservation Committee Recommends: 7-0-0**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Alfred Famiglietti that the Town vote to appropriate under the Community Preservation Act the sum of \$18,273 from Community Preservation Open Space Reserves to be used for the installation of bicycle racks and bike repair stations at various locations across town, said funds to be expended under the direction of the Town Manager in consultation with the Bicycle Committee.

**Motion Passed.**

**Article 7. 3B Community Preservation Budget for FY 2018.**

\$50,000 Bas Relief Monument Restoration

**Community Preservation Committee Recommends: 7-0-0**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 6-0-0**

**Historical Commission Recommends: 4-0-0**

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Judith Cicero moved that the Town vote to appropriate under the Community Preservation Act the sum of \$50,000 from Community Preservation Undesignated Fund Balance to restore the Bas Relief tablet, structure and grounds, and said funds to be spent under the direction of the Town Manager.

**Motion Passed.**

**Article 7. 3C Community Preservation Budget for FY 2018.**

\$100,000 46 Bradford Street, former Community Center Preservation

**Community Preservation Committee Recommends: 4-2-1**

**Board of Selectmen Recommends: 4-0-0**

**Finance Committee Recommends: 4-0-0**

**Historical Commission Does Not Recommend: 3-0-1**

Brandon Quesnell moved that the Town vote to appropriate under the Community Preservation Act the sum of \$100,000 from Community Preservation Undesignated Fund Balance to be used for exterior restoration of 46 Bradford Street, the former Community Center, including the repair or replacement of the roof, exterior trim, siding, windows, and door, and said funds to be spent under the direction of the Town Manager subject to a grant agreement between the Town and the lessee.

Gordon Siegel moved to postpone article 7, item 3C until after article 17.

**Motion to Postpone Does Not Pass (2/3<sup>rd</sup>'s Vote Required and not obtained: 167 For 114 Against).**

**Motion Passed.**

**Article 7. 3D Community Preservation Budget for FY 2018.**

\$51,000 Alden Street Cemetery Stone Conservation Plan

**Community Preservation Committee Recommends: 6-1-0**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Historical Commission Recommends: 4-0-0**

Brandon Quesnell moved that the Town vote to appropriate under the Community Preservation Act the sum of \$51,000 from Community Preservation Undesignated Fund Balance to be used for the implementation of the conservation of priority stones at the Alden Street Cemetery Phase 2, and said funds to be spent under the direction of the Town Manager in consultation with the Cemetery Commission.

**Motion Passed.**

**Article 7. 3E Community Preservation Budget for FY 2018.**

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\$50,000 Cape Cod Village Housing for Autistic Adults

**Community Preservation Committee Recommends: 5-2-0**

**Board of Selectmen Recommends: 3-0-2**

**Finance Committee Recommends: 5-0-0**

**School Committee Recommends: 3-0-0**

Dennis Minsky moved that the Town vote to appropriate under the Community Preservation Act the sum of \$50,000 from Community Preservation Community Housing Reserves to be used for the development of Cape Cod Village, a housing development for autistic adults, and said funds to be spent under the direction of the Town Manager subject to a grant agreement between the Town and the owner.

**Motion Passed.**

**Article 7. 3F Community Preservation Budget for FY 2018.**

\$50,000 Housing Down Payment Assistance Program

**Community Preservation Committee Recommends: 7-0-0**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Community Housing Council Recommends: 4-0-0**

Kristin Hatch moved that the Town vote to appropriate under the Community Preservation Act the sum of \$50,000 from Community Preservation Community Housing Reserves to be used for a Housing Down Payment Assistance program through the Provincetown Housing Office, and said funds to be spent under the direction of the Town Manager.

**Motion Passed.**

**Article 7. 3G Community Preservation Budget for FY 2018.**

\$122,541 Community Housing Office

**Community Preservation Committee Recommends: 7-0-0**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Community Housing Council Recommends: 4-0-0**

Kristin Hatch moved that the Town vote to appropriate under the Community Preservation Act the sum of \$63,271 from Community Preservation Community Housing Reserves to be used for the Community Housing Office, including a full-time Housing Specialist and CPA administration along with pro-rated benefits and expenses.

**Motion Passed.**

**Article 7. 3F Community Preservation Budget for FY 2018.**

\$50,000 Housing Down Payment Assistance Program

**Community Preservation Committee Recommends: 7-0-0**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Community Housing Council Recommends: 4-0-0**

Kristin Hatch moved that the Town vote to appropriate under the Community Preservation Act the sum of \$50,000 from Community Preservation Community Housing Reserves to be used for a Housing Down Payment Assistance program through the Provincetown Housing Office, and said funds to be spent under the direction of the Town Manager.

**Motion Passed.**

**Article 7. 3H Community Preservation Budget for FY 2018.**

\$20,000 CPA General Administration

**Community Preservation Committee Recommends: 7-0-0**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Kristin Hatch moved that the Town vote to appropriate the sum of \$20,000 from estimated annual revenue to be used for CPA general administration, said funds to be expended under the direction of the Town Manager.

**Motion Passed.**

**Article 8. FY 2018 Capital Improvements Program.** To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the following sums to defray the costs of the Fiscal Year 2018 Capital Improvements Program submitted in accordance with Chapter 9, Section 2 of the Provincetown Charter as follows, provided that one or more of the appropriations listed below shall be contingent on a Proposition 2½ capital outlay or debt exclusion ballot question:

1. Police Station - \$8,625,000 to be expended under the direction of the Town Manager and the Director of Public Works for the design and construction of the Provincetown Police Station on the site located at 16 Jerome Smith Road, and costs related thereto;
2. Police Livescan Automated Fingerprint Identification System - \$25,479 to be expended under the direction of the Town Manager and the Chief of Police for the purchase of *Livescan* Automated Fingerprint Identification

System, and costs related thereto;

3. Storm Water Management - \$100,000 to be expended under the direction of the Town Manager and the Director of Public Works to be used for ongoing improvements to the Town's drainage system in conjunction with applying for various grants that may become available, and costs related thereto;
4. Shank Painter Road Design Phase - \$55,000 to be expended under the direction of the Town Manager and the Director of Public Works to fund concept development and preliminary design for the rehabilitation of Shank Painter Road, and costs related thereto;
5. Pavement Management Plan - \$225,000 to be expended under the direction of the Town Manager and the Director of Public Works to continue additional roadway paving maintenance as outlined in the Town-wide Pavement Management Plan, and costs related thereto;
6. Bas Relief Restoration and Park Improvements - \$750,000 to be expended under the direction of the Town Manager for the restoration of the Bas Relief Monuments and for improvements to the Bas Relief Park, and costs related thereto;
7. Long Point Dike Improvement Project - \$51,000 to be expended under the direction of the Town Manager for the engineering and design of the restoration of the Long Point Dike, and costs related thereto;
8. Police Fleet Upgrade Plan - \$78,520 to be expended under the direction of the Town Manager and the Chief of Police for the purchase of two police sedan interceptor vehicles, and costs related thereto;
9. DPW Street and Sidewalk Maintenance and Repair - \$50,000 to be expended under the direction of the Town Manager and the Director of Public Works for maintenance and repair of streets and sidewalks, and costs related thereto;
10. Public Works Fleet Replacement - \$270,000 to be expended under the direction of the Town Manager and the Director of Public Works for the purchase of a Highway Department loader and a sanitation trash trailer, and costs related thereto;
11. Public Works Building Maintenance - \$60,000 to be expended under the direction of the Town Manager and the Director of Public Works for the repair or replacement of all rubber roofing at the Veterans Memorial Community Center, and costs related thereto;
12. Public Works Facility - Highway Garage - \$125,000 to be expended under the direction of the Town Manager and the Director of Public Works for the development of final design plans and bid specifications for the Phase I Highway Garage on the site located at 24 Race Point Road, and costs related thereto;
13. Use of Parking Funds for Parking Kiosk - \$20,000 from the Parking Fund to be expended under the direction of the Town Manager for the purchase and installation of one parking kiosk, and costs related thereto;

14. MUNIS Payroll Software - \$59,634 to be expended under the direction of the Town Manager for the acquisition of the MUNIS Payroll system software, and costs related thereto;
  15. Fire Department Air Pack Replacement - \$45,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the purchase of air pack replacement units, and costs related thereto;
  16. Fire Department Ambulance Equipment - \$62,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the purchase of one new power stretcher and other ambulance equipment, and costs related thereto;
  17. Water Department Security Upgrades - \$75,000 to be expended under the direction of the Town Manager for enhanced security at the Knowles Crossing Water Treatment Facility, and cost related thereto;
- or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

#### **Article 8. FY 2018 Capital Improvements Program.**

8-1. Police Station

#### **2/3<sup>rd</sup>'s Vote Required**

**Board of Selectmen Recommends: 3-2-0**

**Finance Committee Recommends: 6-1-0**

**Building Committee Recommends: 5-0-0**

Raphael Richter moved that the Town vote to appropriate the sum of \$8,625,000 to be expended under the direction of the Town Manager and the Director of Public Works for the design and construction of the Provincetown Police Station on the site located at 16 Jerome Smith Road, and costs related thereto, that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$8,625,000 pursuant to General Laws Chapter 44, sections 7 and 8, or any other enabling authority and to issue bonds and notes therefor; provided that the appropriation shall be contingent on the passage of a Proposition 2 and ½ debt exclusion by the voters of the town in accordance with General Laws Ch. 59 section 21C(m); and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

**Motion Passed by 2/3<sup>rd</sup>'s (For 206 Against 35).**

#### **Article 8. FY 2018 Capital Improvements Program.**

8-2. Police *Livescan* Automated Fingerprint Identification System

- 
- 8-3. Storm Water Management
  - 8-4. Shank Painter Road Design Phase
  - 8-5. Pavement Management Plan
  - 8-6. Bas Relief Restoration and Park Improvements

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 6-0-0**

Cheryl Andrews moved that the Town vote to transfer **\$1,105,479** from Free Cash to fund the following Capital Improvement Program articles:

- 2. Police Livescan Automated Fingerprint Identification System - \$25,479 to be expended under the direction of the Town Manager and the Chief of Police for the purchase of Livescan Automated Fingerprint Identification System, and costs related thereto;
- 3. Storm Water Management - \$100,000 to be expended under the direction of the Town Manager and the Director of Public Works to be used for ongoing improvements to the Town's drainage system in conjunction with applying for various grants that may become available, and costs related thereto;
- 4. Shank Painter Road Design Phase - \$55,000 to be expended under the direction of the Town Manager and the Director of Public Works to fund concept development and preliminary design for the rehabilitation of Shank Painter Road, and costs related thereto;
- 5. Pavement Management Plan - \$225,000 to be expended under the direction of the Town Manager and the Director of Public Works to continue additional roadway paving maintenance as outlined in the Town-wide Pavement Management Plan, and costs related thereto;
- 6. Bas Relief Restoration and Park Improvements - \$700,000 to be expended under the direction of the Town Manager for the restoration of the Bas Relief Monuments and for improvements to the Bas Relief Park, and costs related thereto.

**Motion Passed.**

**Article 8. FY 2018 Capital Improvements Program.**

- 8-7. Long Point Dike Improvement Project

**Board of Selectmen Recommends Indefinite Postponement: 3-2-0**

**Conservation Commission Does Not Recommend: 3-1-1**

**Harbor Committee Recommends Indefinite Postponement: 3-0-0**

Raphael Richter moved that the Town vote to indefinitely Postpone Article 8-7.

**Motion to Indefinitely Postpone Passed.**

10:05 p.m. Raphael Richter moved to adjourn Annual Town Meeting until tomorrow, April 4, 2017 at 6:00 p.m.

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**Motion Passed.**

**Town Moderator Mary-Jo Avellar called the meeting to order at 6:02 p.m. on Tuesday, April 4, 2017.**

**Article 8. FY 2018 Capital Improvements Program.**

- 8-8. Police Fleet Upgrade Plan
- 8-9. DPW Street and Sidewalk Maintenance and Repair
- 8-10. Public Works Fleet Replacement
- 8-11. Public Works Building Maintenance
- 8-12. Public Works Facility - Highway Garage

**2/3<sup>rd</sup>'s Vote Required**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Building Committee Recommends Articles 8-10 & 8-11: 5-0-0**

Tom Donegan moved that the Town vote to transfer \$583,520 from the Capital Improvement Stabilization Fund to fund the following Capital Improvement Program articles:

- 8. Police Fleet Upgrade Plan - \$78,520 to be expended under the direction of the Town Manager and the Chief of Police for the purchase of two police sedan interceptor vehicles, and costs related thereto;
- 9. DPW Street and Sidewalk Maintenance and Repair - \$50,000 to be expended under the direction of the Town Manager and the Director of Public Works for maintenance and repair of streets and sidewalks, and costs related thereto;
- 10. Public Works Fleet Replacement - \$270,000 to be expended under the direction of the Town Manager and the Director of Public Works for the purchase of a Highway Department loader and a sanitation trash trailer, and costs related thereto;
- 11. Public Works Building Maintenance - \$60,000 to be expended under the direction of the Town Manager and the Director of Public Works for the repair or replacement of all rubber roofing at the Veterans Memorial Community Center, and costs related thereto;
- 12. Public Works Facility - Highway Garage - \$125,000 to be expended under the direction of the Town Manager and the Director of Public Works for the development of final design plans and bid specifications for the Phase I Highway Garage on the site located at 24 Race Point Road, and costs related thereto.

**Motion Passed (2/3<sup>rd</sup>'s Vote Declared).**

**Article 8. FY 2018 Capital Improvements Program.**

- 8-13. Use of Parking Funds for Parking Kiosk

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 5-0-0**

Cheryl Andrews moved that the Town vote to transfer \$20,000 from the Parking Fund to be expended under the direction of the Town Manager for the purchase and installation of one parking kiosk, and costs related thereto.

**Motion Passed.**

**Article 8. FY 2018 Capital Improvements Program.**

8-14.           MUNIS Payroll Software

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 5-0-0**

Cheryl Andrews moved that the Town vote to transfer

- \$132.14 in unused funds from April 2014 Annual Town Meeting Article 11, DPW Fleet;
- \$10,289.48 in unused funds from April 2011 Annual Town Meeting Article 24 Cemetery Improvement;
- \$33,966.00 in unused funds from April 2015 Special Town Meeting Article 7, Mental Health Advocate; and
- \$15,246.38 from Free Cash

for a total of \$59,634 to be expended under the direction of the Town Manager for costs associated with the acquisition of the MUNIS Payroll Module.

**Motion Passed.**

**Article 8. FY 2018 Capital Improvements Program.**

8-15.           Fire Department Air Pack Replacement

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 5-0-0**  
**Board of Fire Engineers Recommends: 4-0-0**

Tom Donegan moved that the Town vote to transfer

- \$7,098 in unused funds from April 2012 Special Town Meeting Article 5, GIS Flyover;
- \$164 in unused funds from October 2015 Special Town Meeting Article 10 Police Station Design;
- \$3,913.43 in unused funds from April 2016 Special Town Meeting Article 10, Pier Ferry Gangway;
- \$2,040.40 in unused funds from April 2016 Special Town Meeting Article 11, Pier Motor Replacement;
- \$8,505.82 in unused funds from April 2014 Annual Town Meeting Article

11-15, Library Carpet;

- \$5,334.04 in unused funds from October 2012 Special Town Meeting Article 7, High School Repair; and
- \$17,944.31 in unused funds from April 2014 Special Town Meeting Article 6, MSBA Feasibility Study

for a total of \$45,000 to be expended under the direction of the Town Manager for the purchase of air pack replacement units, and costs related thereto.

**Motion Passed.**

**Article 8. FY 2018 Capital Improvements Program.**

8-16. Fire Department Ambulance Equipment

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Board of Fire Engineers Recommends: 4-0-0**

Tom Donegan moved that the Town vote to transfer

- \$6,970 in unused funds from April 2014 Annual Town Meeting Article 11-8, School Stairway Replacement;
- \$2,418.82 in unused funds from April 2016 Annual Town Meeting Article 18-2 Police Fleet Replacement;
- \$339.83 in unused funds from April 2015 Annual Town Meeting Article 18-2 Mechanical CPR Machine;
- \$6,434.80 in unused funds from April 2015 Annual Town Meeting Article 18-9, Parking Kiosks;
- \$6,641.00 in unused funds from April 2016 Special Town Meeting Article 5, Parking Kiosks; and
- \$4,937.86 in unused funds from April 2014 Annual Town Meeting Article 11-11 DPW Fleet Replacement; and
- \$34,257.69 in unused funds from April 2014 Special Town Meeting Article 6, MSBA Feasibility Study

for a total of \$62,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the purchase of one new power stretcher and other ambulance equipment, and costs related thereto.

**Motion Passed.**

**Article 8. FY 2018 Capital Improvements Program.**

8-17. Water Department Security Upgrades

**Board of Selectmen Recommends: 4-1-0**

**Finance Committee Recommends: 5-0-0**

Tom Donegan moved that the Town vote to appropriate from Water Enterprise Fund Retained Earnings the sum of \$75,000 to pay for enhanced security at the

Knowles Crossing Water Treatment Facility, and cost related thereto.

**Motion Passed.**

**Article 9. Change Date of Annual Town Meeting and Annual Town Election - A Home Rule Petition / Charter Change.** To see if the Town will vote to instruct its senator and representative in the General Court to file a home rule petition for a special act to read as follows; provided however, that the General Court shall be authorized to make ministerial, clerical, and editorial changes of form only to said bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and to authorize the Board of Selectmen to approve such amendments:

AN ACT RELATIVE TO THE CHARTER OF  
THE TOWN OF PROVINCETOWN

SECTION 1. Section 2-3-1 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended as follows:

“The annual town meeting shall be held on the first Monday in ~~April~~ May of every year and shall be called to order at 6:00 p.m. for the purpose of transacting all business of the annual town meeting except the election of such officers and the determination of such matters as are required by law to be elected or determined by ballot.”

SECTION 2. Section 2-4-2 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended as follows (*Deletions shown in strike-through and new text shown as underlined*):

“The regular elections to any office shall be by official ballot held on the first second Tuesday in ~~May~~ June of each year.”

SECTION 3. This act shall take effect upon its passage.  
or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

**Board of Selectmen Recommend Indefinite Postponement: 3-2-0**

Erik Yingling moved that the Town vote to indefinitely postpone Article 9.

**Motion to Indefinitely Postpone Does Not Pass.**

Raphael Richter moved to approve article 9 as printed in the warrant.

**Motion Does Not Pass.**

**Article 10. General Bylaw Amendment: Change Date of Annual Town Meeting and Annual Town Election.** (*Deletions shown in strike-through*)

*and new text shown as underlined*) To see if the Town will vote to amend the Provincetown General Bylaws by amending the following sections to read as follows (said amendment to take effect in accordance with General Laws Chapter 40, Section 32 and upon enactment of the special act requested by the Home Rule Petition in Article 9):

4-1-1. Date. The Annual Town Meeting shall be held on the first Monday in ~~April~~ May of every year and shall be called to order at 6:00 p.m. for the purpose of transacting all business of the Annual Town Meeting except the election of such officers and the determination of such matters as are required by law to be elected or determined by ballot.

4-5-1. Annual Election. Beginning at 7:00 a.m. and ending at 7:00 p.m. on the first second Tuesday in ~~May~~ June of every year, there shall be held that part of the Annual Town Meeting devoted to the election of officers and to such other matters as, by law, must be determined by a ballot.

or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

### **Board of Selectmen Recommend Indefinite Postponement: 5-0-0**

Erik Yingling moved that the Town vote to indefinitely postpone Article 10.  
**Motion to Indefinitely Postpone Passed.**

### ***Article 11. Mandatory Retirement Age of the Fire Chief - A Home Rule Petition.***

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for the enactment of special legislation entitled “An Act Authorizing the Town of Provincetown to Continue the Employment of Michael Trovato” as set forth below, provided however that the General Court shall be authorized to make ministerial, clerical, and editorial changes of form only to said bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and to authorize the Board of Selectmen to approve such amendments.

#### AN ACT AUTHORIZING THE TOWN OF PROVINCETOWN TO CONTINUE THE EMPLOYMENT OF MICHAEL TROVATO

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, Michael Trovato, a member of the fire department of the town of Provincetown, may continue to serve in such position until May 31, 2024, until the date of his retirement, or until the date he is relieved of his duties by the Board of Fire Engineers, whichever occurs first; provided, however, that he is mentally and physically capable of performing the duties of his office. The town may, at its

own expense, require that Michael Trovato be examined by an impartial physician designated by them to determine such capability.

SECTION 2. This act shall take effect upon its passage.

Or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Board of Fire Engineers Recommends: 5-0-0**

Robert Anthony moved that the Town vote to approve Article 10 as printed in the warrant.

**Motion Passed.**

**Article 12. Commercial Street Security Improvements.** *(A non-binding resolution)* To see if the Town would like the Town Manager to investigate and return to the next town meeting with a funding request for permanent safety installations throughout Commercial Street intersections that will protect the public from vehicular danger during peak pedestrian times. Such installations would be permanently installed in the street and would be able to raise and lower easily and temporarily by public safety officials or other designated persons to allow the system to be deployed at appropriate times and to be minimally noticeable when not in use, as well as to provide access to authorized vehicles such as residents of the temporarily closed areas, public conveyances, and others deemed appropriate by public safety officials; or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

**Board of Selectmen Recommends: 3-2-0**

Raphael Richter moved that the Town vote to approve Article 12 as printed in the warrant.

**Motion Does Not Pass.**

**Article 13. Zoning Amendment Regarding Detached Structures.** *(A non-binding resolution)* To see if the Town shall instruct the Planning Board to work with all other relevant boards and committees to develop zoning and other related bylaw changes, additions, or deletions and return to the next town meeting with articles that allow for detached structures to be used as detached bedrooms for workforce housing, and/or find other ways that bylaws can be modified to allow for workforce housing use both seasonal and year-round; or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

**Board of Selectmen Recommends: 3-2-0****Planning Board Has No Recommendation: 4-0-0**

Raphael Richter moved that the Town vote to approve Article 13 as printed in the warrant.

**Motion Passed (125 For 102 Against).**

**Article 14. *Petitioned Article - Province Road Paving.*** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$75,000 to be expended under the direction of the town manager for costs associated with paving and storm water improvements to Province Road, a private road in which the Town is a 38% abutter. Total costs to the Town will be reduced by 62% from funding as agreed on in the Province Road Repair Agreement, signed by the Board of Selectmen on January 23, 2017; or to take any other action relative thereto. *[Submitted by Jay Gurewitsch and others]*

**Board of Selectmen Recommends: 3-1-0****Finance Committee Recommends: 5-0-0**

Jay Gurewitsch moved that the Town vote to transfer \$28,500 from Free Cash (38% of the total project cost) to fund Article 14 as printed in the warrant.

Patrick Patrick moved to amend article 14 by adding after the words improvements to Province Road, the following “pursuant to and dependent on road owners permission.”

**Motion to Amend Does Not Pass.****Motion Passed.**

**Article 15. *Petitioned Article - To Fund An Additional Egress For Maushope Housing.*** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$90,000 (ninety thousand dollars) to build 3 back decks (or porches) with stairs at the rear of Maushope, 44 Harry Kemp Way, at the rear of the units on the 1st, 2nd and 3rd floors and to replace one window of each unit facing north with an outward opening door so that each resident has a second way out in case of fire. All renters in Provincetown, both year round and seasonal, must have two exits as our local building code requires; or to take any other action relative thereto. *[Submitted by Barbara Rushmore and others]*

**Board of Selectmen Reserves Recommendation: 5-0-0****Finance Committee Does Not Recommend: 5-0-0**

Barbara Rushmore moved that the Town vote to raise and appropriate \$90,000 to fund Article 15 as printed in the warrant.

Mark Hatch moved to indefinitely postpone article 15.

**Motion to Indefinitely Postpone Passed.**

**Article 16. *Petitioned Article - Non-Binding Public Advisory Question For The 2017 Spring Annual Town Meeting To Protect Public Health And Safety: Move Spent Fuel At Pilgrim Nuclear Power Station To Secure Dry Casks As Soon As Possible.*** (A non-binding resolution) To see if the town will vote to approve the following non-binding resolution:

Whereas, the original design for the Pilgrim Nuclear Power Station (PNPS) spent fuel pool was for 880 assemblies and now holds over 2,822 densely racked and tightly packed assemblies, and;

Whereas, the PNPS spent fuel pool holds over 11 times the amount of cesium released at Chernobyl, and:

Whereas, the MA Attorney General’s Office 2006 report cited an accident at PNPS could result in 24,000 latent cancers, \$488 billion in damages, and contamination of hundreds of miles downwind, and;

Whereas, 885 Boraflex panels, which prevent criticality and fire, will be susceptible to unacceptable levels of deterioration by September, 2017, and;

Whereas, the PNPS spent fuel pool is vulnerable to terrorist and cyber-attack, and;

Whereas, citizens of the Town of Provincetown find this to be an unacceptable threat to our health and safety and must be resolved in the most timely manner.

Therefore, should the people of the Town of Provincetown direct the town’s government to communicate with Governor Baker to employ all means available to ensure spent nuclear fuel generated by the Pilgrim Nuclear Power Station be placed in secure dry casks as soon as technically feasible and consistent with the highest standards, ready to be moved to a permanent federal facility when available in order to protect the health, welfare, and economic interest of the Town of Provincetown and its inhabitants and visitors?

or to take any other action relative thereto. [Submitted by Richard Kapler and others]

**Board of Selectmen Recommends: 5-0-0**

Richard Kapler moved that the Town vote to approve a non-binding resolution as printed in the warrant under Article 16.

**Motion Passed Unanimously.**

**Article 17. *Petitioned Article - Sale of the Community Center Building.*** To

see if the Town will vote to, as the sovereign authority, direct that the Board of Selectmen uphold and implement all terms and conditions of the April 4, 2011 Special Town Meeting, Article 5, titled “Sale of the Community Center Building,” and order them to rescind, void, and, or nullify, any and all leases or other agreements awarded, or attempted to be awarded, pursuant to a bidding process that did not adhere to the requirement that the premises be sold and not leased, and to further authorize the Board of Selectmen to sell said parcel, pursuant to the procedures set forth in General Laws Chapter 30B, on such terms and conditions that promote the ideals as articulated in the Provincetown Housing Playbook; the land being all or a portion of Assessors Map No.7-2, Parcel No. 62, located at 46 Bradford St., and commonly known as the Community Center Building; or to take any other action relative thereto. [*Requested by Gordon J. Siegel and others*]

**Board of Selectmen Recommends Indefinite Postponement: 5-0-0**  
**Finance Committee Has No Recommendation: 4-0-0**

Gordon Siegel moved that the Town vote to approve Article 17 as printed in the warrant.

Raphael Richter moved to indefinitely postpone article 17.

**Motion to Indefinitely Postpone Passed (109 For 60 Against).**

**Article 18. Establishment of The Scholarship and Trust Administration Committee.** To see if the Town will vote to establish the Scholarship and Trust Administration Committee as an advisory board comprising of three members and one alternate member appointed by the Board of Selectmen, and two regular members and one alternate member appointed by the School Committee to administer the John Anderson Francis Family Scholarship Fund, the Captain Joseph F. Oliver Scholarship Fund, the Town Scholarship Fund and such other public trusts as the Committee may be assigned by the Board of Selectmen. Such administration shall be in accordance with the terms of each trust, as amended, or, if changed circumstances necessitate amendment, by agreement of the Board of Selectmen and, in the case of Scholarship Funds, the School Committee. Investment of the principal of each trust shall be determined by the Town, unless otherwise provided by the creator of such trust; or to take any other action relative thereto.

[*Requested by the Provincetown Town Scholarship Committee and the John Anderson Francis Family Scholarship Committee*]

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 5-0-0**  
**School Committee Recommends: 3-0-0**  
**John Anderson Francis Family Scholarship Committee Recommends:**

**3-0-0****Town Scholarship Committee Recommends: 4-0-0**

Robert Speiser moved that the Town establish a single Scholarship and Trust Administration Committee, on the terms and conditions and for the purposes as specified in the warrant, which committee shall replace the existing John Anderson Francis Family Scholarship Committee and the Town Scholarship Committee, with the existing members of the John Anderson Francis Family Scholarship Committee and the Town Scholarship Committee to serve as interim members of the newly-established Scholarship and Trust Administration Committee until such time as regular members of the Scholarship and Trust Administration Committee are appointed in the manner set forth in the article.

**Motion Passed.**

**Article 19. Fully Fund Pier Maintenance.** To see if the Town will, pursuant to the Memorandum of Understanding between the Selectmen and Pier Corporation and as recommended in the Comprehensive Survey of MacMillan Pier by Bourne Engineering funded by STM 2016 Article 12, raise and appropriate or transfer from available funds the sum of \$23,000 to fully fund the fiscal year 2018 pier maintenance account under the direction of the Town Manager and PPPC; or to take any other action relative thereto.

*[Requested by the Provincetown Public Pier Corporation]*

**Provincetown Public Pier Corporation Recommends: 5-0-0****Board of Selectmen Does Not Recommend: 3-2-0****Finance Committee Does Not Recommend: 5-2-0****Visitor Services Board Recommends: 7-0-0**

LeRoy Fraser moved that the Town vote to transfer \$23,000 from Free Cash to fund the Fiscal Year 2018 pier maintenance account under the direction of the Town Manager and Provincetown Public Pier Corporation.

**Motion Passed.**

10:00 p.m. Raphael Richter moved to adjourn Annual Town Meeting until tomorrow, April 5, 2017 at 6:00 p.m.

**Motion Passed.****Town Moderator Mary-Jo Avellar called the meeting to order at 6:04 p.m. on Wednesday, April 5, 2017.****Article 20. Reduce Pier Corporation Rent to \$1. (A non-binding resolution)**

To see if the town will vote to approve the following non-binding resolution:

Whereas the requirement for the Pier Corp to pay rent to offset a \$2.8 million local match for \$16 million in grant funding was proposed by consultants

preparing a business plan for grant applications; and at that time, their financial analysis relied on general predictions of future performance and maintenance costs of a yet to be designed new pier, and the rent was an estimated number to secure funding from various state and federal agencies;

Whereas the Pier Corp has paid the Town over \$1.8 million in rent since inception and these payments have undermined the pier's ability to maintain the facility;

Whereas compounding the negative impact of the rent payment on operations, the below market rates charged to commercial fishermen for dock space have never been subsidized by the Selectmen as agreed to by the ProFish MOU of 2001, the enabling legislation, and the 20-year lease;

Whereas the economic benefits to the Town from Pier Corporation operation of the Town Wharf such as the ferries, whale watch and other excursions, artist studio trapsheds and the Provincetown based commercial fishing fleet far exceed the rent and embarkation fees the town receives from the pier;

Whereas the Comprehensive Survey of MacMillan Pier funded by STM 2016 Article 12 recommends annual maintenance work that is not currently fully funded due to a requirement to pay rent;

Whereas Pier Corporation has had to defer maintenance to fund its obligations for rent to the Town and that deferred maintenance is outlined in the Bourne report; and

Whereas MacMillan Pier and the Pier Corporation itself are assets of the Town of Provincetown;

Now therefore, the Town Meeting Body directs the Board of Selectmen to reduce rent for MacMillan Pier to \$1 starting in FY 2019, with funds to be used for the maintenance and operation of the pier and for any excess revenue for the operation be returned to the Town as specified in the MOU dated August 10, 2015; or to take any other action relative thereto.

*[Requested by the Provincetown Public Pier Corporation]*

**Provincetown Public Pier Corporation Recommends: 4-0-1**

**Board of Selectmen Does Not Recommend: 3-2-0**

**Finance Committee Does Not Recommend: 5-2-0**

Herbert Hintze moved that the Town vote to approve a non-binding resolution as printed in the warrant under Article 20.

**Motion Passed.**

***Article 21. Visitor Services Board – Amendments to Board Composition.***

To see if the Town will vote to amend its previous vote under Article 64 of the April 5, 1999 Annual Town Meeting relative to the composition of the seven-member Visitor Services Board as follows:

Change one member nominated from the Arts Community to read, one member nominated from the Arts, Culture and Heritage Community,

which shall be filled after inviting nominations from the following arts and cultural organizations in Provincetown: 1) Provincetown Art Association and Museum, 2) Pilgrim Monument and Provincetown Museum, 3) Provincetown 400, 4) Provincetown Historic Celebrations, 5) Fine Arts Work Center, and 6) Provincetown Theater;

Change one member nominated by the Women Innkeepers of Provincetown to one member nominated by Innkeepers, which shall be filled after nominations from the following organizations: 1) Women Innkeepers of Provincetown, 2) Distinctive Inns of Provincetown, 3) Provincetown Chamber of Commerce Innkeeper Members and 4) Provincetown Business Guild Innkeeper Members;

Change one at-large member to one member nominated from restaurants, which shall be filled after inviting nominations from the following organizations: 1) Provincetown Chamber of Commerce Restaurant Members and 2) Provincetown Business Guild Restaurant Members;

Change one at-large member to one member nominated from retail establishments, which shall be filled after inviting nominations from the following organizations: 1) Provincetown Chamber of Commerce Retail Shop Members and 2) Provincetown Business Guild Retail Shop Members;

Therefore, the Visitor Services Board representative composition will be as follows: 1) Arts, Culture and Heritage, 2) Provincetown Chamber of Commerce, 3) Provincetown Business Guild, 4) Inn keepers, 5) Restaurants, 6) Retail Shops, and 7) At-Large Member; or to take any other action relative thereto. *[Requested by the Visitor Services Board]*

**Visitor Services Board Recommends: 6-1-0**

**Board of Selectmen Recommends Indefinite Postponement: 5-0-0**

Rita Schwartz moved that the Town vote to approve Article 21 with the following addition: Add the sentence “One Provincetown business shall not have more than one representative on the Visitor Services Board” at the end of the article.

Cheryl Andrews moved to indefinitely postpone article 21.

**Motion to Indefinitely Postpone Does Not Pass.**

**Motion Does Not Pass.**

**Article 22. Finance Committee Request to Fund Health Insurance Consultant.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$45,000, to be expended under the direction of the Town Manager, for costs associated with health care consulting services to assist the Town in evaluating its health care costs; or to take any other action relative thereto. *[Requested by the Finance Committee]*

**Finance Committee Recommends: 5-0-0**  
**Board of Selectmen Recommends: 5-0-0**

Louise Venden moved to that the Town vote to transfer \$45,000 from Free Cash to fund Article 22 as printed in the warrant.

**Motion Passed.**

**Article 23. General Bylaw Amendment: Chapter 13, Section 13-4-2 Personal Watercraft in Provincetown Harbor.** (*Deletions shown in strike-through and new text shown as underlined*) To see if the Town will vote to amend the Provincetown General Bylaws by amending section 13-4-2 as follows:

13-4-2-2. Except as provided in §13-4-2-3 below, the operation of personal watercraft is prohibited in the waters of the Town of Provincetown in the following areas:

(a) Within the boundaries of the Cape Cod National Seashore as set forth in Public Law 87-

126, 7 August 1961, 75 Stat. 293, and as most recently surveyed by the U.S. Department of Interior.

(b) On the tidal waters of Provincetown Harbor and any adjoining river, inlet, cove, pond, embayment or harbor westerly of a line running from the Provincetown Truro town line to Long Point Light, with the exception of a marked channel in which personal water craft may pass through Provincetown Harbor operating at headway lawful speed. Said marked channel shall ~~begin at the Good Templar Landing thence~~ be the Federal Channel between red #4 marker on the west end of the breakwater to Long Point Buoy marker green #3 within Provincetown Harbor, as shown on a plan on file in the office of the Town Clerk. Personal watercraft shall traverse at headway speed only between the red #4 mark at the west end of the breakwater and the boat ramp, boatyard, fuel dock, marina or boat rental business. On departure, personal watercraft must depart Provincetown Harbor by the Federal Channel from red #4 to green #3 at Long Point.

13-4-2-3. No personal watercraft shall be launched from any location or vessel in Provincetown Harbor except the above listed marine facilities ~~boat-launching ramp at Good Templar Landing~~, and any personal watercraft using said boat-launching ramps shall be registered with Provincetown Harbormaster. Or to take any other action relative thereto.

*[Requested by the Provincetown Harbor Committee]*

**Harbor Committee Recommends: 3-0-0**  
**Board of Selectmen Recommends: 5-0-0**

**Provincetown Public Pier Corporation Recommends: 3-0-2**

Rex McKinsey moved that the Town vote to amend the Provincetown General Bylaw as printed in the warrant under Article 23.

**Motion Passed.**

**Article 24. General Bylaw Amendment: Chapter 15. Local Historic District, Section 15-9 Exclusions and Section 15-11. Appendices. (Solar Exclusions) (Deletions shown in strike-through and new text shown as underlined)**

To see if the Town will vote to amend the Provincetown General Bylaws by amending section 15-7 as follows:

15-9. Exclusions.

15-9-1 Categorical Exclusions: The Commission shall exclude from its purview the following:

15-9-1-1 Maintenance and repairs that do not alter or replace material, as defined in Section 9.2.

15-9-1-2 The color of paint.

15-9-1-3 Exterior lighting.

15-9-1-4 Gutters and downspouts.

15-9-1-5 Signage.

15-9-1-6 Storm windows and window air conditioners.

15-9-1-7 Satellite antennae, or similar equipment, provided they are located to minimize visibility from a Public Way.

15-9-1-8 Temporary Buildings or Structures subject, however, to conditions pertaining to the duration of existence and use, as the Commission may reasonably specify.

15-9-1-9 Terraces, walks, sidewalks and similar structures, provided that any such Structure is substantially at grade level.

15-9-1-10 Flagpoles, sculpture, mailboxes (freestanding or attached), window boxes, house numbers, and garden furniture.

15-9-1-11 Buildings that are less than 50 years old are exempt from review, with the following conditions: Alterations which affect more than 25% of a façade must comply with the Guidelines. Additions which increase such Building by more than 25% must conform with Guideline 15 New Construction and Additions.

15-9-1-12 Piers/Wharves: Additions and alterations to piers and wharves, including all mechanical and maritime-related Structures and equipment, are exempt from review.

15-9-1-13 Cemeteries: All cemetery Structures are exempt except Buildings and fences.

15-9-1-14 Plant material and trees.

15-9-1-15 Solar panels, provided that (1) panels are low profile and mounted no higher than 3 inches above the roof surface, (2) panels are set back from the edge of the roof, (3) the array is parallel to the edges of the roof, and is aligned in a regular and rectangular pattern with no missing panels, and (4) the panel frames and cells, pipes, and wires are dark or match the surrounding roof in color; otherwise, an administrative review shall be required.

And

15-11 Appendices

APPENDIX 1. PROVINCETOWN HISTORIC DISTRICT GUIDELINES

3. EXEMPTIONS FROM REVIEW. The following items shall be exempt from review by the Commission:

o. Solar Panels, provided that (1) panels are low profile and mounted no higher than 3 inches above the roof surface, (2) panels are set back from the edge of the roof, (3) the array is parallel to the edges of the roof, and is aligned in a regular and rectangular pattern with no missing panels, and (4) the panel frames and cells, pipes, and wires are dark or match the surrounding roof in color; otherwise, an administrative review shall be required.

Or to take any other action relative thereto. *[Requested by the Board of Selectmen]*

**2/3<sup>rd</sup>'s Vote Required**

**Board of Selectmen Recommends: 5-0-0**

**Historic District Commission Does Not Recommend: 4-0-0**

Erik Yingling moved that the Town vote to amend the Provincetown General Bylaw as printed in the warrant under Article 24.

**Motion Passed by 2/3<sup>rd</sup>'s Vote (97 For 36 Against).**

***Article 25. General Bylaw Amendment: Chapter 6, Section 2: Employment.***

*(Deletions shown in strike-through and new text shown as underlined)* To see if the Town will vote to amend the Provincetown General Bylaws by amending Section 6-2-1 as follows:

6-2-1. Solicitation of candidates. No employee shall be hired by any agency of the town without there first being solicitation of candidates for the position in a newspaper of general circulation in the town at least two consecutive weeks. Except, however, where the Town Manager determines that an internal

candidate exists who exhibits qualification, ability, and reliability, and is worthy of consideration and promotion; or to take any other action relative thereto. [Requested by the Town Manager]

**Board of Selectmen Recommends: 5-0-0  
Personnel Board Has No Recommendation**

David Gardner moved to indefinitely postpone Article 25.

**Motion to Indefinitely Postpone Passed.**

*Article 26. General Bylaw Amendment: Chapter 16. Tree Bylaw. (Deletions shown in strike-through and new text shown as underlined)* To see if the Town will vote to amend the Provincetown General Bylaws by adding Chapter 16 in its entirety as follows:

16. TREES

16-1. Purpose

Trees contribute to the health and well-being of the Town of Provincetown (the “Town”) and its residents and wildlife. Trees also help define the Town’s ambience and streetscape and enhance property values. The purpose of this bylaw is to preserve and protect public shade trees in Provincetown in accordance with the provisions of Massachusetts General Law Chapter 87, and to provide standards for the proper care of town trees.

16-2. Definitions

16-2-1. “Public shade tree” means any tree within or on the boundaries of a public right-of-way except for a state highway, including any tree planted by or on behalf of the Tree Warden on any adjoining land, upon the written consent of the owner of such land, at a distance of 20 feet or less from the layout of such public way, all in accordance with the provisions of G. L. c. 87, s. 7.

16-2-2. “Town tree” means any tree in a public park or other place owned, controlled or leased by the Town of Provincetown except trees on conservation lands managed by, or resource areas or their buffer zones under the jurisdiction of, the Provincetown Conservation Commission.

16-2-3. “Public right-of-way” means the strip of land controlled or owned by the Town within which a public street or road lies. Typically the public right-of-way is wider than the road surface and often includes curbs, sidewalks, utilities, public shade trees and grass strips.

16-2-4. “Person” means any individual or entity as defined by Section 1-2-5 of the Provincetown General Bylaws.

16-2-5. “Drip line” means a vertical line running through the outermost portion of the crown (i.e., the outer branch tips) of a tree and extending to the ground.

16-2-6. “Tree removal” means the cutting down of any public shade tree and any other act that will cause such a tree to die within a three-year period.

including but not limited to improper or excessive pruning and construction, demolition and excavation activities.

16-2-7. “Excessive pruning” means the removal of more than one-third of the tree canopy or cutting back the limbs to a point that prevents the natural growth of the tree.

16-2-8. “DBH (Diameter at Breast Height)” means the diameter of the trunk of a tree 4 ½ feet above the existing grade at the base of the tree.

16-2-9. “Tree fund” means a fund to be established hereunder as a revolving fund pursuant to G.L. c. 44, s. 53E1/2, for use by the Tree Warden for the purchase, planting, protection and care of public shade trees and town trees.

### 16-3. Jurisdiction

#### 16-3-1. Tree Warden

This bylaw applies to all public shade trees and town trees in the Town. The Tree Warden shall have jurisdiction over all trees to which this bylaw applies and as set forth in G.L. c. 87, s. 2.

#### 16-3-2. Coordination With Other Town Regulators

If any public shade tree or town tree may be impacted by construction, demolition or excavation activities under the jurisdiction of the Town’s Building Department, Planning Board, Zoning Board of Appeals, or other Town Department or Board, such regulatory agency shall (1) require the owner of the affected property and any person engaging in such activities to comply with the provisions of this bylaw and (2) notify the Tree Warden of such activities.

#### 16-3-3. Planning Board

For projects that require Planning Board Site Plan Review or Special Permit, the provisions of Sections 16-4-2 and 16-5 of this bylaw shall be waived and all tree and landscape requirements shall be made part of the Planning Board Site Plan Approval or Special Permit. The Planning Department shall forward Site Plan Review and Special Permit applications to the Tree Warden for review and comment. No Site Plan Approval or Special Permit shall be issued without written comments from the Tree Warden, unless such written comments are not received by the Planning Board within 30 days of the date the application is submitted.

#### 16-4. Activities Requiring a Permit

16-4-1. A public shade tree or town tree may not be trimmed, pruned or removed by any person other than the Tree Warden until and unless the Tree Warden issues a written permit pursuant to this bylaw.

16-4-2. Such a permit shall also be required of any person for (1) planting a public shade tree or town tree, (2) engaging in construction or demolition activities within the drip line of a public shade tree or town tree, and (3) engaging in excavation activities that may disturb a public shade tree or town tree, including but not limited to the installation of utility lines.

#### 16-5. Tree Planting

The Tree Warden shall issue standards for planting public shade trees and town trees for which a permit is required under Section 16-4-2. Such standards

shall include (1) listing of trees acceptable for planting, (2) site selection, (3) priorities for tree planting locations, (4) spacing of street trees, and (5) planting guidelines.

#### 16-6. Prohibited Activities

It shall be unlawful for any person to engage in any of the following activities relating to public shade trees or town trees: (1) topping tree branches, (2) stubbing tree branches, (3) girdling tree trunks, (4) cutting or poisoning tree roots, (5) causing any other kind of injury, and (6) pollarding the top and branches of a tree if done by any person other than a certified arborist.

#### 16-7. Permit Application Procedures

16-7-1. A person who wishes to initiate any activity affecting a tree for which a permit is required under this bylaw shall submit an application to the Tree Warden in accordance with application requirements issued by the Tree Warden. Application forms shall be available at the office of the Town Clerk and the office of the Tree Warden. There shall be no fee for filing an application.

16-7-2. The permit issued by the Tree Warden may specify schedules, terms, and conditions as deemed appropriate by the Tree Warden. For activities except removal, the Tree Warden shall issue or deny the permit within fourteen (14) calendar days of receipt of a completed application. A permit shall be valid for one hundred twenty (120) days from issuance unless the permit specifies otherwise.

#### 16-8. Public Hearing

16-8-1. Except as provided in G. L. c. 87, s. 5, the Tree Warden shall not remove a public shade tree, or grant an application to any person for the removal of a public shade tree, without first conducting a public hearing. Where a public hearing is required, the Tree Warden shall, in accordance with the provisions of G. L. c. 87, s. 3, issue a notice of the time and place of the hearing, which notice shall identify the size, type and location of the tree to be cut down or removed. The Tree Warden shall also post the notice in two or more public places in Provincetown, including the Town's website, and in public view upon the tree at least seven (7) days before such hearing and publish it in a newspaper of general circulation in Provincetown once in each of two successive weeks, the first publication to be not less than seven (7) days before the day of the hearing, or if no such local newspaper exists then in accordance with the provisions of G. L. c. 4, s. 6. The costs of notice, posting and publication shall be borne by the applicant.

16-8-2. When a public hearing must be held under the provisions of this bylaw and also under G. L. c. 40, s. 15(c), Scenic Roads Designations, such hearings shall be consolidated into a single public hearing before the Tree Warden and the Planning Board.

16-8-3. When the public shade tree to be removed is on conservation lands managed by, or resource areas or their buffer zones under the jurisdiction of, the Provincetown Conservation Commission, the public hearing required under the provisions of this bylaw shall be consolidated into a single public

hearing before the Tree Warden and the Conservation Commission.

#### 16-9. Approval Criteria

The Tree Warden shall approve removal of a public shade tree or town tree under this bylaw upon a determination that one of the following criteria is satisfied:

16-9-1. The tree interferes with structures, utilities, streets, sidewalks or proposed necessary improvements for which there is no alternative;

16-9-2. The tree is dead, diseased, terminally injured, in danger of falling, dangerously close to existing structures, causing disruption of public utility service, causing drainage or passage problems upon rights-of-way, or posing a threat to pedestrian or vehicular safety; or

16-9-3. There is no alternative to removal of the tree as determined by the Tree Warden.

#### 16-10. Mandatory Applicability of State Standard

In accordance with the provisions of G. L. c. 87, s. 4, the Tree Warden shall not remove or grant a permit for the removal of a public shade tree if, at or before the public hearing required by this bylaw, objection in writing is made by one or more persons, unless such removal is approved by the Board of Selectmen.

#### 16-11. Appeals

Any decision of the Tree Warden under this bylaw may be appealed to the Board of Selectmen. The appeal must be in writing and must be received by the Board of Selectmen within thirty (30) calendar days of the issuance of the Tree Warden's decision. The Board of Selectmen shall make a final decision within thirty (30) calendar days from the date of receipt of the appeal request.

#### 16-12. Tree Replacement

Any person who removes a public shade tree or a town tree, including the driver of any vehicle that knocks down or severely injures such a tree, shall be required to replace it, within twelve (12) months of the date of its removal, at such person's cost, and in accordance with the permit application procedures set forth in Section 16-7, as follows:

16-12-1. The replacement tree shall be purchased from a certified tree nursery professional approved by the Tree Warden. Such professional shall plant and ensure the health of the tree for three years.

16-12-2. The replacement tree shall be of the same or similar species or such other species as deemed advisable by the Tree Warden and shall have the same or equivalent size as measured in DBH inches as that of the tree that was removed.

16-12-3. If a tree of equivalent size cannot be obtained or is not appropriate, the Tree Warden shall determine a suitable alternative including planting two or more smaller replacement trees that are the largest available and appropriate for transplanting, and payment to the tree fund for the value of the tree that was removed, as determined by a certified arborist based on standards in the industry.

16-13. Emergencies

16-13-1. Pruning or removal shall be allowed without a permit for any public shade tree or town tree that is determined by emergency response officials to create a public hazard so as to immediately endanger public safety or cause an immediate and severe disruption of public services. Such officials shall complete a written record of any such determination and submit it to the Tree Warden within fourteen (14) calendar days of such determination.

16-13-2. The Tree Warden may waive the provisions of this bylaw as an emergency response to a hurricane, windstorm, flood or other act of nature.

16-14. Enforcement

16-14-1. Any person who violates any provision of G. L. c. 87, s. 3-5, relating to the trimming, cutting or removal of public shades trees shall be subject to fines of up to \$500 for each separate offense, as provided by G. L. c. 87, s. 6. Where any person violates any provision of this bylaw but not the provisions of G. L. c. 87, the person shall be subject to fines of up to \$300 for each separate offense. Each act causing damage to a separate tree shall constitute a separate offense. Each day that a violation continues shall constitute a separate offense. Fines shall be assessed and collected under G. L. c. 40, s. 21D process.

16-14-2. These remedies shall not be in derogation of the Town's right to enforce the provisions of G. L. 242, s. 7, against any person who without a permit willfully cuts down, girdles or otherwise destroys a public shade tree or town tree, or the Town's right to apply or enforce any other Massachusetts law or Town bylaw.

16-14-3. Fines and damages paid to the Town under this bylaw, G. L. c. 87, or G. L. c. 242, shall be paid into the Tree Revolving Account.

16-15. Severability

If any part of this bylaw is for any reason declared invalid or unconstitutional by any court, every other part shall continue in full force and effect.

Or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Planning Board Recommends: 4-0-0**

**Conservation Commission Recommends: 5-0-0**

**Beautification Committee Recommends: 4-0-0**

**Recreation Commission Recommends: 3-0-0**

Richard Waldo moved that the Town vote to amend the Provincetown General Bylaw as printed in the warrant under Article 26.

**Motion Passed.**

*Article 27. Establishment of the Tree Revolving Fund.* To see if the Town will vote to establish a revolving account for a Tree Fund, as established

pursuant to MGL C.44 S53E 1/2, for the receipt of fines from violations of the Tree Bylaw to be segregated into a special account; and with funds therefrom, up to a limit of \$10,000 annually, for planting and maintenance of trees on public lands and in the public way and other costs related under the direction of the Town Manager; provided, however, that the Tree Revolving Fund shall be established only upon the approval of the Tree Bylaw in accordance with G.L. c 40, §32; or to take any other action relative thereto. *[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Conservation Commission Recommends: 5-0-0**

Richard Waldo moved that the Town vote to approve Article 27 as printed in the warrant.

**Motion Passed.**

***Article 28. Establishment of the Council on Aging Meal Revolving Fund.***

To see if the Town will vote to establish a revolving account for meal programs for the Council on Aging, as established pursuant to MGL C.44 §53 E1/2, to allow receipts from donations to be segregated into a special account; and with funds therefrom, up to a limit of \$100,000 annually, to be expended for meal program costs under the direction of the Town Manager and the Director of the Council on Aging; or to take any other action relative thereto. *[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Chris Hottle moved that the Town vote to approve Article 28 as printed in the warrant.

**Motion Passed.**

***Article 29. Zoning Bylaw Amendment: Article 4, Section 4180. Inclusionary Housing Bylaw. (Deletions shown in strike-through and new text shown as underlined)*** To see if the Town will vote to amend the Provincetown Zoning Bylaws, by inserting a new Section 4180 as follows:

*Section 4180 Inclusionary and Incentive Zoning Bylaw*

1. Purpose and Intent

The primary purpose of this bylaw is to:

- (a) Encourage the creation of a range of housing opportunities for households of all incomes, ages and sizes in order to support a strong, stable and diverse year-round community and a viable and healthy local workforce and to prevent the displacement of Provincetown

residents:

- (b) Mitigate the negative impact of residential development on the availability and cost of housing;
- (c) Protect the long-term affordability of such housing through appropriate, enforceable restrictions that run with the land;
- (d) Provide a mechanism by which residential development can contribute in a direct way to increasing the supply of Affordable and Community Housing in exchange for a greater density or intensity of development than is otherwise allowed as a matter of right and to the exclusion of the protections that are varied or waived that would normally be afforded under the Zoning Bylaw;
- (e) Support the goals of Provincetown's December 2006 Affordable and Community Housing Action Plan and its January 2014 Update.

A secondary purpose is to create dwelling units eligible for inclusion in the Town's Chapter 40B Subsidized Housing Inventory as maintained by the Department of Housing and Community Development (DHCD).

## 2. Definitions

- (a) The term "Housing Fund" as used in this section of the Zoning Bylaw shall refer to any affordable or community housing trusts or funds that have been duly established by the Town to promote Affordable or Community Housing at the time that a Payment in Lieu of providing Affordable or Community Housing units or fractional units as described hereunder is made. The Board of Selectmen shall determine which fund shall receive the Payment in Lieu.
- (b) The term "Affordability Gap" shall be defined as the difference between the average assessment of all one and two-bedroom condominiums in Provincetown and the sale price of a one or two-bedroom housing unit affordable to a 2-person household at 80% of HUD AMI for Barnstable County, and shall be calculated and posted annually in July by the Town Planner, using the most recent HUD and Provincetown Assessor data available.

## 3. Applicability

This inclusionary bylaw shall apply in all zoning districts to the following uses:

- (a) Any development that results in a net increase of two or more dwelling units, whether by new construction or alteration, expansion, reconstruction, or change of existing residential or non-residential space or use, except as identified under Section 3(b) below;
- (b) Any health care-related development that results in a net increase of six or more independent living units.

## 4. Mandatory Provision of Affordable or Community Housing for Development of New Residential Units

In order to contribute to the local stock of Affordable and Community Housing, any residential development identified in Sections 3(a)-(b) above

shall provide a percentage of the dwelling units as deed restricted Affordable and/or Community Housing units. This Affordable/Community Housing requirement shall be one-sixth (16.67%) of the new dwelling units developed and shall be made a condition of a Special Permit. The applicant shall meet the requirement in accordance with the following:

- (a) Development of 2 to 5 new dwelling units shall require the granting of a Special Permit by the Planning Board and a Payment in Lieu of providing a fractional unit to be made to the Housing Fund to fulfill the Affordable/Community Housing requirement.
- (1) Payment shall be made in accordance with the following formula, so that the Affordable/Community Housing requirement is equal to the total number of new dwelling units multiplied by 16.67%, and based on 1/3 or 1/2 of the affordability gap, as follows:
- For 2-3 new dwelling units, the Payment in Lieu=  $(total \# \text{ of new dwelling units}) \times (16.67\%) \times (affordability \text{ gap}) \times (33\%)$
  - For 4-5 new dwelling units, the Payment in Lieu=  $(total \# \text{ of new dwelling units}) \times (16.67\%) \times (affordability \text{ gap}) \times (50\%)$
- (2) The Payment in Lieu shall be made at and upon the sale or certificate of occupancy of the final unit, whichever occurs sooner.
- a. Year-round rental unit development: When the development consists of year-round rental units, a lien shall be filed against the property which states that the Payment in Lieu shall be deferred until such time as the year-round rental use ceases, with the full balance due upon change of use.
  - b. The developer shall enter into a binding written agreement with the Town of Provincetown, before the issuance of the first Building Permit and with appropriate payment surety arrangements, to provide the required payment(s) to the Housing Fund, and with a notice of the required payments to be recorded against the property before any Certificate of Occupancy is issued if full payment has not been made at the time an application is filed for a Certificate of Occupancy.
- (3) Developments of 2-5 units may opt to exceed the 16.67% Affordable/Community Housing requirement and construct or rehabilitate an Affordable or Community Housing unit or units, either on or off-site, instead of making a Payment in Lieu, and would then be eligible to take advantage of the incentives in accordance with Section 5 below.
- (b) Development of 6 or more new dwelling units shall require the

granting of a Special Permit by the Planning Board and at least one-sixth (16.67%) of the new units created shall be established as Affordable or Community Housing units in any one or combination of methods provided for below:

- (1) The Affordable or Community Housing units shall be constructed or rehabilitated on the site subject to the Special Permit, in accordance with Section 7; or
- (2) The Affordable or Community Housing units shall be constructed or rehabilitated on a site other than the one subject to the Special Permit, in accordance with Section 7, provided justification is provided that on-site development of units is not feasible and off-site development of units is beneficial to the Town, and Special Permits are granted contemporaneously for both developments; or
- (3) A Payment in Lieu of providing Affordable or Community Housing units shall be made to the Housing Fund. Payment shall be made accordance with the following formulas, so that the Affordable/Community Housing requirement is equal to the total number of new dwelling units multiplied by 16.67%, and based on either 67% or 100% of the affordability gap, as follows:
  - a. For 6-9 new dwelling units, the Payment in Lieu =  $(total \# \text{ of new dwelling units}) \times (16.67\%) \times (affordability \text{ gap}) \times (67\%)$
  - b. For 10 or more new dwelling units, the Payment in Lieu =  $(total \# \text{ of new dwelling units}) \times (16.67\%) \times (affordability \text{ gap})$
  - c. A Payment in Lieu of providing affordable or community housing units shall not allow an applicant to take advantage of any of the incentives in Section 5 below; or
- (4) A Land Donation in Lieu of providing Affordable or Community Housing units shall be provided to the Provincetown Affordable Housing Trust or a non-profit housing development organization approved by the Planning Board, provided that:
  - a. The receiving organization agrees in writing to accept the land; and
  - b. The applicant demonstrates to the Planning Board's satisfaction that the land serves the future development of Affordable and/or Community Housing; and
  - c. The value of donated land shall be equivalent to or greater than the value of a Payment in Lieu. The Planning Board may require, prior to accepting land as satisfaction of the requirements of this bylaw, that the applicant submit an appraisal of the land in question that was prepared

- by a licensed appraiser using professionally accepted methods, as well as other data relevant to the determination of equivalent value, and the Planning Board may obtain expert peer review of the appraisal at the applicant's expense; and
- d. Closing on the land donation shall occur before the issuance of the first building permit.
- e. Land Donation in Lieu of providing Affordable or Community Housing units shall not allow an applicant to take advantage of any of the incentives in Section 5 below.
5. Incentives for the Construction or Rehabilitation of Affordable or Community Housing Units Any residential development project that meets or exceeds the minimum one-sixth (16.67%) Affordable/Community Housing requirement through the on-site or off-site construction or rehabilitation of the required number of Affordable or Community Housing units may, at the discretion of the Planning Board and in accordance with Special Permit criteria, take advantage of any or all of the incentives as set forth below. Incentives shall not be applied to projects that meet the Affordable/Community Housing requirement through a Payment in Lieu or Land Donation in Lieu of constructing Affordable or Community Housing units.
- (a) Density Bonus
- (1) The allowable density for an eligible project:
- Located in the Res2, Res3, ResB, TCC and GC Zoning Districts; or
  - Located in the Res1 Zoning District where the lot size is 60,000 square feet or greater; and
  - Of which a minimum of 10% of the total dwelling units (after the density bonus is applied) are Affordable or Community Housing units may be increased above the number of dwelling units allowed on the parcel beyond the maximum number allowed under this Zoning Bylaw, as follows:
- a. For every deed restricted unit of Affordable Housing constructed or rehabilitated either on or off-site, two market rate dwelling units may be added as a density bonus.
- b. For every deed restricted unit of Community Housing constructed or rehabilitated either on- or off-site, one market rate dwelling unit may be added as a density bonus.
- (2) The allowable density for an eligible project:
- Located in the Res2, Res3, ResB, TCC and GC Zoning Districts; or

- Located in the Res1 Zoning District where the lot size is 60,000 square feet or greater; and
- Of which 20% or more of the dwelling units are Affordable or Community Housing units (after the density bonus is applied)

may be based on the number of bedrooms able to be served by a non-varianced septic system contained on the same parcel, so that the project may have up to as many dwelling units as bedrooms that can be supported.

- (3) To facilitate the objectives of a density bonus, the Planning Board shall have the authority to modify or waive any lot or dimensional regulations, multiple buildings per lot regulations, and parking regulations as appropriate and necessary to accommodate the additional unit(s) on the site as part of the Special Permit relief; except that no lot shall have less than 25% of the minimum lot area required for its zoning district.

(b) Building Height/Third Story Bonus

- (1) The maximum building height for an eligible project:
- Located in any Zoning District, but not in the High Elevation Protection Overlay District; and
  - Of which 20% or more of the dwelling units are Affordable or Community Housing units

may be up to an additional five (5) feet above the maximum building height than would otherwise be allowed under this ZBL, and kneewalls may be five (5) feet, rather than the three (3) feet otherwise allowed under this ZBL, to allow for the creation of a full third story while maintaining the character of a 2½ story structure.

- (2) The Planning Board may require that the third story be stepped back to minimize the appearance of mass from the street.

(c) Fee Reduction Bonus

- (1) Building permit fees reduced for Affordable and Community housing units
- a. Building permit fees shall be reduced by 50% for the Affordable and Community Housing units within a project, where up to one-sixth of the units are Affordable or Community Housing units.
  - b. Building permit fees shall be reduced by 75% for the Affordable and Community Housing units within a project, where up to between one-sixth and one half of the units are Affordable or Com-

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- munity Housing units.
- c. Building permit fees shall be waived for the Affordable and Community Housing units within a project, where at least half of the units are Affordable or Community Housing units.
- (d) Streamlined Permitting Process Bonus
- (1) When an applicant needs permits from both the Planning Board and the Conservation Commission, the two hearings shall be held jointly
6. Submission Requirements and Procedures
- (a) Special Permit application, review and decision procedures shall be in accordance with the Provincetown Zoning Bylaw and the Planning Board's rules and regulations.
- (b) Affordable and Community Housing units created in accordance with this bylaw shall use deed restrictions that require the units to remain income restricted in perpetuity or the longest period allowed by law and for so long as the unit or project does not conform to the otherwise applicable underlying zoning requirements and any such restriction shall be held by the Town and be released only by a vote of Town Meeting as provided for by state law. Such restriction shall also grant the Town a right of first refusal to purchase a unit in the event that a subsequent qualified purchaser cannot be located, which the Town shall have the right but not the obligation to exercise and shall not release the deed restriction if a qualified purchaser cannot be located.
- (c) No Building Permit shall be issued for any units in the development until the Planning Department receives evidence that the Affordable Housing restriction has been approved by DHCD, or the Community Housing restriction has been approved by Town Counsel.
- (d) No Certificate of Occupancy shall be issued for any units in the development until the Planning Department receives evidence that the housing restriction has been executed and recorded at the Barnstable County Registry of Deeds.
7. Provisions Applicable to Affordable and Community Housing Units Located On-Site and/or Off-Site
- (a) Affordable and Community Housing units shall be integrated with the rest of the development or with the off-site location, and shall be comparable to and indistinguishable from market rate units in exterior design, including appearance, construction and quality of materials, and in energy efficiency.
- (b) The number of bedrooms in each Affordable or Community Housing unit shall be made a part of the Special Permit and shall be based on local need as determined by the Planning Board in consultation with the Community Housing Counsel.

- (c) Owners and tenants of Affordable and Community Housing units and market rate units shall have the same rights and privileges to access and use any of the development’s amenities and facilities.
- (d) The development of Affordable and Community Housing units shall take place at the same rate and timeframe as the development of market rate units.
  - (1) Building Permits for any phase shall be issued at a ratio of five (5) market rate units to one (1) Affordable/Community Housing unit. Building Permits for subsequent phases shall not be issued unless all the required Affordable and/or Community Housing units in the preceding phase are constructed and the deed restrictions recorded. The last unit permitted, constructed and occupied shall be a market rate unit.
  - (2) The project may also be constructed in its entirety with all permits issued at once, provided that the occupancy permits are issued at a ratio of five (5) market rate units to one (1) Affordable/Community Housing unit. The last certificate of occupancy to be issued shall be for a market rate unit and shall not be issued unless and until all Affordable and/or Community Housing units are occupied.

8. Distribution of Affordability

Distribution of affordability for rental or ownership units as Affordable Housing or Community Housing shall be determined by the Planning Board in consultation with the Community Housing Council and set as follows, being made a condition of the Special Permit under this Bylaw:

- (a) When the number of the Town’s Subsidized Housing Inventory (SHI) eligible affordable housing units is below 10%, the units created shall be Affordable Housing units, unless otherwise approved by the Planning Board if adequate justification is provided that the development of Affordable Housing units is not feasible and it is beneficial to the Town that Community Housing units are provided instead, and the exception is made a part of the Special Permit.
- (b) When the number of the Town’s SHI eligible affordable housing units is at or above 10%, it is encouraged that units created be Community Housing units.

9. Maximum Incomes and Selling Price; Affordable and Community Housing Inventory

Maximum incomes and sales prices and rents shall be as set forth in Article 1, Definitions, of this Zoning Bylaw.

10. Segmentation

Developments shall not be phased or segmented to avoid compliance with conditions or provisions of this bylaw. “Segmentation” shall be defined as subdividing one parcel of land into two or more parcels of land in such a

manner that each parcel can support only a single dwelling unit or phased development that cumulatively results in a net increase of two or more dwelling units above the number existing thirty-six (36) months earlier on any parcel or set of contiguous parcels held in common ownership or under common control on or after the effective date of this Section 4180.

#### 11. Conflict with Other Bylaws

The provisions of this bylaw shall be considered supplemental of existing zoning bylaws. To the extent that a conflict exists between this bylaw and others, the more restrictive bylaw, or provisions therein, shall apply.

#### 12. Severability

If any provision of this bylaw is held invalid by a court of competent jurisdiction, the remainder of the bylaw shall not be affected thereby. The invalidity of any section or sections or parts of any section or sections of this bylaw shall not affect the validity of the remainder of Provincetown's zoning bylaw.

*And by amending Article 6, Growth Management, Section 6500, Table of Use Categories and Priorities, as follows:*

#### GENERAL USE CATEGORY 2

2. The non-affordable/community housing components of project consisting of:

2a1 Multi-family dwellings projects that consist of 50%-99% affordable housing and/or community housing

2a2 Two-family dwellings projects that consist of 50%-99% affordable housing and/or community housing

2a3 Single-family dwelling projects that consist of 50%-99% affordable housing and/or community housing

2b1 Multi-family dwelling projects that consist of 33%-49.9% affordable housing and/or community housing

2b2 Two-family dwelling projects that consist of 33%-49.9% affordable housing and/or community housing

2b3 Single-family dwelling projects that consist of 33%-49.9% affordable housing and/or community housing

2c The creation of any deed-restricted, year-round rental unit or units, including accessory units

2d1 Any project that consists of 20%-32.9% affordable and/or community housing units; gallons shall be allocated in phases so that 1/2 of the total gallons are allocated the first year after a Special Permit is granted under the Inclusionary and Incentive Zoning Bylaw, and the remainder are allocated the second year

2d2 Any project that consists of 10%-19.9% affordable and/or community housing units; gallons shall be allocated in phases so that 1/3 of the total gallons are allocated the first year after a Special Permit is granted under the

Inclusionary and Incentive Zoning Bylaw, the second 1/3 are allocated the second year and the remainder are allocated the third year

*And by deleting Article 4, Special Regulations, Section 4170, Change of Use/ Non-Residential to Residential Use Conversions in its entirety.*

*And by amending Article 4, Special Regulations, Section 4015 as follows:*

4015. Site plan Review by Special Permit

a. The following developments shall require Site Plan Review by Special Permit by the Planning Board:

(1) developments consisting of the aggregate of residential units that will result in two~~four~~ or more residential units on any parcel;

*And by amending Article 2 Section 2440 as follows:*

	Res1	Res2	Res3/B	TCC	GC	S	M
<b>A1a Single Family Dwelling</b>							
1. one per lot	YES	YES	YES	YES	YES	NO	NO
2. two per lot							
(each separate structure)	PB <sup>20</sup>	<u>PBBA</u>	<u>PBYES</u>	<u>PBYES</u>	<u>PBYES</u>	NO	NO
3. three per lot	NO	PB <sup>20</sup>	<u>PBYES</u>	<u>PBYES</u>	<u>PBYES</u>	NO	NO
4. four or more per lot	NO	NO	PB	PB	PB	NO	NO
<b>A1b Two Family Dwelling</b>							
1. one per lot	NO	<u>PBYES</u>	<u>PBYES</u>	<u>PBYES</u>	<u>PBYES</u>	NO	NO
2. two per lot	NO	NO	<u>PBYES</u>	<u>PBYES</u>	<u>PBYES</u>	NO	NO
3. three per lot	NO	NO	<u>PBYES</u>	<u>PBYES</u>	<u>PBYES</u>	NO	NO
4. four or more per lot	NO	NO	PB	PB	PB	NO	NO

Or to take any other action relative thereto.

*Two-Thirds Vote; Planning Board public hearing and report under G.L. c.40A, §5. [Requested by the Planning Board]*

**2/3<sup>rd</sup>'s Vote Required**

**Planning Board Recommends: 4-0-0**

**Board of Selectmen Recommends: 5-0-0**

Gloria McPherson moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in the warrant under Article 29.

**Motion Passed by 2/3<sup>rd</sup>'s Vote (86 For 35 Against).**

**Article 30. Zoning Bylaw Amendment: Article 1. Definitions.** *(Deletions shown in strike-through and new text shown as underlined)* To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 1, Definitions, by deleting the current definitions of “Seats” and “Fixed Standing” in

their entirety and replacing them with a single definition as follows:

Seats: Spaces for sitting or standing, associated with an eating or drinking establishment, with a table, shelf, bar or counter greater than 8 ½ inches in depth on which to set food or drink, without regard to service, shall be considered seats for the purposes of Growth Management. Outdoor benches and chairs adjacent to and facing, but not fenced, roped or otherwise separated from, a public or private way, without an associated 8 ½ inch surface on which to set food and drink, and which are available as a public amenity, shall not be considered seats.

~~Fixed Standing Spaces:—for standing within an eating and/or drinking establishment or outside such an establishment on the property of that establishment, where fixed counters and/or shelves are provided for the resting of food and/or beverages and where public restrooms are required shall constitute seats for the purposes of the Growth Management By-law at a measurement of one seat for each 18” of linear distance, or at the distance specified in the state-building code, whichever is the lesser.~~

~~Seats:—All seating, of any kind and nature, provided within an eating and/or drinking establishment, or outside such an establishment on the property of that establishment, shall constitute Seats for the purposes of the Growth Management Zoning By-law, without regard to the provision of waitron service. Or to take any other action relative thereto.~~

*Two-Thirds Vote; Planning Board public hearing and report under G.L. c.40A, §5.*

*[Requested by the Planning Board]*

### **2/3<sup>rd</sup>'s Vote Required**

**Planning Board Recommends: 3-0-1**

**Board of Selectmen Recommends: 5-0-0**

Stephen Katsurinis moved to consider both article 30 and article 31 together in one motion.

**Motion to Consider Both Articles Together in One Motion Passed (2/3<sup>rd</sup>'s Vote Declared).**

**Marian Roth moved to indefinitely postpone article 30 and 31.**

**Motion to Indefinitely Postpone Does Not Pass.**

Stephan Cohen moved to divide the articles 30 and 31 and consider each article separately.

**Motion to Divide the Question and Take Each Article Separately Passed (70 For 36 Against).**

9:55 p.m. Mary-Jo Avellar moved to adjourn Annual Town Meeting until tomorrow, April 6, 2017 at 6:00 p.m.

**Motion Passed.**

**Town Moderator Mary-Jo Avellar called the meeting to order at 6:00 p.m. on Thursday, April 6, 2017.**

Gloria McPherson moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in the warrant under Article 30.

**Motion Passed (2/3<sup>rd</sup>'s Vote Declared).**

*Article 31. Zoning Bylaw Amendment: Article 1. Definitions. (Deletions shown in strike-through and new text shown as underlined)* To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 1, Definitions, by adding a definition of "Restaurant Use" as follows:

Restaurant Use: A use shall be considered a Restaurant Use if it involves the preparing, heating and/or cooling of food or beverage, with or without seats, whether eat-in or take-out, except that the heating and cooling of water, the cooling of prepackaged food and beverages, and the heating of prepackaged food and beverages by a customer using a microwave shall not constitute a restaurant use.

Or to take any other action relative thereto.

*Two-Thirds Vote; Planning Board public hearing and report under G.L. c.40A, §5. [Requested by the Planning Board]*

**2/3<sup>rd</sup>'s Vote Required**

**Planning Board Recommends: 3-0-1**

**Board of Selectmen Recommends: 3-0-1**

Gloria McPherson moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in the warrant under Article 31.

**Motion Passed (2/3<sup>rd</sup>'s Vote Declared).**

*Article 32. Zoning Bylaw Amendment: Article 2, Section 2440. Permitted Principal Uses - Accessory Dwelling Units. (Deletions shown in strike-through and new text shown as underlined)* To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulations, Section 2440, Permitted Principal Uses, to allow for accessory

dwelling units in all Zoning Districts (currently allowed only in Res1 and Res2), as follows:

	Res1	Res2	Res3/B	TCC	GC	S	M
<b>A1a Single Family Dwelling</b>							
1. one per lot	YES	YES	YES	YES	YES	NO	NO
2. two per lot							
(each separate structure)	PB <sup>20</sup>	BA <sup>20</sup>	YES <sup>21</sup>	YES <sup>21</sup>	YES <sup>21</sup>	NO	NO
3. three per lot	NO	PB <sup>20</sup>	YES <sup>21</sup>	YES <sup>21</sup>	YES <sup>21</sup>	NO	NO
4. four or more per lot	NO	NO	PB	PB	PB	NO	NO
<b>A1b Two Family Dwelling</b>							
1. one per lot	<del>PB<sup>20</sup></del> NO	YES <sup>20</sup>	YES <sup>21</sup>	YES <sup>21</sup>	YES <sup>21</sup>	NO	NO
2. two per lot	NO	NO	YES	YES	YES	NO	NO
3. three per lot	NO	NO	YES	YES	YES	NO	NO
4. four or more per lot	NO	NO	PB	PB	PB	NO	NO

20. By Special Permit from the Planning Board, one accessory dwelling unit may be allowed in the Res1 Zoning District, for a total of two dwelling units per lot, and in Res2 Zoning District for a total of three dwelling units only if the following criteria are met: the accessory dwelling unit is for year-round rental only; it is limited in size to 600 square feet if it is a free-standing dwelling unit or 40% of the gross floor area if it is located within the principal residence.

21. By Special Permit from the Planning Board, one accessory dwelling unit may be allowed in the Res3, ResB, TCC and GC Zoning Districts when the lot area limits the number of dwelling units to one or two, and there are no more dwelling units on the lot than the number allowed under this Bylaw, for a total of no more than three dwelling units per lot, and only if the following criteria are met: the accessory dwelling unit is for year-round rental only; it is limited in size to 600 square feet if it is a free-standing dwelling unit or 40% of the gross floor area if it is located within the principal residence.

Or to take any other action relative thereto.

*Two-Thirds Vote; Planning Board public hearing and report under G.L. c.40A, §5. [Requested by the Planning Board]*

**2/3<sup>rd</sup>'s Vote Required**

**Planning Board Recommends: 3-0-1**

**Board of Selectmen Recommends: 5-0-0**

Gloria McPherson moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in the warrant under Article 32.

**Motion Passed (2/3<sup>rd</sup>'s Vote Declared).**

**Article 33. Zoning Bylaw Amendment: Article 4, Section 4120. Density**

**Schedule.** (*Deletions shown in strike-through and new text shown as underlined*) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 4, Special Regulations, Section 4120, Density Schedule, to decrease the lot area requirements for commercial accommodations by returning to the density prior to the amendment at Annual Town Meeting 1986 as follows:

Commercial Accommodations	Number of Units Proposed	Number of Square Feet/Unit Required
First	1-10	<del>1,000</del> <u>500</u>
For the next	11-20	<del>1,500</del> <u>750</u>
For the next	21-30	<del>2,000</del> <u>1,000</u>
For the next	31-40	<del>2,500</del> <u>1,500</u>
For the next	41 units and beyond	<del>3,000</del> <u>2,000</u>

Or to take any other action relative thereto.

*Two-Thirds Vote; Planning Board public hearing and report under G.L. c.40A, §5. [Requested by the Planning Board]*

**2/3<sup>rd</sup>'s Vote Required**

**Planning Board Recommends: 4-0-0**

**Board of Selectmen Recommends: 5-0-0**

Gloria McPherson moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in the warrant under Article 33.

**Motion Passed (2/3<sup>rd</sup>'s Vote Declared).**

**Article 34. Zoning Bylaw Amendment: Article 3, Section 3110. Nonconformancy.**

*(Deletions shown in strike-through and new text shown as underlined)* To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 3, General Requirements, Section 3110, Change, Extensions or Alterations, by deleting Section 3110 in its entirety and replacing it as follows:

3110 Change, Extensions or Alterations. As provided in Sec. 6, Ch. 40A, G.L., lawfully pre-existing, non-conforming structures and use may be altered, reconstructed, extended or changed as set forth below.

1. Single and two family structures may be altered as provided for under G.L. c.40A, §6, ¶1, with any required finding by the Board of Appeals that needs to be made, to be made by Special Permit and any new nonconformity to obtain any necessary dimensional relief.

2. All other pre-existing nonconforming structures may be extended, altered

or changed only upon issuance of a Special Permit by the Board of Appeals and only if all of the criteria under G.L. c.40A, §6,¶1 and the criteria set forth under Zoning By-law §5300 are satisfied.

3. Nonconforming structures may be extended, altered or changed so as to make a conforming dimension nonconforming or create a new nonconformity but shall require relief under this section and a dimensional variance by the Board of Appeals, except that, for those buildings which existed prior to April 6, 2015 and are required by the Building Commissioner to be elevated in accordance with FEMA Regulations, new setback non-conformities and intrusions further into an existing non-conforming setback area created by exterior access/egress structures which are increased in size due to the building being elevated may be approved by Special Permit from the Board of Appeals, provided that the criteria is simply that the extension, alteration or change is not substantially more detrimental than the existing nonconforming situation.

4. Pre-existing nonconforming uses may be extended, altered or changed only upon the issuance of a Special Permit by the Board of Appeals and only if all of the criteria under G.L. c.40A, §6,¶1 and only if all of the criteria set forth under Zoning By-law §5222 and §5300 are satisfied.

5. Once changed to conformancy, no structure or use shall be permitted to revert to nonconformancy. Any extension of a nonconforming structure shall have a continuous foundation and floor plan with said structure.

Or to take any other action relative thereto.

*Two-Thirds Vote; Planning Board public hearing and report under G.L. c.40A, §5.  
[Requested by the Planning Board]*

### **2/3<sup>rd</sup>'s Vote Required**

**Planning Board Recommends: 3-0-1**

**Board of Selectmen Recommends: 5-0-0**

Gloria McPherson moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in Article 34 of the town meeting warrant.

**Motion Passed (2/3<sup>rd</sup>'s Vote Declared).**

Town Moderator Mary-Jo Avellar grouped April 3, 2017 Annual Town Meeting articles 35 through 49 to be moved by consent agenda, (Note: The consent agenda is a meeting practice which groups routine and other non-controversial articles not necessarily requiring 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. 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), and requested that any voter wishing to remove an article from the consent agenda do so by stating “hold” after she announced the Article number.

Without objection, David Gardner moved to approve articles 35, 36, 37, 38, 39, 40, 41, 43, 44, 45, 46, 47, 48, 49 as printed in the warrant by unanimous consent; and to raise and appropriate \$32,000 for purposes of Article 39.

**Motion Passed Unanimously.**

**Article 35. Room Occupancy Tax - A Home Rule Petition.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation applying the local room occupancy tax to seasonal rentals as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT APPROVING THE APPLICATION BY  
THE TOWN OF PROVINCETOWN  
OF THE LOCAL OPTION ROOM OCCUPANCY EXCISE TO  
SEASONAL RENTAL PROPERTIES IN THE TOWN OF PROVINCETOWN

Section 1. Notwithstanding the provisions of any general or special law to the contrary, in addition to the authority to impose a local excise tax upon any transfer of occupancy of any room or rooms as may be set forth in and authorized by Chapter 64G Section 3A of the Massachusetts General Laws or other law, as the same may be amended from time to time, the Town of Provincetown shall, commencing on the first day of the fiscal year that begins after the effective date of this Act, be authorized to impose a local excise tax upon the transfer of occupancy of any room in a seasonal rental property or other transient accommodations located within said Town by any operator at the rate of up to but not exceeding 6% of the total amount of rent of each such occupancy.

Section 2. For the purposes of this chapter, all terms used herein shall, unless the context requires otherwise, have the same meanings as set forth in Chapter 64G Section 1 of the Massachusetts General Laws and as follows:

“Occupancy,” the use or possession, or the right to the use or possession, of any room or rooms in a bed and breakfast establishment, bed and breakfast home, hotel, lodging house, motel, seasonal rental property or other transient accommodation designed and normally

used for sleeping and living purposes, or the right to the use or possession of the furnishings or the services and accommodations, including breakfast in a bed and breakfast establishment or bed and breakfast home, accompanying the use and possession of such room or rooms, for a period of 90 consecutive calendar days or less, regardless of whether such use and possession is as a lessee, tenant, guest or licensee.

“Seasonal rental property or other transient accommodations” shall mean any bed and breakfast home, as defined by Chapter 64G, Section 1 of the Massachusetts General Laws and any residential or commercial dwelling, dwelling unit or part thereof, unit of a condominium as defined by Chapter 183A of the Massachusetts General Laws or time-share as defined by Chapter 183B of the Massachusetts General Laws, used for the lodging of guests or invitees in exchange for rent.

Section 3. No excise shall be imposed upon for the transfer of occupancy of any room in a seasonal rental property or other transient accommodations if the total amount of rent is less than \$15 per day or its equivalent or if the accommodation, other than a bed and breakfast home, is exempt under the provisions of Chapter 64G, Section 2 of the Massachusetts General Laws.

Section 4. All operators of seasonal rental property or other transient accommodations shall be responsible for assessing, collecting, reporting and paying such local excise tax as set forth in Chapter 64G, Sections 3, 4, 5, 6 and 7A of the Massachusetts General Laws and shall be liable in the same manners as operators in Chapter 64G, Section 7B of the Massachusetts General Laws.

Section 5. This act shall take effect upon its passage;

or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Visitor Services Board Recommends: 7-0-0**

David Gardner moved to approve Article 35 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 36. 0.5% Real Estate Transfer Fee - A Home Rule Petition.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation authorizing the Town to impose a 0.5%

real estate transfer fee as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT AUTHORIZING  
THE TOWN OF PROVINCETOWN  
TO IMPOSE A 0.5% REAL ESTATE TRANSFER FEE.

Section 1. There is hereby imposed a real estate transfer fee equal to 0.5% (half percent, ½%) of the purchase price upon the transfer of any real property interest in any real property situated in the Town of Provincetown. Said fee shall be the liability of the purchaser of such property interest, and any agreement between the purchaser and the seller or any other person with reference to the allocation of the responsibility for bearing said fee shall not affect such liability of the purchaser. The fee shall be paid to the Town of Provincetown. The first \$250,000 collected in each fiscal year shall be deposited in the Town's Capital Improvement Stabilization Fund. The remaining funds collected each fiscal year shall be deposited into the Town's General Fund.

Section 2. The following transfers of real property interests shall be exempt from the real estate transfer fee:

- A. First time homebuyers who live in the home for at least 5 years. A lien shall accompany the deed stating that "There is running with the land a lien equal to the amount of fee exempted, plus accumulated interest and penalties until such time as all conditions of this sub-section are met."
- B. Transfers to the government of the U.S., the Commonwealth, the Town of Provincetown and any of their instrumentalities, agencies or sub-divisions, such as the Provincetown Housing Authority.
- C. Transfers made without additional consideration to confirm, correct, modify or supplement a transfer previously made.
- D. Transfers of convenience with consideration under \$100 which include: name change, into trusts, out of trust, etc.
- E. Transfers to any charitable organization as defined in Clause 3 of Section 5 of Chapter 59 of the General Laws or any religious organization providing that the real property interests so transferred will be held solely for public charitable or religious purposes.
- F. Transfers between family members, marriage partners, parents and children, grandchildren, stepparents and stepchildren, brothers and sisters.

Section 3.

- A. The fee imposed shall be due at the time of the transfer of the real property interest.
- B. The buyer shall pay interest on any unpaid amount of the fee at the rate the Town collects on unpaid real estate taxes.

C. The Town shall notify a buyer by registered or certified mail of any failure to discharge the amount in full of fee due.

D. All fees and interest required to be paid under this Act shall constitute a personal debt of the buyer and may be recovered in an action of contract.

Section 4. This Act shall take effect on passage;  
or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 36 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 37. *Expanding Residential Property Exemption - A Home Rule Petition.*** (*Deletions shown in strike-through and new text shown as underlined*)

To see if the Town will vote to petition the General Court to enact a special act of the Town of Provincetown, the text of which is set forth below, and that the General Court be authorized with the approval of the Board of Selectmen to make constructive changes in the text thereof as may be necessary or advisable in order to accomplish the intent of this legislation to secure its passage, as follows:

AN ACT INCREASING  
THE EXEMPTION FOR RESIDENTIAL PROPERTY  
IN THE TOWN OF PROVINCETOWN

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

SECTION 1. Notwithstanding Section 5C of Chapter 59 of the General Laws or any other general or special law to the contrary, with respect to each parcel of real property classified as Class One, residential, in the Town of Provincetown as certified by the commissioner of revenue to be assessing all local property at its full and fair cash valuation, and with the approval of the Board of Selectmen, there shall be an exemption equal to not more than 20% of the average assessed value of all Class One residential parcels within the Town; provided, however, that the exemption shall be applied only to (1) the principal residence of the taxpayer as used by the taxpayer for income tax purposes, and (2) a residential parcel occupied by a registered voter of the Town of Provincetown, other than the taxpayer, occupied on a year-round basis and used as his or her principal residence for income tax purposes. This exemption shall be in addition to any exemptions allowable under Section 5 of said Chapter 59; provided, however, that the taxable valuation of the property, after all applicable exemptions, shall not be reduced to below 10% of its full and

fair cash valuation, except through the applicability of Section 8A of Chapter 58 of the General Laws and Clause 18 of said Section 5 of said Chapter 59. Where, pursuant to said Section 5 of said Chapter 59, the exemption is based upon an amount of tax rather than on valuation, the reduction of taxable valuation for the purposes of the preceding sentence shall be computed by dividing the amount of tax by the residential class tax rate of the Town and multiplying the result by \$1,000. For the purposes of this paragraph, “parcel” shall mean a unit of real property as defined by the Board of Assessors of the Town in accordance with the deed for the property and shall include a condominium unit.

SECTION 2. A taxpayer aggrieved by the failure to receive the residential exemption authorized under this act may apply for the residential exemption to the Board of Assessors of the Town of Provincetown in writing on a form approved by the Board within three months after the date on which the bill or notice of assessment was sent. For the purposes of this act, a timely application filed under this section shall be treated as a timely filed application pursuant to Section 59 of Chapter 59 of the General Laws.

SECTION 3. This act shall take effect as of July 1, 2018, and shall apply to taxes levied for fiscal years beginning on or after July 1, 2018; or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 37 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 38. Cape Cod Greenhead Fly Control District Assessment.** To see if the Town will vote to raise and appropriate \$1,438.75 for Greenhead Fly Control as authorized by Section 24, Chapter 252 of the General Laws; and authorize the Town Treasurer to pay said appropriation into the State Treasury; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 38 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 39. Fireworks Celebration.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$32,000 to be ex-

pended under the direction of the Town Manager for costs associated with the July 4<sup>th</sup> and New Year’s fireworks displays; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 4-0-0**

**Finance Committee Recommends: 5-0-0**

**Visitor Services Board Recommends: 7-0-0**

David Gardner moved to raise and appropriate \$32,000 for purposes of Article 39: Fireworks Celebration, under the consent agenda.

**Motion Passed.**

**Article 40. Local Option Tax on Sale of Recreational Marijuana.** To see if the Town will vote to accept the provisions of General Laws Chapter 64N, Section 3, which will allow the Town to collect a local sales tax in the amount of 2% upon the sale or transfer of marijuana or marijuana products by a local retailer operating with the Town; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 40 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 41. Amendments to Personnel Bylaw/Classification and Compensation Plan.**

*(Deletions shown in strike-through and new text shown as underlined)* To see if the Town will vote to amend Schedules A, B and C of the Town’s Classification and Compensation Plan as follows:

*Schedule A:* To amend Schedule A, “Permanent Full and Part-time Non-Union Positions,” of the Classification and Compensation Plan of the Town, effective July 1, 2017, by replacing the existing compensation plan with the following new compensation plan as adopted by the Personnel Board:

<u>Grade Level</u>	<u>Compensation Range</u>		<u>Position</u>
	<u>FY 2017</u>	<u>FY 2018</u>	
			Town Manager [exempt MGL C.41,§108N]
			Chief of Police [exempt MGL C.41,§108O]
14	\$95,102-\$117,699		<u>Finance Director</u>
13	\$88,057-\$109,487	<i>no change</i>	DPW Director
			<u>Staff Lieutenant</u>

12	\$81,906-\$101,837	<i>no change</i>	Assistant Town Manager <del>Finance Director</del>
11	\$76,185-\$94,743	<i>no change</i>	Building Commissioner MIS Director Water Superintendent
10	\$70,870-\$88,100	<i>no change</i>	DPW Deputy Director Principal Assessor <del>Staff Lieutenant</del>
9	\$65,919-\$81,992	<i>no change</i>	DPW Operations Director Health Director Library Director Town Clerk Town Planner Tourism Director
8	\$61,312-\$76,249	<i>no change</i>	MIS Analyst COA Director Town Collector Town Treasurer Recreation Director
7	\$57,026-\$70,891	<i>no change</i>	Exec. Assistant to Town Manager
6	\$53,040-\$66,005	<i>no change</i>	Local Building Inspector Conservation Agent Health Agent Payroll and Employee Benefits Manager <u>Assistant Town Accountant</u>
5	\$49,332-\$61,355	<i>no change</i>	Secretary to the Board of Selectmen Exec. Assistant to Police Chief Parking Administrator MIS Technician
4	\$45,882-\$57,026	<i>no change</i>	Licensing Agent Library Marketing & Program Director Library Member Services Coordinator Permit Coordinator <u>Assistant Tourism Director</u>
3	\$42,689-\$53,104	<i>no change</i>	COA Outreach Coordinator Principal Accounting Clerk
2	\$39,710-\$49,375	<i>no change</i>	<del>Assistant Tourism Director</del> <u>no positions assigned</u>
1	\$36,949-\$45,925	<i>no change</i>	no positions assigned

Schedule B: To amend Schedule B, "Fire Department Positions," effective July 1, 2017, as requested by the Board of Fire Engineers, as follows:

*Annual Stipends for Reimbursement of Expenses*

Position	Current	Proposed
1 <sup>st</sup> Deputy Fire Chief	\$12,500	\$15,000
2 <sup>nd</sup> Deputy Fire Chief	\$9,000	\$12,000
District Fire Chief/Engineer	\$3,000	\$6,000
Firefighter	\$800	\$800
Fire Auxiliary	\$400	\$400

Fire Captain	\$1,000	\$1,250
Fire Lieutenant	\$500	\$500
Engine Steward	\$880	\$880
Station Steward	\$1,100	\$1,100
Ladder Steward	\$1,300	\$1,300
LaFrance Steward	\$500	\$500
Oil Inspector	\$1,747	\$1,747
Rescue Steward	\$3,600	\$3,600
Rescue Captain	\$3,000	\$3,000
Rescue Lieutenant	\$1,500	\$1,500
Rescue Training Officer	\$3,000	\$3,000
Radio Officer	\$550	\$800
Air Officer	\$1,000	\$1,500
Summer Standby Coordinator	\$3,500	\$3,500
Infection Control Officer	\$800	\$800
<i>Annual Salary:</i>		
Fire Chief	\$45,000	\$55,000
<i>Non-Firefighter Positions</i>		
First Responders	\$25.00/hr	\$25.00/hr
EMT-Basic	\$24.71/hr	\$25.41/hr
EMT-Intermediate	\$26.60/hr	\$27.34/hr
EMT-Paramedic	\$29.12/hr	\$30.00/hr
Standby	\$25.00/hr	\$25.00/hr
Safety Inspections	\$20.00/hr	\$20.00/hr
Rescue Squad Participation (per quarter)	\$250	\$250

Schedule C: To amend Schedule C, “Seasonal and Part-time Non-Union Positions,” effective July 1, 2017, as follows:

<u>Grade</u>	<u>Actual FY 2017</u>	<u>Proposed FY 2018</u>	<u>Proposed Position Classifications</u>
N	\$19.92	\$20.32	Police Summer/On-call Dispatcher
M	\$19.33	\$19.72	No Positions Assigned
L	\$18.79	\$19.17	Parking Lot Technical Manager
			Property Inspector (Assessors)
K	\$18.26	\$18.63	Assistant Harbormaster with police powers

<u>Grade</u>	<u>Actual FY 2017</u>	<u>Proposed FY 2018</u>	<u>Proposed Position Classifications</u>
			Police Officer, Summer/Auxiliary
J	\$17.73	\$18.08	No Positions Assigned
I	\$17.40	\$17.75	Parking Meter Collection/Repair
			On-call van Driver
H	\$16.89	\$17.23	Police Matron
G	\$16.57	\$16.90	No Positions Assigned
F	\$16.09	\$16.41	Assistant Harbormaster w/o police powers COA Program Coordinator
			Parking and Traffic Officers
			Parking Lot Assistant Technical Manager
			Parking Meter Enforcement
			Part-time Clerical
			Secretary, On-call Relief
			Transfer Station Laborer
E	\$15.79	\$16.11	Part-time Library Circulation Aide
D	\$15.34	\$15.65	On-call Library Circulation Aide
			Parking Lot Attendant/Out-booth/Floater
C	\$14.89	\$15.19	Barrels & Grounds Laborer
			Restroom/Building Custodian
			Seasonal Recreation Supervisor
B	\$14.61	\$14.90	No Positions Assigned
A	\$14.38	\$14.67	Parking Lot Attendant/In-booth
			Seasonal Recreation Aides

or to take any other action relative thereto.

*[Requested by the Personnel Board and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 41 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 42. Expenditures from the Tourism Fund.** To see if the Town will vote to transfer from the Tourism Fund the sum of \$700,000 to be expended under the direction of the Board of Selectmen and the Visitor Services Board to fund the following expenditures which market, beautify or enhance tourism in Provincetown pursuant to Chapter 178 of the Acts of 1996:

1. \$135,000 for coordination/support of the Visitor Services Board and the Tourism Department, and costs related thereto;
2. \$380,000 for marketing, and costs related thereto;
3. \$50,000 for municipal projects, and costs related thereto;
4. \$125,000 for tourism grants, and costs related thereto;
5. \$10,000 for Beautification Committee, and costs related thereto;

or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Visitor Services Board]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 42 as printed in the warrant.

**Motion Passed.**

**Article 43. FY 2018 Human Services Grant Program.** To see if the Town will vote to raise and appropriate the sum of \$79,775 to be expended under the direction of the Board of Selectmen, to fund grants to assist nonprofit agencies and organizations to maximize available resources to meet needs identified by the community by providing services to local residents, particularly those of low and moderate income and those who are uninsured or underinsured, as follows:

AIDS Support Group of Cape Cod	\$9,000
Alzheimer’s Family Caregiver Support	\$6,000
Cape Cod Children’s Place	\$5,750
Consumer Assistance Council	\$550
Gosnold on Cape Cod	\$14,500
Helping Our Women	\$8,000
Homeless Prevention Council	\$6,000
Independence House	\$5,500
Lower Cape Outreach Council, Inc.	\$6,500
Mass-A-Peal	\$525
Outer Cape Health Services	\$10,000
Sight Loss Services, Inc.	\$600
Soup Kitchen in Provincetown	\$7,000
South Coast Counties Legal Services	\$4,800
Total	\$84,725

or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Human Services Committee]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Human Services Committee Recommends: 0-0-0**

**School Committee Recommends: 3-0-0**

David Gardner moved to approve Article 43 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 44. Veterans Exemption. (Municipal Modernization Act)** To see if the Town will vote to accept the provisions of G.L. c.59, §5, Clause Twenty-Second G, rendering the spouse of a veteran or a deceased veteran with title to the veteran's domicile, eligible for an exemption, or to take any other action relative thereto.

*[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 44 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 45. Other Post-Employment Benefits Fund. (Municipal Modernization Act)** To see if the Town will vote to accept the provisions of G.L. c.32B, §20 to create another Post-Employment Benefits Fund for the current and future liabilities of the Town for group health insurance benefits for retirees and their dependents, which fund may be expended by a two thirds vote of Town Meeting and designate a trustee or trustees, and further, to direct that such trustee or trustees adopt and file a declaration of trust and take all other actions as required by said section; or to take any other action relative thereto.

*[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 45 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 46. Use of Bond Proceeds. (Municipal Modernization Act)** To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such

premium so applied; or to take any other action relative thereto.

*[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 46 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 47. General Bylaw Amendment: Chapter 8, Section 5 - Licenses and Permits of Delinquent Taxpayers. (Municipal Modernization Act)** (*Deletions shown in strike-through and new text shown as underlined*) To see if the Town will vote to accept the provisions of General Laws Chapter 40, Section 57, as amended by Sections 37 and 38 of Chapter 218 of the Acts of 2016 (the Municipal Modernization Act, so-called); and further to amend Section 8-5 of the Town's General Bylaws as follows:

8-5. Licenses and permits of delinquent taxpayers.

8-5-1. List of delinquent taxpayers. The tax collector or other municipal official responsible for the records of all Provincetown taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually, and may periodically, furnish to each department, board, committee, commission or division, hereinafter referred to as the licensing authority, which issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges ~~for not less than a twelve month period~~, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board; or to take any other action relative thereto.

*[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 47 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 48. FY 2018 Revolving Funds.** To see if the Town will vote to continue for FY 2018 the following revolving funds established pursuant to MGL Chapter 44, Section 53E½:

1. Preservation of Town Hall Auditorium: To allow receipts from the rental and custodial fees charged for the public use of Town Hall Auditorium to

- be segregated into a special account; and with funds therefrom, up to a limit of \$75,000 annually, to be expended for the repair, updating, refurbishing, operations and maintenance of the Town Hall auditorium under the direction of the Town Manager and the Board of Selectmen;
2. Shellfish Grants: To allow receipts from Shellfish Grants and Recreational Shellfish Licenses to be segregated into a special account; and with funds therefrom, up to a limit of \$2,500 annually, to be expended under the direction of the Shellfish Warden and the Harbormaster for the purpose of shellfish seeding and cultivation on public shellfish areas;
  3. B-Street Garden: To allow receipts from the annual community garden membership fees charged for the public use of the community garden to be segregated into a special account; and with funds therefrom, up to a limit of \$2,500 annually, to be expended for the repair, updating and maintenance of the B-Street Garden under the direction of the Town Manager and the Conservation Commission;
  4. Fuel Reimbursement: To allow receipts from the sale of fuel to be segregated into a special account; and with funds therefrom, up to a limit of \$125,000 annually, to be expended for the purchase of fuel under the direction of the Town Manager and the Director of Public Works;
  5. Council on Aging Transportation: To allow receipts from donations to be segregated into a special account; and with funds therefrom, up to a limit of \$10,000 annually, to be expended for the transportation cost under the direction of the Town Manager and the Director of the Council on Aging;
  6. Affordable Housing: To allow fees received by the Town from the sale and resale of affordable housing dwellings, fees paid for monitoring services provided by the Town, fees paid to ensure compliance with affordable housing restrictions and agreements and donations earmarked for affordable housing purposes to be segregated into a special account; and with funds therefrom, up to a limit of \$10,000 annually, to be expended for costs associated with the administration, management and support of affordable housing in the Town, including, without limitation, cost of marketing and conducting lotteries under the direction of the Town Manager and the Housing Specialist;
  7. Facilities and Grounds Rental Revolving Fund: To allow receipts from the rental and custodial fees charged for the public use of Town-owned facilities and grounds to be segregated into a special account; and with funds therefrom, up to a limit of \$10,000 annually, for janitorial hired staffing and other costs related to rental costs under the direction of the Town Manager; or to take any other action relative thereto.

*[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 48 as printed in the warrant under the consent agenda.

**Motion Passed.**

**Article 49. General Bylaw Amendment: Revolving Fund Bylaw (G.L. c.44, §53E ½). (Municipal Modernization Act).** (*Deletions shown in strike-through and new text shown as underlined*) To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to amend the General Bylaws by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

6-10. Revolving Funds.

6-10-1. There are hereby established in the Town of Provincetown pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:

<u>Program or Purpose</u>	<u>Representative or Board Authorized to Spend</u>	<u>Department Receipts</u>
<u>Preservation of Town Hall Auditorium for repair, updating, refurbishing, operations and maintenance of the Town Hall auditorium</u>	<u>Town Manager and Board of Selectmen</u>	<u>Rental and custodial fees charged for the public use of Town Hall Auditorium</u>
<u>Shellfish Grants for shellfish seeding and cultivation on public shellfish areas</u>	<u>Shellfish Warden and Harbormaster</u>	<u>Receipts from Shellfish Grants and Recreational Shellfish Licenses</u>
<u>B-Street Garden for the repair, updating and maintenance of the B-Street Garden</u>	<u>Town Manager and Conservation Commission</u>	<u>Receipts from the annual community garden membership fees charged for the public use of the community garden</u>
<u>Fuel Reimbursement for the purchase of fuel</u>	<u>Town Manager and Director of Public Works</u>	<u>Receipts from the sale of fuel</u>
<u>Council on Aging Transportation for transportation costs</u>	<u>Town Manager and Director of the Council on Aging</u>	<u>Receipts from donations</u>
<u>Affordable Housing for costs associated with the administration, management and support of affordable housing in the Town, including, without limitation, cost of marketing and conducting lotteries</u>	<u>Town Manager and Housing Specialist</u>	<u>Fees received by the Town from the sale and resale of affordable housing dwellings, fees paid for monitoring services provided by the Town, fees paid to ensure compliance with affordable housing restrictions and agreements and donations earmarked for affordable housing purposes</u>

Facilities and Grounds Rental for janitorial hired staffing and other costs related to rental costs	Town Manager	Receipts from the rental and custodial fees charged for the public use of Town-owned facilities and grounds
Council on Aging Meal Programs for meal program costs	Town Manager and the Director of the Council on Aging	Receipts from donations
Tree Fund for planting of trees on public lands and in the public way and other costs related to rental costs	Town Manager	Receipts from fines from violations of the Tree Bylaw

6-10-2. Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½.

Or to take any other action relative thereto.

*[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David Gardner moved to approve Article 49 as printed in the warrant under the consent agenda.

**Motion Passed.**

Town Moderator Mary-Jo Avellar motioned to dissolve the April 3, 2017 Annual Town Meeting at 7:07 p.m. **Motion Passed.**

**Annual Town Meeting dissolved at 7:07 p.m.**

**Special Town Meeting - April 3, 2017**

**Meeting Called to Order.** Town Moderator Mary-Jo Avellar convened the Special Town Meeting at 6:00 p.m. on Monday, April 3, 2017 in the Town Hall Auditorium.

**Preliminary Motions:**

Raphael Richter moved that the Town vote to waive the reading of the warrant.

**Motion Passed.**

Raphael Richter moved that the Town vote to grant permission to speak at the April 3, 2017 Special Town Meeting to the following persons who are not registered voters of the Town of Provincetown: John W. Giorgio, Esq., and other attorneys of the firm of KP Law, P.C., *Town Counsel*; Amy Davies, *Provincetown Community Television*; Gisele Gauthier, *Affordable Housing Con-*

*sultant; Peter Hocking, Provincetown Commons; Richard Hoffmann, Board Member & Former Superintendent of Nauset School District; Bob Jones, Board President of Cape Cod Village; Margaret Murphy, Trees Provincetown; Carlos Verde, Pier Corporation; Josee Cardinal Young, Finance Director; Matt Clark, Library Director; Morgan Clark, Director of Health; Scott Fahle, Principal Assessor; James Golden, Chief of Police; Beau Jackett, Director of Management Information Systems; Michelle Jarusiewicz, Housing Specialist & Grant Administrator; Eric Larsen, Deputy Director of Public Works; Laura Marin, Health Agent; Elizabeth Paine, Secretary to the Board of Selectmen; Rex McKinsey, Pier Manager/Harbormaster; Brandon Motta, Recreation Director; Sherry Prada, Operations Director of Public Works; Domenic Rosati, Parking Administrator; Cody Salisbury, Water Superintendent; Beth Singer, Superintendent of Schools; Elisabeth Verde, Executive Assistant to the Town Manager; Alex Williams, Treasurer Steve Wisbauer, Shellfish Constable.*

**Motion Passed.**

Raphael Richter moved that on all matters to come before the April 3, 2017 Special Town Meeting, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters.

**Motion Passed.**

**Article 1. FY 2017 Budget Adjustments.** To see what amendments the Town will vote to make to the Fiscal Year 2017 operating budgets established under Article 10 of the April 2016 Annual Town Meeting and what sums the Town will vote to raise and appropriate or transfer from available funds therefor; or to take any other action relative thereto. *[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Raphael Richter moved that the Town vote the following budget adjustments:  
Transfer from the following departments

\$74,550 from 910 Employee benefits and Other Insurance

to the following departments

\$8,050 to department 122, Board of Selectmen B budget

\$28,500 to department 135, Town Accountant A budget

\$2,500 to department 135, Town Accountant B budget

\$32,000 to department 145, Treasurer/Collector B budget

\$1,000 to department 262 Zoning Board of Appeals B budget

\$1,000 to department 261 Planning Board B budget

\$1,500 to department 260 Conservation Commission B budget

**Motion Passed.**

**Article 2. Prior Year Bills.** To see what sum the Town will vote to raise and appropriate or transfer from available funds for the purpose of paying prior year unpaid bills; or to take any other action relative thereto. *[Requested by the Town Manager]*

### 9/10<sup>th</sup>'s Vote Required

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Cheryl Andrews moved that the Town vote to transfer \$2,528.11 from 910 Employee benefits and Other Insurance, for CVEC invoices totaling \$2,528.11 from fiscal year 2016.

**Motion Passed Unanimously.**

**Article 3. Charter Commission Expenses.** To see if the Town will vote to transfer from free cash the sum of \$6,575 for the printing and distribution of the Final Report of the Provincetown Charter Commission, which must be distributed by law according to the provisions of MGL 43B, Sec. 11, to each residence of one or more registered voters; or to take any other action relative thereto. *[Requested by the Charter Commission]*

**Charter Commission Recommends: 7-0-0**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Julia Perry moved that the Town vote to transfer \$6,575 from 910 Employee Benefits and Other Insurance to fund the expenses associated with the printing and distribution of the Final Report of the Provincetown Charter Commission.

**Motion Passed.**

**Article 4. CIP Request for MUNIS Purchase Orders/Requisitions Module.**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$13,537 to be expended under the direction of the Town Manager for costs associated with the acquisition of the MUNIS Purchase Order and Requisitions Module; or to take any other action relative thereto. *[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**School Committee Recommends: 3-0-0**

Erik Yingling moved that the Town vote to transfer \$13,537 from 910 Employee Benefits and Other Insurance to be expended under the direction of

the Town Manager for costs associated with the acquisition of the MUNIS Purchase Order and Requisitions Module.

**Motion Passed.**

**Article 5. National Marine Sanctuary Visitor Center in Provincetown.**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$25,000 to be expended under the direction of the Town Manager for costs associated with the conceptual design to determine the feasibility and location of a National Marine Sanctuary Visitor Center in Provincetown; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Provincetown Public Pier Corporation Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Harbor Committee Recommends: 3-0-0**

**Conservation Commission Recommends: 4-0-1**

Tom Donegan moved that the town vote to transfer \$25,000 from 910 Employee Benefits and Other Insurance to be expended under the direction of the Town Manager for costs associated with the conceptual design to determine the feasibility and location of the Garry E. Studds Stellwagen Bank National Marine Sanctuary Visitor Center in Provincetown.

**Motion Passed.**

**Article 6. Housing Tenant Rights Assistance.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to be expended under the direction of the Town Manager to fund a grant to a non-profit agency for the services to support tenants' rights advocacy and education; or to take any other action relative thereto. *[Requested by the Board of Selectmen]*

**Board of Selectmen Recommends: 4-1-0**

**Finance Committee Does Not Recommend: 7-0-0**

Tom Donegan moved that the Town vote to transfer \$25,000 from 910 Employee Benefits and Other Insurance to be expended under the direction of the Town Manager to fund a grant to a non-profit agency for the services to support tenants' rights advocacy and education.

**Motion Passed.**

**Article 7. CIP Request for Analysis of the Parking Control and Revenue Collection Systems for the Municipal Parking Lots.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow \$25,000

to be expended under the direction of the Town Manager for the cost associated with the analysis of the Town's parking control and revenue collection system and to prepare bid specifications; or to take any other action relative thereto. *[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Cheryl Andrews moved that the Town vote to transfer \$25,000 from the Parking Fund for the cost associated with the analysis of the Town's parking control and revenue collection system and to prepare bid specifications.

**Motion Passed.**

Raphael Richter moved to dissolve the April 3, 2017 Special Town Meeting.

**Motion Passed.**

**Special Town Meeting dissolved at 6:29 p.m. on April 3, 2017.**

## Special Town Meeting - June 19, 2017

**Meeting Called to Order.** Town Moderator Mary-Jo Avellar convened the Special Town Meeting at 6:00 p.m. on Monday, June 19, 2017 in the Town Hall Auditorium.

### **Preliminary Motions:**

Cheryl Andrews moved that the Town vote to waive the reading of the warrant.

**Motion Passed.**

*Cheryl Andrews moved that the Town vote to grant permission to speak at the June 19, 2017 Special Town Meeting to the following persons who are not registered voters of the Town of Provincetown: John W. Giorgio, Esq., and other attorneys of the firm of KP Law, P.C., Town Counsel; Steve Riley, Owner of 132, 134 and 136 Bradford Street and 10 Conwell Street; Josee Cardinal Young, Finance Director; Scott Fahle, Principal Assessor; James Golden, Chief of Police; Michelle Jarusiewicz, Housing Specialist/Grant Administrator; Elizabeth Paine, Secretary to the Board of Selectmen; Domenic Rosati, Parking Administrator; Elisabeth Verde, Executive Assistant to the Town Manager.*

**Motion Passed.**

*Cheryl Andrews moved that on all matters to come before the June 19, 2017 Special Town Meeting, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or*

more registered voters.

**Motion Passed.**

***Article 1: Petitioned Article by Barbara Rushmore and Others.***

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise four parcels of land located at 132, 134, and 136 Bradford Street and 10 Conwell Street, including the buildings and parking lot located on said parcels, for general municipal purposes including but not limited to the site for a new police station; and further identified as Parcel Nos. 12-1-77-0 consisting of 30,710 square feet, 12-1-77-A consisting of 62,160 square feet, 12-1-78-0 consisting of 7,520 square feet; and 12-1-82-0 consisting of 92,565 square feet; and further to raise and appropriate, transfer from available funds, or borrow a sum of money, to be expended under the direction of the Town Manager and the DPW Director, for said acquisition and for the design and construction of a new police station on said parcels, including costs incidental and related thereto; provided that said appropriation shall be contingent on a Proposition 2 and ½ debt exclusion ballot question; or to take any other action relative thereto.

*Barbara Rushmore moved that the Town vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise three parcels of land located at 132, and 134, Bradford Street and 10 Conwell Street, including the buildings and parking lot located on said parcels, for public parking purposes and for the site of a new Provincetown Police Station, and further identified as Parcel Nos. 12-1-77-0 consisting of 30,710 square feet, 12-1-77-A consisting of 62,160 square feet, and 12-1-82-0 consisting of 92,565 square feet, more or less; and further to appropriate the sum of \$25,000,000, to be expended under the direction of the Town Manager and the DPW Director, to (1) acquire the parcels identified in this vote, (2) to design and construct a new police station on said parcels, and (3) for making improvements on the parcels to accommodate a municipal public parking lot, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$25,000,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor; provided that said appropriation shall be contingent on a Proposition 2 and ½ debt exclusion ballot question; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20,; and provided further, that because the Town appropriated and authorized borrowing the funds necessary to construct a new Police Station at the Jerome Smith site under Article 8 of the 2017 Annual Town Meeting and a debt exclusion vote passed for that appropriation at the 2017 Annual Election, it is the*

*intention of Town Meeting that the Board of Selectmen only proceed with the construction of one police station.*

Barbara Rushmore moved to lay the main motion on the table.

**Motion Does Not Pass.**

**Board of Selectmen Reserves Recommendation 5-0-0**

**Finance Committee Does Not Recommend 7-0-0**

**Planning Board Does Not Recommend 5-0-0**

**Building Committee Does Not Recommend 5-0-0**

2/3<sup>rd</sup>'s Vote Required

*Cheryl Andrews moved to amend the main motion by substituting the following as the new main motion: I move that the Town vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise three parcels of land located at 132, and 134, Bradford Street and 10 Conwell Street, including the buildings and parking lot located on said parcels, for public parking purposes, and further identified as Parcel Nos. 12-1-77-0 consisting of 30,710 square feet, 12-1-77-A consisting of 62,160 square feet,; and 12-1-82-0 consisting of 92,565 square feet, more or less; and further to appropriate the sum of **\$13,201,000**, to be expended under the direction of the Town Manager and the DPW Director; to acquire the parcels identified in this vote, and to make improvements on the parcels to accommodate a municipal public parking lot, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow **\$13,201,000**, pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issues bonds and notes therefor; provided that said appropriation shall be contingent on a Proposition 2 and ½ debt exclusion ballot question; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20.*

**Board of Selectmen Recommends 3-1-1.**

**Motion to Approve Amended Motion Does Not Pass.**

**Motion Does Not Pass.**

Mark Hatch moved to dissolve the June 19, 2017 Special Town Meeting.

**Special Town Meeting dissolved at 7:04 p.m. on June 19, 2017.**

## Special Town Meeting - September 13, 2017

**Meeting Called to Order.** Town Moderator Mary-Jo Avellar convened the Special Town Meeting at 6:00 p.m. on Wednesday, September 13, 2017 in the Town Hall Auditorium.

### **Preliminary Motions:**

*Cheryl Andrews* moved that the Town vote to waive the reading of the warrant.

### **Motion Passed.**

*Cheryl Andrews* moved that the Town vote to grant permission to speak at the September 13, 2017 Special Town Meeting to the following persons who are not registered voters of the Town of Provincetown:

Jonathan Silverstein, Esq., and other attorneys of the firm of KP Law, P.C., *Town Counsel*; Josee Cardinal Young, *Finance Director*; Morgan Clark, *Director of Health*; Scott Fahle, *Principal Assessor*; James Golden, *Chief of Police*; Beau Jackett, *MIS Director*; Michelle Jarusiewicz, *Housing Specialist/Grant Administrator*; Gloria McPherson, *Town Planner*; Rex McKinsey, *Harbor-master*; Cody Salisbury, *Water Superintendent*; Beth Singer, *Superintendent of Schools*; Elisabeth Verde, *Executive Assistant to the Town Manager*; Steven Wlodkowski, *Deputy Director of Public Works*.

### **Motion Passed.**

*Cheryl Andrews* moved that on all matters to come before the September 13, 2017 Special Town Meeting, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters.

### **Motion Passed.**

### **Article 1: Petitioned Article by Stephanie Page and Others.**

The following petition is submitted to the Town of Provincetown for consideration:

The petitioners hereby request a vote to reverse Article 13. Zoning By-law Article 1. Medical Marijuana Treatment Center Zoning Bylaw shown below, which was enacted at the Special Town Meeting – Monday, October 21, 2013. Petitioners seek to prohibit the siting of any Medical Marijuana Treatment Center within the Res 3 Res B zone making the following modification to Section 2440 as follows:

Article 13. Zoning By-Law Article 1. Medical Marijuana Treatment Center Zoning Bylaw Amendment – Passed on October 21, 21013.

To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 1, Definitions, by adding the following:

Medical Marijuana Treatment Center (MMTC): means a not-for-profit entity registered under 105 CMR 725.100, that acquires, cultivates, possesses, processes, (including development of related products such as edible marijuana infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, MMTC references to the site(s) of dispensing, cultivation, and preparation of marijuana.

And Further to make the following modifications to Section 2440 as follows:

D. Institutional		Res1	Res2	Res3 ResB	TCC	GC	S	M
D7	Medical Marijuana Treatment Center	No	No	BA <sup>19</sup>	No	BA <sup>19</sup>	No	No

And add footnote 19.

<sup>19</sup> The Planning Board shall be the Special Permit Granting Authority for Medical Marijuana Treatment Centers. Except no MMTC shall be permitted within a radius of 100 feet of a school or daycare center. The 100 foot distance is measured in a straight line from the nearest point of the facility in question to the nearest point of the proposed MMTC.

Requested by Stephanie Page and Others

Stefanie Page moved to amend the Zoning By-law to prohibit the siting of any medical Marijuana Treatment Center within the Res 3 and Res B zones by making the following modification to Section 2440 as follows:

D. Institutional		Res1	Res2	Res3 ResB	TCC	GC	S	M
D7	Medical Marijuana Treatment Center	No	No	BA <sup>19</sup> No	No	BA <sup>19</sup>	No	No

**Board of Selectmen Recommends 3-1-0**

**Planning Board Recommends 3-0-0**

Brandon Quesnell moved to amend the motion to continue to allow this use in ResB by Special Permit, by having the entry in that column in the table if

permitted principal uses read as follows:

D. Institutional		Res1	Res2	Res3	ResB	TCC	GC	S	M
D7	Medical Marijuana Treatment Center	No	No	<del>BA<sup>19</sup></del> <u>No</u>	<del>BA<sup>19</sup></del> <u>BA<sup>12</sup></u>	No	BA <sup>19</sup>	No	No

**Motion to amend does not pass.**

*Chris Snow* moved to indefinitely postpone Article 1.

**Motion does not pass.**

*Brandon Quesnell* Moved to reconsider the amendment to Article 1.

**Motion to reconsider amendment passed.**

**Motion to amend Article 1 passed.**

**(2/3<sup>rd</sup>'s Vote required and not obtained: 97 For and 86 Against)**

**Motion to amend Article 1 as amended does not pass.**

*Raphael Richter* moved to adjourn the STM September 13, 2017

**Motion does not pass.**

**Article 2: Zoning Bylaw Amendment: Article 1. Definition of Natural Grade.** (*Deletions shown in strike-through and new text shown as underlined.*)  
To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 1, Definitions, *Natural Grade*, as follows:

**Natural Grade** The lower of: (1) the existing grade or elevation of the ground surface prior to human-made alteration at the time of application for a building permit, special permit, variance or site plan approval; or (2) the grade or elevation of the ground at any time within 20 years prior to the date of such application, as shown on any plan or by any other evidence deemed to be reliable by the Zoning Enforcement Officer in his/her discretion. To determine the applicable natural grade, which may not be artificially heightened to raise the elevation of a structure, the critical topographical data shall be provided as required by the Zoning Enforcement Officer. On any lot exhibiting evidence of fill not authorized, the Zoning Enforcement Officer may require the applicant to provide a professional soil analysis to determine the natural grade.  
Or to take any other action relative thereto.

*Two-Thirds Vote (G.L.c.40A, §5); Planning Board public hearing and report under G.L. c.40A, §5.*

*Requested by the Town Manager*

**Board of Selectmen Recommends PB amendment 2-1-1  
Planning Board Recommends amendment 3-0-0**

*Gloria McPhearson* moved to amend the motion by removing the words... “the lower of...” and “or (2) the grade or elevation of the ground at any time within 20 years prior to the date of such application,” so as to read as follows:

Natural Grade ~~The existing grade or elevation of the ground surface prior to human-made alteration at the time of application for a building permit, special permit, variance or site plan approval, as shown on any plan or by any other evidence deemed to be reliable by the Zoning Enforcement Officer in his/her discretion.~~ To determine the applicable natural grade, which may not be artificially heightened to raise the elevation of a structure, the critical topographical data shall be provided as required by the Zoning Enforcement Officer. On any lot exhibiting evidence of fill not authorized, the Zoning Enforcement Officer may require the applicant to provide a professional soil analysis to determine the natural grade.

**Board of Selectmen Recommends Planning Board amendment 4-1-0  
Planning Board Recommends amendment 3-0-0**

**Motion to amend passed.**

**Motion to approve Article 2 as amended passed.**

**(2/3<sup>rd</sup>s vote declared).**

*Article 3: Zoning Bylaw Amendment: Article 2 Design Standards (Deletions shown in strike-through and new text shown as underlined.)* To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Design Standards, by inserting the following new section:

To see if the Town will vote to amend the Provincetown Zoning Bylaws, by inserting a new Section 2650 as follows:

**Section 2650 Surveys**

(a) Height Surveys

1. All applications for site plan approval and building permits for new structures or additions that alter the height of existing structures must include complete height calculations.
2. If the height of the structure is within 2 feet of the maximum building height, or if the structure is being constructed on a site with a change in topography of 8 feet or greater, a survey is required from a professional land surveyor.

3. The survey shall be conducted and submitted to the Zoning Enforcement Officer at a point of construction when enough roof structure is in place to accurately measure the structure yet early enough in the process to still make changes if the structure is too tall.

(b) Foundation Surveys

1. All building permits for new buildings or additions require a foundation survey.
2. After the foundation has been constructed, a foundation survey shall be prepared, stamped and signed by a professional land surveyor and submitted to the Zoning Enforcement Officer for review.
3. All work must stop until the foundation survey is submitted, reviewed and approved by the Zoning Enforcement Officer. The full building permit shall not be issued until the foundation survey is approved by the Zoning Enforcement Officer.
4. Any setback or easement violations must be corrected before the full building permit is issued.

Or to take any other action relative thereto.

*Two-Thirds Vote (G.L.c.40A, §5); Planning Board public hearing and report under G.L. c.40A, §5.*

*Requested by the Town Manager*

*Gloria McPhearson* moved that the Town vote to amend the Zoning Bylaw as printed in the warrant under Article 3.

**Board of Selectmen Recommends 4-0-0**

**Planning Board Recommends 3-0-0**

**Motion passed.**

**(2/3<sup>rd</sup>'s vote declared).**

**Article 4: Recreational Marijuana Sales Tax.** To see if the Town will vote to accept the provisions of General Laws Chapter 64N, Section 3(a), as recently amended by Section 13 of Chapter 55 of the Acts of 2017, and to authorize the Town to impose a local sales tax upon the sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the Town to anyone other than a marijuana establishment, at the rate of 3 percent of the total

sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana products; or to take any other action relative thereto.

*Requested by the Town Manager*

*David Panagore* moved to approve article 4 as printed in the warrant.

**Board of Selectmen Recommends 4-0-0**

**Finance Committee Recommends 6-0-0**

**Board of Health Recommends 3-0-1**

**Motion passed.**

**Article 5: General Bylaw Amendment: Chapter 16, Section 16-14: Enforcement.**

*(Deletions shown in strike-through and new text shown as underlined) To see if the Town will vote to amend the Provincetown General Bylaws by amending Section 16-14-1 as follows:*

16-14-1. Any person who violates any provision of G. L. c. 87, s. 3-5, relating to the trimming, cutting or removal of public shade trees, shall be subject to fines of up to \$500 for each separate offense, as provided by G. L. c. 87, s. 6. Where any person violates any provision of this bylaw but not the provisions of G. L. c. 87, the person shall be subject to a fines of ~~up to~~ \$300 for each separate offense. Each act causing damage to a separate tree shall constitute a separate offense. Fines shall be assessed and collected under the G. L. c. 40, s. 21D process; or to take any other action relative thereto.

*Requested by the Town Manager*

*Rich Waldo* moved that the Town vote to amend the General Bylaw as printed in the warrant under Article 5.

**Board of Selectmen Recommends PB amendment 2-1-1**

**Planning Board Recommends amendment 3-0-0**

**Motion passed.**

Town Moderator Mary-Jo Avellar motioned to dissolve the September 13, 2017 Special Town Meeting at 8:23 p.m.

**Motion Passed.**

**Special Town Election - February 7, 2017**

**Ballot Ques. 1 - Harbor Hill Purchase**

Yes	503
No	240
Blank	0
<b>Totals</b>	<b>743</b>

**Annual Town Election - May 2, 2017**

**Registered Voters =2825 Ballots Cast = 790**

**Selectman (3 yr)**

Robert P. Anthony <i>Elected</i>	551
Gordon J. Siegel	213
Louise A. Venden <i>Elected</i>	606
Blank	195
Write-In	15
<b>Total</b>	<b>1580</b>

**School Committee (3 yr)**

Elizabeth J. Lovati <i>Elected</i>	651
Blank	138
Write-In	1
<b>Total</b>	<b>790</b>

**Bd Library Trustees (3 yr)**

Stephen Killian Desroches <i>Elected</i>	599
Joan E. Prugh <i>Elected</i>	508
Blank	473
Write-In	0
<b>Total</b>	<b>1580</b>

**Bd Library Trustees (1 yr)**

Blank	778
Write-In	12
<b>Total</b>	<b>790</b>

**Charter Enforcement (3 yr)**

Blank	1550
Write-In	30
<b>Total</b>	<b>1580</b>

**Charter Enforcement (2 yr)**

Blank	783
Write-In	7
<b>Total</b>	<b>790</b>

**Charter Enforcement (1 yr)**

Blank	1570
Write-In	10
<b>Totals</b>	<b>1580</b>

**Ballot Ques. 1 - Police Station \$**

Yes	539
No	202
Blank	49
<b>Totals</b>	<b>790</b>

<b>District Wide Election - October 24, 2017</b>
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**Ballot Ques. 1 - Cape Cod Regional Tech**

Yes	220
No	32
Blank	0
<b>Totals</b>	<b>252</b>

	<b>General Government</b>
<b>Town Clerk</b>	

In addition to the Special and Annual Town Meetings were held on April 3, 2017, three additional Special Town Meetings were held on February 6, 2017; June 19, 2017; and September 13, 2017. A total of three elections were held in 2017: The February 7, 2017 Special Town Election, with a 26% voter turnout; the May 2, 2017 Annual Town Election, with a 28% voter turnout; and the October 24, 2017 District-Wide Election, with a voter turnout of 9%.

In June, after 14 years of service, Doug Johnstone retired as The Town Clerk of Provincetown. Doug will forever be remembered for his courage in standing up to Governor Mitt Romney’s discriminatory attempt to ban Massachusetts town clerks from issuing marriage licenses to same-sex couples in 2004, at the threat of being arrested. Doug’s efforts for preserving and protecting Provincetown’s rich history through the Provincetown History Project proved to be invaluable. His wealth of knowledge and expertise made him, not only a valuable resource for information, but also a great mentor. It has been an absolute pleasure to share an office with him. His passion, dedication, and love for the job and the Town make him a tough act to follow.

The Town Clerk’s Office welcomed the new Assistant Town Clerk, Ana Ruiz, who began her duties in October. Special thanks to the Election registrars and ballot counters for their important work on the three elections held in 2017, and to the wonderful volunteers who have worked in the Clerk’s Office in 2017: Susan Avellar, Stephen Borkowski, Don Cote, Elise, Cozzi, Laurel Guadagno, Irene Joseph, Lorraine Kujawa, Mary Lambrou, Joy Long, Jim Rann, Lauren Richmond, Joe Vasta, Elspeth Vevers, and Helene Watt.

**Darlene Van Alstyne**, *Town Clerk*

# Vital Statistics

## Births 2017

In accordance with a request from the Massachusetts Department of Public Health and in respect to the privacy rights of children, individual names of births recorded in Provincetown are not listed.

Total births recorded in 2017: 8

Male – 4

Female – 4

## Marriages 2017

Total Marriage Licenses Recorded in 2017: 128

In-State Residents: 56

Out-of-State Residents: 72

## Deaths 2017

Date	Name	Age	Date	Name	Age
1-Jan	Doherty, Amanda Cynthia	25	2-Aug	Jamieson, Olive W.	96
4-Jan	Monbleau, Paul Albert	64	11-Aug	Garzia, John	80
15-Jan	Greene, Herbert D.	69	12-Aug	Springer, Ditzta C.	84
6-Feb	Mitnick, Howard Milton	93	2-Sep	Perry, Helen K.	87
14-Feb	Roland, Eileen	84	27-Aug	Travers, Cynthia	51
19-Feb	Cahoon, Kyle R.	56	28-Aug	Villari, Elizabeth L.	74
1-Mar	Genova, Michelle	55	23-Sep	Martin, Stephen R.	68
4-Mar	Charles, Ilene	64	7-Oct	Linsley, John W.	93
4-Mar	Ritter, Edward	72	25-Sep	Pellegrino, Betty Jo	69
11-Mar	Barrett, Eileen Ann	63	27-Oct	Burcz, Douglas P.	55
24-Mar	Carlson, Carole Ann	69	28-Oct	Ryder, Wilsa Jane MD	70
29-Mar	O'Keefe, Kevin Joseph	75	29-Oct	Hanna, Eleanor Z	79
12-Apr	Londergan Jr., Walter Nicolas	81	30-Oct	Silva, Mark Robert	63
23-Apr	Gray-Howell, Raymond E.	78	21-Nov	Andersen, Paul	81
6-May	Ciluzzi, John Joseph	93	2-Dec	Browne, Lucinda G.	74
12-May	Rizk, Grace Shirley	95	6-Dec	Spingler, Gordon H.	78
20-May	Howard, Lillian A.	99	10-Dec	Newton, Hilda Jean	93
22-May	Savin, Wilma V.	75	12-Dec	Cote, Polly	77
3-Jun	Fabbri, Diana Norma	77	16-Dec	Roy, Donald Edward	87
30-Jun	Goldberg, Estelle	92			
31-May	Lyon Priscilla	77			
8-Jun	Weldon, Maureen G.	74			
29-Jun	Fitts, Harriet W.	77			
21-Jun	Gannon, Margaret M.	92			
20-Jul	Nearen, Dorothy Muriel	94			

<b>Town Counsel</b>
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During 2017, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town boards. There are currently 11 active litigation cases involving the Town which are pending in various courts. Six cases were closed in 2017.

Town Counsel has been working closely with Town Administration and the Board of Selectmen to acquire the 26-unit Harbor Hill Condominium, which is currently in bankruptcy. After the Town was awarded the bid by the Bankruptcy Trustee, Town Counsel has been working closely with special bankruptcy counsel to monitor the progress of the Bankruptcy Trustee to terminate the time share condominium in the Land Court. As soon as that termination process is complete, the Town and the Bankruptcy Trust will complete the conveyance of the property to the Town. In the meantime, we have also been advising the Trust on several issues including the form of ownership of the units and the procurement of property management services.

Town Counsel has also provided significant legal services to the Conservation Commission in enforcing the Wetlands Protection Act and the Town’s Wetlands Bylaw regarding the mechanic dredging of clams in the harbor. Those services continued in 2017.

There were two significant land use issues that arose in 2017. The first involved the proposal by CVS Pharmacy to locate a store on Bradford Street. That proposal was the subject of litigation in 2017, the results of which are reported in the Litigation Status Report. With respect to the property located at 350 Bradford Street, we have been advising the Building Commissioner and the Zoning Board of Appeals with respect to an enforcement order issued by the Building Commissioner concerning the height of the new buildings.

Town Counsel continues to provide a number of training sessions to Town staff and boards and committees on compliance with the Open Meeting Law, the new Public Records Law, and the Conflict of Interest Law. We also have provided substantial legal services in connection with numerous public records requests and open meeting law complaints, and we have provided substantive training to staff and the various land use boards, including the Historic District Commission.

We extend our appreciation to the Board of Selectmen and the Town Manager for their confidence in retaining this firm. We also appreciate the assistance and cooperation received on all matters from the Board of Selectmen, Town Meeting, the Town Manager, department heads, and the boards and committees with whom we have worked. We look for-

ward to working with the members of the Town government in the future.  
**KP Law, P.C., Town Counsel**

## **TOWN OF PROVINCETOWN LITIGATION STATUS REPORT MATTERS PENDING WITH TOWN**

**1. Aqua King Fishery, LLC v. Town of Provincetown Conservation Commission**

Barnstable Superior Court, C.A. No. 1572CV00064  
(24200-0375-GJC)

This is an appeal of the Conservation Commission's enforcement order with respect to the plaintiff's use of a hydraulic dredge for clam fishing in the Town's waters in Cape Cod Bay. On June 16, 2017, the Appeals Court held that the Town has the authority to regulate the activity pursuant to the State Wetlands Protection Act.

**2. Beraducci v. Provincetown Historic District Commission**

Barnstable Superior Court, C.A. No. 1672CV0525  
(24200-0398-IMQ)

This is an appeal from the October 20, 2016, final action of the Historic District Commission to grant a Certificate of Appropriateness with conditions to allow a 6' lattice fence at 97 Commercial Street. There has been no recent activity in this matter.

**3. Binder, et al. v. Provincetown Historic District Commission**

Barnstable Superior Court, C.A. No. 1772CV00191  
(24200-0405-IMQ)

This is an appeal from the denial of a Certificate of Appropriateness to remove a mounded septic system and install an addition at 242 Bradford Street. The Town has responded to plaintiff's discovery requests.

**4. Deckelbaum, Trustee of the Huey Trust v. Provincetown Zoning Board of Appeals and Siobhan Carew; and Lora Papetsas, Individually and as Trustee of the Jack Papetsas Revocable Living Trust**

Land Court, 2016 MISC No. 000014-KCL  
(24200-0392-IMQ)

This is an appeal from the Zoning Board of Appeals' December 21, 2015, action to renew/transfer a restaurant use special permit to Siobhan Carew

for Unit 7, 99 Commercial Street. The private parties are engaged in discovery disputes.

5. **Hydraulic Dredge – Requests for Determination of Applicability**

Mass. Department of Environmental Protection  
(24200-0397-GJC)

While litigation concerning the Town’s authority to regulate the use of hydraulic dredge has been pending, the defendants in the Palacios and Stellwagen cases and other commercial clambers filed Requests for Determination of Applicability with the Conservation Commission, in which they sought a determination that their activities in the Town’s waters are so insignificant that they are not required to first file a Notice of Intent in accordance with the Wetlands Protection Act. On or about August 23, 2016, the Commission issued a positive determination and on or about September 1, 2016, the Determination was appealed to the Department of Environmental Protection. No decision has been made by DEP with respect to the Requests for Determination of Applicability.

6. **In re: Harbor Hill At Provincetown Condominium Trust**

U.S. Bankruptcy Court Case No. 16-13349-JNF

The Provincetown Year-Round Market Rate Housing Trust (the “Trust”) was the successful bidder to purchase the real property consisting of the Harbor Hill At Provincetown Condominium time-share property from the Bankruptcy Trustee. The Trust is awaiting the termination of the time share condominium in Land Court, after which it is anticipated that the property will be conveyed to the Trust.

7. **NEBPA, Local 67 v. Town of Provincetown Police Department**

(24200-0362-MER)

In this case, the Union claims that the Town should have followed a different process than it did when hiring a new police officer, allegedly in violation of Article XXII of the Collective Bargaining Agreement, and Section 6-2-1 of the General By-Laws. An arbitration hearing previously scheduled has been postponed, and the case is in abeyance.

8. **Sinaiko et al. v. Provincetown Zoning Board of Appeals**

Barnstable Superior Court C.A. No. BACV2015-00496  
(24200-0383-IMQ)

This is an appeal of the Zoning Board of Appeals’ decision to deny the appeal of the issuance of a building permit for the property located at

294 Bradford Street which allowed a three-bedroom dwelling on the Property. Plaintiffs assert that the building permit exceeds the Town's scale bylaw. On June 29, 2017, the Court entered judgment in favor of the co-defendants and the Zoning Board of Appeals. An appeal has been filed.

9. **Town of Provincetown, by and through its Conservation Commission and Harbormaster v. Patricio A. Palacios, David L. Kelley, and Stephen F. Lozinak**

Barnstable District Court, C.A. No. 1572CV00386  
(24200-0378-GJC)

This is an action to 1) enforce the Conservation Commission's order with respect to defendants' use of a hydraulic dredge for clam fishing in the Town's waters in Cape Cod Bay, and 2) to enforce the Town's Harbor Regulations assessing dockage and usage fees upon the defendants' vessels. This case was stayed pending the Appeals Court's decision in the Aqua King case. Now that the Aqua King case has been decided, the Court has set the matter down for trial on September 19, 2018.

10. **Town of Provincetown, by and through its Conservation Commission and Harbormaster v. Stellwagen Bank Fisheries Corporation**

Barnstable Superior Court C.A. No. 1572CV00387  
(24200-0377-GJC)

This is an action 1) to enforce the Conservation Commission's order with respect to defendant's use of a hydraulic dredge for clam fishing in the Town's waters in Cape Cod Bay, and 2) to enforce the Town's Harbor Regulations assessing dockage and usage fees upon the defendant's vessel. The case was stayed pending the Appeals Court's decision in the Aqua King case. Although the Aqua King case has been decided, no further action has been taken to return this case to the Superior Court's docket. We expect that a scheduling conference will be held in the near future and a trial date will be set.

11. **White Sand Beach Club, Inc. v. Provincetown Zoning Board of Appeals, et al.**

Barnstable Superior Court C.A. No. 1772CV0050  
(24200-0409-AAW)

This is a zoning appeal of a special permit issued to the owner of 963 Commercial Street, Unit 28, to expand a pre-existing non-conforming cottage. There have been no developments in the case.

**MATTERS RECENTLY CLOSED****1. DeLaurentis v. Provincetown Historic District Commission, et al.**

Barnstable Superior Court C.A. No. 1672CV00455  
(24200-0396-IMQ)

This was a pro se abutter's appeal of the Historic District Commission's grant of a Certificate of Appropriateness for the demolition of a garage at 384 Commercial Street. A notice of voluntary dismissal was filed with the Court on August 18, 2017.

**2. Frankel v. Provincetown Zoning Board of Appeals**

Barnstable Superior Court C.A. No. 1472CV00506  
and

**Frankel v. Provincetown Zoning Board of Appeals**

Barnstable Superior Court C.A. No. 1472CV00538  
(24200-0370 and 24200-0366-/IMQ)

These two appeals were filed from an October 2, 2014, special permit issued by the Zoning Board of Appeals to allow dormers to be added within an existing nonconforming setback for property at 901 Commercial Street, Unit 4. On December 21, 2017, the Court affirmed the Board's decision granting the special permits.

**3. Patten v. Town of Provincetown, et al.**

MCAD Docket No. 14NEM02100  
(60700-1037-MER)

In this case, a former employee whose employment was terminated alleged that she was discriminated against on the basis of her sexual orientation, gender, and subjected to sexual harassment and retaliation. The Massachusetts Commission Against Discrimination dismissed the complaint in 2017.

**4. TMC New England LLC v. Provincetown Board of Appeals**

Land Court, C.A. No. 17 MISC 000430-GHP  
(24200-0408-JMS/AAW)

This matter concerned an G.L. c.40A, §17 appeal of a decision by the Board of Appeals to deny a formula business special permit by TMC New England LLC, that was requested in order to open a CVS Pharmacy on Bradford Street. The parties reached a settlement and the case is now closed.

5. **Town of Provincetown v. H. Bradford Rose, Inc.**

Barnstable Superior Court, C. A. No. 15CV0474  
(24200-0379-JMA)

This was an action brought by the Town to enforce the State Sanitary Code in a building located at 227R Commercial Street. On September 25, 2015, the Court granted the Town's request for Preliminary Injunction. There is no active judicial enforcement relative to this Property at this time.

6. **Trustees of Jones Locker Condominium Trust v. Gallagher, et al.**

Orleans District Court, C.A. No. 1626CV000193  
(24200-0399-DWW)

This action was a suit by the condominium association to collect unpaid condominium/association fees from a unit owner. The Town was named as a defendant pursuant to a recorded Notice of Sewer Betterment Assessment lien. The Court allowed a motion for summary judgment and entered judgment in favor of the condominium association on April 12, 2017, allowing the sale of the condo unit.

## Animal Welfare Committee

The mission of the Animal Welfare Committee, (AWC), whose members are appointed by the Board of Selectmen, is to advise the Board, the Animal Control Officer, or any other pertinent municipal entities on issues relative to animal welfare for domestic pets and urban wildlife in Provincetown.

The AWC orders and maintains the dog waste stations on all town landings. The recyclable bags are paid for by the town through the DPW budget. Stations that have deteriorated are ordered and paid for through the AWC budget which is filled by private donations. We inspect and refill each station daily during the summer, less often during the shoulder season and semi-weekly in the winter. In addition, committee members are part of the Emergency Shelter team and are responsible for the pet component if the shelter, serving Provincetown and Truro, opens during a weather or other emergency. AWC is happy to have a volunteer veterinarian on call.

Members of the AWC created numerous public service announcements that were broadcasted on WOMR, PTV, Provincetown Dogs Facebook page and published in The Banner. We continued to pass out a card sized handout to be distributed around town and in guest houses with advice for visitors on such subjects as foxes, seals on the beach, dogs in cars, emergency contact numbers, etc. The printing is paid for by an AWC member.

We continue to remain abreast of developments in state and national animal welfare policies and have officially registered our opinions on some national proposals to lift some regulations regarding factory farming and others.

We held a joint meeting with the Disability Commission to discuss regulations for Service Animals in town. Since there is an increasing population of “emotional support” animals, we feel that it would be helpful to develop a handout advising the public and business owners in town regarding what is permissible and regulated by the American Disabilities Act. This will be a joint project for the spring.

We receive regular updates on the status of the Cape Wildlife Center and Wildcare both of which seem to be doing well with the help of private donations. They are the two entities that will accept, for rehabilitation, injured wildlife that are transported by members of AWC. When our Animal Control Officer, who attends our meetings, calls for help with transport, AWC answers. The Animal Welfare Committee meets on the third Thursday of the month at noon in the Veteran’s Community Center on Winslow Street. We welcome interested parties to our meetings.

**Carol MacDonald, Chair**

## Art Commission

The Art Commission met three times in the calendar year 2017. The Commission members remain committed to the highest standard of care for the works held in the Town’s Collection and continues their stewardship as it has since the founding of the Commission in 1959. The conservation of works on paper continued vigorously during the last year, resulting in works restored to prime condition returned to safe storage. It is anticipated that such work will continue into the next year under the watchful eye of the Chairman as funding permits.

We are fortunate to be able to draw on the assets in our gift fund, compiled primarily from the sale in the past of the *Four Season’s* posters. Former member Diane Damrell Shumway, who passed away in 2017, was a visionary who suggested this project and among many who oversaw its completion and watchdogged while it was successfully launched as a funding source for the Commission. It continues to benefit our work to this day.

The Oliver Chaffee painting, “Room at Chantemesle”, previously conserved was reframed and is now a highlight of the artwork at the public library, currently in the reading room. Other works have been highlighted at the Council on Aging, including a previous gift of a Romanos Risk by the artist’s wife, the late Grace Risk, which was hung in the dining room with the assistance of the DPW. One

goal for the coming year is to move artworks in storage into more visible public venues as time and space permit.

The loan to the Pilgrim Monument and Provincetown Museum of several key artworks continued during calendar 2017 included in the “The Great Provincetown Summer” exhibition examining that pivotal year, 1916, in the history of Provincetown. The works included “Summer Garden,” oil on canvas by E. Ambrose Webster, “Sailboat,” white-line print on paper by Blanche Lazzell, “Three Figures,” white-line print on paper by Agnes Weinrich and, finally, “Under the Wharf,” woodblock print on paper by Mary Bacon Jones.

We remain grateful to the employees of the Town of Provincetown for their respect for the work hung within their precincts and their emotional investment in the welfare of the works under our purview.

**Stephen H. Borkowski**, Chairman

## Barnstable Assembly of Delegates

Once again, the question of function and structure of Barnstable County government has come into focus. This discussion will continue in 2018, with a possible Charter review.

The budget process highlighted questions concerning the role of the Assembly. Several sections of the budget, including the Human Rights Commission and the Water Protection Collaborative, had simply been eliminated by the Board of Regional Commissioners. Efforts to return these to the proposed document were rebuffed by a ruling from Counsel, that we could not add lines not in the proposed budget.

The Water Protection Collaborative faced substantial reorganization. Through hearings of the Natural Resources Committee, which I am proud to Chair, consensus process brought a recommendation which was adopted, folding the Collaborative into the existing structure of the Cape Cod Commission. It continues the critical, court-mandated oversight of water quality in our Cape watersheds.

The Human Rights Commission Coordinator had a reduction in weekly hours from 19 to 13, restored by the Assembly, but overridden by the Commissioners.

The budget was approved in May, with a reduction of about \$1 million from the prior year, at \$28.7M. The capital budget was also approved, to fund repairs to the courthouses, for which the state pays rent.

Over the year, several supplemental appropriations were made for both cleanup and legal services related to the chemical contamination of Barnstable Town well fields attributed to foam used at our Fire Training Academy.

Cape Cod Commission-drafted Ordinances concerning Growth Incentive Zones, and an Eastham District of Critical Planning Concern, were approved in the fall. Also, several non-binding Resolutions were approved. One called for an increase in the offshore buffer zone for Ocean Herring. Another, which I submitted, petitioned Gov. Baker to expedite removal of the spent fuel rod assemblies at Pilgrim Nuclear Station to dry casks.

Finally, my Resolution in opposition to the agreement between the County Sheriff- not any longer under Barnstable County jurisdiction- and Immigration and Customs (ICE) was introduced in December. This generated intense public interest and discussion, but was defeated in January 2018.

**Brian O'Malley**, *Provincetown Assembly of Delegates*

## Cape Light Compact

Cape Light Compact JPE is an intergovernmental organization consisting of the 21 towns on Cape Cod and Martha's Vineyard and Duke's County. The Compact's mission is to serve our 200,000 customers through the delivery of proven energy efficiency programs, effective consumer advocacy, and renewable competitive electricity supply.

Effective July 1, 2017, the Cape Light Compact reorganized and reconstituted itself as a joint powers entity pursuant to Massachusetts General Law Chapter 40 Section 4A1/2, becoming the first joint powers entity in Massachusetts. Reorganizing as a joint powers entity protects member towns from potential liabilities and mandates greater financial accountability through expanded reporting requirements to the Massachusetts Department of Revenue and member Towns, and designation of Treasury functions to an independent entity.

### *POWER SUPPLY*

Electricity pricing in 2017 was less volatile than prior years due to relatively stable natural gas prices, which resulted in lower and more stable electricity pricing overall. Worth noting is that, unlike in years past, residential and commercial pricing for June through December was higher than for January through June due to increased capacity market costs beginning in June 2017. The capacity market is managed by New England's bulk power grid operator, ISO New England, and is designed to ensure that enough electric generation capacity is built and available to provide power when called upon to meet peak demand. Capacity market costs are paid for by all New England electricity customers through their power supply prices.

The most notable change in the Compact's power supply program is that, in January 2017, the Compact went 100% green! Being a green aggregation means that 100% of Compact's power supply customers' annual electricity usage is met

with renewable energy certificates (RECs). Each REC represents the generation of 1 megawatt hour (1,000 kilowatt hours) of electricity produced by a renewable resource, such as wind or solar. By retiring RECs to match the Compact's customers' usage, Compact customers are financially supporting renewable energy resources, including resources located on Cape Cod and southeastern Massachusetts.

The Compact also selected a new residential supplier, NextEra Energy Services of Massachusetts (NextEra), who has been serving the Compact's commercial customers since 2014, which means that all of the Compact's residential, commercial, and industrial customers are now served by NextEra. In addition to being the Compact's green aggregation supplier, NextEra pledged to deposit all premiums paid for RECs, plus their supplier and retail fees (expected to total over \$3 million per year), into a trust fund to be used solely for the development of new renewable energy resources. Now, by purchasing electricity through the Compact, all Compact power supply customers are supporting renewable energy and acting locally to combat climate change. The Compact is proud that our residential price under the new green aggregation program was lower than Eversource's basic residential pricing for all of 2017.

At the regional market level, despite stable pricing this year, New England continues to face electricity pricing challenges associated with the limited pipeline capacity that delivers natural gas to electric generators, which supply over fifty percent of New England's electricity. The pipeline constraint is only an issue for a limited number of hours in the winter, when natural gas is also used for heating homes, creating a supply shortage and increased pricing for generators, thereby increasing the price for every megawatt hour they produce. Until such time as this issue is addressed, either through additional infrastructure, demand reduction or other targeted programs, the possibility of future high winter pricing remains, and as such, consumers should still expect seasonal pricing fluctuations for the foreseeable future.

As of December 2017, the Compact had approximately 4,410 electric accounts in the Town of Provincetown on its power supply.

### *CONSUMER ADVOCACY*

Since 1997, Cape Light Compact has advocated for the ratepayers of Cape Cod and Martha's Vineyard at the local and state level. In 2017, the Compact continued its focus on grid modernization, reviewing the plans submitted by the utilities in August 2015. The Compact was granted full intervenor status in 2016 in Eversource's grid modernization plan review docket at the Department of Public Utilities (DPU), which allowed the Compact to take an active role in the adjudicatory review process of the plan. This included retaining experts to analyze Eversource's plan and present expert witness testimony, submitting information requests to Eversource, and submitting briefs.

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The Compact expects the DPU to issue a decision on the matter in 2018.

In January 2017, Eversource filed a rate case with the DPU, which is the first fully litigated rate case since the 1980's. This will determine the charges that Eversource is allowed to impose on the distribution side of the electric bill, which will affect all residents and businesses on Cape Cod and Martha's Vineyard. The Compact was granted full party status in this proceeding as well. The Compact has several concerns with the proposal, as it decreases customers' ability to manage their bills by imposing increased customer charges and introducing demand charges for customers that did not previously have demand charges. Increased customer charges and demand charges decrease the incentive to participate in energy efficiency programs and install behind the meter generation. Eversource sought a 10.5% return on equity as part of the rate case, which is higher than the national average for a regulated utility. In their revised filing on June 1, 2017, Eversource proposed to shift approximately \$30 million per year of costs from Western MA customers (and Eastern MA commercial customers) on to Eastern MA residential customers, which includes the Cape and Vineyard. The Compact opposed this shift, because charges incurred to serve those customers should be paid for by those customers and not subsidized by Eastern MA residential customers.

On November 30, 2017, the DPU issued the first rate case Order which allowed a 10% return on equity, approved energy storage pilot projects in Wellfleet and Martha's Vineyard, and approved an electric vehicle charging infrastructure buildout, among other decisions. The DPU did not approve the other aspects of Eversource's proposed Grid Modernization Base Commitment, instead stating that those would be decided as part of the grid modernization docket, a decision consistent with separation of the rate case and grid modernization dockets that the Compact and other parties advocated for. All rate design-related issues, including the Western to Eastern MA cost shifting, increased customer and demand charges, and the Monthly Minimum Reliability Charge for net-metered customers will be decided in the second Order, expected by the end of December 2017. The Compact will inform stakeholders of the DPU decisions on the rate case once the review of the decisions is completed.

The Compact also participated in regulatory proceedings at the DPU related to the retail electric market, pushing for policies that promote a competitive power supply market while ensuring common-sense protections for consumers.

### *ENERGY EFFICIENCY*

Jan – Nov 2017	# of Participants	Customer Savings	kWh Saved	Rebates/Incentives Paid to Customers
Low Income	16	\$4,323.40	21,617	\$38,018.49
Residential	449	\$55,917.20	279,586	\$276,296.70
Commercial	52	\$37,640.80	188,204	\$70,392.18
<b>Total</b>	<b>517</b>	<b>\$97,881.40</b>	<b>489,407</b>	<b>\$384,707.37</b>

*\*Please note that this data does not include activity that occurred in December 2017. Please visit [www.capelightcompact.org/reports](http://www.capelightcompact.org/reports) for complete information.\**

Funding for the energy efficiency programs (i.e. energy audits for homes and businesses, rebates on the purchase of energy efficient appliances and energy education in our schools) comes from the monthly customer “energy conservation” charge on each customers’ electric bill, which is multiplied by the number of kilowatt hours used during the month (\$0.02301 for residential customers and \$0.01823 for commercial and industrial customers).

Other Cape Light Compact Efforts Include:

- 10 ENERGY STAR® qualified homes were constructed in the Town of Provincetown.
- The Cape Light Compact continued to support energy education to the Provincetown IB School through teacher workshops, and curriculum and science-based energy education materials aligned with the national and state science education standards. Students in the 7<sup>th</sup> and 8<sup>th</sup> grade class participated in the Compact’s Be Energy Efficient Smart (BEES) program and helped educate the adults in their community to the importance of energy efficiency at home under the leadership of BEES lead teacher Rick Gifford.
- Engineering measures were completed at the Provincetown Fire Department.

**Thomas Donegan**, *Provincetown Representative to the Cape Light Compact*

## Charter Commission

The Charter Commission was authorized and the members elected at the Town Election in the Spring of 2016. The Commission continued to meet during 2017 - holding weekly meetings that were televised by PTV, meeting with interested parties, and holding public forums. The Commission completed a Draft Charter in early September of 2017, which was sent to the State's Attorney General for review as required by State law. The Draft Charter was revised in accordance with the State's Attorney General's comments and a Final Proposed Charter was submitted to the Board of Selectmen, with a copy to the State's Attorney General, in early November. The Final Proposed Charter is expected to be included on the Ballot by reference for an up-or-down vote in the Town Election in the Spring of 2018.

The Commission wishes to note the passing of Commission Member Judith Cicero. Judy was a valued member of the Commission and of several other Town Boards. She completed her work on the Charter shortly before her death.

**Julia Perry**, *Chair*

## Community Planning Department

The Provincetown Department of Community Planning is pleased to submit its Annual Report to the citizens of Provincetown. The Planning Department works to achieve sustainable development and improve the quality of life in Provincetown by supporting economic growth, environmental protection and development design quality. The key functions of the Planning Department are review of development proposals, staff support for the Planning Board, Zoning Board of Appeals, Conservation Commission, Historic District Commission and Disability Commission, and the development and implementation of the Local Comprehensive Plan. The Department regularly provides assistance to Town Counsel on pending appeals and litigation.

The Planning Department processed over 650 land use permit applications from July 2016 to June 2017 for the Planning Board, Zoning Board of Appeals, Conservation Commission and the Historic District Commission, and attended 95 meetings and workshops with these boards and commissions, providing professional advice, technical expertise and administrative support. This year, the Planning Department saw some changes and additions:

The Planning Department developed and brought six Zoning Bylaw amendments before 2017 Annual Town Meeting, which were approved:

- Inclusionary and Incentive Zoning Bylaw, which is intended to encourage the creation of a wide range of housing opportunities in order to support a strong, stable and diverse year round community

- Definitions regarding both restaurant seating and restaurant use
- Expanded the Accessory Dwelling Unit Bylaw to permit accessory units in most zoning districts to encourage the creation of units
- Amended the Density Schedule for commercial accommodations to encourage the creation or expansion of new hotel and guest rooms
- Amended the Nonconformancy Section to eliminate any internal inconsistencies within the bylaw.

and another two at the September Special Town Meeting were approved:

- An amendment to change the definition of natural grade
- An amendment to add the requirement for height and foundation surveys in order to catch construction mistakes sooner in the process.

The Planning Department extends our thanks to all the board and commission members we work with, who volunteer countless hours of their time to help balance the pressure for growth in our Town with the need for the preservation and protection of our natural and built environments.

**David Gardner**, *Assistant Town Manager, Community Development Director*

## Community Preservation Committee

The Community Preservation Committee is the gatekeeper of funds allotted by the Massachusetts Community Preservation Act (CPA) dedicated for open space, affordable housing, and historic preservation the Community preservation in Provincetown is a public process and the CPC strongly encourages broad participation from all residents.

The Community Preservation Act (CPA) Funds come from a 3% property tax surcharge that can be matched with state funds from a real estate transaction stamp tax. The Act requires funds be used on Affordable Housing, Historic Preservation, and Open Space/Recreation preservation initiatives in Massachusetts communities with a minimum of at least 10% of funds going to each of these three categories. The Town of Provincetown adopted the CPA at its May 4, 2004 Annual Town Election as well as a bylaw designating that 80% of the CPA revenues is directed to community housing. On November 3, 2008, Special Town Meeting revised the bylaw to reflect the standard of the Commonwealth and to allow for greater flexibility. The revision allotted 10% for each category, community housing, historic preservation, and open space/recreation, with 70% remaining undesignated and available for any category.

In 2017 CPC members Kristin Hatch, Judy Cicero, Brandon Quesnell, Susan Cook, Polly Burnell, and Alfred Famiglietti, Dennis Minsky, Michelle DeMarco made recommendations for the expenditure of Community Preservation Act funds.

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**Open Space/ Recreation:**

Bicycle racks and repair stations- Bicycle Committee request for the addition of about 140 bicycle rack spaces and 2 repair stations with lights and signs. \$18,273

**Housing:**

Cape Cod Village- Broad and substantial regional support has been given to a group which is developing 3 acres of land in Orleans for the creation of long-term housing for 15 autistic adults along with a community center. \$50,000

Down Payment Assistance Program- This program proved to be successful in its inaugural year. As part of the Pathway to Ownership several community members received these funds to purchase homes in town. \$50,000

Housing Office- Last year for the first time half of the Housing Office budget which formerly had been fully funded with CPA funds was incorporated into the town operating budget. \$63,271

**Historic Preservation:**

Alden Street Cemetery Stone Conservation Phase 2- Cemetery Commission for the continued stone conservation program. \$51,000

Bas Relief Conservation- Funds have been allocated for Renovation work and a design firm has been selected. Construction is expected in 2018. \$50,000

Community Center renovation by Creative Commons- Creative Commons granted CPA funds are for exterior repairs of the historic building. \$100,000

CPA General Administration - Covers CPA Coalition dues, training, and other administrative expenses. \$20,000

This year members mourned the passing of Mr. Richard Olson who appeared annually with passionate requests for restoring the town's cemeteries. He was a former member of the Board of Selectmen and will be missed by many. Members also mourned the sudden passing of devoted and thoughtful CPC member Ms. Judy Cicero in November. She was a passionate member of the CPC and other boards for many years. Her guidance and insight as an at-large member contributed much to our discussions. She will be missed.

The CPC makes its' recommendations to Town Meeting for any use of the Community Preservation Funds. No funds can be expended for CPC recommended projects without Town Meeting approval.

**Kristin Hatch**, *Chair*

## Cultural Council

The Provincetown Cultural Council (PCC) is the Local Cultural Council of the larger Massachusetts Cultural Council Program. The Local Cultural Council (LCC) Program is the largest grassroots cultural funding network in the nation, supporting thousands of community-based projects in the arts, humanities, and sciences annually. The program promotes the availability of rich cultural experiences for every Massachusetts citizen. Administered by 2,400 municipally appointed volunteers, the LCC network consists of 329 councils serving all 351 Massachusetts cities and towns. Each year, local councils award more than \$2 million in grants to more than 5,000 cultural programs statewide. These include school field trips, afterschool programs, concerts, festivals, lectures, theater, dance, music, and film. LCC projects take place in schools, community centers, libraries, elder care facilities, town halls, parks, and wherever communities come together.

In 2017, the Provincetown Cultural Council awarded \$7739 in grants to the following recipients:

\$300 to the Alzheimer's Family Support Center of Cape Cod for Alive Inside: Free Screening and Conversation.

\$500 to Amy Lynn Barber and Sam Holmstock for Out of Africa

\$400 to Auburn Hall of Nauset Middle School for Arts Day with PAAM

\$709 to Cape Cod Commercial Fishermen's Alliance for Voices from the Wheelhouse II

\$720 to Ian Edwards for Broto: Art and Science Collaborations

\$550 to John Root for Attracting Birds, Butterflies and Other Beneficials

\$360 to Mass Audubon/Wellfleet Bay Wildlife Sanctuary for In-class lessons and a field trip for Provincetown Preschoolers

\$250 to the Outer Cape Chorale for Concerts and Lecture Series

\$550 to the Provincetown Art Association and Museum for The Provincetown Print: History and How To – Curricular Materials

\$400 to Song Keepers, Ltd. for The Phunk Hits

\$500 to Sustainable CAPE – Center for Agricultural Preservation and Education

\$1500 to Tracey Anderson of Provincetown Schools for Young Engineers Club, and

\$1000 to Truro Center for the Arts at Castle Hill for Paint the Race.

When her design was unanimously selected from among several exceptional proposals, sculptor Lauren Ewing was awarded the commission to create the AIDS Memorial. Fabrication has begun, and dedication of the Memorial is tentatively scheduled for June 16, 2018

The Massachusetts Cultural Council has designated Provincetown as a Massachusetts Cultural District; plans and materials are being developed. We would like to thank Tony Fuccillo and Gloria McPherson for their indispensable assistance with our application. We could not have achieved this without their invaluable support.

Neither our progress on the AIDS Memorial nor designation as a Cultural District would have been possible without the indefatigable efforts of Judy Cicero. She was a mentor, a guide, a friend and a longtime member of the Provincetown Cultural Council as well as four other Town Boards at the time of her death, which was a grievous loss to the Cultural Council and to the entire Town. Thank you, Judy.

**Robert D. Speiser**, *Chair*

## Historic District Commission

The Historic District Commission is pleased to report on its regulatory activities during 2017.

The Historic District Commission continued to ensure the promotion of the cultural, economic, education and general welfare of the members of the Town through three mandates. First, to preserve and protect the distinctive characteristics of the buildings and places significant to the history of Provincetown. Second, to maintain and improve the settings of our buildings and maintain our historic streetscape. Third, to encourage design compatible with the buildings existing in the area and to help maintain the historic village, fishing, and artistic, cultural, commercial and residential character, which distinguishes Provincetown as a desirable community for residents and visitors.

The Historic District Commission worked on many residential and commercial projects during 2017 to maintain the historic nature of these buildings. We worked to guide and regulate construction to conform to the Historic District Guidelines. We are captivated by the architectural history of Provincetown and work to maintain the unique characteristics that continue to make Provincetown distinctive.

We want to report that the Historic District Commission's work during 2017 involved issuing 288 Certificates of Appropriateness and more than 300 Administrative Reviews. We stand as the second busiest Historic District Commission in the state of Massachusetts.

This year Thomas Biggert served as Chair and Marcene Marcoux served as Vice Chair. The remaining Commissioners were Laurie Delmolino, Lisa Pacheco Robb and Martin Risteen excelled as our Alternate. We thank Lisa Pacheco Robb for her work on the Commission and wish her well in her future endeavors. We were pleased to have Martin Risteen be nominated by the Provincetown Business

Guild to be their representative. We also appreciated the work and insight of Alternate Rita “Hersh” Schwartz. We are pleased to have such a dedicated and professional Commission.

Presently, the work of the Historic District Commission is enriched with the involvement of our Building Commissioner Annie Howard who serves as our staff liaison. We appreciate her involvement in the Historic District Commission and we are grateful for the time she dedicates to our efforts. We also have Ellen Battaglini as Permit Coordinator who handles applications and coordinates the paperwork involved in carrying out our work in the Historic District.

The Historic District Commission continues to encourage feedback and comments from the public and our dedicated and enthusiastic members stand ready to offer advice and comments. Our meetings continue to be held on the First and Third Wednesdays of the month at the Judge Welsh Room at Town Hall. We hold Administrative Review meetings at 3:30 p.m. when contractors and residents can gain information on projects and, importantly, can gain approval for siding, roofing, and in-kind replacements of windows, doors and smaller structural changes. We also are open for Public Statements during this time. Our formal meetings begin at 4 p.m. for projects that have been publicly noticed out. The public is invited to attend any of our meetings. We look forward to seeing you there!

**Thomas Biggert**, *Chair*

**Dr. Marcene Marcoux**, *Vice Chair*

## Historical Commission

The Historical Commission met 6 times during 2017. We support by the Town Clerk’s office and its effort to manage the artifacts held in trust by the Town. Significantly, the Heritage Museum records have been added to the Provincetown History Preservation Project with photographs, substantial content has been added this past year with the efforts of seniors under the tax program, they also plan and execute the exhibits in the display cases of Town Hall and the lobby of Council on Aging. We are grateful for the vital assistance. We will sorely miss the support and counsel of Town Clerk, Doug Johnstone who retired during the year. He was a quiet force behind the Provincetown History Project, now part of the Digital Commonwealth.

Our advice continues to be sought on all matters relating to the care of historic buildings owned by the Town. We are also represented on the advisory committee to the Bas Relief restoration project, our members are committed to bringing this monument, by nationally known artist Cyrus Dallin, and the surrounding “Town Green” to its full glory in time for the 2020 celebration.

We continue to be gratified by the sales of the book “Building Provincetown” by David W. Dunlap, who donated his services to create this legacy volume. At this juncture we have sold 90% of the second printing and stock is less than 100 copies. The proceeds from the sale of this book fund the Historical Commission Gift Fund, and are being used, in part, to preserve, display and protect the historical artifacts and archive collection of the Town. Among the projects completed in the last year was the conservation of a mid-19<sup>th</sup> century original plan for a dike proposed for East Harbor. Initiated and continuing is the restoration of an example of the 1858, Henry Francis Walling map which includes Barnstable County. When completed we hope to display it at Town Hall.

Finally, as part of his continuing generosity, Mr. Dunlap made revisions to the Historic Provincetown Walking Tour. With the assistance of the Tourism Office, a third printing was completed in the spring of 2017 in time to begin distribution during the season. We estimate that over 85,000 maps have been distributed free to visitors at this point.

**Stephen Borkowski**, *Chairman*

## **Scholarship & Trust Administration Committee**

The Scholarship and Trust Administration Committee was formed by a vote at the 2017 Town Meeting, merging the John Anderson Francis Family Scholarship Committee and the Town Scholarship Committee. The newly formed committee is responsible for administering scholarship funds including the John Anderson Francis Family Scholarship, which originated with a bequest from Cecilia C. Francis, the Captain Joseph Oliver Scholarship, which began with a bequest from Captain Joseph Oliver, and the Town Scholarship, paid out from a fund comprised of contributions from countless Provincetown residents. It is also authorized to administer such public charities as the Town shall delegate.

In the spring of 2017, the Town Scholarship in the amount of \$1000 was awarded to Patrick P. Silva. In addition, a total of \$4000 in scholarships from the Captain Joseph Oliver Scholarship Fund were awarded to Mr. Silva and to Brendan Kael-selau, contingent upon the completion of their first years of college, in accordance with the requirements of the Fund.

In the fall of 2017, \$9000 in scholarships from the John Anderson Francis Family Scholarship Fund and \$4500 from the Captain Joseph Oliver Scholarship Fund were awarded to the following students: Sabine Galipeau, Dylan Nelson, Paula Pisani, Patricia A. V. Sendao, Bezie Tesson-Legnine, and Michael J. Trovato. As of December 31, 2017, the balance of the John Anderson Francis Family

Scholarship Fund was \$1,139,837.68. As of the same date, the balance of the Captain Joseph F. Oliver Scholarship Fund was \$499,552.63, and the balance of the Town Scholarship Fund was \$5,786.26.

The Committee would like to thank Finance Director Josee Cardinal Young for her assistance and Town Treasurer Alex Williams, who not only hit the ground running but has unraveled vestigial mysteries that have long surrounded the scholarship funds. We have also benefitted greatly from the insights and perspective of several new members and alternates, Lory Santos, Ngina Lythcott, and – far too briefly – the late Judy Cicero.

Provincetown has always been very generous to its resident students. As they complete their secondary education and move on to colleges and universities, the financial support from our community scholarships remains vital. Through the partnership and generous support of residents and businesses alike, we look forward to the continuing educational success of our residents.

**Robert D. Speiser**, *Chair*

## Management Information Systems

The MIS Department accomplished several key initiatives in 2017. We always strive to find ways to improve efficiency throughout town government, and 2017 was no exception. Highlights include the relocation of the datacenter from the basement of Town Hall to Veterans Community Center (VMCC); the installation of a new virtualization platform, the installation of interactive boards and learning stations at the school; and the implementation of a cloud-based system for transparent financial reporting.

These initiatives were handled with careful attention by MIS Analyst Lynne Martin and MIS Technician Tyler Keyes. Their hard work and dedication is appreciated by the staff they support, and the trust they've earned enables them to provide solutions to daily challenges, both big and small.

At Provincetown Schools, MIS assisted with:

- The installation and configuration of a security surveillance system.
- The installation and configuration of several next-generation interactive displays.
- The installation and configuration of several three-dimensional interactive learning stations.
- The enablement of user directory synchronization to the cloud, which allows for the provisioning of Microsoft online services.
- The deployment of Microsoft's Minecraft: Education Edition.
- The application for E-Rate reimbursement, which helps fund telecom-

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munications, internet connectivity, and network infrastructure.

On the municipal side, MIS coordinated:

- The datacenter relocation from the basement of Town Hall to VMCC, which effectively mitigates the threat of water damage due to a potential flood.
- The installation of a new hyper-converged virtualization platform, which shares storage and resources across several physical appliances.
- The replacement of firewall devices in several town buildings
- A major upgrade to MUNIS, the Town's financial system, which prepares us for the introduction of several new modules.
- The ongoing support of Accela, the Town's online permitting and licensing system.
- The implementation of OpenGov, a web-based solution that offers transparent data visualization and management reporting of the Town's financials.
- Mapping updates to structures and parcels.
- The provisioning of user accounts for several new hires, as well as one-on-one training for key enterprise systems.
- The enhancement of wireless networks at the Public Library and VMCC.
- The provisioning of several mobile devices and tablets.
- Server and networking upgrades at the Police Station, including the implementation of a new fingerprint scanner.
- The installation of cabling for HVAC communications in the Freeman St. building.

We have lots planned for 2018. Some initiatives include:

- The implementation of several new MUNIS modules, including payroll, purchase orders, and utility billing.
- The formation of a partnership with Barnstable County to identify ways to improve business continuity by potentially shifting certain on-premise services to the cloud.
- The implementation of additional OpenCape fiber connections in several town buildings.
- The continued expansion of our asset management solution to include mobile devices, tablets, printers, copiers, and other technology equipment.
- The replacement of several servers.
- The continued implementation of Accela.

MIS is poised to make 2018 another successful year. We look forward to finding solutions to the new challenges it may bring.  
**Beau S. Jackett**, *Information Systems Director*

## Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is charged with hearing and deciding appeals for relief from the Zoning By-Laws via special permits and variances, as well as appeals from those aggrieved by a decision or action of the Building Commissioner. The ZBA usually meets on the first and third Thursdays of the month for a work session and public hearing. The meetings are posted and open to the public, with the rare exception when the Board convenes an Executive Session.

A full board consists of five regular members and five alternate members. Zoning appeals are usually heard by five members and require a super-majority of four votes in favor to grant a special permit or variance. The ZBA makes every attempt to serve the community by hearing applications as scheduled, but this is not always possible, especially when there is not a full complement of members.

A ZBA member may have a scheduling conflict from time to time, may be absent due to illness or may need to recuse themselves due to a conflict of interest. As a courtesy to applicants, the ZBA gives the applicants the option of waiting until a full complement of five members is assembled to hear the case. By right, the ZBA may proceed to hear the application with only four members, which is a quorum. The applicant is advised that in such cases any motion by the ZBA would require a unanimous vote for passage. There were a few occasions this year when applicants preferred to be heard by the full ZBA, requesting that their application be postponed until the following hearing, when it was expected that five members would be available to hear the case. It is an unfortunate inconvenience for all concerned when this happens and the ZBA endeavors to minimize it as best they can by notifying applicants of the situation as soon as possible, giving them the option of postponement until the next scheduled hearing. This can almost assuredly be avoided by having a full roster of ZBA members. We closed calendar year 2017 with a five-member board and one alternate, for a total of 6 members.

The Board heard 83 cases during 2017. The majority were Special Permit applications. The Zoning By-Laws provide specific criteria for the granting of a Special Permit. Namely, that the applicant must show (and the ZBA must find, in writing) that the benefits of the proposal to the Town or the neighborhood outweigh any adverse effects such as congestion, hazard, or environmental degradation. There are very strict criteria for granting a Variance: in part, a literal enforcement of the provisions of the by-law would involve substantial hardship, financial or otherwise, to the petitioner and must owe, among other things, to the soil conditions, shape, or topography of the land. The ZBA considers each application on

its own merits without any benefit of precedence. The ZBA strongly believes in the rights of property owners to use their property as they wish, but encourages them to do so within the confines of the Zoning By-Laws. ZBA members Jeffrey Gould, Jeremy Callahan, Rob Anderson, Marianne Clements, Daniel Wagner and Steven Latasa-Nicks would like to thank David Gardner, Assistant Town Manager, and Ellen Battaglini, Permit Coordinator, for assisting the Board. The work they do with applicants and the public in preparing their applications and the technical expertise provided to the Board regarding the Zoning Bylaws and M.G.L. Chapter 40A is much appreciated by the Board. We would also like to thank Anne Howard, Building Commissioner and Zoning Enforcement Officer, for her work enforcing the regulations in the Zoning Bylaw and the decisions made by the ZBA.

**Jeffrey Gould**, *Chair*



## Municipal Finance Director

My first year as Finance Director has been an incredible journey. I thank the Board of Selectmen, Town Manager David Panagore, Assistant Town Manager David Gardner, Department Heads and staff, Boards and Committees, citizens and especially the Finance Department for their patience and support in my first year. I am very fortunate to work with such a dedicated group of people. Over the past year, the finance department has continued to focus on making improvements in efficiency and operations via adding MUNIS (the Town's financial software system) modules that work with the Town's accounting software and creating and updating financial policies.

- The finance department strives for widespread transparency of the Town's finances by posting operating results on OPENGOV and listing additional financial information on the Town's website. We encourage all residents to visit our web page where the budget, capital improvement plan and other miscellaneous schedules are located.

In accordance with the provisions of Chapter 41 §61 of the Massachusetts General Laws, I hereby submit the following as reported by the Treasurer and Town Accountant: Combined Balance Sheet; Report of Appropriations & Expenditures; Appropriations Balance as of 12/31/17, Summary of Receipts; Debt Schedule; Salaries and Wages. All reports are for the Fiscal Year ending June 30, 2017 unless otherwise stated.

**Josee Cardinal Young**, *Director*





**Fiscal Year 2017 Appropriations/Expenditures**

	Orig Approp	Transfers Adjstmts	Revised Budget	FY2017 Expended	Avail Budget
Charter Commission	14,298	3,380	17,678	13,087	4,591
Election Town Meeting	-	6,575	6,575	-	6,575
Board of Selectmen Personnel	60,818	-	60,818	54,738	6,080
Board of Selectmen	47,623	(38,167)	9,456	8,376	1,080
Town Manager Personnel	300,952		300,952	297,100	3,852
Town Manager	35,095	(1,050)	34,045	30,307	3,738
Finance Committee Expense	98,890	(10,260)	88,630	2,376	86,254
Town Accountant Personnel	195,534	32,171	227,705	227,703	2
Town Accountant	55,072	18,606	73,678	73,571	107
MIS Coordinator Personnel	194,688		194,688	194,688	0
MIS Coordinator	329,600	53,018	382,618	374,361	8,257
Board Assessors Personnel	191,053	1,390	192,443	192,440	3
Board Assessors	59,285	(5,654)	53,631	27,138	26,493
Treasurer/Collector Personnel	171,194	(5,790)	165,404	165,391	13
Treasurer/Collector	36,500	32,000	68,500	63,082	5,418
Legal Services	230,000	47,072	277,072	274,522	2,550
Administration	59,590		59,590	59,218	372
Land Bank	70,960		70,960	-	70,960
Town Clerk Personnel	119,934	900	120,834	120,724	110
Town Clerk	4,845	(900)	3,945	3,015	930
Licensing Personnel	46,769		46,769	46,769	(0)
Licensing	2,300		2,300	-	2,300
Conservation Commission	2,741	1,995	4,736	4,736	-
Planning Board Expenses	5,016	700	5,716	4,591	1,125
Zoning Board Appeals	3,580	1,000	4,580	3,173	1,407
Historical Commission	600		600	600	-
Historic District Commission	3,050		3,050	1,274	1,776
Building Committee	1,000		1,000	-	1,000
Economic Development Council	26,000		26,000	5,111	20,889
Buildings & Grounds Payroll	751,514	(16,300)	735,214	702,503	32,711
Bldgs & Grounds-Town Hall	107,650	16,624	124,274	90,712	33,562
Bldgs & Ground Cemetery	2,950		2,950	2,867	83
Bldgs & Grounds Comfort Station	63,000		63,000	51,410	11,590
Bldgs & Grounds Police Station	47,000		47,000	34,003	12,997
Bldgs & Grounds FreemanSt	27,250		27,250	11,602	15,648
Police Personnel	2,400,981	(3,101)	2,397,880	2,348,441	49,440
Police	156,655	3,101	159,756	154,621	5,135
Fire Personnel	501,923	(14,100)	487,823	462,574	25,249
Fire	248,943	14,100	263,043	216,811	46,232
Ambulance Service	830,239		830,239	830,238	1
Inspections Personnel	185,208	(10,950)	174,258	173,471	787
Inspections	6,460	10,950	17,410	10,845	6,565
Community Development Personnel	80,217	(2,057)	78,160	68,576	9,584
Community Development	3,910	2,057	5,967	4,760	1,207
Planning & Dev. Personnel	172,888	(460)	172,428	171,995	433
Planning & Dev.	6,285	460	6,745	6,462	283
Emergency Management	12,060		12,060	4,938	7,122
Harbor Committee	1,400		1,400	907	493
Harbormaster MacMillan Wharf	195,000		195,000	195,000	-
Shellfish Personnel	43,134		43,134	43,105	29
Shellfish	11,800		11,800	11,775	25

	Orig Approp	Transfers Adjstmts	Revised Budget	FY2017 Expended	Avail Budget
Parking Personnel	375,749	(10,660)	365,089	345,856	19,233
Parking	116,800	10,660	127,460	121,426	6,034
Public Schools	3,776,280		3,776,280	3,773,690	2,590
DPW Admin Personnel	131,902		131,902	129,873	2,029
DPW Administration	222,750		222,750	169,294	53,456
Highway Personnel	463,130		463,130	437,687	25,443
Highway	123,500		123,500	100,982	22,518
Snow & Ice Personnel	27,000	5,050	32,050	32,007	43
Snow & Ice	140,700	(5,050)	135,650	71,575	64,075
Solid Waste Recyc Personnel	469,977		469,977	457,455	12,522
Solid Waste Recycling	185,650	31,880	217,530	172,756	44,775
Recycling/Renew Energy Committee	2,750		2,750	156	2,594
Waste Disposal Other	251,500	(30,000)	221,500	220,506	994
Airport	99,100		99,100	96,435	2,665
Health Department Personnel	107,909		107,909	101,959	5,950
Health Department	125,250		125,250	108,922	16,328
Public Health/Nurse Personnel	20,902		20,902	19,718	1,184
Public Health/Nurse	20,390		20,390	19,772	618
Board Health	2,638		2,638	1,488	1,151
Council on Aging Personnel	216,209		216,209	214,220	1,989
Council on Aging	25,800		25,800	15,674	10,126
Veterans Services	42,360		42,360	28,630	13,730
Disability Commission	5,000		5,000	328	4,672
Animal Welfare Committee	468		468	387	81
Bicycle Committee	8,000		8,000	3,930	4,070
Library Personnel	244,195		244,195	228,188	16,007
Library	81,500	(1,489)	80,011	77,735	2,276
Recreation Dept Personnel	160,332	3,357	163,689	163,689	0
Recreation Department	21,450	(1,868)	19,582	19,040	542
Art Commission	8,250		8,250	8,170	80
Cultural Council	200		200	-	200
Debt Services	1,980,031	171,130	2,151,161	2,135,328	15,833
Tax Title	19,000		19,000	4,910	14,090
Retirement Benefits Insurance	6,738,006	(360,644)	6,377,362	6,302,757	74,605
Prior Year Encumbrances	248,743	-	248,743	248,743	-
<b>TOTAL EXPENSES</b>	<b>24,686,875</b>	<b>(50,324)</b>	<b>24,636,551</b>	<b>23,678,989</b>	<b>957,562</b>

### Year to Date 12/31/17

### Fiscal Year 2018 Appropriations/Expenditures

	FY18 Budget	FY2018 YTD Expended	Avail Budget
Election Town Meeting	14,298	4,315	9,983
Board of Selectmen Personnel	60,818	35,659	25,159
Board of Selectmen	47,623	3,200	44,423
Town Manager Personnel	300,952	148,649	152,303
Town Manager	35,095	21,348	13,747
Finance Committee Expense	98,890	750	98,140
Town Accountant Personnel	195,534	91,866	103,668
Town Accountant	55,072	10,243	44,829
MIS Coordinator Personnel	194,688	98,044	96,644

	<b>FY18 Budget</b>	<b>FY2018 YTD Expended</b>	<b>Avail Budget</b>
MIS Coordinator	329,600	171,106	158,494
Board Assessors Personnel	191,053	97,943	93,110
Board Assessors	59,285	24,208	35,077
Treasurer/Collector Personnel	171,194	86,852	84,342
Treasurer/Collector	36,500	30,300	6,200
Legal Services	230,000	74,655	155,345
Administration	59,590	20,959	38,631
Land Bank Operating	131,398	41,850	89,548
Town Clerk Personnel	119,934	59,781	60,153
Town Clerk	4,845	259	4,586
Licensing Personnel	46,769	23,385	23,384
Licensing	2,300	0	2,300
Conservation Commission	2,741	2,136	605
Planning Board Expenses	5,016	915	4,101
Zoning Board Appeals	3,580	1,628	1,952
Historical Commission	600	345	255
Historic District Commission	3,050	557	2,493
Building Committee	1,000	0	1,000
Economic Development Council	26,000	0	26,000
Buildings & Grounds Payroll	751,514	393,267	358,247
Buildings & Grounds General	71,908	54,944	16,964
Buildings & Grounds Town Hall	107,650	42,890	64,760
Buildings & Grounds VMCC	107,150	20,507	86,643
Buildings & Grounds Library	86,050	34,455	51,595
Buildings & Grounds Cemetery	2,950	1,722	1,228
Buildings & Grounds Comfort Station	63,000	40,288	22,712
Buildings & Grounds Police Station	47,000	10,127	36,873
Buildings & Grounds Freeman Street	27,250	2,208	25,042
Buildings & Grounds Other	120,450	35,952	84,498
Police Personnel	2,400,981	1,177,350	1,223,631
Police	156,655	74,723	81,932
Fire Personnel	501,923	329,390	172,533
Fire	248,943	95,554	153,389
Ambulance Service	830,239	415,119	415,120
Inspections Personnel	185,208	80,315	104,893
Inspections	6,460	1,555	4,905
Community Development Personnel	80,217	39,018	41,199
Community Development	3,910	2,255	1,655
Planning & Development Personnel	172,888	89,296	83,592
Planning & Development	6,285	2,042	4,243
Emergency Management	12,060	0	12,060
Harbor Committee	1,400	907	493
Harbormaster MacMillan Wharf	195,000	97,500	97,500
Shellfish Personnel	43,134	21,313	21,821
Shellfish	11,800	4,223	7,577
Parking Personnel	375,749	212,623	163,126
Parking	116,800	63,938	52,862
Public Schools	3,919,163	1,529,427	2,389,736
DPW Admin Personnel	131,902	65,676	66,226
DPW Administration	222,750	79,798	142,952

	<b>FY18 Budget</b>	<b>FY2018 YTD Expended</b>	<b>Avail Budget</b>
Highway Personnel	463,130	224,827	238,303
Highway	123,500	41,678	81,822
Snow & Ice Personnel	27,000	582	26,418
Snow & Ice	140,700	15,534	125,166
Solid Waste Recyc Personnel	469,977	232,953	237,024
Solid Waste Recycling	185,650	88,347	97,303
Recycling/Renew Energy Committee	2,750	0	2,750
Waste Disposal Other	251,500	155,197	96,303
Airport	99,100	52,059	47,041
Health Conservation Personnel	107,909	47,957	59,952
Health Conservation	125,250	35,867	89,383
Public Health Nurse Personnel	20,902	9,859	11,043
Public Health Nurse	20,390	9,699	10,691
Board Health	2,638	875	1,763
Council on Aging Personnel	216,209	107,410	108,799
Council on Aging	25,800	6,188	19,612
Veterans Services	42,360	23,433	18,927
Disability Commission	5,000	164	4,836
Animal Welfare Committee	468	0	468
Bicycle Committee	8,000	0	8,000
Library Personnel	244,195	111,308	132,887
Library	81,500	39,149	42,351
Recreation Dept Personnel	160,332	92,457	67,875
Recreation Department	21,450	11,493	9,957
Art Commission	8,250	0	8,250
Cultural Council	200	0	200
Debt Services	1,980,031	535,869	1,444,162
Tax Title	19,000	2,136	16,864
Retirement Benefits Insurance	6,738,006	4,105,697	2,632,309
Intergovernmental Charges	630,608	354,276	276,332
Prior Year Encumbrances	102,642	95,201	7,441
<b>YTD Totals</b>	<b>25,760,261</b>	<b>12,469,551</b>	<b>13,290,710</b>

## Board of Assessors

The Board of Assessor's primary responsibility is the valuation and administration of 7,526 Real and Personal Property accounts. In addition, the Assessor's office is responsible for the processing of personal exemptions, property transfers, scale calculations, abutter's lists, permit and cyclical reviews, mailing address changes, motor vehicle and boat excise abatement processing as well as many other duties and responsibilities.

The Board is a five-member appointed Board, consisting of Chairman Robert Sanborn, Vice-Chair Patty DeLuca and members Leslie Parsons, Greg Muse and Scott Fahle.

Fiscal Year 2017 was an Interim valuation year for the Town of Provincetown. The total assessed value increased 4.83% from Fiscal Year 2016. The Department of Revenue certified Provincetown's assessed values on September 7, 2016 and approved the Fiscal Year 2017 Residential tax rate of \$7.71 and the Commercial, Industrial and Personal Property tax rate of \$7.45 on November 15, 2016. The FY 2017 assessed values by class were as follows: Residential Class; \$2,271,996,437, Commercial Class; \$408,879,463, Industrial Class; \$2,038,600, Personal Property; \$29,482,570; for a total assessed value of \$2,712,397,070.

On November 14, 2016, as part of the Fiscal Year 2017 Tax Rate setting process, the Provincetown Board of Selectmen voted to continue the Residential Exemption. This exemption was based on 20% of the average residential assessed value, equaling \$110,802. For Fiscal Year 2017, 689 qualified residents of Provincetown received the exemption as part of their Spring 2017 tax bill. An additional 21 residents who did not receive the Residential Exemption as part of their Spring 2017 tax bill received the exemption as a refund.

The Board of Assessor's granted 90 personal exemptions totaling \$73,740.56; the breakdown is as follows: Surviving Spouse/Elderly (Clause 17D) a total of 7 exemptions totaling \$1,992.69; Veteran's (Clause 22), 16 exemptions at \$7,000.00; Elderly (Clause 41 C), 21 exemptions totaling \$19,597.66; Blind (Clause 37A) 1 exemption @ \$500; Senior Work Credit (5K), 45 exemptions totaling \$44,650.21. 29 taxpayers filed Affordable Housing Tax Exemption applications. Exemptions were granted on 115 units, the total amount exempted was \$101,473.84.

As previously mentioned, 21 Residential Exemption applications not appearing on the 2017 spring tax bill were processed resulting in a refund of \$18,465.29. The Board of Assessors received 19 real property abatements, of which 12 were granted, and additionally received 10 personal property abatements, with the Board granting 7.

During the summer of 2017, the Assessor's office continued its property inspection program, concentrating on residential properties. The Massachusetts Department of Revenue mandates that all properties are required to be visited at least once every ten years. The Assessor's office is greatly aided in this effort by the Town's continued funding of the two Temporary Property Inspectors positions. Frank Pantano and Carol Bergen have filled these positions for a number of years and the Town has benefited from their ability and experience. The seasonal inspectors and staff combined to complete 678 property reviews consisting of new construction, additions, renovations, sales reviews, & cyclical inspections in Fiscal Year 2017.

The Assessor's office experienced several changes in FY2017. The Board is saddened to announce that Richard Faust, who served as Assistant Assessor for nearly 20 years, has retired. Richard possessed a remarkable knowledge of the properties and taxpayers of Provincetown. His expertise and experience will be missed. The Board is however pleased to announce that Temporary Property Inspector Carol Bergen has been selected to fill the vacancy. The Board is also pleased to report that Cheryl MacKenzie has been promoted to Assessor's Office Manager. Working alongside the Principal Assessor, Cheryl worked tirelessly to perform the daily functions of the office while short-handed for nearly a year.

Please visit our website at [www.provincetown-ma.gov](http://www.provincetown-ma.gov) (Assessor's Department) for Online Property Record Cards, Exemptions and Deferrals, Frequently Used Forms, Frequently Asked Questions, Real Estate Sales Reports, and much more.

**Robert W. Sanborn**, Chairman

**Scott Fahle**, MAA, Principal Assessor

## Treasurer/Collector

### REPORT FOR THE FISCAL YEAR 2017

#### JULY 1, 2016 - JUNE 30, 2017 COLLECTOR REPORT FY 2017

COMMUNITY PRESERVATION ACT		REAL ESTATE TAXES	
FY 2013	0.00	FY 2013	48.85
FY 2014	70.78	FY 2014	3,063.55
FY 2015	0.00	FY 2015	839.78
FY 2016	11,391.35	FY 2016	538,874.45
FY 2017	496,844.06	FY 2017	19,535,421.67
	508,306.19		20,078,248.30
LANDBANK		SEWER BETTERMENT	
FY 2013	0.00	FY 2013	0.00
FY 2014	70.78	FY 2014	83.86
FY 2015	0.00	FY 2015	1,607.98
FY 2016	13,107.86	FY 2016	66,672.07
FY 2017	586,554.77	FY 2017	1,981,044.95
	599,733.41		2,049,408.86

SEWER LIENS

FY 2013	0.00
FY 2014	0.00
FY 2015	0.00
FY 2016	9,571.69
FY 2017	28,054.70
	37,626.39

WATER RATES

	2,042,396.97
	2,042,396.97
	1,318,813.21
	1,318,813.21

SEWER USAGE SURCHARGE LIENS

FY 2013	0.00
FY 2014	0.00
FY 2015	0.00
FY 2016	468.01
FY 2017	4,895.63
	5,363.64

MOTOR VEHICLE EXCISE TAX

FY 2004	0.00
FY 2005	40.00
FY 2006	40.00
FY 2007	52.50
FY 2008	52.50
FY 2009	52.50
FY 2010	86.25
FY 2011	27.50
FY 2012	244.92
FY 2013	153.34
FY 2014	343.13
FY 2015	2,478.58
FY 2016	5,386.86
FY 2017	496,748.46
	505,706.54

SEPTIC LOANS

FY 2013	0.00
FY 2014	0.00
FY 2015	0.00
FY 2016	0.00
FY 2017	14,418.39
	14,418.39

WATER LIENS

FY 2013	0.00
FY 2014	0.00
FY 2015	1,253.41
FY 2016	11,978.62
FY 2017	45,227.20
	58,459.23

BOAT EXCISE TAX

FY 2005	0.00
FY 2006	0.00
FY 2007	0.00
FY 2008	0.00
FY 2009	0.00
FY 2010	0.00
FY 2011	0.00
FY 2012	53.00
FY 2013	0.00
FY 2014	40.00
FY 2015	173.00
FY 2016	725.00
FY 2017	15,528.00
	16,519.00

PERSONAL PROPERTY TAX

FY 2004	0.00
FY 2005	0.00
FY 2006	15.20
FY 2007	15.72
FY 2008	33.95
FY 2009	19.33
FY 2010	46.94
FY 2011	220.85
FY 2012	239.95
FY 2013	269.94
FY 2014	447.42
FY 2015	766.38
FY 2016	7,858.90
FY 2017	211,103.80
	221,038.38

**INTEREST, DEMANDS AND FEES**

REAL ESTATE TAX COLLECTIONS	97,646.12
PERSONAL PROPERTY TAX COLLECTIONS	8,081.41
MOTOR VEHICLE	12,568.97
BOAT EXCISE	1,580.00
WATER/SEWER USAGE RATES	17,081.83
	136,958.33

**TREASURY DEPOSITS FROM COLLECTOR 27,592,996.84**

**TOTAL TREASURER'S RECEIPTS FY 2017**

**TOTAL BALANCE June 30, 2017: \$32,352,515.21**

**TD Bank**

Main Deposit Account	\$1,776,191.87
Vendor Account	\$565,171.17
Payroll Account	\$66,671.68
Parking Account	\$453,952.46
Pier Operating Account	\$332,533.13

**Cape Cod Five Cents Savings Bank**

Law Enforcement Trust Fund	\$13,915.17
Land Bank Account	\$2,280,164.50
Library Building Account	\$2,692.86
Deputy Collector Account	\$75,698.49
Escrow Accounts	\$8,873.84
Affordable Housing Trust	\$423,530.46
Pier Savings Account	\$79,127.23

**Century Bank**

Collector's Lockbox Account	\$58,065.90
PHS Student Activity Account	\$28,902.69
VMES Student Activity Account	\$2,364.10
Harbor Access Gift Fund	\$76,202.86
Dorothy Perry Scholarship Fund	\$26,462.16
ACO Escrow Accounts	\$290,303.95

**Harbor One Bank**

MSCP Program Account	\$25,118.36
Community Preservation Account	\$1,334,050.08
Mass. CD Block Grant Account	\$47.25
Flores Trust Account	\$99,842.76

**Commonwealth Financial**

Francis Trust Fund	\$1,143,841.84
Oliver Trust Fund	\$502,695.82

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Henry Trust Fund	\$474,917.36
Cemetery Perpetual Care Fund	\$278,320.59

**Unibank**

Gift/Trust Fund Account*	\$2,273,044.92
Dance PTown Fundraising Account	\$3,305.73

**Hingham Savings Bank**

Investment Account	\$17,237,354.61
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**Mass. PRIM Board**

OPEB Trust Fund	\$2,419,151.37
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<b>BANK BALANCE 6/30/2017</b>	<b><u>\$32,352,515.21</u></b>
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<b>Add Deposits in Transit:</b>	<b>\$1,586.07</b>
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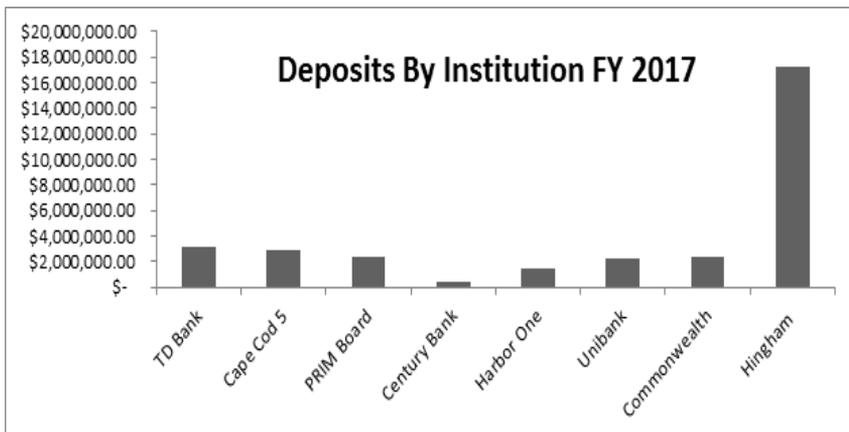
<b>Less Outstanding Checks:</b>	<b>(<u>\$612,419.32</u>)</b>
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<b>ACTUAL BALANCE 6/30/2017</b>	<b>\$31,741,681.96</b>
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**\*Gift/Trust Fund Account Breakdown:**

• Cemetery Commission	\$477.45
• Library Trust/Gift Funds	\$89,950.17
• Recreation Gift Fund	\$99,741.01
• Cape End Manor Gift Fund	\$2,319.73
• VNA Gift Fund	\$37.39
• Fireworks Gift Fund	\$5.11
• Senior Center Gift Fund	\$721.65
• Rose Dorothea Gift Fund	\$20,184.15
• History Project Gift Fund	\$309.30
• Town Hall Gift Fund	\$19,142.09
• Town Employee Gift Fund	\$25.11
• Pet Emer. Shelter Gift Fund	\$8,373.57
• Suzanne's Garden Gift Fund	\$1,528.03
• Auditorium Chairs Gift Fund	\$1,330.67
• Disability Comm. Gift Fund	\$23,682.08
• Cemetery Gift Fund	\$288.42
• Special Purpose Gift Fund	\$7,828.47
• Bicycle Path Gift Fund	\$679.93
• Combat Hate Gift Fund	\$100.89
• Art & Conservation Fund	\$14,252.42

• Beautification Gift Fund	\$6,847.30
• Outfall Pipe Gift Fund	\$931.85
• Pilgrims Landing Gift Fund	\$435.89
• Historic Pres. Gift Fund	\$8,309.45
• Heritage Museum Gift Fund	\$864.37
• Museum Merger Gift Fund	\$80.28
• Cultural Council Gift Fund	\$7,751.38
• Public Fountain Gift Fund	\$2,695.05
• Town Hall Clock Gift Fund	\$75.86
• Fishermen/Mariner Gift Fund	\$679.80
• Van Arsdale Gift Fund	\$374.74
• AIDS Memorial Gift Fund	\$53,335.49
• Holiday Lights Gift Fund	\$1,300.26
• Historical Comm. Gift Fund	\$35,460.48
• Community Center Gift Fund	\$4,688.33
• Skate Park Gift Fund	\$15,257.38
• Marriage Defense Gift Fund	\$4,658.95
• Affordable Housing Gift Fund	\$5,019.68
• Lopes Square Gift Fund	\$1,050.05
• Piano Gift Fund	\$3,902.67
• Cultural Council Gift Fund	\$3,250.14
• Cable TV Gift Fund	\$526.82
• Recycling Gift Fund	\$1,144.05
• Auditorium Lights Gift Fund	\$4,500.20
• Town Scholarship Fund	\$5,228.44
• Education Gift Fund	\$16,984.11
• Graichen Music Fund	\$1,961.01
• Stabilization Fund	\$1,139,230.89
• Capital Imp. Stab. Fund	\$655,522.36



## Outstanding Debt as of June 30, 2017

Issued Bond/Loan/Note:	Description of Use:	Outstanding 06/30/2017:
2005 General Obligation Bonds	Heritage Museum	\$ 755,000.00
2005 General Obligation Bonds	Fire Engine	\$ 30,000.00
2005 General Obligation Bonds	Fire Engine	\$ 10,000.00
2005 General Obligation Bonds	Land Acquisition	\$ 306,287.00
2005 General Obligation Bonds	Land Acquisition	\$ 143,713.00
2006 General Obligation Bonds	Soccer Field	\$ 10,000.00
2006 General Obligation Bonds	Stormwater	\$ 45,000.00
2006 General Obligation Bonds	Sewer Phase I	\$ 214,000.00
2006 General Obligation Bonds	Sewer Design	\$ 90,000.00
2006 General Obligation Bonds	Wasterwater Optimization	\$ 585,000.00
2006 General Obligation Bonds	School Building Repairs	\$ 835,000.00
2006 General Obligation Bonds	School Building Repairs	\$ 225,000.00
2006 General Obligation Bonds	School Building Repairs	\$ 60,000.00
2006 General Obligation Bonds	S Hollow Well	\$ 21,000.00
2009 General Obligation Bonds	Town Hall Repairs	\$ 325,000.00
2009 General Obligation Bonds	DPW Transfer Station	\$ 10,000.00
2009 General Obligation Bonds	CEM Building Repairs	\$ 20,000.00
2009 General Obligation Bonds	Town Hall Remodeling	\$ 220,000.00
2009 General Obligation Bonds	Fire Engine	\$ 60,000.00
2009 General Obligation Bonds	Fire Engine	\$ 30,000.00
2009 General Obligation Bonds	DPW Fleet Replacement	\$ 30,000.00
2009 General Obligation Bonds	Land Acquisition	\$ 20,000.00
2009 General Obligation Bonds	CEM Land Exchange	\$ 315,000.00
2009 General Obligation Bonds	90 Shankpainter	\$ 550,000.00
2009 General Obligation Bonds	Affordable Housing 7 Sandy	\$ 400,000.00
2009 General Obligation Bonds	Land Bank 74 Harry Kemp	\$ 30,000.00
2009 General Obligation Bonds	S Hollow Pump House	\$ 70,000.00
2009 General Obligation Bonds	Waterwater Optimization	\$ 105,000.00
2009 General Obligation Bonds	Sewer Bonds	\$ 550,000.00
2009 General Obligation Bonds	SBA School Renovation	\$ 25,000.00
2009 General Obligation Bonds	UDSA Pier	\$ 1,015,000.00
2009 General Obligation Bonds	S Hollow Well Development	\$ 25,000.00
2011 General Obligation Bonds	Comfort Station	\$ 20,000.00
2011 General Obligation Bonds	Town Hall Repairs	\$ 39,000.00
2011 General Obligation Bonds	Firehouse Repairs	\$ 240,000.00
2011 General Obligation Bonds	Town Hall Restoration I	\$ 430,000.00
2011 General Obligation Bonds	Town Hall Restoration II	\$ 35,000.00
2011 General Obligation Bonds	Town Hall Restoration III	\$ 1,885,000.00
2011 General Obligation Bonds	CPA Town Hall	\$ 41,000.00
2011 General Obligation Bonds	CPA Town Hall	\$ 1,365,000.00
2011 General Obligation Bonds	Sewer Phase I	\$ 55,000.00
2011 General Obligation Bonds	Water New Source	\$ 60,000.00
2011 General Obligation Bonds	Water New Source	\$ 30,000.00
2011 General Obligation Bonds	USDA Water Refinance	\$ 160,000.00
2012 General Obligation Bonds	Library Renovations HVAC	\$ 235,000.00
2012 General Obligation Bonds	VMCC Renovations	\$ 280,000.00
2012 General Obligation Bonds	Town Library Restoration	\$ 1,230,000.00
2012 General Obligation Bonds	High School Building Repairs	\$ 5,000.00
2012 General Obligation Bonds	Ambulance Replacement	\$ 30,000.00
2012 General Obligation Bonds	Single Stream Recycling	\$ 65,000.00
2012 General Obligation Bonds	Stormwater Improvements	\$ 20,000.00
2012 General Obligation Bonds	Affordable Housing Deed Restr.	\$ 120,000.00

2012 General Obligation Bonds	Wastewater Expansion	\$	535,000.00
2012 General Obligation Bonds	Wastewater Expansion	\$	1,995,000.00
2012 General Obligation Bonds	Wastewater Expansion	\$	240,000.00
2012 General Obligation Bonds	Water Main Replacement	\$	615,000.00
2012 General Obligation Bonds	Water System Improvements	\$	515,000.00
2013 Refunded Gen. Ob. Bonds	Library Heritage Museum	\$	60,000.00
2013 Refunded Gen. Ob. Bonds	Library Heritage Museum	\$	15,000.00
2013 Refunded Gen. Ob. Bonds	Shankpainter Road Drainage	\$	145,000.00
2013 Refunded Gen. Ob. Bonds	Land Acquisition	\$	145,000.00
2013 Refunded Gen. Ob. Bonds	Wastewater Facilities	\$	295,000.00
2013 Refunded Gen. Ob. Bonds	Wastewater Facilities	\$	35,000.00
2013 Refunded Gen. Ob. Bonds	School Project	\$	25,000.00
2013 Refunded Gen. Ob. Bonds	Landfill Closure Old Burn Dump	\$	50,000.00
2013 Refunded Gen. Ob. Bonds	MacMillan Pier	\$	165,000.00
2013 Refunded Gen. Ob. Bonds	Old Burn Dump Landfill	\$	55,000.00
2013 Refunded Gen. Ob. Bonds	Old Burn Dump Closure	\$	40,000.00
2013 Refunded Gen. Ob. Bonds	Water Management New Source	\$	220,000.00
2014 General Obligation Bonds	Library Renovations	\$	25,000.00
2014 General Obligation Bonds	High School Building Repairs	\$	335,000.00
2014 General Obligation Bonds	MacMillan Pier Repairs	\$	10,000.00
2014 General Obligation Bonds	Excavator	\$	10,000.00
2014 General Obligation Bonds	Stormwater Management	\$	70,000.00
2014 General Obligation Bonds	Commercial Street Paving	\$	605,000.00
2014 General Obligation Bonds	Commercial Street Paving	\$	720,000.00
2014 General Obligation Bonds	Wastewater Expansion	\$	845,000.00
2014 General Obligation Bonds	Wastewater Expansion	\$	725,000.00
2014 General Obligation Bonds	N Union Field Land Acquisition	\$	280,000.00
2014 General Obligation Bonds	Water Main Replacement	\$	55,000.00
2014 General Obligation Bonds	Water Main Replacement	\$	715,000.00
2014 General Obligation Bonds	Water Meters	\$	40,000.00
2016 General Obligation Bonds	Emergency Management Shelter	\$	5,000.00
2016 General Obligation Bonds	Municipal Pier & Docks	\$	105,000.00
2016 General Obligation Bonds	Trash Removal Trailer	\$	10,000.00
2016 General Obligation Bonds	Roadway Paving	\$	555,000.00
2016 General Obligation Bonds	Roadway Paving	\$	185,000.00
2016 General Obligation Bonds	Street Construction	\$	70,000.00
2016 General Obligation Bonds	Water Bonds	\$	200,000.00
2016 General Obligation Bonds	Sewer Bonds	\$	710,000.00
2016 General Obligation Bonds	Sewer Bonds	\$	550,000.00
2016 General Obligation Bonds	Sewer Bonds	\$	2,375,000.00
2016 General Obligation Bonds	School Project	\$	2,850,000.00
2016 General Obligation Bonds	Land Acquisition	\$	265,000.00
2016 General Obligation Bonds	Water Meters	\$	5,000.00
Clean Water Trust Loan 1	General Fund Water Loan	\$	70,000.00
Clean Water Trust Loan 2	General Fund Water Loan	\$	81,544.48
Clean Water Trust Loan 3	General Fund Water Loan	\$	21,736.00
Clean Water Trust Loan 4	Sewer Loan	\$	73,482.54
Clean Water Trust Loan 5	Sewer Loan	\$	5,675,000.00
Clean Water Trust Loan 6	Sewer Loan	\$	35,000.00
Clean Water Trust Loan 7	Sewer Loan	\$	1,110,860.00
Clean Water Trust Loan 8	Sewer Loan	\$	3,359,440.00
Clean Water Trust Loan 9	Sewer Loan	\$	513,518.62
USDA I	Sewer Loan	\$	1,326,314.00
USDA II	Water Loan	\$	1,105,263.00
USDA III	Water Loan	\$	2,141,525.00

USDA IV	Sewer Loan	\$	2,538,456.00
2017 Bond Anticipation Note	Sewer Loan	\$	600,000.00
2017 Bond Anticipation Note	Water Department Equipment	\$	50,000.00
2017 Bond Anticipation Note	Municipal Pier & Docks	\$	100,340.00
2017 Bond Anticipation Note	Water Bonds	\$	550,000.00
2017 Bond Anticipation Note	Harbor Hill Acquisition	\$	500,000.00
2017 Bond Anticipation Note	School Building Repairs	\$	415,000.00
<b>Total Outstanding Issued Debt:</b>		<b>\$</b>	<b>51,212,479.64</b>
Authorized & Unissued Borrowing	DPW Fleet Replacement	\$	2,165.00
Authorized & Unissued Borrowing	Open Cape Connections	\$	200,000.00
Authorized & Unissued Borrowing	Town Emergency Shelter	\$	394,581.00
Authorized & Unissued Borrowing	Water Excavator	\$	5,000.00
Authorized & Unissued Borrowing	Water Meter Pits	\$	15,000.00
Authorized & Unissued Borrowing	School Building Repairs	\$	810,140.00
Authorized & Unissued Borrowing	MacMillan Pier	\$	4,900,000.00
Authorized & Unissued Borrowing	Wastewater Optimization	\$	2,250,000.00
Authorized & Unissued Borrowing	Harbor Hill Acquisition	\$	10,200,000.00
Authorized & Unissued Borrowing	New Police Station	\$	8,625,000.00
<b>Total Outstanding Issued &amp; Unissued Debt:</b>		<b>\$</b>	<b>78,614,365.64</b>

TOTAL DEBT ISSUED NOT BOUND BY DEBT LIMIT: **\$15,065,838.48**

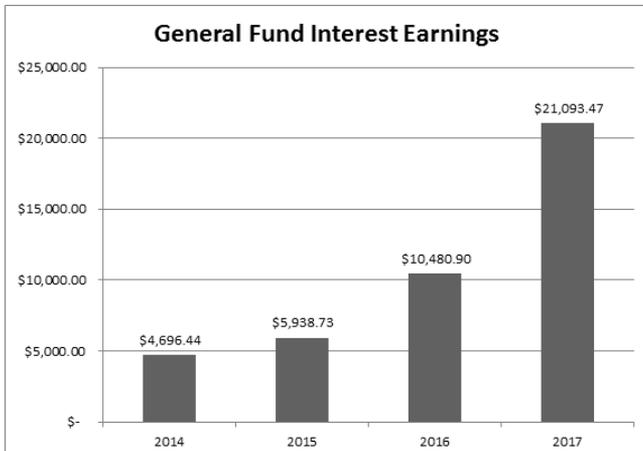
TOTAL DEBT ISSUED BOUND BY DEBT LIMIT: **\$36,146,641.16**

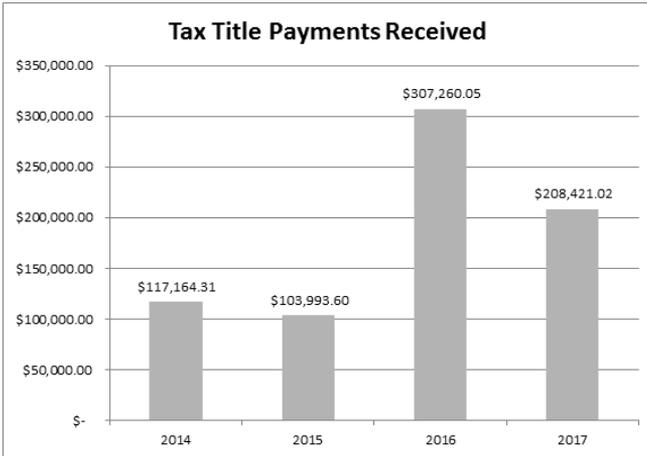
FISCAL YEAR 2017 DEBT LIMIT: **\$139,163,640.00**

PERCENTAGE OF DEBT LIMIT CURRENTLY ISSUED: **25.97%**

2016 GENERAL OBLIGATION BOND RATING: **S&P: AA**

**Treasurer’s General Fund Revenue**





## Employee Earnings

### Fiscal Year 2017

Employee Name	Position	Annual Earnings
<b>ADMINISTRATION</b>		
Panagore, David	Town Manager	144,980.93
Gardner, David	Assistant Town Manager	97,629.04
Verde, Elizabeth	Executive Assistant to Town Manager	57,363.54
Johnstone, Douglas	Town Clerk (resigned)	35,729.50
VanAlstyne, Darlene	Assistant Town Clerk (Promoted to Town Clerk)	58,873.13
Ruiz, Ana	Assistant Town Clerk	8,189.00
Paine, Elizabeth	Secretary to Selectmen	46,953.87
<b>AIRPORT</b>		
Lisenby, Arthur W	Airport (Seasonal)	5,078.51
Toma, Drew	Airport (Seasonal)	1,970.50
<b>COUNCIL ON AGING</b>		
Hottle, Christeny A	Public Health/COA Director	67,912.95
Priolo, Charlene	On-Call Van Driver	11,266.50
Hurst, Maureen	Administrative Assistant	54,710.72
Kennen, Samantha	On-Call Van Driver	1,655.65
Lavenets, Andrea	Outreach Coordinator	46,664.54
Mancino, Carla	On-Call Van Driver	8,743.34
Medina, Patricia	Van Driver/Aide (Resigned)	22,173.12
Szeker, Donna	Van Driver/Aide	11,431.43
Shaw, Richard	Program Coordinator	5,112.00
Dooley, Nancy	Cook/Meal Coordinator	13,600.00
Peterman, David	On-Call Van Driver	6,355.08
<b>COMMUNITY DEVELOPMENT</b>		
Howard, Anne	Building Commissioner	76,945.46
Rowell, David	Building Inspector	53,575.47

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Browne, John	Electrical Inspector	24,456.19
Fay, Sandra	Administrative Assistant (Resigned)	772.32
Budnick, Lynne	Administrative Assistant	21,872.57
Albenberg, Deborah	Former Conservation Agent & Environ. Planner	8,177.09
Famulare, Timothy	Conservation Agent & Environmental Planner	42,373.11
Velchev, Nikolay	Compliance Officer (Seasonal)	8,696.52
Battaglini, Ellen	Permit Coordinator	63,883.05
Hautanen, Henry	Plumbing Inspector	27,941.38
Hobart, Aaron	Licensing Agent	48,738.95
Jarusiewicz, Michelle	Housing Spec./Grant Admin.	94,886.66
McPherson, Gloria	Town Planner (Resigned)	63,297.05
Sanson, Marjorie	Administrative Assistant	45,933.98

## DEPARTMENT OF PUBLIC WORKS

Waldo, Richard	DPW Director	104,772.43
Larsen, Eric	DPW Deputy Director (Resigned)	21,423.92
Wlodkowski, Steven	DPW Deputy Director	40,886.55
Prada, Sherry	Operations Director	69,413.75
Myers, Melissa	Administrative Assistant	43,518.69
Sparks, Olin	Head Mechanic	56,055.17

## BUILDING &amp; GROUNDS

Lemme, Antonio H	Working Foreman	60,678.06
Andrews, Michael J	Custodian	63,291.22
Attanasio, Peter	Maintenance	46,640.77
Canela, Sheri	Attendant (Seasonal)	508.87
Carreiro, Joseph	Attendant (Seasonal)	7,070.05
Childers, James	Custodian	44,760.68
Costa, Anika	Custodian	50,480.66
Cowing, Brian	Custodian	58,084.03
Gerardi, Mario	Custodian	42,993.98
Gonsalves, Walter	Laborer (Seasonal)	13,152.38
Gonzales, Anthony	Laborer (Seasonal)	16,924.24
Guardino, John	Laborer (Seasonal)	12,034.13
Hadley, Steven	Laborer (Seasonal)	16,924.24
Henry, Doreth	Attendant (Seasonal)	106.33
Hess, Timothy	Town Hall Events Coordinator	7,357.50
Joseph, Denise	Supervising Attendant	47,658.60
Kalantzis, Anthony J	Maintenance	52,995.79
Peters, Carol	Attendant (Seasonal)	11,465.92
Santos, Cynthia	Attendant (Seasonal)	14,536.84
Santos, Delanie	Attendant (Seasonal)	12,426.37
Santos, Scott	Laborer (Seasonal)	8,675.05
Silvia, Mary	Attendant (Seasonal)	13,671.54
Straw-Campbell, Angela	Attendant (Seasonal)	7,139.34
Tomaselli, Armand	Attendant (Seasonal)	7,740.28
Walker, Ronnie	Skilled Laborer	30,501.20
White, Deborah	Attendant (Seasonal)	15,843.42
White, Steven D.	Attendant (Seasonal)	17,172.82
Wright, Marlene	Attendant (Seasonal)	4,976.14
Zeitler, Sandra	Maintenance	46,710.85

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
<b>HIGHWAY</b>		
Badams, Jon	Skilled Laborer	47,993.77
Costa, David	Laborer (Seasonal)	15,863.08
Duarte, Ramao	Working Foreman	66,945.81
Edwards, Phanarus	Skilled Laborer	50,796.18
Gonsalves, David	Skilled Laborer	54,090.15
Hanscom, Christopher	Skilled Laborer	45,727.55
Martin, Craig	Skilled Laborer	57,526.67
Yanchev, Vladimir	Laborer (Seasonal)	16,176.75
Prada, Thomas	Skilled Laborer	55,936.79
Roderick, Paul	Skilled Laborer	58,355.40
<b>SANITATION/TRANSFER STATION</b>		
Allmon, Justus	Laborer (Seasonal)	6,288.30
Beaugard, Donald	Skilled Laborer (Resigned)	8,141.88
Bronsdon, Scott	Working Foreman	61,988.84
Brazil, Matthew	Skilled Laborer	47,975.80
Cook, Peter	Skilled Laborer	54,542.91
Cox, Jeff	Skilled Laborer	55,225.23
Hurst, Crayne	Laborer (Seasonal)	16,493.47
Richmond, James	Skilled Laborer	55,157.84
Roach, David	Skilled Laborer	56,691.19
Roderick, Christopher	Skilled Laborer	59,822.11
Edward Jason	Skilled Laborer	36,631.32
<b>WATER</b>		
Salisbury, Cody	Water Superintendent	82,485.00
Rose, Glen	Working Supervisor	73,051.37
Enos, Stephen	Skilled Laborer	65,904.85
Horner, Frank	Meter Reader/Repairman	56,470.09
Matrango, Bernard	Skilled Laborer	64,268.37
Petterson, Jane	Administrative Assistant	47,129.68
Morin, Donald	Administrative Assistant	50,309.09
Neylon, Margaret	Skilled Laborer	58,933.46
Peters, Adrian	Skilled Laborer	59,894.96
Schmidt, Ryan	Skilled Laborer	48,822.40
<b>FIRE DEPARTMENT</b>		
Trovato, Michael	Fire Chief	49,648.08
Mathews, Joyce	Department Secretary	57,363.06
Ainsworth, Kevin	EMT	10,201.00
Anderson, Michael	EMT	7,157.76
Brown, Christianne	EMT	12,797.93
Bruce, Vinette	EMT	25.41
Cabral, Vaughn	EMT	1,362.50
Cataldo-Roda, Julie M	EMT-P	12,755.96
Chute, Michael	EMT	409.41
Coelho, Michael Sr.	EMT	8,059.09
Cortes, Jennifer	EMT	406.56
Costa, Molly	EMT	20,291.23
Coulter, Cynthia	EMT	1,259.26
Cullen, Dianne	EMT	17,831.83

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Douglas, Christyne	EMT	9,355.60
Elliott, Eric	EMT	1,110.00
Fallas, Edward	EMT	1,736.15
Giannelli, James	EMT-P	17,732.28
Herrmann, Gabrielle	EMT	1,901.52
LaBonte, Troy	EMT	13,194.72
Menangas, Derek	EMT	1,429.44
Morley, David	EMT	4,601.94
Notaro, Daniel	EMT-P	15,100.88
Pelkey, Nicholas	EMT	5,494.84
Pelligrino, Rachel	EMT	1,171.84
Perry, Michael	EMT	3,493.36
Potter, Lisa M.	EMT-P	9,683.20
Prato, Barbara	EMT	9,476.04
Rance, Othaine	EMT	29,532.70
Romme', William	EMT	5,842.88
Russell, Denise	EMT	10,498.39
Stranger, Keith	EMT	13,150.04
Toma, Drew	EMT	322.00
White, George Jr.	EMT	9,737.08
Willis, James	EMT-P	2,837.76
Willis, James II	EMT	14,588.28
Young, Cherie	EMT	2,675.16
Ainsworth, Kevin	Volunteer Firefighter	2,101.46
Ainsworth, Victoria	Volunteer Firefighter	450.00
Ayala, Jonas	Volunteer Firefighter	1,737.50
Brown, Christianne	Volunteer Firefighter	975.03
Browne, John	Volunteer Firefighter	2,147.00
Caley, Nathaniel	Volunteer Firefighter	925.00
Cataldo-Roda, Julie M	Volunteer Firefighter	800.00
Chute, Michael	Volunteer Firefighter	1,812.50
Coelho, Michael Sr.	Volunteer Firefighter	800.00
Cortes, Jennifer	Volunteer Firefighter	800.00
Costa, Molly	Volunteer Firefighter	450.00
Douglas, Christine	Volunteer Firefighter	1,375.00
Enos, Christopher	Volunteer Firefighter	1,412.50
Enos, Scott	Volunteer Firefighter	1,291.65
Fallas, Edward	Volunteer Firefighter	875.00
Felton, Alan	Volunteer Firefighter	1,048.35
Felton, George	Volunteer Firefighter	4,017.00
Gonsalves, David	Volunteer Firefighter	6,007.50
Hatch, April	Volunteer Firefighter	450.00
Hatch, Shannon	Volunteer Firefighter	775.01
Hernandez, Jose	Volunteer Firefighter	600.00
Horner, Frank	Volunteer Firefighter	2,768.31
Kerr-Hunter, Malcolm	Volunteer Firefighter	3,327.00
Lambrou, Mark	Volunteer Firefighter	1,075.00
Martin, Craig	Volunteer Firefighter	1,862.50
Martin, Roger	Volunteer Firefighter	3,137.50
Martinez, Elias Jr.	Volunteer Firefighter	9,423.50
Martinez, Elias J III	Volunteer Firefighter	2,062.50
Mathews, Joyce	Volunteer Firefighter	800.00
Meads, James Jr.	Volunteer Firefighter	1,540.00

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Menangas, Gerard	Volunteer Firefighter	13,862.50
Menangas, Scott	Volunteer Firefighter	400.00
Motta, Brandon	Volunteer Firefighter	3,172.50
Notaro, Jeffrey	Volunteer Firefighter	4,312.53
Osowski, Carl	Volunteer Firefighter	1,837.50
Prato, Barbara	Volunteer Firefighter	875.00
Rance, Othaine	Volunteer Firefighter	9,075.00
Ribas, Luis	Volunteer Firefighter	3,072.00
Richmond, James	Volunteer Firefighter	1,662.50
Roderick, James Jr.	Volunteer Firefighter	16,562.50
Roderick, Paul	Volunteer Firefighter	5,147.50
Russell, Denise	Volunteer Firefighter	8,150.00
Russell, Lee	Volunteer Firefighter	1,050.00
Santos, Noah	Volunteer Firefighter	2,800.00
Santos, Rodrigo	Volunteer Firefighter	5,544.50
Schmidt, Ryan	Volunteer Firefighter	2,415.00
Silva, James	Volunteer Firefighter	2,912.50
Silva, Patrick	Volunteer Firefighter	1,440.00
Silva, Paul	Volunteer Firefighter	6,411.00
Sinaiko, Jonathan	Volunteer Firefighter	2,137.50
Smith, Khaleele	Volunteer Firefighter	900.00
Stewart, Garth	Volunteer Firefighter	950.00
Trovato, Michael, Jr.	Volunteer Firefighter	3,986.00
White, David	Volunteer Firefighter	3,233.50
White, Jamie	Volunteer Firefighter	2,979.50
Wright, Dexter	Volunteer Firefighter	575.00
Zawaduk, Russell	Volunteer Firefighter	6,625.00
<b>HEALTH DEPARTMENT</b>		
Clark, Morgan	Health & Environmental Affairs Manager	68,697.82
Leonard, Susan	Administrative Assistant	3,773.58
Marin-Alzate, Laura	Health Agent	51,298.39
<b>LIBRARY</b>		
Clark, Matthew	Library Director (Resigned)	45,371.76
Cartwright, Ann	Circulation Aide	11,671.99
Cinnater, Nan	Lead Librarian	32,989.06
Hopkins, Khristine	Circulation Aide	13,132.59
Hyams, Martha	Circulation Aide	6,706.85
Karacozian, Deborah	Circulation Aide	9,986.99
Mitchell, Susan	Circulation Aide	2,311.63
Nottleman, Clayton	Acting Technology and Member Services Coordinator	18,606.69
Packard, Susan	Circulation Aide	9,631.04
Ruane, Thomas	Relief Tech Asst	17,274.99
Taylor, Brittany	Acting Library Director	45,849.25
Wells, Mary Alice	Circulation Aide	8,758.14
<b>MANAGEMENT INFORMATION SERVICES</b>		
Keyes, Tyler	MIS Technician	50,336.00
Kimball-Martin, Lynne	MIS Analyst	63,467.90

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
<b>MUNICIPAL FINANCE</b>		
Bergen, Carol	Real Property Inspector (Seasonal)	7,217.35
Cardinal-Young, Josee	Finance Director	117,480.06
Fahle, Scott	Principal Assessor	74,104.55
Faust, Richard	Assistant Assessor (Resigned)	29,962.62
Grandel, Laura	Collector	61,922.90
Harpie, Michael	Assistant Collector	38,180.46
Hoffmann, Jody	Payroll & Benefits Manager	53,835.60
Jackett, Beau	MIS Director	86,708.52
Lewis, Ruth	Acting Finance Director (Temporary)	26,955.00
MacKenzie, Cheryl	Assessor's Admin Asst	55,637.47
O'Buck, John	Former Treasurer	7,597.74
Pantano, Frank	Real Property Inspector (Seasonal)	2,803.87
Robertson, Nick	Assistant Accountant	50,082.50
Williams, Alexander	Treasurer	58,476.70
<b>PARKING DEPARTMENT</b>		
Rosati, Domenic	Parking Administrator	50,097.48
Benatti, Patricia C.	Parking Clerk/Bookkeeper	35,157.54
Bollas, Mary A	Attendant (Seasonal)	16,478.77
Cabral, Ronald	Attendant (Seasonal)	16,329.66
Cook, Marguerite	Attendant (Seasonal)	6,090.30
Gentles, Raymond	Attendant (Seasonal)	12,761.64
Getters, Akim	Meter Person	16,749.38
Gonsalves, Deborah	Meter Person/Assistant Clerk	38,035.99
Green, Mary	Attendant (Seasonal)	14,959.36
Gutzler, Joell	Attendant (Seasonal)	16,432.93
Johnson, Avis	Attendant (Seasonal)	16,260.78
Kewachuk, Melanie	Attendant (Seasonal)	16,169.67
Luckhurst, Corinne	Attendant (Seasonal) (Resigned)	4,172.48
Pereira, Dodie	Attendant (Seasonal)	16,138.06
Power, John	Asst. Manager/Attendant (Seasonal)	15,747.96
Reetz, Rodney	Attendant (Seasonal)	16,123.34
Riley, Lawrence	Attendant (Seasonal)	14,739.02
Stephens, Marie	Attendant (Seasonal)	15,738.99
Timmons, Mary	Meter Person	4,876.74
<b>PIER CORPORATION / HARBORMASTER</b>		
McKinsey, William R	Pier Manager	60,483.78
Ribas, Luis	Assistant Harbormaster	62,559.00
Ayala, Isaiah	Assistant Harbormaster (Seasonal) (Resigned)	9,146.00
Clinton, Renee	Assistant Harbormaster (Seasonal)	17,786.00
DeMatteis, John	Assistant Harbormaster (Seasonal)	13,041.00
Eichman, Benjamin	Assistant Harbormaster (Seasonal)	4,326.00
Galipeau, Pauline	Assistant Harbormaster (Seasonal)	15,034.50
Koskey, Jarrod	Administrative Assistant	42,502.50
Maxwell, Christine	Assistant Harbormaster (Seasonal)	7,441.75
Ross, Stephen	Assistant Harbormaster (Seasonal)	10,030.50
Sanabria, Lizbeth	Assistant Harbormaster (Seasonal)	18,394.00
Silva, Richard	Assistant Harbormaster (Seasonal)	4,950.00
Sturdy, Raymond III	Former Administrative Assistant	25,890.39

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
POLICE DEPARTMENT		
Golden, James	Chief of Police	131,351.45
	Holiday	6,318.24
	Longevity	2,800.00
	Revolving	15,208.41
	Total Earnings	
Allen, Douglas	Dispatcher	57,130.76
	Educational Incentive	4,500.00
	Holiday	442.72
	Longevity	400.00
	Overtime	8,687.20
	Total Earnings	
Alves, Richard	Police Officer	73,279.57
	Educational Incentive	4,500.00
	Longevity	400.00
	Overtime	34,178.08
	Revolving Account	4,851.00
	Total Earnings	
Bartholomew, Sarah	Dispatcher	63,865.89
	Educational Incentive	5,000.00
	Overtime	13,605.44
	Longevity	700.00
	Total Earnings	
Catanese, Kathryn	Police Officer	62,658.31
	Educational Incentive	4,500.00
	Holiday	2,124.72
	Overtime	1,521.64
	Revolving	3,871.10
	Total Earnings	
Cook, Lisa	Dispatcher	63,060.14
	Educational Incentive	4,500.00
	Overtime	1,647.84
	Longevity	800.00
	Total Earnings	
Cowing, Ruth Ann	Animal Control Officer	60,326.63
	Overtime	1,150.65
	Revolving Account	914.36
	Longevity	1,000.00
	Total Earnings	
D'Andrea, Joseph	Police Officer	65,271.96
	Educational Incentive	4,500.00
	Holiday	251.12
	Overtime	1,317.01
	Total Earnings	
Dow, Tyler	Police Officer	59,984.72
	Educational Incentive	4,500.00
	Overtime	15,769.58
	Revolving Account	6,799.38
	Total Earnings	
Enos, Glenn	Sergeant	90,632.92
	Educational Incentive	750.00
	Overtime	37,838.60

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
	Longevity	1,600.00
	Revolving Account	25,485.07
	Total Earnings	
Harding, Sarah	Police Officer	59,471.22
	Educational Incentive	5,250.00
	Overtime	10,283.40
	Revolving Account	5,013.43
	Total Earnings	
Hennick, Gregory	Lieutenant	98,298.98
	Holiday	3,031.36
	Longevity	400.00
	Educational Incentive	6,500.00
	Revolving Account	704.88
	Total Earnings	
Kacergis, Aaron	Police Officer	62,985.70
	Holiday	248.00
	Overtime	15,634.63
	Revolving Account	7,313.25
	Total Earnings	
Koumanelis, Thomas	Police Officer	90,276.42
	Educational Incentive	4,500.00
	Overtime	20,214.31
	Longevity	400.00
	Total Earnings	
Landry, Christopher	Police Officer	64,169.16
	Educational Incentive	4,500.00
	Holiday	245.92
	Overtime	36,726.25
	Revolving Account	10,222.00
	Total Earnings	
Lobur, Meredith	Police Officer	71,492.30
	Educational Incentive	6,500.00
	Overtime	9,839.82
	Revolving Account	384.00
	Longevity	400.00
	Total Earnings	
Lopes, Carrie	Sergeant	93,340.21
	Educational Incentive	6,500.00
	Overtime	12,378.43
	Revolving Account	331.21
	Longevity	2,400.00
	Total Earnings	
Metcalf, Alyssa	Dispatcher (Resigned)	4,364.56
	Total Earnings	
Michael, Rachel	Dispatcher	61,105.04
	Educational Incentive	3,000.00
	Overtime	13,709.26
	Longevity	800.00
	Total Earnings	
Nolette, Jennifer	Dispatcher	65,080.92
	Educational Incentive	5,250.00
	Holiday	277.68
	Longevity	400.00

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
	Overtime	13,831.97
	Revolving Account	1,496.00
	Total Earnings	
Perry, Paige	Secretary to Police Chief	55,438.76
Peters, Rachel (Resigned)	Police Officer	322.72
	Total Earnings	
Reeves, Jessica	Dispatcher	50,868.09
	Holiday	205.36
	Overtime	3,540.70
	Total Earnings	
Ribas, Andreia	Dispatcher	54,313.50
	Overtime	6,734.19
	Total Earnings	
Saliba, Simon	Police Officer	59,622.39
	Holiday	235.52
	Overtime	19,793.71
	Revolving Account	22,405.44
	Total Earnings	
Samuels, Kas-wayne	Police Officer	41,263.54
	Overtime	1,375.88
	Revolving Account	3,680.00
	Total Earnings	
Spoor, Kevan	Police Officer	74,916.15
	Educational Incentive	6,500.00
	Holiday	618.24
	Longevity	400.00
	Overtime	20,481.47
	Revolving Account	2,249.12
	Total Earnings	
Sullivan, Jason	Police Officer	65,019.83
	Educational Incentive	4,500.00
	Longevity	400.00
	Overtime	18,690.29
	Revolving Account	3,612.88
	Total Earnings	
Willis, Jefferson	Police Officer	35,988.90
	Overtime	109.56
	Revolving	736.00
	Total Earnings	
Cabral, Shirley	Matron	9,201.43
	Overtime	387.68
	Total Earnings	
Duncanson, Damarr	Summer Police Officer	11,694.74
	Overtime	1,013.06
	Revolving Account	3,240.00
	Total Earnings	
Goldstein, Zack	Summer Police Officer	292.16
	Overtime	
	Revolving Account	1,495.00
	Total Earnings	
Keyes, Brian	Summer Police Officer	2,278.24
	Revolving Account	552.00
	Total Earnings	

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Beloin, Shannon	Seasonal Police Officer	19,399.62
	Overtime	2,144.39
	Revolving Account	5,057.00
	Total Earnings	
Bouhmadouche, Mahdi	Seasonal Police Officer	12,615.82
	Overtime	3,502.26
	Revolving	4,535.00
	Total Earnings	
Brosnan, Devin	Seasonal Police Officer	16,212.89
	Overtime	2,023.24
	Revolving Account	2,488.00
	Total Earnings	
Burrell, Madison	Seasonal Police Officer	16,323.56
	Overtime	2,310.68
	Revolving Account	6,327.00
	Total Earnings	
DeTorrice, Geena	Seasonal Police Officer	9,980.78
	Overtime	1,704.65
	Revolving	1,888.00
	Total Earnings	
Johnson, Tyler	Seasonal Police Officer	8,772.72
	Overtime	565.69
	Total Earnings	
	Seasonal Police Officer	17,609.77
McCauley, Michael	Overtime	2,808.59
	Revolving Account	4,354.00
	Total Earnings	
	Seasonal Police Officer	7,736.92
Moorman, Andrew	Overtime	624.08
	Total Earnings	
	Seasonal Police Officer	7,108.50
	Overtime	320.00
Murray, Owen	Revolving	506.00
	Total Earnings	
	Summer Police Officer	10,026.64
	Overtime	661.26
Radzik, Thomas	Total Earnings	
	On-call Dispatcher	15,737.68
	Overtime	256.08
Johnson, Chester	Total Earnings	
	On-call Dispatcher	858.96
Russell, Denise	Police Department Total Earnings	2,597,901.15
<b>RECREATION</b>		
Motta, Brandon	Recreation Director	57,936.53
Lammie, Angelina	Assistant Recreation Director	44,460.13
Bolduc, Amanda	Summer Recreation Leader	5,384.00
Kaeselau, Dylan	Summer Recreation Leader	7,899.41
Lomba, Samantha	Summer Recreation Leader	13,562.43
Roderick, Chelsea	Summer Recreation Leader	13,692.63
Roderick, Stephanie	Summer Recreation Leader	7,016.76
Sendao, Carlos	Summer Recreation Leader	4,294.96
Silva, Patrick	Summer Recreation Leader	7,120.36

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Thompson, Caroline	Summer Recreation Leader	5,076.65
Toomey, Michael	Summer Recreation Leader	5,248.02
Trovato, Kelsey	Summer Recreation Leader	4,613.59
<b>SHELLFISH</b>		
Wisbauer, Stephen	Shellfish Constable	43,002.33
<b>TOURISM</b>		
Fuccillo, Anthony	Tourism Director	67,922.92
Luca, Radu	Assistant Tourism Director (Resigned)	47,941.72



## Public Safety

### Bicycle Committee

#### Major Accomplishments in 2017

This year we celebrated Bike Month in May for the first time, with a series of events in collaboration with MassBike and MassDOT.

The multi-year Outer Cape Bicycle & Pedestrian Master Plan process came to a close early in the year and the Master Plan was adopted by the Board of Selectmen at the Fall Traffic Hearing. This plan gives town a framework for moving forward with bicycle improvements in town and a reference document to measure progress into the future.

Our advocacy for “climbing lanes” was successful with the approval of a new climbing lane on Bradford Street up the hill from Central St. to Carver St. This section of road has one of the highest number of motor vehicle crashes and is the most challenging hill for bicycling in town. We saw an upcoming repaving project as an opportunity for a Complete Streets approach to improving safety and asked for a bike lane to be included in the layout of the road. The climbing lane will allow motor vehicles to pass slower-moving people on bikes and help reduce the amount of passing over the yellow center line. The selectmen voted 4-1 to approve the new bike lane and it will be painted in the spring when this section of Bradford Street is repaved.

Provincetown was recognized as one of the most bikeable places in the United States by PeopleForBikes.org’s ranking of 303 cities and towns. We scored 79 on their “bicycle network analysis” scale, in a tie for first place nationwide and ahead of well-known bike towns such as Davis, CA. For more details, visit <http://peopleforbikes.org/bna/>

**Outreach & Education:** The updated Provincetown Bicycle Map & Safety Guide brochure went to print with its annual print run of 25,000 copies. Two new street banners went up on Commercial Street during the summer months reminding everyone to “slow down” and “light up the night” to encourage bike light use.

Bike Month in May was a smashing success, and for the first time the Board of Selectmen issued a proclamation recognizing Bike Month. We put up new “Celebrate Bike Month” banners on the light poles in Portuguese Square next to Town Hall along with banners celebrating the 50<sup>th</sup> anniversary of the Province Lands Bike Trail. Events included a Bike to Work Day breakfast at Town Hall; a bike repair clinic with demonstrations of common repairs; the Blessing of the Bikes by Reverend Kate on the lawn at the UU Church; and the Children’s Bike Rodeo in collaboration with the Police Department. In June, we again participated in the annual WorldFest event to reach out to seasonal workers with the bike safety quiz, free bike lights, and free bike safety checks from Ptown Bikes.

**Bike Racks:** Town Meeting approved our Community Preservation Grant application for funding to purchase new bike racks and two bike repair stations. Those will be installed around town in the spring of 2018. The biggest new installation will take place at the Johnson Street Parking Lot, where we will install a repair station and increase bike parking from 4 spaces to 40 spaces.

**Looking Forward:** This year marks the 40<sup>th</sup> anniversary of the Clarie Saltonstall Memorial Bikeway – the state’s only numbered bike route (MA-1) – which runs 135 miles from Boston to Provincetown. Look for our banners and celebrations throughout Bike Month in May and into the summer season.

This spring we will submit our application to the League of American Bicyclists for designation as a “Bicycle Friendly Community” to recognize the work that has been done and receive feedback on policies and efforts that would help make Provincetown the most welcoming and safest place for bicycling on Cape Cod.

The Cape Cod Commission is kicking off a study of a possible reduction of lanes on Route 6 to allow space for a multi-use path to create a safe bikeway from the Truro town line all the way to Herring Cove Beach.

We will continue to advise the Board of Selectmen on how to make riding a bike safer while meeting the town’s environmental goals and reducing congestion on our narrow roads.

The committee is always looking for new members and welcomes input from the community at large, so please feel free to reach out in person at one of our meetings, via email, or online through our Facebook page at <http://BikeProvincetown.org>

**Rik Ahlberg**, Chair

## Board of Fire Engineers

Provincetown Fire/Rescue & Emergency Services proudly serve and protect the residence and countless visitors to the town of Provincetown annually. We are responsible for all phases of Fire Prevention, Fire Protection and EMS Services. This year the Provincetown Fire Department answered approximately 162 fire related calls. Once again, we consider ourselves very fortunate that all calls were answered safely. The Rescue Squad and the Lower Cape Ambulance crews continue to be extremely busy with all types of calls and hospital runs. Every year many more different types of affairs continue to happen in Provincetown all year round. These events have proven to be very successful and we are all pleased with the results, however, a longer season and more visitors do put more of a demand on this department. With the addition of Seashore Point to our community we find that this too puts more of a demand on our EMS service. This department answers as many EMS calls as most full time departments and we have the farthest run to a hospital than any other town in the Commonwealth.

Provincetown becomes a small city during the Spring, Summer and Fall seasons with the amount of visitors that come here. The demand put on our volunteer department for this type of service became to much for us to handle on our own. To answer these demands we teamed up with the Lower Cape Ambulance Association. They are a non-profit organization and they make our ambulance runs to the hospital and answer rescue calls for this department.

Our arrangement with Lower Cape Ambulance Association provides excellent advanced life support care to our citizens for a fraction of the cost of any other option available. This arrangement works well and helps allow us the ability to maintain our completely volunteer/call fire department. If it were not for the well-balanced mix between these two organizations we would be forced into a full time fire department. A full time fire department would cost a lot more and we would not have as many personnel on call when we need them.

We saw the need to put our rescue people on duty in the station during the busy season many years ago. We started out by putting one Paramedic and one EMT on duty in the Shank Painter Station twenty-four seven from Memorial Day through Columbus Day weekend, which was approximately 150 days. This coverage helps to take the load off of The Lower Cape Ambulance Association and the mutual aid system during our busiest time of the season. The calls have continued to increase so we have seen the need to increase the coverage. We are asking to extend the Rescue standby coverage for 2018 to 210 days. This would give us coverage from May 1st to approximately November 30th. We are also asking to hire a second crew to be on duty 27/7 for July and August. The 2017 season was

extremely busy for fire and rescue. We found ourselves calling for mutual aid a lot last season mostly during July and August. This is really not fair to our surrounding departments. There were many times this year when they left their own towns without coverage because their crew was sent to cover Provincetown. The mutual aid system works well but we need to be self-sufficient as much as we can. There are days now when the need is there now to have a Provincetown Fire Department ambulance staffed and in the station 24/7 365 days a year. However, with the volunteer rescue personnel, Lower Cape Ambulance and mutual aid we do get through those busy days when multiple calls come in all at once. I think the additional crew for July and August will help our situation. We will continue to watch the call volume and ask for what we think will be needed as time goes on. If it looks like we can handle the call volume with Lower Cape Ambulance our Summer standby crew and the extra crew being hired for July and August then we will hold at 210 days until we see the need to ask for more days of coverage.

We have our entire fleet of ambulances and fire apparatus on a scheduled replacement program. The ambulances get a lot of wear due to the distance that they travel for every run to Cape Cod Hospital. They have to pass very strict inspections by The Department of Public Health and Boston Emergency Medical Services. We need our ambulances to be in excellent condition and ready to make that run when needed. This scheduled replacement program is listed out in our Capital Budget. We are extremely grateful to the community for their continued support to make sure our requests for these new ambulances and fire apparatus are met. The Fire Department side of this department is always being called out for various types of incidents and it is also very busy. We are thankful for the state of the art equipment that we now have to work with. We have a fleet of custom built Ferrara Fire Apparatus that have worked out extremely well for our narrow streets.

We answered a fire call on Memorial Day weekend at The Red Shack and Surf Club Restaurant in Lopes Square that turned into a three alarm fire. This fire was well under way with fire through the roof and extending to The Coffee Pot Restaurant on our arrival. The fire was contained to the building of origin with minor damage to The Coffee Pot Restaurant. We are thankful to every member of this department and the mutual aid companies that came to our assistance. They managed to contain the fire to the building of origin and no injuries were reported. We received many donations to purchase equipment to contain a fire like this with minimum manpower. The first donation came in while we were still on scene from The Lobster Pot Restaurant. They were impressed by the Blitz Gun that was put in the alley way to serve as a water curtain between the buildings. They gave us a donation to buy another blitz gun. Then we got a donation from Fanizzi's Restaurant and Seamens Bank so we could buy two more. We received many donations after this fire from the community for us to buy more equipment. We are thankful for the support that we received from the community.

We responded to numerous calls on January 4th due to the high tide and flooding. We responded to the report of a cottage on fire at 10 Commercial street. Commercial Street from the West End parking lot to the Provincetown Inn rotary and beyond were under water. We responded with the Fire Chiefs new car, Engine One and Engine Three. There was a river of salt water coming across Commercial Street and we got caught in the tide with water over our wheels. We have considerable damage to these vehicles to being submerged in the salt water. We have claims onto

the insurance company and we don't know what the end result of this damage will be at this time. These trucks may have to be replaced now and this will throw off our scheduled replacement and budgeting program.

We are now paying our volunteer firefighters \$50.00 for responding to each fire call. This paying by the call started out as a pilot program a few years ago to compensate the members for time lost from their regular jobs to answer fire calls. I am happy to report that this system is working out well. We are now paying them \$50.00 per fire call. The line item this expense \$40,000.00. It would cost us at least twice that amount to hire one full time firefighter. We have to look to the future and ease into a realistic fire department budget. This is a small compensation for the members that show up to every call. This will help to keep the volunteers interested and give them some compensation to make up for the money that they lose when they leave their jobs to respond to a fire incident. This will also allow us to build up the fire department budget slowly so if we have to go to a full time someday it will not be such a shock to the budget.

We are trying to keep the volunteer fire department going for as long as possible. We are now paying our members \$75.00 for each fire drill that they attend. The department requires a monthly drill and members are required to make 75 percent of all drills. The monthly drills are on Sunday mornings and usually last four hours or more. We need to compensate the members for giving up one Sunday a month to keep up with the training required to get the job done and done safely. These two programs of paying them by the fire call and drills shows our appreciation for what they do and gives them a little compensation for time lost from their regular jobs.

We have combined the State required Fire, Oil and Gas Inspections with the duties of the electrical and plumbing inspector duties as another measure to save money and save us from hiring a full time firefighter to perform those inspections. John Brown our Electrical inspector does the fire and oil burner inspections and Hank Hautanen our plumbing inspector does our LP gas tank inspections. We are now handling this through the Building Commissioners budget compensating these men for their time. We should be collecting enough for each inspection to cover what they are being paid. These inspectors and the wiring and plumbing inspectors before them have been doing this for many years with no extra compensa-

tion. This is just another area that the Chief and the Board of Fire Engineers have worked with other departments within the town to combine duties save the town a lot of money.

Our goal has always been to operate as a volunteer department for as long as possible. This not only saves the town a lot of money, but it provides a large number of personnel to any type of incident when needed. If we had a full time department, you would get two or three firefighters on duty for that shift and most times that would not be enough personnel to handle the incident. To date our system works well. However, we have and continue to lose many members of this department due to lack of affordable housing in our town. Many of our dedicated members have moved from our community because of the lack of affordable homes or affordable year-round apartments. The time has come, if we are going to save this department, to find some kind of housing for our people. We need two and three bedroom homes and apartments that are available and affordable.

The membership of this department has historically been made up of fishermen, carpenters, plumbers, electricians, and the folks from our local appliance company, Gas company, oil company, insurance agency, basically the tradesmen and women of our community. When we answer any type of call we have an expert on the scene for any type of incident that we could possibly be called out to handle. That is what has made this department so great. I can't think of any other department that could turn out to an incident with this many people with that kind of talent. Some of us are second; third and fourth generation firefighters and we would like to see this proud tradition continue for another one hundred years.

I will be starting my 27th year as Fire Chief and it is an honor to be the Chief of this department with these amazing firefighters. They do a fantastic job at every incident that they are called upon to deal with. We are very fortunate to have every one of them. We need to find a way to keep these people here for all of the services that they provide to our community. With the loss of our high school it is much more difficult to keep this tradition going. Without the high school and families living here I am afraid that we will lose the very people that have for so many years kept this department going and have provided many other services to this community. Our members give a great deal of their time for little or no compensation. This is a very dangerous business and all we have ever asked for is the proper equipment to protect us so we can get the job done to better serve the citizens of Provincetown.

We are thankful for everyone's support of this department. We have to meet the same training requirements as full time departments. We asked that our members be compensated for their time when taking these Commonwealth of Massachusetts mandatory classes. Our request was met and we are now compensated for classes that are required by the state to keep us certified as First Responders. In

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March of 2014 our members were compensated for the first time for their 24 hours of recertification training.

The Firemen's Association is continually thinking of ways to raise money. These funds are used to make improvements around the station, purchase equipment, maintain the Franklin J. Oliver Scholarship Fund and for many other projects. They purchased our thermal imaging camera and receiver monitor for \$12,000.00. Thermal imaging makes it a lot safer for firefighters during interior fire attack and makes the chances of finding someone trapped in a fire and smoke filled building much greater.

Our 1936 American LaFrance Fire Engine is back on the road. However, it appears that Kevin will always be working on a few minor mechanical issues. This project took a lot more time, patients and money than originally anticipated. This piece of fire apparatus is part of our firefighting history and a lot of time and effort have gone into this project. This is the oldest motorized piece of fire apparatus that we have managed to retain. With the help of Kevin Ainsworth we are getting all of the minor issues with this truck resolved. We use this piece of fire apparatus in the Fourth of July Parade and we are using it for funerals. Kevin continues to make improvements in our 1936 American LaFrance and it is on the road for many events. Deputy Chief Roderick continues to work very hard on all grants for equipment that come available. In the past he won a grant for \$125,000.00 to replace our self-contained breathing apparatus and another to replace our air compressor. This allowed us to replace our old air compressor that was purchased by The Provincetown Fireman's Association in 1994 and was in need of replacement. He has saved the town thousands of dollars by being successful with these grant applications. He is currently working on a grant to replace all of our fire department radios. The radio frequency will be changed to a digital system of distribution within the next few years. This means that all of the radios will have to be replaced. If Deputy Chief Roderick is successful with at a grant for this expense he will once again have saved the taxpayers a lot of money.

The Provincetown Rescue Squad Association has historically raised the money to purchase all equipment needed to keep the Rescue Squad operating. They used to even raise the money to pay for half of the ambulances. This effort takes a lot of time and effort by our members. We saw the need a couple of years ago to add a line item to our budget for supplies for the Rescue Squad. We discovered that due to the tough economic times that we are experiencing the donations are just not coming in like they used to. The Association will continue to try and raise money to offset the cost to operate the Rescue Squad but at this time the money just is not there. Once again we truly appreciate the community coming together and supporting us so we can make all of this work. It takes a lot of effort on the part of the members but without the support of the community it would not be successful.

We continue to plan for the future and are always looking for better ways to serve the citizens of Provincetown. Once again, I would like to thank everyone for their generous donations to the Firemen’s Association and the Rescue Squad Association. Your donations make it possible for these organizations to purchase much needed equipment for our department.

I would like to thank the dedicated Fire and Rescue members for always being there. I would like to thank David Gardner his help and support. We would also like to thank David Panagore. He has taken a lot of time to work with us to understand how our volunteer department works and what our needs are. He has been extremely helpful and supportive of this department. We would also like to thank the Board of Selectmen, our secretary Joyce Mathews and all other Town departments and the citizens of Provincetown for their continued cooperation and support.

**Michael S. Trovato**, *Fire Chief*

**2017 Provincetown Fire & Rescue Members**

**Board of Fire Engineers**

Michael S. Trovato	Fire Chief
James J. Roderick Jr.	Deputy Chief A
Gerard Menangas	Deputy Chief B
Russell V. Zawaduk	District Chief #1 & #3
Joyce Mathews	Administrative Assistant

**Engine Company #1**

- Paul Silva
- David White
- Luis Ribas
- Mark Lambrou
- Malcolm Kerr Hunter
- Noah Santos
- Dexter Wright
- Michael J. Trovato
- Nathaniel Caley
- James Silva
- Patrick Silva
- Vaughn Cabral
- Devyn Enos
- Collin Silva
- Christian Costa

**Ladder Company #2**

- E.J. Martinez
- George Felton
- Paul Roderick
- Jamie White
- Kevin Ainsworth
- Brandon Motta
- Lee Russell
- John Browne
- Carl Osowski
- Jonas Ayala
- Molly Costa
- Victoria Ainsworth
- Eli Martinez

**Engine Company #3**

Scott Enos  
 James Meads Jr.  
 Craig Martin  
 James Richmond  
 Frank Horner  
 Jay Meads

**Engine Company #4**

David Gonsalves  
 Rodrigo Santos, EMT  
 Christy Douglas, EMT  
 Fernando Hernandez  
 Ryan Schmidt  
 Kaylee Smith  
 Othaine Rance, EMT-P  
 Denise Russell, EMT-P

**Engine Company #5**

Roger Martin  
 Jeffrey Notaro  
 Michael Chute, EMT  
 Chris Enos  
 Jonathan Sinaiko  
 Garth Stewart  
 Shannon Hatch  
 April Hatch  
 Michael Notaro

**2017 Fire Report of Calls**

<b>Fires</b>		Unauthorized burning	6
Structure fire	3		
Chimney/Flue/Fireplace fire	1	<b>Good Intent Calls</b>	
Cooking Incident	13	Dispatched & Cancelled en route	6
Brush/Grass/Woods fire	6	Smoke Scare, odor of smoke	9
Outside rubbish/trash fire	2	Steam, vapor, fog or dust thought to be smoke	2
<b>Rescue &amp; Emergency Medical Incident</b>		<b>False Alarm &amp; False Calls</b>	
Rescue, EMS Incident	3	Malicious false calls	3
Emergency Medical Service	1	Sprinkler activation due to malfunction	2
Motor Vehicle Accident with injuries	2	Smoke detector malfunction	13
Motor Vehicle Accident with no injuries	4	Heat detector malfunction	1
Water related rescue	7	Alarm system activation malfunction	31
<b>Hazardous Conditions (no fire)</b>		CO detector activation due to malfunction	4
Gasoline or other flammable liquid spill	1	Unintentional transmission of alarm	7
LP Gas Leak or overfill	3	Smoke detector activation, no fire	2
Chemical spill or leak	1	Alarm system activation, no fire	10
Carbon Monoxide Incident	3	Carbon Monoxide detector activation, no CO	2
Arcing, shorted electrical equipment	2		
Power Line Down/Outages	3	<b>Total Calls</b>	<b>162</b>
Building or structure weakened	1		
Possible electrical hazard	1		
Overheated Motor			
<b>Service Calls</b>			
Water or steam leak	6		

## Building Department

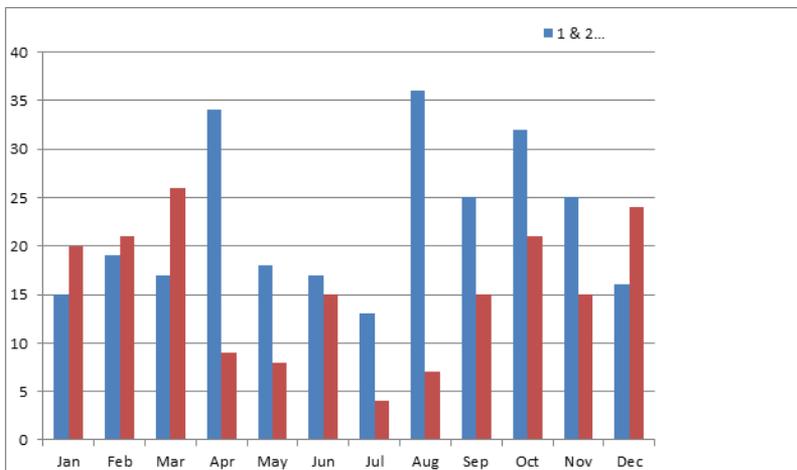
The mission of the Building Department is to protect the lives and safety of the residents and visitors of the Town. This is accomplished through inspections, enforcement, and compliance with local ordinances, by-laws, and 780 CMR Massachusetts State Building Code. We protect our residents and visitors by protecting the buildings we use. The Provincetown Building Department is one of the four departments that make up the Department of Community Development. The Department consists of a full-time Building Commissioner and Building Inspector, part-time electrical and plumbing inspectors (with designated alternates), and one full-time and one part-time Administrative Assistant. We are fortunate to have extra help from senior volunteers throughout the year. The primary duty of the building officials is to perform both residential and nonresidential plan reviews and field inspections to ensure compliance with all Commonwealth of Massachusetts adopted building codes, including the following: 2009 International Building Code; 2009 International Residential Code; 2009 International Existing Building Code; 2009 International Mechanical Code; 248 CMR Mass. Fuel Gas and Plumbing Code; 2009 Energy Conservation Code; 527 CMR Accessible Code; 527 CMR 12: Mass. Electrical Code; and 2009 Massachusetts Amendments. On January 1, 2018 the State of Massachusetts adopted the 2015 family of I-Codes. Along with inspections attendant with building permits, the building official team inspects all licensed businesses within the Town as well as all places of assembly including buildings owned by the Town as required by the State.

Building Department activities include issuing permits for the following: New homes; Additions and alterations; Detached garages; Kitchen and bath remodels; Attic and basement alterations; Decks and elevated patios; Nonresidential buildings; Gas line installs; Generators; L.P. tanks; Furnace/boiler replacements; Chimney liners; HVAC systems, new and replacement; Electrical installations; Plumbing installations; Demo permits; Signs; Tents; Sprinkler systems for residential buildings and nonresidential buildings; Roofing; Sheds; Window replacements; Energy modifications; and Swimming pools.

The Office Administrator along with the part time Administrative Assistant, process & maintain files for all permits & plans. Their duties include: Issuing electrical and plumbing permits; Assisting the public in title searches; Locating surveys for properties; Accepting electrical and plumbing inspection requests; Answering questions about the permit process; Transferring plans to digital format; Gathering data for reporting; Depositing all receipts; Maintaining accounts payable and payroll for the department; and ordering supplies and keeping equipment up to date and serviced.

Fees collected by the department go into the general fund. Our current fee schedule was adopted in 2005. A goal for 2017 was to complete the review of the fee schedule for relevance to the cost of operating the department. That review indicated that most fees will remain stagnant; however, the fees associated with plumbing, electrical, gas and mechanical permits are potentially going to increase. Building permits are subject to project valuations, whereas plumbing, electrical, gas and mechanical are based on number of fixtures and are the concentrated areas of review.

The graph illustrates the number of permits issued each month in 2017. The blue represents 1 & 2 family building permits, and the red represents the non- 1 & 2 family building permits. All permits are reviewed for building code, local zoning, health and conservation compliance.



The Building Department enjoyed a stable staffing of Inspectors for the first time in four years. I personally would like to thank all in the Department of Community Development for their support of the Building Department. We are all in this together and cannot function without cooperation and communication.

**Anne Howard**, *Building Commissioner*

## Harbor Committee

We are wrapping up a year-long process for the second renewal of our Harbor Plan. When approved in 1999, our Harbor Plan was only the fourth in the Commonwealth. The Plan has helped focus attention of our needs and desires for the Harbor, redevelopment of our piers and protection of our beaches. It also serves as guidance for the State when licensing waterfront properties. We are required to update and amend the Plan every five years. This is a particularly good time for this renewal process to occur. We want to loop in the recently completed Hazard Mitigation Plan and the incorporate the Local Comprehensive planning process now underway. Additionally, we have made good progress on a number of other harbor projects and want to circle back for additional public participation.

To that end, we have enlisted Urban Harbors Institute (UHI) from UMass Boston to assist us with that public process. We held a number of forums over the last year to engage and inform the next iteration of Provincetown Harbor Plan. In an attempt to get out of Town Hall and show off some places of interest, we held forums at the Library, West End Racing Children's Community Sailing building (formerly West End Racing Club), at the Cape Codder, Center for Coastal Studies under the whale at Larkin Hall and Year Rounders' Festival. UHI staff also interviewed dozens of stakeholders and interested parties.

All of this effort is designed to find out what vision people have when they think of Provincetown Harbor. And we did get a lot of input and opinions; in some cases conflicting. We are working through all the input to try to create a balanced, thoughtful Plan that serves all the interests in Provincetown. Fortunately for the members and staff, we do not have to cut this plan out of whole cloth. We have a really good framework with the existing plan.

In other areas, we participated in the planning for the Stellwagen Visitors Center, commented on Town Meeting articles, and made progress on beach nourishment. We have commented and watched as Fishermen's Wharf has transformed and expanded to meet the needs of transient boaters. We are cognizant of these changes affecting how the local public uses this facility and area of the harbor (e.g. public access, fuel docks, and the buildings). Our goal is to ensure the public amenities are coordinated with the other access programs we are working on.

Finally, we thank Victor Seltsam for his energy and enthusiasm, especially his work on kayak racks, and welcome Bryan Legare to the committee. It has been a busy year.

**David Flattery**, *Chair*

## Harbormaster/MacMillan Pier Manager

As I look back to last year and indeed across the years, I want to recognize the connections that we have developed and maintained to take care of our harbor, the pier and our citizens. My view this morning includes the Barnstable County Dredge “Codfish” preparing for dredging as part of the floating docks and wave attenuator system. A project funded in large part by FEMA. The sand from this dredging is going to Court Street Town Landing as a pilot project to address storm tide pathways. The work to identify and prioritize these nourishment projects was funded by Mass. Coastal Zone Management (CZM), managed by Dept. of Public Works (DPW) and Harbormasters Department (PHM) with assistance of Cape Cod Commission (CCC). The contracted work was done by Woodward and Curran and Center for Coastal Studies (CCS). That is just one large interconnected project.

We rely on and work with our Police, Fire and Rescue departments regularly to assist citizens in times of need or parade and event days. We regularly train with Coast Guard Station Provincetown and other Coast Guard assets in the area. We are looking for ways to work with Truro to provide assistance and services to improve efficiency. We provide a home for tide gauge equipment that reports to the U. S. Geologic Service (USGS) in real-time. We have improved our weather instrument package to push data out to the weather services. Whether the National Park, Marine Fisheries, EPA and DEP, or our other public or private partners, working together moves us all forward. With that, let’s move on to the stats:

We are up to as many as 13 ferry stops with a capacity of over 5000 passengers a day. We run a daily pump-out service for vessel holding tanks from May to November to help keep our harbor clean. When we are not busy with the operation, maintenance and repair of 4 cranes, two ice machines, 4 vessels and associated docks, moorings, blocks and gear needed to effectively manage the pier and harbor, we provide harbor patrols to regulate boating traffic.

With all the commercial and recreational traffic in this harbor, we have three top priorities; public safety, ensuring ferries and excursions are not delayed, the fishers have equipment they can rely on and can quickly move fresh product off the pier. Myriad recreational uses are monitored for safety and opportunities for education. In carrying out our priorities, we take seriously our role as Gateway ambassadors for Provincetown. With all this activity, Provincetown Harbor and MacMillan Pier is becoming the Port of Provincetown.

This summer was our second season with cruise ships visiting Provincetown. This sector has brought in 11 port calls with 1,994 people visiting Provincetown this season. Pier Corp revenue was \$6,500 for this sector and we have recently increased rates. We anticipate adding two more small ship companies (Victory

II and Wind Star) in 2018 with 25 total port calls next season. We are already getting small ship bookings for 2019.

On May 18<sup>th</sup> we started a daily log of ferry passengers to assist managing daily passenger loads. This information will provide data to determine proper staffing levels. The total number of passengers was over 175,000 who used the pier as their entry into and exit from Provincetown. Our three ferry companies are Boston Harbor Cruises, Bay State Cruises and Captain John & Sons Ferry & Whale Watch from Plymouth. Bay State ran daily service for an additional week in October and some additional weekend runs to the end of November. The growth in ridership from 2009 to 2017 is 44%.

The Massachusetts Clean Vessel Act (CVA) grant program provides a holding tank pump-out service free of charge to vessels in the harbor. This long standing program provides a reimbursement of 75% of the total expenditures including labor and funds spent on the pump-out vessel. Labor costs (\$17,872) were borne by the Pier Corp budget. There is a cap of \$11,000 on the grant reimbursement and the funds go to the Town pumpout revenue account. We will review the grant agreement to address this issue.

Many of the vessels we pump out are located on moorings. There was an 8% increase in mooring revenue between 2016 and 2017. This season moorings revenue totaled \$92,630 to date, up from \$84,965 last year in part due to rate increases and an increase in moorings from 420 in 2016 to 430 in 2017.

On March 6, 2017 we began using our new harbormaster database within the Mapsonline program to track events and incidents on the pier and in the harbor. This is the first year we are using our moorings program in this manner. We will be adjusting the datasets and parameters this winter to better reflect departmental activities.

2017 seasonal log entries			
Boat adrift or washed up	30	Warning issued	20
Person in water	3	Citations written	4
Called to beaches	4	Parking tickets	4
Assist Coast Guard	8	Misc. calls to pier and harbor	65
Call/Assist Rescue	16	Disorderly calls	8
Call/Assist PPD	14	Marine/Pier Investigations	6
PC or Arrest (pass to PPD)	3		

As our services and scope of work has expanded, we are still working under the

old harbormaster department system. We have proposed and implemented some changes, notably a business manager; however, unanticipated events lowered the normal number of staff members due to various reasons. While this affected our ability to respond, the staff went above and beyond their normal work schedules and productivity.

Our front office admin/dispatch, Jarrod Koskey, has taken on the additional duties as acting business analyst until the status of the position can be settled. In all, the number of personnel dropped by three seasonal personnel and one year round position over the course of the summer. We also doubled up on second shift personnel to handle the recreational evening activities on the pier. Ideally, our goal is to have two full time employees in the office supporting the department; one to operate the day to day functions of the front desk and dispatch and a second person for business analysis, budgets and financial reporting, collect and manage performance measures, and ensure grant and financial reporting to our state and federal partners is consistently maintained in compliance with awards and permit conditions.

The Town Pier and Provincetown Harbor have certainly changed over the years. Be sure to check the Shellfish and Pier Corp reports as well. We are busier than ever. I would like to thank my second in command, Luis Ribas, Shellfish Constable Steve Wisbauer and our seasonal staff for their caring, professional approach to the job. Of course, we couldn't do this work without the dedicated volunteers on Pier Corp, Harbor and Shellfish Committees. The dedication they all have for Provincetown's marine environment is commendable.

**Rex McKinsey**, *Harbormaster and MacMillan Pier Manager*

## Board of Health

In its efforts to protect and promote the environmental and public health of Provincetown, the Board of Health and the Health Department initiated many improvements and achieved significant progress in 2017. Here is the Annual Report.

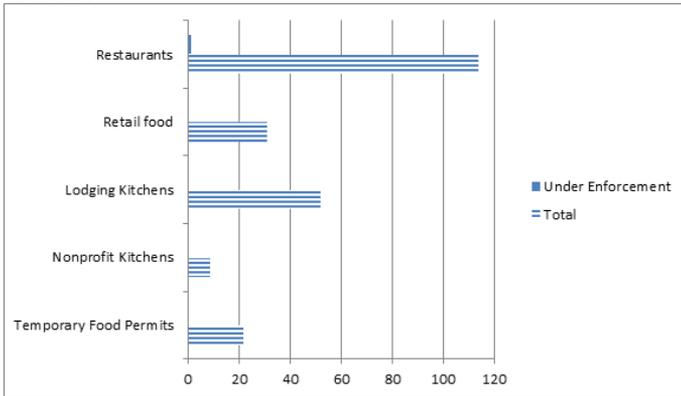
### **Regulatory/Licensing**

- Ceased operation of an unlicensed clinic in Provincetown.
- Offered required trainings for licensees in Provincetown, including ServSafe, Choke Safety, and Fats, Oils and Grease.
- Eliminated unnecessarily burdensome steps of the licensing process, including requiring new licensees to appear before the Board of Health, and requiring pre-opening inspections for compliant existing food service establishments.

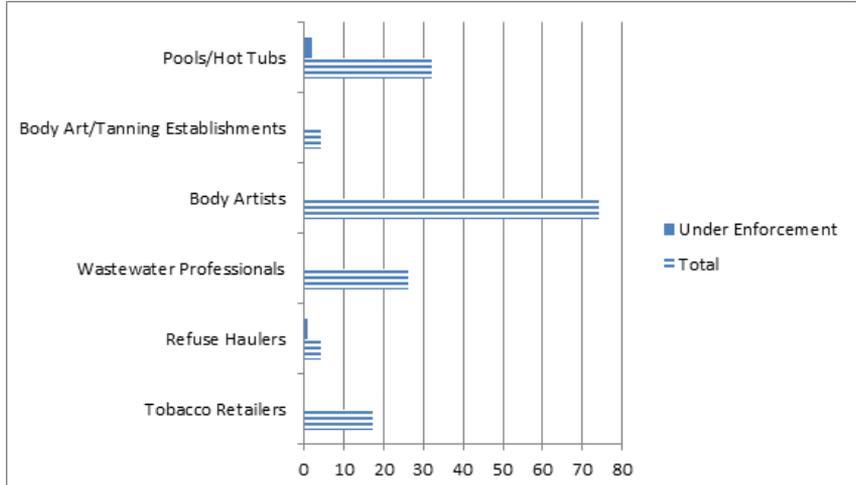
- Guided 17 new, upgrading, and potential food establishments through plan review to ensure compliance with federal, state, and local health regulations.
- Continued inspection “blitzes” –dedicated weeks for licensing reminders and inspections— to facilitate compliance and smoother openings for existing semi-public pools, hot tubs, and lodging establishments in good standing.
- Passed criteria for connecting to the municipal sewer during the state of limited capacity

**Breakdown of Annual Licensees**

**Food Licensees**



**Other**



## Public Health

- Community Resource Navigator (“Navigator”) program continued to provide needed services to residents and to receive media attention and accolades.
- Other new public health programs launched or planned in 2017:
  - Winter Wednesdays - free programming to encourage community engagement in the coldest and darkest months of the year.
  - Tobacco cessation – offered a free tobacco cessation program. Program was cancelled due to lack of attendants.
  - Winter Wellness Speaker Series – free speaker series on ways to stay healthy in the winter months.
  - Hidden Hazards in the Arts – free training on hidden hazards in art media for artists and hobbyists.
  - Hoarding: On to Recovery – a free educational workshop about recovery and support for people suffering from hoarding disorder and their loved ones.
  - Blue30 Challenge – a social media campaign to encourage residents to engage with the blue spaces around them and cultivate gratitude.
  - Crystal Meth Users support group – grant funded a pilot program to provide a facilitated weekly support group for crystal meth users.
- Invited by the Massachusetts Department of Public Health to present on Provincetown’s efforts to protect recreational beach water quality at Massachusetts Health Officer’s Association annual conference.
- Public Health Communications
  - Launched a social media presence on Facebook.
  - Developed and distributed postcards on where to get a flu shot in Provincetown for senior citizens.
  - Developed and printed materials to promote and advertise the Provincetown Community Resource Navigator program.
  - Launched a social media campaign about seasonal depression and where to locate services

### Emergency Preparedness

- Planned and hosted multi-agency emergency planning meetings with representatives from local, state and federal government agencies, along with other key stakeholders for emergency preparedness.
- Participated in all regional emergency planning trainings and meetings.
- Performed multiple public outreach campaigns to encourage registration to Emergency Alert system (sign up at [alerts.provincetown-ma.gov](http://alerts.provincetown-ma.gov)).

### Environmental Health/Sanitation

- Continued to examine wastewater design flows at every stage of Health Department review and make corrections where needed.
- Updated and corrected Administrative Consent Order (ACO) process with Treasurer. Yearly bills are now issued to properties under an ACO.
- Participated in sewer expansion planning as a core member of the Sewer Team.

The Board of Health Chair and Health Department staff would like to thank the Board for their outstanding service and commitment to our community. Special thanks to Vice Chair Steve Katsurinis, Clerk Dr. Janet Whelan, Elise Cozzi, Kaliope Chute, and alternates Betty Williams and Fred Latasa-Nicks.

The Board would like to thank the Health Department staff, Morgan Clark and Laura Marin, and the Board of Health Secretary Susan Leonard for their professionalism, hard work and diligence and who, without them, the Board would be unable to fulfill its duties.

**Mark Phillips**, *Chair*

**Morgan Clark**, *Director*

## Growth Management Report

### Introduction

This report constitutes the Annual Growth Management report required by Section 6600(3) of the Provincetown Zoning Bylaw on which a Public Hearing is to be held on Monday, February 12, 2018 at 6:00 pm. The An

nual Report evaluates the effects of growth on our resources over the past year, including but not limited to potable water supply, solid waste disposal, wastewater disposal, and the inventory of affordable housing.

As stated in Section 6100 of the Growth Management Zoning By-Law, the purpose of growth management is to maintain the rate of development at a level which will allow the Town to provide in a planned and rationale manner adequate public services and facilities to meet the needs of its current and future population without overburdening the Town's natural resources or the capacities of existing and planned public facilities, particularly with respect to provision of potable water, wastewater disposal, and solid waste disposal. The by-law also states that the purpose is to encourage affordable housing development and year-round economic development.

The purpose of the Growth Management Zoning By-Law is supported by the Town-wide Policy Goals adopted by the Board of Selectmen for FY2018 which include increasing the year-round population and promoting policies that promote housing and economic opportunities, while maintaining community character. In recent years, the Growth Management Zoning By-Law has been amended to support this purpose by improving the procedures for Economic Development Permits so as to promote economic opportunities and including an annual review of the inventory of affordable housing. The bylaw has also been amended to accommodate the Inclusionary Bylaw and to encourage the creation of year round rental housing units.

#### Finding - Water Withdrawal Limitations During the Peak Season

The Annual Growth Management review and Board of Selectmen approval of allocations for each of the Growth Management categories is dependent upon the "finding that the Town is in compliance with the water withdrawal permit issued by" the DEP. The permit limit is an average daily water withdrawal of 850,000 gallons with "non-compliance" at 950,000 gallons.

Since 2004 the Town has not approached the permitted limit, a direct result of the management systems and infrastructure put in place to promote water conservation and reduce unaccounted for water (UAW). With the investment in infrastructure since 2010 and the continuing conservation and unaccounted for water efforts, as well as the planned Capital Investment Plan investments, there is no reason to think that meeting this permit limit will be an issue in the future.

The average daily water withdrawal of 613,943 gallons for 2017 was 26% lower than the 2004 amount, and 21% lower than the 2010 amount. Water withdrawals would need to increase by over 25% above the 2017 average daily water withdrawal amount for the permit limit to be reached, and there are no plans or proposals that would significantly increase the cur-

rent water withdrawal amounts, assuming unaccounted-for-water losses stay consistent with the last five years (at or below 20%) as an increase in unaccounted-for-water losses will cause increased withdrawals.

However, during the summer peak period for water consumption, including a number of July and August weekends in addition to the July 4th holiday and Carnival Week peak periods, the water system is limited by the maximum daily withdrawal amounts specified in the DEP Water Management Permit and by safe yields for each of our three wellfields. Nearly all the total water withdrawal volume that is available for consumption on a peak demand day is being used, even though annual water consumption has been flat or declining over the past 10 years and unaccounted for water shows an overall decline for this time period. Our annual use may be decreasing but as it has for numerous years, our peak day and peak summer weekend use remains close to our maximum daily withdrawal capacity from all of our DEP Water Management Act permitted sources.

The overall annual production trend for 2017 was the lowest in several years, down 10% as compared to 2016. Each month of 2017 was down significantly as compared to 2016 with the exception of October and November, which held flat. The peak season water production for July and August was down 3% and 4% respectively.

The current DEP Water Management Permit is restricted to an average annual withdrawal of 850,000 gallons per day from all sources. The North Union Field well site is restricted by a Water Management Permit authorizing a maximum daily withdrawal of 734,000 gallons per day. The Knowles Crossing Wellfield has a safe yield of 216,000 gallons per day and the Paul Daley Wellfield has a safe yield between 800,000 and 900,000 gallons per day, or approximately 600 gallons per minute. The total maximum daily withdrawal capacity from all sources is approximately 1,814,000 gallons. Current peak day demands occur around July 4th and Carnival, with water withdrawals near 1,800,000 gallons. However, demands close to these peak day demands have been observed during other weekends in July and August. The average daily water volume sent to the distribution system for the month of July and August was 1.2 million gallons in both 2016 and 2017. The average peak demand for water sent to the distribution system for the last five seasons (2013 thru 2017) has been 1.72 million gallons with water withdrawals for this time period close to 1.8 million gallons, the difference being due to water treatment plant losses.

The water storage tanks are utilized for both fire protection and to supplement peak hourly demand periods when the system demand exceeds the pumping capacity. The tanks are filled to higher elevations in the peak season and are typically cycled 10-12% daily for several reasons: (i) to perform water turnover to avoid water quality issues, (ii) to have the ability to re-fill within a 16-18 hour time period, and (iii) to maintain adequate levels for firefighting during peak demand periods.

**Finding - Wastewater Treatment Limitations During the Peak Season**  
Although not a formal limiting factor for the Annual Growth Management review and approval of allocations, the peak flow wastewater treatment capacity is currently the most important limiting factor now that meeting the water withdrawal permit is no longer a problem, and therefore this limited treatment capacity should be an important consideration for this Annual Growth Management review.

Limited peak flow wastewater treatment capacity is not a new issue for Provincetown, and in fact it has been the case ever since the sewer system was planned nearly 20 years ago to be able to accommodate only the downtown businesses and other property owners who needed a sewer system primarily because they could not accommodate their peak period needs with an onsite system. Even before construction began on the sewer system, the interest in a sewer connection began to grow and has continued to grow. Provincetown's "growth-neutral" sewer became a "managed growth sewer" and a governed system, leading to several phases involving both optimization of the original vacuum sewer and addition of gravity sewers to serve new areas where there was sufficient interest so that the betterments from new users, often combined with government grants, covered the cost to serve them.

As of December 31st, 2017, 1,051,500 GPD of the available Title 5 design flow has already been committed to 1,041 properties that have either already connected or are planning to connect to the sewer system. With only about 7% of the Plant capacity remaining in February 2015, the Board of Selectmen approved the recommendation of the Dept. of Public works to implement a "State of Limited Capacity" policy and the Water & Sewer Board amended their Rules and Regulations in May 2015 so as to carefully manage this scarce resource.

The State of Limited Capacity policies that were implemented in 2015 by the Town boards and the Administration established the procedures for recommending and approving up to 50,000 GPD of Title 5 design flow gallons to be allocated to the four priority use categories recommended by the Administration and formalized by the Board of Selectmen: (i) Public Health emergencies for failed systems, (ii) Economic Development Permit (EDP) requests, (iii) Affordable Housing requests, and (iv) Municipal services needs.

**Finding - Solid Waste Disposal**

While we have a license that allows us to handle to a maximum of 5,000 tons of Municipal Solid Waste (MSW) annually at the Transfer Station, we have yet to exceed that threshold. The institution of new recycling strategies, as brought forward by staff and the Recycling & Renewable Energies Committee, has resulted in a noticeable decrease in waste tonnage and a moderate increase in recycling. In 2017, we had a minor reduction of 6 tons of solid waste

as compared to 2016. The Town also saw a sizable decrease of 116 tons in recycling. Our recycle rate dropped slightly from 35 percent in 2016 to 33 percent in 2017. We hope to rebound and improve our recycle rate in 2018.

A likely reason for the decrease in recycling is that neighboring Town of Truro is now accepting single stream recyclable materials. Private haulers may now choose to tip their loads in Truro rather than returning to Provincetown before completing their route.

Finding –Tracking Building Permits – per category

The following represents the amount of gallons issued by growth management permits in each of the four General Use Categories (Description of General Use Categories available in Attachment A) as of December 31, 2017:

	Starting balance (2016 carry-over)	Gallons Assigned	Gallons returned	Gallons Used	Remaining Balance
Category 1a	8034	550	0	0	8584
Category 1b	7133	550	0	0	7683
Category 1c	5411	550	0	0	5661
Category 2	8140	1100	0	330	8580
Category 3a	0	330	0	220	110
Category 3	275	1540	0	1760	55
Category 4	0	1250	0	1250	0
Category 4a	12408	2500	25	4557	10376

Recommendations

1. Consider an annual review of the Economic Development Permit Policy Statement by the Board of Selectmen to ensure (i) that the criteria fully support the vision of the community and the population goals that can sustain a year-round community, including giving preference to those economic development and employee housing requests that clearly support the year-round community, and (ii) that the necessary enforcement and Administration procedures are in place to successfully implement the Board’s policies. As reported in the first section, the conclusions presented in the UMass Dartmouth Report include the suggestion that “there is a need for creative alternative approaches to encouraging and supporting more year-round activity”.
2. Review the policies and procedures for both Growth Management and for Economic Development Permits to ensure that there are adequate enforcement provisions in place. The Administration has drafted an Amendment to General By-law 15-5 – Economic Development Permits - for possible consideration at the 2018 Annual Town Meeting to address the enforcement issues for Economic Development Permits.

3. In the future, update the Annual Growth Management review and tracking as needed, as well as by-laws, rules and regulations, and policies to include the provisions of the 2017 Annual Town Meeting voter approval of the Inclusionary Zoning By-Law and to ensure consistency for the definitions for housing category designations
4. Include an Economic Activity Report in the Annual Growth Management Review, similar to the inclusion of the Annual Review of the Inventory of Affordable Housing
5. Continue to incorporate a review of both the water withdrawal and wastewater capacity limitations during the peak season into the Annual Growth Management Report.
6. Include in the 2018 Annual Growth Management review an update of the Treatment Plant peak flow data and available capacity by the Dept. of Public Works, including a review by AECOM of the reserves needed for peak day rain events and other hydraulic flow and biological treatment process conditions that may impact peak day capacity.
7. Add a table for the State of Limited Capacity category usage in the “Finding – Tracking Building Permits – per category” section of this report and consider using a two-part tracking system for allocations in the future (town-wide versus served by the sewer) to more clearly highlight the capacity limitations of the existing sewer system and provide Town board decision-makers with more useful information for their consideration.
8. As recommended in the “Finding – Wastewater System Flow at the Plant” section of this report, update the total Title 5 gallons that can still be allocated for use under the “State of Limited Capacity”, utilizing the corrected equivalent Title 5 design flow gallon number for the agreed upon available maximum day flow (MDF) Plant capacity, and review this number in the future for the Annual Growth Management review.
9. As recommended in the “Finding – Wastewater System Flow at the Plant” section of this report, for employee housing uses that are approved for an Economic Development Permit, use gallon allocations from the State of Limited Capacity housing category rather than from the economic development category.
10. Given the State of Limited Capacity and the direction provided by the voters through their approval of Article 10 at the April 2015 Special Town Meeting, continue to assess the need for improvements and to investigate options that can ensure that the Town will have sufficient waste-

water infrastructure in the future to support the vision of the community and the goals for housing and economic opportunities that can sustain a year-round community, as well as provide assurances to the business community that there will be sufficient infrastructure to serve their needs.

11. Consider amending the Growth Management Zoning By-law to change the date that the Annual Report is due from January 15th to January 22nd so that the Administration has the necessary time to prepare the report after the end of the calendar year. The Annual Growth Management Public Hearing would then occur at the Board of Selectmen's 2nd meeting in February, which would still allow time to approve Growth Management and Economic Development Permit requests in time for business owners to make their necessary improvements before the summer season.

#### Finding – Affordable Housing Needs Assessment Annual Update

A common thread throughout all of the town's planning documents is the need for affordable housing. Affordable housing has been a town-wide goal since 1997 and again is among the top goals in the FY'18 annual town-wide goals. The availability of stable housing is intrinsically linked to our economic development. No business is untouched by the need for housing. While housing costs plateaued for a bit, they are again on the rise. This pressure threatens the ability of residents to remain in Provincetown and the ability of businesses to access the labor force needed during the critical summer months and the off-season. Provincetown has seen significant out-migration of residents (and the labor force) due to housing pressures. This has impacted the school system, which facing a declining enrollment due to an exodus of families, had the last graduating high school class in 2013. The Town of Provincetown completed a Needs Assessment and a Housing Action Plan in 2013/2014. The process included two Affordable Housing Summits inviting all members of the public to participate on 12/9/13, 1/10/14, and 2/28/14. Reports and additional information are available at the town's website. While the great recession leveled the escalation, the housing market is revving up again as property owners that waited out the recession are now putting up their properties for sale. These sales often lead to current tenants being evicted to sell the property as vacant; which in turn often is purchased as a second home with weekly rentals; thus eliminating both year-round and seasonal rentals. Housing costs – IF a unit is found - remain out of reach for the largely low and moderate income population [HUD: 57%] and for those of median and middle income as well. This was demonstrated in the application rounds for the new rentals on Shank Painter Road, Stable Path, and 26 Alden Street – many applicants were above income and ineligible to apply. The Housing Action Plan calls for designated staff to focus on housing. Town Meeting has consistently supported efforts to provide for affordable housing.

In 2017, the Town of Provincetown hit the ground running for community hous-

ing; with the Year-Round Rental Housing Trust special legislation approved by the legislature and signed into law by the Governor on 11/3/16 [Chapter 305, Acts of 2016] AND with the opportunity to purchase a 26-unit condominium in foreclosure at Harbor Hill. The Town and the newly created Year Round Housing Trust Board of Trustees were very busy. Special Town Meeting on 2/6/17 overwhelmingly approved the bonding for the acquisition of this property for middle and market rate rentals. The Town continues to pursue that process. The Trust has hired an architectural and engineering firm to perform the assessment and design work for the renovations with the goal to begin those renovations as soon as possible after acquisition. In turn, to provide some rental units as soon as possible with rolling rent-ups as units become available. This acquisition speaks to the need for stable housing across a broad range of incomes. Year round rentals are simply not available at any income level.

### The Goal

To implement a consistent, robust and aggressive housing program that builds on the efforts outlined in the Community Housing Action Plan, expanding it to include three categories of housing: 1) Affordable Housing, 2) Community Housing, and 3) Seasonal Workforce Housing.

As reflected in the chart below, of the 236 deed restricted units we have, 223 of those are Affordable Housing units and only 13 have been Community Housing units. Once acquisition of Harbor Hill [26 non-40B SHI community rental housing units] and Winslow Farms [2 non-40B SHI Community ownership units] are complete, our total deed restricted units will be 264 units. As housing prices have steadily risen, outstripping the ability of anyone on a median income to secure housing, this has steadily pushed the need for housing at below market prices up into higher income levels. The production of Community Housing can respond to this need and will require a focused effort on par with our affordable housing production, while recognizing that as of today the overwhelming number of programs and financial tools available are for Affordable rather than Community Housing.

### Existing Deed Restricted Units

As of 2017	40B SHI	Non-40B SHI			Total
	Affordable	Community	Affordable	Community	
Rentals	168	5	9	0	184
Ownership	35	0	11	8	54
Totals:	203	5	20	8	236

# Licensing Board

In 2017 a good amount of time was spent working with the MIS department to complete the implementation (with testing/error correction) of the Accela permitting system.

The Licensing Board and Department continued in their education and enforcement efforts in order to increase compliance with licensees.

The Licensing Department continued to increase and improve communication with licensees through the use of Constant Contact and began continued the use of the ‘newsletter’ with information regarding licensing issues as well as other Department of Community Development information.

Current Board Regular members are Frank Thompson, Chair; Shawn Byrne, Zachary Luster, Guy Barbarulo, and Robert Cameron. As of 1/1/18 the board is currently looking to fill both alternate spots. The Board held 23 meetings in 2017 (including 1 non-meeting day work sessions and 1 special meetings to hold a show cause hearing) and, with the assistance of the Licensing Agent, processed over 550 licenses. Revenue to the Town through the licensing process totaled more than \$300,000.

## Licenses Approved by the Licensing Board

Alcohol – 81 Licenses	Art Gallery – 54 Licenses	Auto Sales – 0 Licenses
Common Carrier – 10 Licenses	Common Victualer – 60 Licenses	Entertainment – 68 Licenses
Fortune Teller – 7 Licenses	Inn Holder – 14 Licenses	Lodging – 54 Licenses
Outdoor Artist – 4 Licenses	Parking Lot – 13 Licenses	Pedicab – 10 Licenses
Special Entertainment – 41 Licenses	Special Liquor – 46 Licenses	Special Parking Lot – 3 Licenses
Stables – 0 Licenses	Taxi /Livery – 24 Licenses	Peddler – 1 Licenses

## Licenses Processed Through the Department Which Do Not Require Board Approval

Camps Cabins and Motels – 27 Licenses	Corporation Retail or Year Round Retail – 221
Food Service Permits – 289 Permits	Pedicab Operator – 40 Licenses
Renters Certification - 481	Taxi Operators – 47 Licenses

## Code Compliance Incidents

Letters of Violations sent by Licensing Agent - 3	Warning Letters of Violation by Licensing Agent - 18
Tickets Issued by Licensing Agent – 3	Licensing Inspections (Police Dept.) - 24
Show Cause Hearings/Discussions with Board - 1	Bar Checks (Police Dept.) – 225

The main goal for 2018 is to make the Accela software system available to the public for licensing of local businesses. With much work now complete on the back-end we are ready to open the system up to the business community for new licenses and renewal of existing licenses. We will also host training sessions for licensees on how to effectively use the Accela system for licensing of their businesses. To continue our education program, which includes TIPS and liquor security training sessions. To continue to work with the Compliance Officer on code compliance issue and to work with other departments on how this position can better service health, zoning, etc., on compliance issues. To work with the newly created Events Coordinator on ways to streamline the auditorium rental process as well as come up with ideas for needed improvements to the Hall. Tim Hess, the new Coordinator is currently working on the replacement of the current seats used in the Hall. We have also discussed ideas for fund raising for improvements to the Hall which will continue in 2018. To join the municipal Licensing Association.

**Frank Thompson**, *Chair*

## Parking Department

The Provincetown Parking Department manages the parking system in Provincetown by coordinating a number of functions including on and off street parking, parking meters and kiosks, parking permits, regulations and enforcement. Provincetown has two manned parking lots with a staff of 15 full time seasonal employees working from 8am to 12midnight 7 days a week. MPL handles an average of 8000 vehicles a week and Grace Hall does an average of 6000 per week from the beginning of April to the end of October. The upgrades in technology to these parking lots provide our visitors with payment options

of credit card or cash. The town has contracted a company Desmond Associates to review the entire parking system in town. This will include both parking lots equipment and booths. As visitors continue to visit our town it is important to operate with the latest and greatest equipment and technology. The town upgraded the kiosk last year to a new generation of machines and now there are eleven. The new technology in these machines has proven to be most effective and a proven revenue stream. Our visitors can choose any of three languages English, French and Spanish. We also selected a smart phone app. Passport Parking. This app. downloaded by the visitor to their smart phone allows the visitor to select the designated numbered parking spot either at the kiosk or the mechanical parking meters and pay for parking through this app. This has proven to be popular with our visitors.

**Domenic Rosati**, *Parking Administrator*

## Police Department

Your police department finally has consensus for a new home. In these two words, I say...THANK YOU! I wanted to take a moment to reflect on this project thus far and recognize the hard work of everyone involved.

Our Building Committee has been meeting regularly for the past five years. When we first convened, there were still many uncertainties about the process and what the ultimate result would be. The people of Provincetown had mixed feelings about our previous station and remained concerned with location, renovation, and design. I am proud to say that each member dedicated themselves to establishing a productive dialog that led us to where we are today.

To the voters of Provincetown, I would like to thank you from the bottom of my heart for your time, patience, and commitment to building a suitable police facility for the men and women of the Police Department.

The Provincetown Police Department is committed to building relationships with community members while providing the highest level of service to keep our citizens and visitors safe. As the Chief of Police, I will continue to provide and share our on-going efforts with the community in order to maintain and build public trust.

Community policing is at the heart of our organization and is emphasized at every level. Our community partnerships are established through the daily efforts of our officers and support staff to maintain the confidence of those we serve. Top priorities for members of the Police Department are to foster relationships through dignity and respect, mentor young people and to solve identified neighborhood problems.

I am excited about the future of the Provincetown Police Department and remain dedicated to our unwavering promise to keep our community safe.

### Statistics:

It is my pleasure to present the 2017 Annual Report of the Provincetown Police Department. It is my intent that this report will provide the community with insight into the Department's successes in meeting the needs of the community and how it will continue to provide quality services in the forthcoming year.

The total number of detainees saw a very slight increase in 2017 with 197 arrests and an increase of 154 people held for being incapacitated by alcohol. This was a total of 351 people processed in our booking room or held in our jail cells.

<b>Calls for Service</b>	<b>2017</b>	<b>Calls for Service (con't)</b>	<b>2017</b>
911 General	192	Juvenile/Elder Abuse/Neglect	14
Aircraft	78	Keep the Peace	22
Alarm – Fire	124	Larceny/Forgery/Fraud	142
Alarm – General	270	Landlord/Tenant	18
Animal Call	640	Licensing Inspection	24
Assault	27	Lost/Found Property	1148
Assist Citizen	364	Medical Emergency	490
Assist Agency / Mutual Aid	213	Missing Person	38
Bar Check	226	MV Accident	171
B&E Burglary	18	MV Breaking & Entering	3
Bike Accident	35	MV Complaint	344
Bike General	69	MV Disabled	135
Bike – Stolen	29	MV Hit & Run	67
Building / Property Check	6184	MV Observance/Assignment	2553
Boat / Harbormaster	22	MV Stop	1044
By-Law Violation	112	MV Vandalism	19
Child Endangerment	5	Noise Complaint	119
Complaint	284	Officer Injured	2
Complaint-Street Performers	39	Parade	21
Complaint-Taxis	7	Park, Walk & Talk	789
Crowds / Overcrowding	2	Parking Complaint/General	234
Disorderly	40	Phone Calls - Annoying	4
Disturbance	162	Property Damage	47
Domestic Disturbance/ Assault	105	Rape	0
Drugs/Alcohol Mental Health	15	Robbery	0
Escort/Transport	77	Serve Protection Order	83
Fire, Brush	7	Serve Summons	116
Fire, CO Alarm	2	Serve Warrant	49
Fire, Vehicle	0	Service Call	840
Fire, Structure	6	Sex Offender Registration	41

<b>Provincetown</b>	2017 Annual Town Report		175
Fire, Other	30	Shoplifting	25
Fire, System Test	152	Stolen MV	7
Fire Vehicle In/Out Service	35	Station Coverage	174
Firearms/Weapons	7	Sudden Death	4
Follow Up	487	Suspicious Activity	122
Foot Patrol	517	Traffic Control	72
General Info	69	Trespass	50
Harassment	82	Vandalism	21
Hazards	231	Violation – Restraining Order	17
Incapacitated Person	227	Well-Being Check	32
Info Services – Lobby	3888	Wires Down	48
<b>Total Calls for Service</b>			<b>24,234</b>

Your police officers continue their progressive track to remain more focused, more proactive and more outgoing. They continue to collaborate with our community, its citizens, businesses and visitors.

Some quick examples of their community commitment include:

- Two officers are serving as basketball coaches for school children.
- Bi-annual preparing and serving lunch to our seniors.
- Continue carrying NARCAN in all our cars in an attempt to off-set opiate overdoses.
- Representing the Police Department at the Provincetown Business Guild meetings.
- Meet monthly in partnership with the Racial Justice Project Provincetown.
- Assisted with the regional efforts of the volunteer gun buyback program.
- Managing local pet food pantry donations.
- Provide community security briefings for requesting civic groups.
- Escorted the Special Olympics Torch as it begins its journey across Cape Cod.
- Supported the Run to the Top of the Monument cancer relief fundraiser.
- Escorted the Wounded Warrior Soldiers Ride to its designated finish line.
- Partnered with Truro to share emergency shelter operations and other essential elements of police service.
- Participated in 4<sup>th</sup> Annual Greet N Treat in Motta Field by the Recreation Department.
- Stocked and then staged the yearly Pumpkin Patch in front of the police facility.
- Was victorious over the Fire Department in the charity fundraiser Battle of the Badges.
- Bi-annually accompanied middle-school students to the regional Shop with a Cop event.
- Delivered 2,161 unwrapped toys to the annual Marine Corps-Toys for Tots (Stuff-A-Bus) program.

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Provincetown Public Schools:

We currently partner to provide an on-call school resource officer who supports the school when needed. Your police officers are regularly present during the opening and closing procedures at our school. They routinely respond when needed to conference with staff, teachers and parents and also, read to the primary year classes once a month.

Public Outreach:

The Police Department believes that our outreach objectives can be most effectively achieved through a partnership with those who we serve each day. The goal is to build sustained trust and cooperation between our department and the community we serve. Communication leads to understanding and a well-informed public will assist us in addressing any community identified concerns. The Provincetown Police deliver their message to the public in a variety of ways. The Department's outreach efforts continue to grow on Facebook. We regularly post news releases, alerts, public service announcements, outreach information and occasional crime prevention tips. We strongly encourage the public to follow us on Facebook.

Opioid Crisis:

As many in town are aware, the most significant concern we face is the problem of substance use addiction and the ancillary crime associated with it. The men and women of the Provincetown Police Department encourage those suffering the painful grip of addiction to come to us for assistance prior to the police having contact with them through an arrest or other means. When anyone walks into our station or approaches one of our officers on the street to ask for help in finding treatment, we will assist them in the process - no questions asked.

All of the news articles about substance abuse issues in our region have proven that it's time to eliminate the negative attitudes associated with addiction, educate people about substance abuse disorders and celebrate those who choose recovery. Individuals struggling with the grueling battle of addiction need guidance and encouragement from those who have travelled the same dark and twisted roads.

There are a few methods we use in finding help:

1. The Provincetown Community Resource Navigator (CRN) program, operated by Outer Cape Health Services, assists residents of Provincetown who are struggling with needs related to substance use and behavioral health issues, along with related needs for social services that contribute to these challenges. The Navigator helps these individuals identify services, access them via refer-

ral and stay connected. This program works closely with all local and regional community agencies to obtain referrals and coordinate services best to meet the needs for clients.

The Navigator helps clients either in office on the second floor of the Provincetown Library or in by direct intervention out in the community, working with its public safety partners.

Scheduled Office Hours: 10:00 am – noon, Wednesday-Friday or by appointment. For services, kindly contact the Navigator directly at 774-722-5704 or via email at [navigator@outercape.org](mailto:navigator@outercape.org)

2. Gosnold of Cape Cod can be reached at 800-444-1554 and will help in getting substance abuse treatment using their Cape-based outreach plan.

For the rest of us, we should make an effort to learn about addiction and celebrate the gains made by those in recovery, just as we would support people who have managed other health conditions. It is important to recognize and understand that treatment works and recovery is possible.

#### Parades, Races and Celebrations:

The Provincetown Police Department assists dozens of special events each year with a variety of services including traffic safety, crowd control and special event services. Your officers are assigned to these events ensuring the public's safety while assisting with charity walks, manning the route of a road or bike race, concerts, picnics, parades and sporting events.

We receive countless requests year-round for help with charitable events. With your commitment to safety and community relations, many of these positions are funded by the police department and we are proud to help.

The larger events held in town require the creation of event plans drawn up and passed out to officers, who execute such duties as closing roads and detouring traffic. Event plans are constantly evolving and are evaluated during each event to ensure their effectiveness. All of the 2017 events were successful.

#### Staffing:

This past June, Lieutenant Greg Hennick graduated from the prestigious FBI National Academy in Quantico, Virginia. The 268th Session of the National Academy consisted of leaders in law enforcement from 47 states and 24 countries. The two hundred and twenty-seven graduates represented law enforcement agencies ranging from cities to small towns, from colleges and every branch of the military.

At the Academy for 10-weeks, he integrated with other law enforcement leaders, living in academy dorms, undergoing strenuous physical training and classroom instruction by seasoned special agents and students earned Master's level college credit hours from the University of Virginia. In our 111-year history, Lieutenant Hennick is the first member of this department to ever participate in this training program. It's a huge professional accomplishment and we thank him for his professional service to all of us.

As you read this, Sergeant Carrie Lopes will begin her final month of service with our community. She has provided notice of her intent to retire after 32-years of service. In December, Seasonal Officer Brian Keyes left the department after many years of dedicated summer service. We made significant strides forward when Police Officers Kas-Wayne Samuels and Jefferson Willis joined the team after graduating from the regional police academy in November. Student Police Officer Shannon Beloin is currently attending the basic course of training and will begin service with the department in field training starting in August. Having worked side-by-side with these incredibly dedicated men and women, I know that they are a group to be proud of.

#### Community-Oriented Policing:

Today is one of the most challenging times ever for the men and women who don the uniform of a police officer. The profession is a balancing act between enforcement and understanding, misinformation and truth, protection and threat, heavy criticism and high praise. On any given day, law enforcement officers may receive accolades or attacks, yet the daily task never changes – maintain order within the humanity of which they are a part.

The job may seem overwhelming, and one may wonder why anyone would want to take on such a task during such difficult days. For me, satisfaction comes in aiding the community I love and finding balance within to be the most important aspect of law enforcement. The focal point must remain on service! The definition of a law enforcement officer is a moving target; but what I do know, with certainty, is that it takes a special, unique person. You hear the words “a calling” in the context of the clergy. I truly believe it's the same for a police officer. You have to have a calling. You have to have a servant's heart to go out and deal with other people's problems. Officers are coming to work day in and day out under various conditions. Within that context, they remain willing to go out and assist; and sometimes that call they answer is on the worst day of another person's life.

The Provincetown Police Department strives to build the best police team possible. When it comes to hiring, it can be hard to find potential police officers with the right mindset. We do not settle for individuals who are just capable of doing the job. We want those individuals with a servant's heart. We are very

selective. Finding the right people for this community is a big part of the culture of the agency and those chosen must be representative of our town. It is about the special character of each individual and nothing else. The result is evident.

In spite of the pressures and the balances of the profession, the Provincetown Police Department is held in high regard by its community. We are looked to as an example of a proactive, community-oriented police department – a welcoming group that is made up of individuals who are just as human as the rest of us. Yet we seek to understand our collective humanity and serve it as best as we can. It is a very difficult job and our officers are just that, human. They are asked daily to make split-second decisions that could ultimately have an outcome of life or death. That's a great deal of pressure. We're asking them to do a tremendous job, so I ask our community to continue to support them.

Policing continues to be one of the greatest professions. And in Provincetown, we have a unique bond to our community and the relationships and partnerships we've developed during my time as your Chief of Police continues to be what makes the job worthwhile. Thank you again Provincetown!

**James F. Golden**, *Chief of Police*

## Provincetown Public Pier Corporation

2017 was a great year for the Pier Corp. We and the BOS are aligned in our commitment to maintaining MacMillan Pier as one of the town's greatest assets. Thanks to the town manager and the BOS, we, the board of directors of the pier, are working with the Town's DPW and the other Town departments to ensure that the Pier continues to be a major economic engine while meeting the diverse needs of our community.

With the arrival of over 140,000 ferry passengers during the season, close to 100,000 whale watchers, passengers from the cruise ships, and many other recreational boat traffic, the pier has become a major port and hub of activity here in Provincetown. The 55 commercial fishing vessels which bring in over \$9 million worth of seafood to town making the pier a more than viable commercial workplace. It is obvious that MacMillan Pier is a major economic driver.

During the course of the season, the pier is involved with over 39 different organizations and their events. We see these events as critical to our mission to make the Pier a great resource for all. We are delighted to participate and are proud of our staff for undertaking this work while also performing routine tasks that keep the Pier running seamlessly.

Thanks to the town people and their confidence in us we were able to add monies to our budget to maintain the pier in a safe and reliable condition. FEMA has finally come through with some funding and we are on the right track for reimbursement for the damage done to the pier during past storms. FEMA has also agreed to provide funding for the wave attenuator, a critical component in mitigating storm damage and associated expense. We have also begun to rebuild our reserve funds, depleted by storm damage repair, so that we will be in a better position to handle future unexpected weather events.

We continue to find ways to improve coordination between the Pier Corp and the town. This year we hired an auditor from the same firm the town uses, and we set up Quick Books with the help of the town treasurer. Both these measures will simplify record keeping and increase transparency thereby strengthening the relationship between the town and the Pier Corp.

The future also looks bright. We have plans to increase the use and income of the Pier. We are working on a new formula for the pricing, assignment and criteria to determine the allocation of both the slips and subsidies to the commercial fishing fleet. We are presently exploring the addition of new ferry companies with new destinations as well as more size appropriate cruise lines. Both will increase the number of passengers visiting Provincetown to take advantage of our tourist centered village. Adding new trap sheds and increasing the exposure of them will be to our advantage as well as a welcome addition to the arts in town.

We are very proud of the success of MacMillan Pier and the safety it provides the people who use it. We have a great staff and they are dedicated to the well-being and enjoyment of everyone who walks on the pier and enjoys its beauty.

**Herbert Heintz**, *Board of Directors*

## Rescue Squad

This year, there were over 1000 rescue calls in the Town of Provincetown. In the stats, one will find just under 1000 patient care reports were generated for specific calls, while many more requests for service were for things like blood pressure checks, lift assists, citizen assists, medical questions etc. These calls were handled by the Provincetown Rescue Squad and Lower Cape Ambulance Personnel. Lower Cape Ambulance staffs the department with personnel year round and the Provincetown Rescue Squad provides additional staffing during the summer months and shoulder seasons), as well as supplemental coverage and call assistance during the winter months.

Each year it seems we are tasked with adopting new equipment, medicine or

protocols that are geared toward helping patients, providers or both. At the end of 2017, the state added new non-opioid pain relief as an option, to our list of medications we carry on our ambulances. All medicines carry side-effects and contra-indications, our new medicines being no exception. But now, we have a couple more options in our bag, to help provide pain relief to our patients. All of our paramedics have been trained in the new medication protocols.

For the third year in a row, the Provincetown Rescue Squad and Provincetown Fire Department organized the annual fundraiser for the Muscular Dystrophy Association, "Fill the Boot." We are proud to report that we have raised over \$22,000 total in the last three years for this organization. Our event is held during Labor Day weekend and we are extremely grateful for the generous support from the community, as well as the patience shown while you have to travel through the "tolls," sometimes even multiple times during the weekend.

The Rescue Squad continues to look for new members. Membership requires first responder certification level, working towards a minimum of EMT-Basic certification. Obtaining EMT-Basic certification isn't always easy. Most courses are 5-6 months long 2 nights a week and an all-day-Saturday type of set up. More recently, institutes have been offering on-line training for this certification, where most of the class is done from your computer, and then some of the work is done in a classroom. No matter which way someone chooses to get certified, the classes are expensive, time consuming, cumbersome and the course work can be rather difficult. Once a course is passed, the student then needs to pass national written and practical testing. With an EMT-Basic card in hand, the new EMT must then go through a minimum of another 50 hours of in-house local training, including familiarization of equipment, and for Provincetown, this includes 10 hospital transports. Every two years the EMT-Basic must do a minimum of 40 hours of continuing education training, in addition to any new training, protocols or other updates that may come down from the state or from within the department. For a Paramedic (EMT-Paramedic) certification, one needs to be an EMT-Basic already, and then it's typically another 2 year process of school, clinical time at a hospital and field training/internship time on an ambulance, and then passing the national written and practical exams. Both certification levels, are a lot of work, especially for people who do this as a second job. The extra time and difficulty, coupled with the difficulty in finding affordable housing in Provincetown and the nearby surrounding towns, can make it difficult to retain Rescue members, or find new members who are willing to put in the time to do the training. This year we lost some members due to them moving up Cape or because they let their certification go. The Rescue Squad did gain new membership in EMT-Basic Vinette Bruce, and Denise Russell completed her Paramedic Certification.

As always, the Rescue Squad would like to thank Fire Chief Michael Trovato, the Deputy Chiefs, Board of Fire Engineers, Joyce Mathews and the rest of the Fire Company personnel for their leadership, support, help and partnership. Thank you to the Police Department (Officers and Dispatchers) for your patience with us, getting us where we need to go and keeping us safe on calls. Thanks to those of you who made donations this past year, especially the Swim for Life. Thanks to the following organizations for their continued teamwork with us: Lower Cape Ambulance, The National Park Service, Provincetown Harbor Masters Office, Council on Aging, Flyers Boat Yard, United States Coast Guard and Outer Cape Health. And lastly, thank you fellow citizens and visitors of Provincetown, for your keen eye, kind hearts towards your fellow humans, wearing your seatbelts and helmets, checking in on your neighbors and for generally being good people. Stay Safe!

**Denise Russell** , *Provincetown Rescue Captain*

### EMS Members - Rescue Squad

Denise Russell Parks, EMT-P	Nicholas Pelkey, EMT-P
Othaine Rance, EMT-P	Barbara Prato, EMT
Michael Coelho, EMT	Michael Chute, EMT
Ed Fallas, EMT	James Golden, EMT
Julie Cataldo, EMT-P	Glenn Enos, EMT-I
Christianna Brown, EMT	Molly Costa, EMT
Jennifer Cortes, EMT	

2017 Rescue Calls	Total	2017 Rescue Calls	Total
Abdominal Aortic Aneurysm	0	Diabetic Symptoms (hypoglycemia)	7
Abdominal Pain/Problems	53	Dizziness	26
Airway Obstruction	4	Diarrhea	1
Allergic Reaction	9	Electrocution	1
Altered Loc	37	Epistaxis (non-traumatic)	3
Asthma	5	ETOH Abuse	30
Back Pain (non traumatic)	11	Fever	11
Behavioral/Psychiatric Disorder	37	G.I. Bleed	6
Bowel Obstruction	2	General Malaise	15
Cancer	2	Headache	21
Cardiac Arrest	6	Hemorrhage (non-traumatic)	10
Cardiac Rhythm Disturbance	24	Hemorrhage (traumatic)	11
Chest Pain/Discomfort	46	Heat Exhaustion/Stroke	0
CHF (congestive heart failure)	3	Hypertension	1
COPD	1	Hyperthermia	1
Dehydration	9	Hypotension	4
Diabetic Hyperglycemia	3	Hypothermia	4

2017 Rescue Calls	Total	2017 Rescue Calls	Total
Hypovolemia/Shock	0	Toxic Exposure	0
Inhalation Injury (toxic gas)	1	Traumatic Injury	102
Migraine	0	TIA	2
Nausea/Vomitting	26	Unconscious	8
Neuro/CNS Injury	0	Unknown Problem	3
No Apparent Injury/Illness	49	Vaginal Hemorrhage	1
OB/Delivery	0	Weakness	20
Obvious Death	4	Not Applicable	2
Other	90	Not Known	4
Other Abdominal/GI Problems	3	Not Available	0
Other Cardiovascular Problem	4	Not Reporting	0
Other CNS Problem	1	Not Recorded	0
Other Endocrine/Metabolic Problem	3	<b>Total Monthly Calls</b>	<b>993</b>
Other G.U. Problem	1		
Other Illness/Injury	53	ALS Transport to CCH	586
Other OB/GYN	0	BLS Transport to CCH	138
Pain	92	Transport to Other	0
Patient Assist Only	0	Total Ground Transports	724
Poisoning/Drug Ingestion	4	Transport by Medflight	0
Pregnancy/OB Delivery	0		
Respiratory Arrest	0	No Treatment Required	53
Respiratory Distress	39	Treated and Released	74
Seizure	16	Patient Refused Care	130
Sepsis	5	Treated, Transferred Care	3
Sexual Assault/Rape	0	No Patient Found	2
Smoke Inhalation	0	Standby Only - No Pt. Contact	0
Stings/Venomous Bites	0	Cancelled	0
Stroke/CVA	5	Treated, Transported POV	4
Substance/Drug Abuse	10	Dead at Scene	3
Syncope/Fainting	41	Unable to Locate Patient/Scene	0
		<b>Totals</b>	<b>269</b>

## Shellfish Committee

Provincetown has a long history of harvesting clams for recreational purposes. To initiate, promote and manage its shellfisheries, the Town purchases and plants shellfish stock, patrols shellfish areas for safety, enforces regulations and seeks ways of enhancing the value of this activity to its citizens. Our shellfish program continues to increase in scope.

The popularity of recreational shellfishing was seen on Sunday November 12<sup>th</sup>, 2017. With fair weather and a midday low tide, over 125 individuals were enticed to walk the flats and dig for quahog. The first two months of the 2017-18 season saw 545 baskets of shellfish landed compared to 460 baskets the previous season.

To insure local resources can accommodate this added pressure from harvest, the Shellfish Committee and Department have refined the yearly order that recreational areas are opened. This, combined with targeted and increased propagation efforts, is nourishing future dig areas and producing a consistent yearly harvest.

We are beginning to hear aquaculture success stories. With permitting done over the past two years we are increasing both the quantity of harvest and the efficiency that space is utilized.

Aquaculture Statistics	Total Acres	Active Acres	Inactive Acres	Quantity Harvested	Quantity Growing
2017	28	24	4	133,000 Oysters	1,800,000 Oysters
2016	22	18	4	72,000 Oysters	1,100,000 Oysters
2015	21	12	9	22,000 Oysters	460,000 Oysters

Provincetown continues to encourage the return of aquaculture as an industry.

Through funding from the Harbor Access Gift Fund, Bennett Pier has been repaired and allocated as a shellfish nursery to serve both the Town and local aquaculturists. At present, the Pier contains two working nursery boxes. An article for consideration at this year's Special Town Meeting is the addition of 4 more nursery boxes to expand this facility to capacity.

We have deployed a communal culling barge in the intertidal area. Multiple economic stimulus grants have been awarded to growers. Access to the countywide seed bid program has provided an option for quality shellfish seed.

This year the comprehensive updated harbor plan is being finalized. Shellfishing, in all its forms, is included in this update. This document describes what Provincetown can do to have an appropriately sized wild harvest and efficient aquaculture industry that provides year-round jobs and locally sourced seafood without negatively impacting other uses of space.

Support from and collaborations with the Board of Selectman, Marine and Public Works Departments, Economic Development Committee, Pier Corp. and all members of the Shellfish and Harbor Committees were essential and appreciated.

**Lory Santos**, *Chair*

**Stephen Wisbauer**, *Shellfish Constable*



## Human Services Community Housing Council

In 2017 the Provincetown Community Housing Council (CHC) continued its mission to support the development of community housing opportunities in Provincetown that support socio-economic diversity for the residents of the Town through housing planning, resource identification and community outreach. Working with the Town Housing Office and the Town's Housing Specialist, the Council works to support and advance the preservation of existing community housing options, housing education, and the creation of new community housing opportunities. The council also administers the Affordable Housing Trust Fund and implements the Town's approved Housing Policy and Action Plan as opportunities arise.

The CHC was created by Article 3 of the April 4, 2007 Annual Town Meeting and assumed the responsibilities of the former Local Housing Partnership. The Council currently consists of 4 regular and 1 alternate member. Current regular members are Susan Cook (Chair), Elaine Anderson, Ronald Irwin, and Paul Richardson; Kristin Hatch is the alternate member. At this time there is one regular commissioner vacancy and one alternate commissioner vacancy.

In December 2017 construction was completed on two one-bedroom deed-restricted affordable housing units at the Winslow Farms development that received community housing through the CHC.

One of these units will be sold with income eligibility up to 120% AMI and the other with income eligibility up to 150% AMI; the Housing Office and Housing Specialist have completed the sale outreach, marketing and lottery for these two units and the expected sales are anticipated to close in February 2018.

Additionally, the Housing Office and Housing Specialist managed the resale of two deed-restricted housing units. The resale of the first unit closed in April 2017 and the second unit was withdrawn from sale by the owner who decided to remain in the unit.

The Council also continues to provide financial support for the Homeless Prevention Council of Lower Cape Cod for emergency housing, counseling and assistance to prevent homelessness. The *Pathway to Ownership* program, encouraging Provincetown residents to prepare for ownership, that was sponsored by the CHC through the Housing Office and managed by the Housing Specialist continues to be offered with new online availability this year through the Lower Cape Community Development Partnership. Self-sufficiency classes include such topics as *Budgeting*, *How to Rebuild Your Credit*, and *How to be a Successful Tenant*. The CHC also provides scholarships for residents that complete the home

ownership preparation classes. New in 2017 the *Pathway to Ownership* program was expanded, with CPA funding assistance, to include buyer down payment and closing cost assistance. This program offers up to \$10,000.00 per eligible applicant for financial assistance for affordable housing purchase down payment and closing cost expenses.

The CHC and the Housing Specialist continue to seek creative ways to expand affordable housing options across a full range of incomes and to address greater utilization of existing resources and properties. Maintaining and creating affordable year-round housing remains critical to the future of our community.

**Susan Cook**, *Chair*

## Council on Aging

Since 1972, the Provincetown Senior Center has been a welcoming resource and activity center for seniors and their families. Our mission is to promote the well-being and independence of older adults by identifying their needs and interests, developing supportive programs, coordinating community services and advocating on their behalf.

This has been a year of growth and expansion at the Senior Center as the number of residents 60 years of age and older in Provincetown continues to increase dramatically.

### PROVINCETOWN POPULATION 60+

2010 - 938 residents (31% of population)

2016 - 1,369 residents (42% of population)

In 2017, we offered 195 programs and services and served 885 people, including older adults as well as their families. It is thanks to a dedicated group of volunteers and a truly committed staff that we are able to continue to meet the needs of older adults in Provincetown.

#### SERVICES

Emergency Planning  
 Food Pantry  
 Health Insurance Counseling (SHINE)  
 Health & Wellness Services  
 Income Tax Assistance  
 Legal Assistance  
 Medical Equipment Loan  
 Outreach  
 Social Services  
 Storm Reassurance

#### PROGRAMS

Art Classes & Show/Crafts/Open Studies  
 Chorus/Music Programs/Ukuleles  
 Fitness Classes  
 Lounge  
 Media Center/Computer Classes  
 Movies/Story Swap/Travelogues  
 Nutrition & Meal Programs  
 Out & About Programs/Cape Excursions  
 Recreation/Social Programs  
 Wellness & Resource Sessions

Support Groups  
Tax Abatement Program  
Transportation

Writing Workshops

Our outreach program continues to be extremely active. Conducting over 400 home visits annually, our Outreach Coordinator offers case management and confidential support services to older adults. We are the “go to” center for seniors and can assist in a myriad of ways.

Providing almost 1800 rides last year, our transportation program helps to ease social and geographic isolation with regular trips to Hyannis, COA lunches and special events, Provincetown Library, Stop & Shop, elections, in-town medical appointments and up-Cape cultural, meal and social outings. In addition, a grant from the Massachusetts Executive Office of Elder Affairs and the Federal Administration for Community Living helps to fund door-to-door rides to medical appointments Cape-wide.

One of the most significant areas of expansion in the past year was in nutrition programs and services. When Elder Services of Cape Cod & the Islands decided to regionalize their Outer Cape programs, we were able to continue to offer an on-site weekly lunch program without an interruption in services. Attendance has almost doubled since that time and it remains one of our most popular programs. We have also been pleased to host two new food programs: (1) Meals in Motion (through the Family Pantry of Cape Cod and the Boston Food Bank) is a mobile food pantry offering eligible residents a variety of perishable and non-perishable items monthly, (2) Foods to Encourage (through the Lower Cape Outreach Council and the Barnstable County Department of Health & Environment) is a bi-monthly program open to all residents and includes free cooking demonstrations, bags of fresh produce, recipes and health monitoring (blood pressure/glucose). The Senior Center Pantry continues to be very busy and is open to all town residents.

One of our primary goals at the Senior Center is to provide varied opportunities for people to connect with others. Socialization is extremely important to the well-being of older adults and is at the foundation of our programming. At the Center, fitness, art and computer classes are especially popular as are live arts and entertainment programs. We also participated in a regional celebration of National Senior Center Month and were pleased to collaborate with the Recreation Department and Provincetown Schools on intergenerational programming.

Through PTV and WOMR, the Senior Center is able to reach homebound seniors through regular programming. Events are televised on Channel 99 and ‘*Specially for Seniors*’, a monthly radio show hosted by the Director, airs on WOMR. Each month we distribute 725 copies of our newsletter *Coastlines* and it is available

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on the town website. We can also be followed on Facebook.

The Senior Center staff works closely with the Provincetown Police Department to promote senior safety in the community. The Police Department offers phone reassurance and lock-box programs and hosts bi-annual lunches at the Senior Center. We sincerely appreciate the Department's commitment and dedicated service to seniors. In addition, the COA Director is involved in Town emergency planning with a focus on the needs of special populations.

We continue to strengthen collaborative efforts with Town departments, human services providers, cultural institutions and other organizations, working with 30 groups in 2017.

The COA staff is actively involved in advocacy for seniors on a regional level as well. The Director is the Co-Chair of COAST (Councils on Aging Serving Together) and serves on the Healthy Aging-Cape Cod Steering Committee and the Barnstable County Health and Human Services Advisory Council. The COA Outreach Coordinator is a member of the Cape Cod COA Outreach Coordinators group and the Cape Cod Hoarding Task Force. The COA Program Coordinator participates in the Cape Cod COA Program Coordinators group.

The Senior Center could not offer all of this without the active participation of our 50 volunteers. Special appreciation to the COA Board (Chris Asselin, Michelle Foley, Amy Howell, David Ketchum, Julie Knapp) and to our fundraising organization, the Friends of the COA (Ollie Ahmuty, Lee Ciliberto, Dorothy Clements, Greg Howe, Kent Isham, Christine Martin, Mary Peres, K. Marge Perry, Vernon Porter, Marsha Sirota, Vern Wilson).

In 2017, we welcomed two new staff members, Donna Szeker, Van Driver/Office Aide, and Rick Shaw, Program Coordinator, who joined Administrative Assistant Maureen Hurst, Outreach Coordinator Andrea Lavenets and Program Assistant Carla Mancino. I am fortunate to work with such a professional and caring team and it is our honor to serve such a vital segment of the community.

There are no age or membership requirements to attend programs at the Senior Center and the majority of our services are open to all. If you've never visited the Veterans Memorial Community Center, stop by so we can give you a tour and show you why we're so proud of the Senior Center!

Congratulations once again to the 2017 Provincetown Seniors of the Year, Beata Cook and Marian Goveia, a well-deserved honor.

**Chris Hottle**, *Director*

## Disability Commission

This past year has been one of transition as we welcomed new members, a new Town ADA coordinator and new commission officers. It has also been one of stability as we continue to maintain the blue beach mats with the help of the DPW and offer free wheelchair and Mobi Beach chair rentals with the assistance of the staff at the Chamber of Commerce.

Additional wheelchairs were purchased this year and our rental equipment has finally found safer winter storage thanks to the COA. Two additional Handicap parking spaces have been approved by the Selectmen for the front row of the MacMillan Parking Lot.

Our new informational brochure is in its final stages, ready for printing and distribution in the spring. Collaboration with the Animal Welfare Committee has started around a new informational card for all businesses and dog owners that will clarify the regulations about Service and Emotional Support Animals. As we end 2017 we look forward to the coming year with enthusiasm as we work towards more visibility in the town as a valuable resource to citizens, business owners and visitors.

**Linda Loren**, *Chair*

## Housing Authority

This has been a very disrupted and interrupted year for PHA. The year has been consumed searching for a new Executive Director (ED). In the interim we hired a consultant and an Interim ED to get us through the early months of the first search. But by November we were confronted with the need for a second search to satisfy DHCD, our state funding agency. Local advertising was the issue and so we set out on another search which is to close on January 19, 2018.

In the meantime, the commissioners had to step in to help keep the office moving, keep the bills paid and the deposits made. We thank with the greatest of gratitude Kristin Hatch who gave us many service hours and know how, and David Ketchum, our long time Secretary for his endurance and excellent work during the transition.

Tim Seaton, our maintenance coordinator, has been an outstanding new employee and we thank him for his understanding and compassion for our residents.

We have had several major issues during this year. We had to replace the Rinnai heater in the common room at Maushope in mid winter; we have had a vacancy

with dramatic room damage to be repaired; a septic system needing ongoing attention; and ongoing and general care of the buildings.

Several important projects have been put on hold while we search for an ED. Examples are: we have the desire to be a smoke free Authority and will continue that effort this year; we have an affordable housing shortage and need to expand Maushope housing opportunities, a challenging project to say the least; and we will fundraise to make possible program expansion.

During this year PHA continued to manage and operate the following subsidized housing programs: **Maushope**, a 24-unit apartment complex serving elderly and disabled adults at 44 Harry Kemp Way; **Foley House**, a single site building located on Bradford Street which consists of 10 units for homeless persons with HIV, nine scattered site units for families; and 3 affordable one bedroom apartments at the **Grace Gouveia** building on Alden Street.

Commissioners continue to represent the PHA on the following committees: Elaine Anderson, Provincetown Community Housing Council, and Keith Hunt, Community Preservation Committee.

Applications for Authority housing programs are available at the office at 44 Harry Kemp Way or by calling 508-487-0434. The Provincetown Housing Authority is committed to its role as advocates for affordable housing and supports the goal of the Provincetown Selectmen to address the housing crisis confronting the town of Provincetown.

**Elaine Anderson**, *Chair*

## Human Services Committee

The Human Services Committee is responsible for developing the Request for Proposals process and recommending the funding strategy for the town's annual Human Services grant program. Working in conjunction with the Committee's staff liaison, Chris Hottle, Director of the Council on Aging and the Department of Human Services, the Committee strives to ensure that Human Services needs are identified and addressed through Committee meetings, meeting with applying agencies and two annual public hearings. This year, the Committee revised the RFP and streamlined reporting requirements for recipients. For Fiscal Year 2018, the Committee reviewed and recommended funding for 14 agency applicants for a total expenditure of \$84,725.

The Committee also oversees the John A. Henry Trust Fund, which distributes financial assistance to families with children from birth to eighteen years of age. In Fiscal Year 2017, 27 families including 35 children received stipends totaling \$20,440.

Committee members include Elton Cutler, Cynthia Franco, Karen Kelly, Jean Knee, Joseph Murphy, Donna Szeker and Gabriela Villegas.

**Cynthia Franco**, *Chair*

## Human Services Department

The Department of Human Services (DHS) is responsible for six vital programs provided to ensure comprehensive support services for Town residents.

**Human Services Grant Program:** The DHS Director serves as liaison to the Human Services Committee (HSC), which manages the annual grant process. Through an annual RFP, the HSC reviews grant applications from Human Services providers and recommends funding to the Town at the Annual Town Meeting. The Committee is to be commended for their sincere commitment to supporting the well-being of Town residents.

**John A. Henry Trust Fund:** The HSC oversees this fund which provides financial support to families with children. This program is administered ably for the Town by Charlotte Fyfe, Cape Cod Children's Place, and overseen by the DHS Director.

**Town Contract with the Visiting Nurse Association of Cape Cod (VNA):** This contract is supervised by the DHS Director and provides in-home nursing services to under-insured and at-risk residents as well as monthly health clinics open to all.

**Human Services Round Tables:** The DHS Director facilitates bi-annual round table forums with local Health and Human Services providers and community partners to identify needs and promote communication and collaboration among organizations. In 2017, 32 participants attended meetings representing 28 providers and partners.

**Social Services Assistance:** Staffed by Gosnold on Cape Cod, a Social Services Assistant offers free, confidential appointments assisting residents of all ages in obtaining resources including financial aid, Food Stamps, Fuel Assistance, disability benefits and other supports.

**Veterans Memorial Community Center (VMCC) Office Space:** The Director manages office space occupied by Human Services providers including the Cape Cod Children's Place, Gosnold on Cape Cod, Independence House, the Veterans Agent and the VNA. Gosnold has had office space through the DHS for two decades; when they closed their Provincetown office in October, 2017, the DHS was able to provide additional hours at the VMCC.

DHS Administrative Assistant Maureen Hurst provides clerical support to the Department and the HSC and is to be commended for her professional, dedicated services.

**Chris Hottle**, *Director*

## Board of Library Trustees

Throughout 2017, the Provincetown Public Library continued to bolster its function as a community staple and cultural center through its high caliber offerings of programs, services, and materials. The Library is honored that Provincetown continues to invest much of its resources into both our department and physical space. Through our unique offerings and continued growth, we seek to actively engage and cater to our community, which has been so supportive of us.

**Programming and Partnerships:** During the 2017 fiscal year, the Library continued to offer a robust schedule of programs and workshops spanning a wide range of topics. We sought to foster a strong sense of community, provide interesting and informative events for patrons to attend year-round, and cultivate and encourage Provincetown's literary and arts community. Ongoing partnerships with the Family Equality Council for First Light and Family Week, along with collaborative programming with the Health Department, Recreation Department, Provincetown Schools, the Council on Aging, and Seashore Point, undoubtedly improved both the quality and reach of the Library's programming schedule, while also continuing to connect the Library with different segments of our population. Highlights from these collaborations include the Winter Wednesdays program, which provides the community with an array of compelling, free courses over February and March, Tech Time at the COA, which provides seniors with drop-in technology assistance, and the Seashore Point Book Club, an outreach staple for the Library. Furthermore, the Board of Library Trustees has worked with the Public Landscape Committee to continue to improve the front lawn and its visual appeal, and with the Provincetown Art Commission in order to showcase selections from the Town's wonderful collection of art.

The Library also strengthened its dedication to bettering Provincetown through its recent participation in the First Light celebration, including a special Story Time featuring Miss Richfield 1981, as well as donations to the soup kitchen through the Food for Fines initiative, and by serving as a satellite for Outer Cape Health Services, and as a model for other libraries Cape-wide, by hosting the Provincetown Community Resource Navigator. These programs and initiatives demonstrate the ways in which the Provincetown Public Library functions as more than simply a traditional public library, but as a vibrant, versatile community and cultural center.

**Achievements:** The Provincetown Public Library was ranked third in the nation for libraries with expenditures between \$400,000 and \$999,999 by *Library Journal*, and also received a 5-star service rating. This ranking and our nation-leading performance is largely attributed to the high community use of our department, the extensive amount of programming offered by the Library, and the availability

of public computers and wireless internet. In addition, the Library strengthened and developed its series of annual events established by the Board of Library Trustees that are designed to pay tribute to outstanding members of the literary, art, and academic communities and to highlight Provincetown's strong cultural and arts heritage. The second annual Moby Dick Marathon Reading held in late April 2017 brought the community together to celebrate Herman Melville's classic American novel and boasted a special guest appearance by Melville descendant Peter Whittemore, as well as a Center for Coastal Studies presentation about Massachusetts' whaling history and its subsequent connection to the Azores. The June Heritage Day Celebration included an engaging, well-attended presentation and Q & A session with Provincetown Artist and pop culture legend Alice Brock, and the third annual Rose Dorothea Award honored Sebastian Junger, #1 NY Times Bestselling author, journalist, filmmaker and part-time Outer Cape resident. Once again, the Rose Dorothea Award was coupled with the annual Provincetown Book Festival, a literary event featuring acclaimed authors such as National Book Award winner Julia Glass, Pulitzer Prize winner Richard Russo, and a number of Cape Codders, such as writers Anne LeClaire, Lauren Wolk and Provincetowner William Mann. Together, these annual events function as an excellent opportunity to add prestige to our already historic organization and to advance the overall quality of the Library. Planning for the 2018 edition of the Moby Dick Marathon Reading, Heritage Day, the Provincetown Book Festival and Rose Dorothea Award Ceremony is already well underway.

**Staff:** The Library boasts a staff of twelve which includes three full-time, professional positions and nine part-time circulation aides. This staffing level allows the Library to be seven days per week year-round. In addition to shelving and other daily maintenance needs, our circulation staff provides a wide range of services including cataloging, research assistance, technology assistance, or a friendly face to interact with on any day of the year. Amy Raff, the new Library Director, will begin in February 2018, and will lead the Provincetown Public Library into the future with her expertise in strategic planning, collection development, and fundraising. Warm and friendly, she brings a passion for libraries and a wealth of experience to the Library, having served as Director of both the Woodstock (NY) and Howland (Beacon, NY) Public Libraries. As she begins what she calls her "dream job" she will have highly professional support from library staff, including Brittany Taylor, who, along with recently obtaining her Masters degree in Library and Information Science, will shift from Interim Director to Assistant Director. In her numerous roles, Ms. Taylor has provided the troubleshooting and maintenance needed to keep the Library's collection management system and public use computer services running at a high level. She has also provided outreach, education opportunities, and programming to the community, worked to define and improve on Library policies, comply with state requirements and best practices, and solidify the Library as a community center focused on public service. Nan Cinnater, our Lead Librarian, works to continuously improve and

expand the quality and scope of our book collection. She also manages our archival and database services, coordinates the Library's collaborative programming with Provincetown Schools, and serves as the director of the ever-growing Provincetown Book Festival.

We rely heavily on the community through several committees and boards to create a truly inclusive and transparent department. The Provincetown Public Library remains unique on the Cape in that it is open the most hours of any public library, and the only one with 7-day access year-round. We are deeply committed to providing access to our residents through both the busy months of the season and the slower winter months when the library is the only literal and metaphorical light. As public libraries become much more than just repositories for books, the Provincetown Public Library seeks to continue to honor the tradition of our great institution and community by offering a strong collection and access to learning materials, while also remaining versatile and open to the ways in which we can continue to enhance ourselves and our services. In a community as diverse as Provincetown, the Library aims to have something for everyone. As always, we are grateful for the support of town government and our residents, and for the excellent staff on whom we rely to ensure that the Library continues to meet the needs of the community. Community oriented, nationally recognized, the Provincetown Public Library is a central source and anchor for all nonprofits, arts and academic organizations, and individuals living in and visiting our town.

**Laura Shabott**, Chair

**Brittany Taylor**, Interim Director

## Recreation Department

2017 will be marked as a year of improvement for the Recreation Department. The Recreation Department's focus in 2017 was improving the quality of all programs. The ultimate goal is to help retain residents, and to help with the Board of Selectmen's number one goal: to increase the year-round population. The Recreation Department is limited in what it can contribute to that goal, but we feel it is important to provide what we can to help encourage residents to stay here year-round. After discussions between the Recreation Commission and the Recreation Department, it was clear that the emphasis should be on improving current programs. This will fulfill the needs of the community by providing solid, quality programming. The first programs that went under review and were revamped were the family-oriented programs.

How many times has anyone said, "Please, be nice and try to help others?" I know I have said it about a million times in my ten years here. So, instead of saying it a million and one times, the Assistant Director and I decided to drastically change the way the Summer Program is operated. We changed it by creating a theme that

directly focused on team building. The children in all age groups were divided into eight, even teams and competed in weekly physical and mental challenges. Points were awarded based on team placement in these challenges and the most recent scores were on display in the lobby of VMCC. Each team was competing for the 1<sup>st</sup> place prize: To be “Rec Director” for the day. There was a way to earn bonus points by helping others, being kind and being polite. Please view this from a child’s perspective first: I want to win, so I must work with my team and be kind to others in order to do so. Now view this from an adult perspective: children are working together on tasks and children are helping each other and using kindness and polite words. Now this is a hard sell to elementary school-aged children, so we needed the entire staff to buy into this theme. I say this every year, but we really do have the best staff. Every single staff member demonstrated what a real team leader looks like and encouraged this theme with enthusiasm every day. It is imperative that they do, because the counselors are not only supervisors of the children, but also role models to them. When I say it was successful, it was more than what we had envisioned for the theme. Children were helping others off the ground, the older kids were helping younger kids with all activities, they were being polite to each other, and all while having fun. The program was not only successful in terms of behavior, it also meet last year’s participation numbers seeing 133 children total with an average of 66 children per day. Aside from the theme, we did participate in our annual field trips to the Cape Playhouse, Water Wizz, Wellfleet Movie Theater, Bass River Sports, Long Point, Beach Forrest, ice-skating at Charles Moore Arena, and the Inflatable Park. Overall, we were very pleased with the results with the 2017 Summer Program, and in my opinion, it was our best one yet.

Like all years, the Summer Program has to end before Labor Day, and kids have to go back to school. However, our annual After-School Program starts in September, which offers childcare to children whose parents have to finish their workday. This program was initially developed in September 2007. During after school, Recreation provides supervised activities for children ages 4 and up. Children do homework and complete their nightly assignments before participating in pre-planned age-appropriate activities.

Friday Movie Night for the children of Provincetown remains a very popular program. From 5:30 pm until 8 pm, the Recreation Department provided two different age-appropriate movies and popcorn for kids to enjoy, allowing parents a few free hours without children on a Friday night. Movie Night was well received by parents, and participation remained high through the four-month period that this program was offered.

This past year has been another successful one for all the young athletes of Provincetown. Children from kindergarten through sixth grade participated in soccer, basketball, baseball, and softball throughout the school year. The department has

seen a slight increase in participation in sports from previous years. Youth sports provide the children of Provincetown with a safe activity, where they can learn the fundamentals of teamwork and have friendly competition with neighboring towns, which include: Truro, Wellfleet, Eastham, Orleans, Chatham, Harwich, and Brewster. The department relies heavily on our group of volunteer coaches; without them, it would be impossible to have sports teams. Thank you to them for their willingness to help the youth of Provincetown.

As part of a survey handed out two years ago, it was outlined that the department was not providing programming for ages 13-16, and there was a demand for programming. The Recreation Department started a pilot teen hangout program on Friday nights from October through December to gauge what the interest would be. The program yielded an average attendance of nine children per event. While it is not an overwhelming amount, it is encouraging and is a good number to build upon. The department will be looking to continue to provide this program in 2018, and grow attendance.

Throughout the year, we always have special events that are not always regularly scheduled. The department looks to build on participation of each event, and this year we can say that we did accomplish that. Our Halloween event continues to be another favorite of the Recreation Department organized activities. Approximately 150 children dressed up in their costumes and paraded through Seashore Point to visit the residents, then proceeded down Alden Street and across Bradford Street to Commercial Street, followed Commercial Street to Gosnold Street and headed up Winslow Street to end at Motta Field. Motta Field is the site for the Greet n' Treat, where local businesses signed up before the event to decorate their vehicles and hand out candy to the children of Provincetown. The department received great participation for the event seeing 25 entries, the exact number from the previous year. The three Best Decorated entries were awarded trophies: 1<sup>st</sup> place went to J&E Fruit, 2<sup>nd</sup> place to Seashore Point, and 3<sup>rd</sup> place to Sandcastle Resort. We are extremely grateful to have such wonderful organizations and businesses in the community to support this event. Thank you to Harbor Lounge, Northeast Insurance, FA Days, GOB Mechanic & Plowing, Pilgrim Monument and Museum, Egeli Gallery, Provincetown Council on Aging, Real Goods, Provincetown Fire Department, Provincetown Police Department, Funk Bus, J&E Fruit, Cape Cod Oil, Coffee Pot, Ghost Tours, Provincetown Chamber of Commerce, Center for Coastal Studies, Seamen's Bank, Truro Recreation, Knights of Columbus, Seashore Point, Venture Athletics, BY&D, Sandcastle Resort and Tony Brackett.

The 5th Annual Battle of the Badges was played between the Provincetown Police and Fire Departments as a fundraiser for the 7<sup>th</sup> and 8<sup>th</sup> grade trip to Costa Rica. The Police Department pulled out another victory over the Fire Department in 2017, retaining the coveted plaque. However, the real winners were the 7<sup>th</sup> and 8<sup>th</sup> graders, raising \$932 from entry fees, raffle tickets and snacks sold at the game.

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Thank you to both departments for your service and your time and effort in this game, it truly is appreciated.

For the 4<sup>th</sup> year in a row, the Recreation Department also collaborated with the Provincetown PTA, Ace Hardware, and VFW to host a Breakfast with Santa at Veterans Memorial Community Center. The PTA was able to raise enough funds so that every child in Provincetown Schools could receive a \$20 gift card to Ace/Radio Shack at Conwell Lumber to spend on toys. The Fire Department gave Santa and his Elf a ride to VMCC and had breakfast with all the children and parents of Provincetown.

Another excellent collaboration was created towards the end of the year. The Provincetown Art Association and Museum staff Kiah Coble and Grace Ryder-O'Malley collaborated with the children at the Recreation Department's After-school Program to paint pictures for winter windows. The theme was "what I like most about Provincetown." Imaginations ran wild, and the final paintings were wonderful. All paintings were hung up in vacant store windows during the First Light Celebration and will remain up for the duration of the long winter. In addition to those great events, many groups have held meetings or events at the Veterans Memorial Community Center throughout the year. These groups include: National Seashore Ranger Training, Family Week Training-Collage, VFW, Provincetown PTA, Aids Support Group, AA, Al-Anon, CMA, OA, USCG Auxiliary, Outer Cape Health Services, Highland Fish and Game, American Legion, Ladies Auxiliary, Cape Cod Theater, Counter Productions, Provincetown Players, Outer Cape WIC Services, Recreation Commission, Harbor Committee, Provincetown Theater, Provincetown Public Library, Massachusetts Rehab Commission, Pan Mass, Tennessee Williams Festival, Community Development Partnership, Cape Cod Children's Place and many other theater rehearsals.

In closing, like always, I would like to extend my greatest gratitude for the continued support this department has received from parents, community members, and fellow employees. The department would also like to extend thanks to all the volunteers, organizations, and community members for contributing to a successful year in 2017: Provincetown Schools, Seamen's Bank, Department of Public Works, Far Land Provision, Angel Foods, Board Stiff, Provincetown Business Guild, Knights of Columbus, Nelson's Bait & Tackle, Portuguese Festival Committee, Provincetown Council on Aging, Provincetown Fire and Police Departments, Fudge Factory, Venture Athletics, Penny Patch, FV Glutton, Greg Anton, Carlos Verde, Adrianna Stefani, Adrian Peters, Kellianne Pannoni, Arthur Egeli, Bobby Enos, Rick Todd, Bill Jacobs, Joe Farroba, Glenn Enos, and a very big thank you to the summer staff: Samantha Lomba, Kelsey Trovato, Dylan Kaeselau, Patrick Silva, Michael Toomey, Stephanie Roderick, Carlos Sendao, Caroline Thompson, Chelsea Roderick, and Amanda Landry.

Please come and see the Recreation Department at the Veteran's Memorial Community Center located on Winslow Street. There are many activities for all to enjoy from ping-pong to dance class or one of our meetings. To get information on program descriptions, schedules, updates, the calendar of events, and newly added programs please go to the Recreation page on our excellent website: [www.provincetown-ma.gov](http://www.provincetown-ma.gov)

**Brandon Motta**, *Recreation Director*

## Tourism Department

The Provincetown Office of Tourism and the Visitor Services Board, has been working on many projects to increase visitation, create awareness and improve our local economy. Our efforts are focused on the different segments of business offered to visitors. During fiscal year 2017 we continued to use cutting edge digital geo-farming campaigns targeting travelers with interest in ecotourism, arts & culture, entertainment, food and LGBTQ lifestyle. We expanded the Social Media frenzy with targeted advertising campaigns. The Giant Adirondack Chair commissioned has been a success with visitors waiting their turn for a photo opportunity to share on Social Media platforms. , we identified new regional marketing opportunities and attended consumer tradeshows to reach international and domestic audiences.

The advertising is a combination of digital impressions, digital and print ads (usually complimented by a digital component), social media and radio. Two years ago we added outdoor advertising through the use of billboards; this year we increased the number of billboards from one to six in the spring and six in the fall to maximize outdoor exposure on six major arteries from Central MA to the North Shore. The Provincetown Chamber of Commerce and the Provincetown Business Guild receive annual Cooperative Marketing Grants to enhance the Town's marketing efforts. The Tourism Fund also provides Marketing Grants. These annual grants primarily support the marketing of events in the shoulder and winter seasons. We encourage organizations to apply for these grants, which support visitation to Provincetown. We have expanded our media exposure by profiling Provincetown to the press with monthly news releases. These news releases cover all aspects of the Town including Arts, Culture, Heritage, Entertainment, Eco-Tourism, Programs & Education, Coastal Recreation, Events, LGBTQ, Food & Beverage, Grants & Awards received, Infrastructure & Amenities, Retail Shops, Accolades, and all opportunities to remain in the minds of the press. In addition, we work with tourism partners, the Massachusetts Office of Travel and Tourism (MOTT), the Cape Cod Chamber of Commerce and the Greater Boston Convention and Visitor Bureau to organize international and domestic Familiarization Trips to maximize awareness with media and tour operators. In 2020, the 400th year Commemoration of the First Landing of the Mayflower Pilgrims and the signing of the Mayflower Compact will be an im

portant moment for Provincetown. A grant from the Tourism Fund is available to the Provincetown 400 committee to support marketing and promotion efforts.

During FY'17 a RFP for a Communications Agency brought forward new wisdom for the Town to expand opportunities in creative concepts, public relations, media, advertising, digital analytics and developing rapport with visitors and prospective visitors. On May 1, 2018 The Town of Provincetown contracted Red Thread Productions, a New York based firm with connections to Provincetown, as the agency to accomplish these needed efforts.

The Local Option Room Occupancy Tax and the Local Option Meals Tax revenues have consistently increased over the past years. The following charts show the growth and distribution of the local option taxes collected through our licensed accommodations and eateries. (See charts A, B & C.)

We are focused on a research and development process to provide the best available information to create a strategic a robust strategy and marketing plan for the long-term economic growth of Provincetown. The current Five-Year Plan is in place to bring the Town through the end of 2023. Our continued research will identify new avenues and opportunities, which, together with our Communications Agency, will be honed to provide the best well-rounded campaigns to support Provincetown’s business development and its largest economic engine – Tourism, estimated to exceed \$200m annually. The Provincetown Office of Tourism thanks the Visitor Services Board for their service and looks forward to sharing more about the growth and successes of our efforts each year.

**Anthony Fuccillo, Director**

DEPOSITS	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
May-Jun-Jul	\$429,018	\$402,379	\$660,266	\$694,695	\$751,002	\$803,236	\$849,508	\$863,927	\$904,588
Aug-Sep-Oct	\$497,247	\$497,903	\$688,799	\$749,600	\$780,503	\$870,207	\$942,922	\$1,014,238	\$974,980
Nov-Dec-Jan	\$41,718	\$44,754	\$193,168	\$95,434	\$73,062	\$82,104	\$80,944	\$92,980	\$122,425
Feb-Mar-Apr	\$54,745	\$50,144	\$75,405	\$96,199	\$132,389	\$96,341	\$106,894	\$111,392	\$140,876
<b>TOTAL</b>	<b>\$1,022,728</b>	<b>\$985,190</b>	<b>\$1,617,598</b>	<b>1,835,918</b>	<b>\$1,736,976</b>	<b>\$1,851,885</b>	<b>\$1,980,268</b>	<b>\$2,082,537</b>	<b>\$2,142,869</b>
% ΔLY	-2.13%	-3.67%	*54.04%	7.80%	6.20%	6.62%	6.93%	5.16%	2.90%
* Tax rate change									

	FY 2011 *Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	Fund %
Tourism Fund	\$587,186	\$572,571	\$607,942	\$648,160	\$693,129	\$728,888	\$750,004	35%
Wastewater Enterprise	\$231,604	\$212,669	\$225,807	\$240,745	\$257,448	\$270,730	\$278,573	13%
General Fund	\$459,475	\$441,698	\$468,984	\$500,009	\$534,699	\$562,285	\$578,575	27%
Special Purpose Stabilization Fund	\$239,333	\$408,980	\$434,244	\$462,971	\$495,092	\$520,634	\$535,717	25%
<b>Total</b>	<b>\$1,517,598</b>	<b>\$1,635,918</b>	<b>\$1,736,976</b>	<b>\$1,851,885</b>	<b>\$1,980,368</b>	<b>\$2,082,537</b>	<b>\$2,142,869</b>	<b>100%</b>

LOCAL OPTION MEALS TAX COLLECTED - DEPOSITED IN THE GENERAL FUND							
	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
May Jun Jul	\$102,975	\$207,231	\$229,210	\$224,910	\$234,552	\$250,428	\$274,806
Aug Sep Oct	\$179,526	\$197,940	\$219,782	\$232,972	\$252,871	\$260,733	\$262,239
Nov Dec Jan	\$29,892	\$32,550	\$35,347	\$31,350	\$30,095	\$37,410	\$40,816
Feb Mar Apr	\$27,155	\$30,700	\$27,366	\$36,805	\$35,808	\$34,242	\$38,518
<b>TOTAL</b>	<b>\$339,548</b>	<b>468,421</b>	<b>\$511,705</b>	<b>\$526,037</b>	<b>\$553,326</b>	<b>\$582,813</b>	<b>\$616,379</b>
% Δ LY	* N/A	37.95%	9.24%	2.80%	5.19%	5.33%	5.76%

\* Began collecting Meals Tax July 2011

## Veterans Services

The following report is of the activities of the Department of Veterans’ Services for the Town of Provincetown for Calendar Year 2017. During the year the Town, through our Veteran Services Officers, handled 185 face to face Provincetown veteran service meetings. Our duties are categorized in two basic areas: Benefits and Services.

Benefits:

This program is covered and authorized under Massachusetts General Law Chapter 115. It provides financial assistance to honorably-discharged, veterans who establish need and worthiness and are residents of the Town of Provincetown. The Town extended benefits to qualified veterans totaling \$10,084.03 for housing, food, heat, medical and other related costs. The amount expended was reimbursed to the Town by the Commonwealth at a rate of 75% of total expenditures.

Services:

We assisted veterans and their dependents in obtaining federal, state and local benefits under the broad umbrella of the Department of Veterans Affairs. These services included payments for service-connected disabilities, pensions, education, medical, burial, medals and records. During the year, this office assisted in obtaining over \$567,588.00 in cash payments for compensation and pensions for Provincetown veterans and their dependents. These federal funds greatly reduce the demand on our local aid fund.

Our objective is to be a one-stop center for all of the benefit needs of both veterans and their eligible dependents. Our staff works very hard to meet that goal. We are honored to assist with VA claims, Massachusetts veteran’s benefits, referrals and information for a full range of veteran’s services.

We encourage any veteran or dependent of a veteran to contact us at 508-778-8740 Monday through Friday from 8:30 AM to 4:30 PM. We can also schedule appointments at the Town Hall Annex (2 Mayflower Street) on Tuesday or Thursday mornings, at your home or any location that is best for you. Our phone number at the Annex is 508-487-7099. Please stop by to see our service officer, retired USAF Master Sergeant Shawney Carroll.

We would like to thank the Town Manager, Treasurer and Town Accountant for their outstanding assistance throughout the year.

**Gregory J. Quilty**, *Director and Veterans' Agent*

**Shawney L. Carroll**, *Provincetown Service Officer*

**Wilfred Remillard**, *Lower Cape Service Officer*

## Visitor Services Board

The 2017 fiscal year tourism season continued to bring increased revenues to both the Town and local businesses. The seven members of the Visitor Services Board (VSB) met throughout the year to review the Director of Tourism's recommendations and bring forward various other opportunities. The Director and Assistant Director of Tourism worked tirelessly to promote Provincetown and cultivate new markets at numerous trade shows and conferences around the country. In May, the VSB hired a new public relations firm, Red Thread, to streamline and carry out the Town's marketing efforts. A new campaign was launched and the tagline "You Belong Here" was adopted, replacing "America's First Destination." Provincetown received excellent press coverage throughout the year and numerous accolades including:

- Trivago - Number one destination to stay
- Lavender Magazine – Best Summer Vacation Destination
- Travel and Leisure – One of "America's Most Romantic" destinations
- Business Insider named Ptown second on its list of the top twelve honeymoon destinations for gay couples
- Foursquare via Boston Globe – Herring Cove – Best Beach in MA

The VSB continues to look beyond print advertising to include more digital components, including billboard advertising on I-93, the Massachusetts Turnpike, Route 3 and Route 128. Social media presence was given a large boost, culminating in 27,000 current "likes" on Provincetown's Facebook page. Collaboration and partnering with the Provincetown Chamber of Commerce and the Provincetown Business Guild through matching co-operative grants given to both organizations strived to expand our marketing power and not to duplicate efforts. Similarly, the VSB implemented a change in the grant structure, granting five matching grants to Provincetown's five year-round, non-profit cultural institutions automatically. These grants, given to the Center for Coastal Studies, Provincetown Art Association and Museum, the Fine Arts Work Center, the Provincetown Theater, and the Pilgrim Monument and Provincetown Museum, require that in order to receive the \$5000 in grant money the organization must spend \$10,000 in marketing. Effectively, this doubles the marketing investment made by the VSB.

In an effort to further fulfill its mission of growing tourism in the shoulder

season, the VSB continued to fund the New Year's fireworks and to market the successful community event First Light Provincetown. We look forward to supporting future opportunities to increase business development through continued marketing efforts with the Tourism Office.

**Rick Murray**, *Chair*



## Public Works

### Airport Commission

The Provincetown Airport Commission is pleased to report continued safe and valuable regional air operations at the Outer Cape's only public airport.

The airport's commercial operator, Cape Air, continued providing non-stop service between Boston Logan International Airport and Provincetown and also continued seasonal service between White Plains, NY and Provincetown. The total number of enplanements in 2016 was down again, in large part due to national shortage of pilots which reduces the ability of the airline to operate a full schedule. We also had to close the airport for more than two weeks in early November to complete needed safety improvements to our taxiways, described below. Consequently, the number of enplanements (passengers boarding in Provincetown) dropped for the third straight year and reached only 8,760. This is the first time since 1993 that we have not met the 10,000 passenger threshold which the Federal Aviation Administration (FAA) uses to determine an airport's Federal and state capital project funding. The Airport Commission has been focused on increasing passengers for many years now, but the pilot shortage is beyond the control of either the Town or Cape Air. We are heartened by the continued commitment from Cape Air to serve the transportation needs of the residents of Provincetown and neighboring communities, and together, we will strive to increase ridership above the 10,000 passenger level.

The airport also continues to serve the needs of hundreds of general aviation pilots and passengers who visit or live on the outer cape.

Our lease with Cape Air for scheduled airline services and Fixed Based Operations for General Aviation has expired and we have engaged in lease negotiations over the past year with Cape Air to reach agreement on continued service by Cape Air. We look forward to continuing the excellent relationship we have enjoyed with Cape Air over the past 20 years, and are committed to working together for many more years to come. We value them for their ongoing operations which keep the airport open and provides a vital year-round transportation link for the Town's businesses and residents.

Jacobs Engineering Group continues to be our primary consultant, and we work closely with them to obtain the necessary permits to allow the Master Plan to go forward. In conformity with that plan this year we are in the planning stage of some important projects, including: Construction of Westerly Taxiway (TW) System Improvements, Relocation of East End Taxiway, Improvement of Access Road to Approach Light System, and the plan to upgrade and expand the Security Camera System at the Airport. Additionally, we have received approval from the Army Corps of Engineers allowing us to make significant progress in the implementation of the next phases of the Master Plan. As was the case in 2016, the airport continued to qualify for 90% capital project funding by the federal government and 5% funding by the state. This means that the Town will only be responsible for providing 5% of permitted capital improvement projects.

Law enforcement officer (LEO Contract) obligations continues to be a financial consideration, as the Town is not fully reimbursed by the Federal government for the law enforcement manpower required to be on-site when TSA personnel are screening passengers. The Provincetown Police Department continues to be supportive in finding ways to minimize the costs associated with this TSA requirement but funding in the future looks even less certain and we may face some critical decisions regarding funding security at the airport.

The Commission wishes to acknowledge veteran Airport Manager, Butch Lisenby, for his continued oversight of daily airport operations. He has been especially instrumental in providing continuity with respect to communications between Cape Air, Jacobs Engineering, the Airport Commissioners, Town staff, contractors, suppliers, and regulatory agencies. His continued attention to day to day operations is effective and vital to the smooth operations at PVC.

Finally, we want to thank the people of Provincetown, as without their support the operation of this terrific regional airport would not be possible.

**Steve Katsurinis**, *Chair*

## Beautification Committee

In 2017 the (former) Beautification Committee went before its Authority, the Board of Selectmen, and the name of the committee was changed to The Public Landscape Committee. This new name better reflects the work the committee does and its overall responsibilities; beautifying Provincetown is the outcome of the committee's work. The activities of the committee are now reflected in its revised Mission Statement: to develop public spaces and landscapes, streetscape designs for publicly-owned properties, parks, traffic islands, parking lots, byways and playgrounds. The committee is committed to participating in the design process for town-owned properties, and the active oversight and involvement in

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the installation, refurbishment and maintenance of public spaces.

The Public Landscape Committee works with and coordinates with Provincetown Boards, Committees and Commissions, Town staff, non-profit groups, public-spirited individuals and business to achieve an overall improvement in the appearance, experience in, functionality and beautification of Provincetown's public spaces.

This past year the Public Landscape Committee has had a robust schedule working on the Library grounds planting new shrubs and flowers, new plantings at the Visitors Center, Town Hall, Veterans Memorial Community Center, MacMillian Pier/MPL, Bus Stop Park, public benches throughout Town and three-season plantings on the traffic islands, in Lopes Square and in multiple location throughout Town.

The committee has continued to work with the new non-profit, Trees Provincetown. We continue to partner with the Pier Corporation, Bas Relief Commission and Provincetown 400 to ensure Provincetown will look its finest for the commemoration ceremonies, residents and visitors during the year 2020. We thank all who have donated to the committee's Gift Fund, including Stop & Shop. Again, Garden Renovations has supplied the committee with significant discounts on planting materials. We thank the Council on Aging for its help in securing volunteers for the committee. The committee mourns the loss of artist, Julian Popko, whose works continues to grace the harbor gateway entrance to Provincetown. And, we want to extend out gratitude to the Visitors Services Board for the funding it provides for the committee's work, as well as the Department of Public Works, which supplies the staff to complete and maintain the work of the Public Landscape Committee.

**Bill Docker**, *Chair*

## Cemetery Commission

As 2017 began under the leadership of (the late) Richard Olson, The Cemetery Commission was able to see several of Richard's projects come to fruition. The booklet entitled "Provincetown's Historic Cemeteries and Memorials" was published, printed, and made available to all town residents free of charge at Town Meeting. This publication became a reality because of the diligent and expertise research by Amy Whorf McGuiggan, our own MIS Analyst, Lynne Martin, design and layout by Sunderland Printing, the generosity of Napi and Helen Van Derek, and the vision and dedication of Richard Olson, to name just a few. It is an important, historical document "Where the Town's fabled history can be traced and tribute paid to its most notable citizens." Copies are available as a way to thank those who may be inspired to donate to the Cemetery Gift Fund.

The final three projects in the Master Plan for the Winthrop Street Cemetery (our Town's oldest) have been nearly completed, with only a few punch list items remaining. Project 3 was dune protection on the Court Street side; Project 4 was the creation of pathways with access for those with disabilities, where feasible, including new H.C. granite benches; and Project 5 was for informative historic signage. Funding for these projects was provided by a grant from the Community Preservation Commission (CPC) to whom we are very thankful. The Board of Selectmen and Provincetown's Department of Public Works have been enormously helpful and instrumental in these projects and our thanks goes out to them. They stepped up to the plate when called upon to repurpose and install two flagpoles; one at the Winthrop Street Cemetery and the other replacing the old steel flagpole in the Alden Street Cemetery.

The Daughters of the Revolution, along with the VFW and American Legion are planning a Dedication Ceremony to be held at the Winthrop Street Cemetery, most likely on Patriot's Day in April, 2018, as up to 10 Soldiers and Patriots who served in "The War of The Rebellion" (The Revolutionary War) have been documented and are buried in this historic cemetery. This incredibly rare authentication is phenomenally historic, since at the time of the Revolution, there were only 36 families living in Provincetown. To authenticate and document 10 who participated in this battle, in one cemetery, makes this cemetery worthy of National recognition.

At the Gifford and Hamilton Cemeteries (along the right hand side of Cemetery Road going up from Alden Street) the Commission has had in hand a professional needs assessment for the preservation of fallen, damaged, and at risk gravestones. We also have in hand a CPC grant for the estimated cost and we await the Town's issuance of an invitation for bids to get the project accomplished, which has been delayed, but is now promised for early spring.

Turning to the Alden Street Cemetery, Old Section (left hand side of Cemetery Road going up from Alden Street), the Committee has already allocated some \$10,000 of its discretionary funds (The "Expendable Portion" of the "Perpetual Care Trust Fund") for a needs assessment by Monument Conservation Collaborative (MCC), who have previously created such assessments for the Winthrop Street and Hamilton and Gifford Cemeteries. MCC identified enormous needs, noting fallen and damaged gravestones that have been neglected for way too many years. Their report identifies four categories of need, Priority 1 being described as "Hazardous – immediate action – 47 markers a danger to themselves, to adjacent markers and to passersby" and Priority 2 being described as "Unstable – asap – 31 markers that are "unstable either on their bases, having failing or failed repairs, or extremely tilted. Some also fractured." A CPC grant for these was awarded and approved by Town Meeting in 2016, and an invitation for bids to accomplish these projects was intended for Spring, 2017, but was delayed and the work and

projects have not been accomplished. Priority 3, described as “206 markers fallen or as needing re-set into new bases”, and Priority 4, described as “21 – plus markers extremely weathered – evaluate” are now the subject of an upcoming CPC application. In connection, we would like to note that the Cemetery Commission has also previously expended \$10,000 from its discretionary funds for emergency repairs to 22 more monuments at Alden Street, Old Section, which were deemed by MCC to be most at risk to themselves, adjacent markers, and to visitors. As time has progressed, additional gravestones have become in need of conservation and the condition of markers that were originally slated for repair under these assessments have worsened. We speculate that additional projects for ongoing conservation will be needed.

In summary, our goal remains that by the time of the 400<sup>th</sup> Anniversary of the Pilgrim’s arrival, our historic headstones, including those of many “Mayflower” descendants as well as the markers of the Soldiers and Patriots who served in the Revolutionary War, will be able to stand up straight, be properly conserved, and reflect our town’s pride and respect for those who have lived and died in Provincetown before us. After all, many of us will join them in our cemeteries one day. It would be nice to have assurance that each of *our* markers will be well cared for, too! It is with great thanks and appreciation that we acknowledge the support of all those who have contributed to the Cemetery Gift Fund; to Michelle Jarusiewicz, Grant Administrator; to the DPW Director, Rich Waldo and his staff, including our new Deputy Director Steve Wlodkowski, whose cooperative efforts have been outstanding; to Provincetown Historian Amy Whorf McGuiggan for her expertise, kindness, and willingness to assist us in our ongoing efforts; to The Daughters of the Revolution and their commitment to valuable historic research. A sincere thanks to Paul Mendes and the VFW; to Tom Steele and the American Legion; to Town Clerk Darlene Van Alstyne who manages Cemetery affairs at Town Hall; to Cemetery Superintendent, Tony Lemme and his staff who continue to extend their great cooperation in maintaining our cemeteries, and with heartfelt gratitude and thanks to Richard Olson, whose commitment and dedication to the Cemetery Commission and to the preservation of Provincetown’s history will be honored and remembered as we continue to maintain and preserve our cemeteries .

**Michael P. Harpie**, Chair

## Conservation Commission

The Provincetown Conservation Commission’s responsibility is the administration and enforcement of the Massachusetts Wetland Protection Act and the local Provincetown Wetland Protection Bylaw and local regulations. In addition, the Commission is responsible for the management of several Town-owned conservation and open space properties. The Commission holds its meetings on the first

and third Tuesday evenings of the month at 6:30 p.m. at Town Hall. Meetings are posted, and public comment is welcome before each meeting agenda.

The Commission's goals and objectives include: encouraging environmentally sound construction, smart growth, and the use of sustainable living principles; promoting awareness and understanding of the Wetlands Protection Act and the Provincetown Wetlands Bylaw and their regulations; passing and implementing clear definitions and regulations; maintaining consistency in permitting and compliance; collaborating with the Open Space Committee and the Provincetown Conservation Trust on implementing land management plans for conservation properties; utilizing Land Bank funds to acquire, maintain, and enhance open space and conservation lands; continuing growth in competence through education and training; assessing and improving conservation agent services to support the fulfillment of the Commission's mission; and developing avenues of funding and grant opportunities to support the Town's conservation and natural resources program.

After serving twelve years as a member of the Conservation Commission, Dennis Minsky retired from the Commission at the end of 2017, as he completed the last of his four maximum terms. In his leadership position as Chair, Dennis did an excellent job steering the Commission, helping it decide many challenging cases and craft the Town's Wetlands Protection Bylaw and local regulations, and playing a major role in acquiring, improving, and advocating for the Town's conservation lands; we are very grateful for his service and commitment to the Town. Although the present members are relatively new to the Commission, they are a cohesive group that brings a wide-reaching base of skill sets, job experiences, and knowledge of environmental issues, which, under the leadership of its new chair, Alfred Famiglietti, and vice chair, Nathaniel Mayo, will contribute to the ongoing mission of the Commission. The Town staff supporting the Conservation Commission has also changed this past year; Timothy Famulare has joined the Town's Community Development Department in the capacity of Conservation Agent and Environmental Planner.

The Community Development Department again received a grant awarded for an AmeriCorps Individual Placement of an AmeriCorps service member from October through July. Our AmeriCorps volunteer is working with Commis-

sion staff to implement various land management initiatives and environmental projects, including the creation of pamphlets and maps to promote access to the Town's open space parcels, creating ownership and resource inventories of these properties, and compiling information about Chapter 91 Waterways licenses for waterfront parcels. AmeriCorps labor is also an important component in maintaining the B-Street Garden, which now has grown to 76 garden plots, tended by grateful town residents and visitors.

In 2017, over 130 permits have been issued, as well as 5 enforcement orders. In conjunction with the Department of Public Works and the Open Space Committee, the Town has also hired an engineering firm to delineate and design remediation strategies to reduce storm-water pollution of Shank Painter Pond. We have also retained the services of an environmental consulting firm to develop land management and restoration plans for the Brown Street Community Garden and Conservation Park and the Shank Painter Wildlife Sanctuary.

Provincetown has many daunting challenges in the face of global warming and rising sea levels that impact our waterfront resources. The Conservation Commission will continue to review its regulations and policies in the coming year in efforts to improve the Town's resilience to these changes, while at the same time, upholding state and local regulations that govern our jurisdiction. This future will require constant learning on the part of the commissioners and its staff to continue to make unique, innovative and sound recommendations for solutions to these issues.

**Alfred Famiglietti**, *Chair*

## Open Space Committee

The Open Space Committee is composed of a group of appointed volunteer citizens whose primary responsibility is the recommendation of expenditures from Land Bank funds, which result from a 3 % surcharge on Provincetown property taxes. These Open Space recommendations, which are presented to voters at annual and special town meetings, involve the acquisition of undeveloped land in Provincetown for the purposes of conservation and passive recreation.

The Open Space Committee investigates undeveloped properties within the town, and evaluates their relative merits for acquisition. The criteria that the committee

employs in these evaluations include the following: the wildlife habitat value of a given property, the adjacency of a given property to other conservation land, and the risk of development. The committee also attempts to achieve a balance of conserved land in terms of its location throughout the town, that is in both east and west ends of town.

The Open Space Committee cooperates with other town boards and related groups in its efforts, including the Provincetown Conservation Commission, the Provincetown Community Preservation Committee, and the Provincetown Conservation Trust. In particular, the committee works in conjunction with the Commission and the Trust in the stewardship and maintenance of land acquired with Land Bank funds; 3% of this fund (that is 3% of the 3% surcharge) each year is reserved for this purpose.

In 2017 the committee has contacted various property owners in town regarding the protection of their land either through possible acquisition or the purchase of conservation restrictions. It was also involved in the ongoing stewardship of existing Town properties, including the B Street Community Garden, the Shank Painter Uplands area, the Hawthorne property, and the Sateriale property. In particular, there has been progress in planning for restoration efforts at the B Street Conservation Area, including the elimination of invasive species, the establishment of butterfly meadows, walking trails, benches, and other amenities for public use and enjoyment. Future goals include the further restoration of our conservation lands, and continued outreach and education efforts to inform townspeople and visitors of the many options available to them for the enjoyment of the beautiful open spaces in Provincetown.

We very much regret the loss this year of a valued member of the committee, Judy Cicero.

The Open Space Committee looks forward to another productive year in 2018.

**Dennis Minsky**, *Chair*

## Department of Public Works

**DPW Administration:** Our department continues to operate at a high level, contributing to the overall professionalism of the Public Works Industry. Our administrative staff has tolerated stressful situations professionally, by maintaining their composure and methodically communicating a response plan. On July 11<sup>th</sup> our sewer central vacuum station experienced a major power interruption that shut down operations at the facility. The shutdown occurred on a cloudy Tuesday in July, during Bear Week, with multitudes of day trippers

descending upon Provincetown. This was a near perfect storm for our downtown sewer system. Our administrative team, along with the help of other individuals, immediately issued a “Code Red” notifying business owners and residents of the impending emergency. Our team was able to diagnose the problem, develop a strategy to mitigate, and then communicated effectively with the public. Throughout the year our department has had to respond to many emergencies including significant snow-related emergencies, as well as the serious fire that occurred at the Surf Club. Our involvement and role, was to ensure that the Fire Department had enough water supplies and the appropriate pressure to combat fires. We were also tasked with ensuring that the roads be kept clear for police and emergency responders enabling them to do their duties effectively. It needs to be understood that our First Responders are not a 2-legged stool of Police/Fire, but rather a 3-legged stool comprised of Police/Fire and the DPW.

It was a great accomplishment to see our department take the helm of the Police Station Construction Project. Our department led the project through a gauntlet of public outreach sessions, board meetings, and engineering/ architectural roundtables bringing successfully a project forward to a Town meeting. With the help and direction of the Building Committee, we were able to gain support for the project that had failed historically to win approval for nearly 9 years.

Our department has been fortunate in welcoming new leadership to our team, with the hire of DPW Deputy Director, Steven Wlodkowski. Steven brings to our staff, years of experience in both the private and public sectors, where we felt the benefit immediately. He joins a strong administrative team comprised of Cody Salisbury, Sherry Prada, Donald Morin, Jane Petterson, & Melissa Myers.

**Buildings and Grounds:** Under the direction of Foreman, Tony Lemme, this division performs several hundred work tasks per year. The department can be seen in the spring, preparing grounds for the upcoming peak tourism season. During the summer, crews are out performing building upgrades and necessary repairs while maintaining all town-owned lawns and trash barrels. The building maintenance program continues in the fall, with additional ground maintenance, seasonal set-up of festival lighting and displays. Winter time can constitute a mélange of snow and ice operations at all town-owned facilities. Building maintenance, HVAC repairs, and equipment maintenance are also a component of winter. In addition to these duties, our talented crew of skilled custodians, keep our facilities clean (and operational) year-round for the thousands of tourists who enjoy all that Provincetown has to offer.

Our skilled staff is in high demand, as they continue to complete assignments, and receive accolades for their work. For example, in addition to undertaking a complete rehab of the Harbormasters public restrooms, they have also repaired (and upgraded) the Library outbuilding which will

be used as overflow storage. They were also tasked with the management of cemetery improvements at the historic Winthrop Street Cemetery.

We have seen a direct correlation between focusing more energy on improving and maintaining our biggest Town assets, (i.e., our buildings) and the cost savings derived from expensive repairs as a result of neglect. A good maintenance plan focuses on the small tasks that extend the life of a useful asset. Simple tasks such as scraping, and staining exterior decking, can contribute to significantly extending the life of an exterior egress. The department has adjusted well to the new building maintenance program, and takes personal pride in maintaining our historic town-owned properties.

**Highway:** The Highway Department consists of Foreman Ray Duarte, seven skilled staff members, one mechanic, and two seasonal staff members. The department provides a broad scope of duties, which includes but is not limited to storm water maintenance, roadway repair & maintenance, snow & ice operations, beach raking, and tree maintenance. They also provide significant, supporting roles to other departments in the realm of providing traffic control with sawhorses during parades or other large events. Our single mechanic maintains all Town-owned vehicles providing support to the Police, Fire Administration, School, Council on Aging and Public Works Departments.

The department also oversaw the completion of the Commercial Street Reconstruction Phase III project. To this end, staff was instrumental in providing contractors with an institutional knowledge of the workings of existing infrastructure, and advised on how to manage traffic. While repairs were underway on Commercial Street, Town staff was making improvements to other storm water infrastructure to collectively improve the system. It is with these efforts, along with administration management, that lead Provincetown in the direction of another grant award to start the design and planning process of a Phase IV project.

These individuals perform several non-routine tasks daily, and are responsible for keeping our town in readiness from a perspective of cleanliness, and our roads safe for our residents and tourists alike.

**Transfer Station and Sanitation:** Transfer Station Foreman, Scott Bronsdon and Sanitation Foreman, Chris Roderick, both display an ambitious character when it comes to the handling and pick-up of waste. Assisted by a strong team of skilled staff members, these individuals handle all of our solid waste and recycling needs.

The sanitation crew is routinely exposed to brutal weather conditions all year long. They begin their day at 4:00 a.m. and collect several tons of solid waste and recyclable material combined each year. In winter months, they are also tasked with the collection of all Town-related barrels scattered intermittently,

throughout our community. Although this is back-breaking work, rarely do we receive a complaint from staff, even when faced with wind-chills falling well below zero. They are “all business” when it comes to their daily responsibilities.

The transfer station crew, continues to provide remarkable service, in spite of the “less-than-glamorous” aspects of waste handling. Moreover, these guys managed well through a difficult year of tractor-trailer breakdowns, market volatilities, a new recycle program, and under-staffing issues. They manage a busy transfer station and can often be seen chipping brush, turning compost piles, mowing capped landfill, bundling cardboard, managing scrap metal piles, all while assisting individuals with their trash, recycling or swap shop needs. Transfer Station operations generate a significant amount of revenue for the Town of Provincetown. As such, our guys are responsible to ensure that everything operates smoothly and properly.

While we have a license that allows us to handle to a maximum of 5,000 tons annually (at the Transfer Station), we have not yet exceeded that threshold. For 2017, we had a minor reduction in solid waste of 6 tons, but we also saw a sizable reduction in recyclable materials of 116 tons. Overall, our town-wide recycle rate dipped slightly from 35 percent (35%) in 2016, to 33 percent (33%) in 2017. We will strive to improve that rate in 2018.

One likely contributor for the decrease in recycling is that the neighboring Town of Truro is now accepting single-stream recyclable materials at their facility. Private haulers may now choose to “tip” their loads in Truro rather than returning to Provincetown prior to completing their route.

**Wastewater:** The Wastewater Division has had a busy year undergoing a comprehensive financial review and rate study to ensure the long-term health of the enterprise fund. The sewer team narrowly averted an environmental disaster on July 11<sup>th</sup>, 2017 when a massive power interruption, compromised the main power panel to the downtown vacuum station. This event coincided with one of our largest tourism attractions “Bear Week.” This event was complicated further, by the fact that it was a cloudy day, and many day trippers gravitated to Provincetown as it was not a “beach day.” Our dedicated team was able to get the electric panel back-up and running, and limped the vacuum system along until full vacuum was restored. No significant sewer overflows occurred. It took nearly 48 hours of round-the-clock finessing of the system, but our well trained staff and contractors were able to get the job done.

A financial proforma was prepared to ensure the stability of the enterprise fund. We began researching ways to expand the capacity at the wastewater treatment plant. Over the years, many funding sources such as Town Meeting appropriation and USDA loans were used to fund connections and expansion of the system.

It was imperative that we put into place, a checks and balances review as small errors in planning could lead to extensive debt. In the end, we were able to pass a 10-year rate that would ensure that debt payments would be covered in the future.

In 2018, we plan to continue discussion on our system expansion and begin to review the extension of our long-term, design-build-operate contract with AECOM who will be in year 17, of a 20-year contract.

**Water Department:** Under the direction of Water Superintendent Cody Salisbury, the Water Department is responsible for providing its customers with safe, high-quality drinking water adhering to the U.S. Environmental Protection Agency (EPA) and Massachusetts Department of Environmental Protection (MassDEP) drinking water regulations and standards. The Department operates (and maintains) three groundwater sources located within the Town of Truro. These include the Knowles Crossing Wellfield, the Paul Daley Wellfield, and the North Union Field Well Site. Combined, these sites have a total of eleven gravel-packed wells, and provides water to over 3,800 customers located within Provincetown and North Truro.

The Water Department is also responsible for the operation and maintenance of a 1.2 million gallon-per-day water filtration facility providing treatment for the Knowles Crossing and Paul Daley wells, and a 734,000 gallon-per-day corrosion control facility, located at the Paul Daley Wellfield which provides treatment for the North Union Field wells. The water distribution system is comprised of approximately 42 miles of water main, two water storage facilities, one booster pump station, 700 gate valves and 282 fire hydrants. Additionally, the department is responsible for testing 181 registered backflow prevention devices located throughout the system.

The year 2017, showed continued success in water loss recovery. As a result, the overall water production was the lowest in several years. The Water Department successfully secured a Massachusetts DEP grant in the amount of \$75,000 in order to conduct a structural, conditional analysis on over two miles of Asbestos Cement (A.C.) water main throughout the system, and also to procure thirty leak noise correlating data loggers. The data loggers allow the Department to capture noise data throughout the system (for several days) in order to pinpoint leaks in a specific area. The loggers successfully identified several leaks, thus recovering an estimated thirty gallons per minute of water loss.

The Water Department distribution field staff members provided extraordinary assistance with the Phase III Commercial Street Re-Construction Project. Field staff provided locations for services and mains (for the initial survey) and construction drawings. They also assisted with general construction oversights during the installation of the renewed 12" ductile-iron water main and service

connections. In addition, field staff performed over 1,500 work orders, consisting of turn-ons and off, leak investigations, meter related issues and Dig-Safe mark outs.

The Water Department Treatment staff successfully operated both the Knowles Crossing Filtration Facility and the South Hollow Corrosion Control Facility, conducting over 246 bacteriological samples per the Massachusetts DEP required schedule. This included individual samples for ten regulated contaminants, monitoring groundwater well performance, and performing several preventative maintenance operations at both facilities during 2017.

**TABLE - Average Daily Water Withdrawal**

Month	2014	2015	2016	2017	2016/2017 (% diff)	Days > 850,000
January	10,386,455	12,444,478	13,194,744	9,823,278	-25%	4
February	9,974,320	12,238,066	12,133,693	8,784,034	-27%	2
March	12,299,170	11,006,750	14,051,164	10,640,748	-24%	7
April	14,762,691	14,134,676	15,236,864	13,083,394	-14%	11
May	20,377,492	21,886,288	21,094,099	18,569,207	-12%	12
June	26,509,314	25,802,527	27,293,838	23,382,363	-14%	13
July	37,067,709	37,798,899	38,146,466	36,820,291	-3%	28
August	37,829,634	40,032,554	38,856,572	37,291,255	-4%	28
September	24,879,376	29,954,900	25,983,804	25,323,808	-2%	15
October	18,294,255	21,281,046	18,097,287	18,134,796	0%	12
November	12,273,505	15,275,667	11,903,588	11,954,447	0%	4
December	10,555,240	15,686,730	12,201,624	10,281,839	-16%	7
<b>ANNUAL TOTAL</b>	<b>235,209,161</b>	<b>257,542,581</b>	<b>248,193,744</b>	<b>224,089,460</b>	<b>-10%</b>	<b>143</b>

**The Mission of the DPW:** In addition to responding to all daily DPW matters, continued emphasis will be directed toward: (a) improving upon asset management; (b) improving the overall condition of our roadways; (c) generating additional revenue and cost-control measures; (d) addressing storm water issues; (e) seeking new grant opportunities; and (f) ensuring a transparent, courteous and respectful workplace that benefits all staff members.

**Richard J. Waldo, P.E., Director**

## Recycling & Renewable Energy Committee

The Recycling and Renewable Energy Committee met 20 times in 2017 and most of the year maintained 7 members. One of our major projects was to help advance Provincetown's designation as a Green Community. Eric Larsen, deputy director of the DPW, also attended our meetings and was extremely helpful. He left his position in March and has been replaced by Sherry Prada who has been even more helpful. Other town employees have attended our meetings such as David Gardner, assistant town manager and Tim Famulare, conservation agent.

**BUDGET** - Eric reported in January that our FY18 budget was approved by the BOS, as well as a request for funds for a bottle filling station as part of the Recycling Equipment line item. Also approved was an extra \$9000 to convert remaining streetlights to LEDs. Approximately \$30k was saved in 2017 on the new streetlights. DEP awards were announced. Provincetown was awarded an RDP grant for \$3600 which paid for recycling totes and a case of recycling stickers, with a balance of \$500+ for additional recycling needs. DPW reported that we have increased our recycling rate by 4500 tons, a significant increase.

**BOTTLE FILLING STATIONS** – Sherry is working with Annie Howard and Ray Duarte regarding signage at the existing and upcoming stations. Signs will feature a universal logo for bottle filling stations, and our wheel logo (which we hope to redesign sans the word “bags”). As for number of times the stations have been used, VMCC is at 3315, town hall is at 2,048, MPL (installed 7/20/17) is at 3,522, Firehouse 2 ( installed 8/10/17) is at 1,649 and the one at the east end Playground has no place for numbers.

**OUTER CAPE ENERGY** - Jay has been our contact member and he has been very involved. He reported that the next informational meeting on solar panel installation will be 1/17 at the Center for Coastal Studies. The RFP has been issued and a vendor will be selected by the end of January.

**BUTTLERS** - Laura applied for a grant from CARE (Creating A Responsible Environment) for the Cape and Islands and they appropriated \$1,485 for the purchase of 30 Sidewalk Buttlers. DPW got 14 Buttlers out on Commercial Street by Earth Day, April 17th. DPW collected the butts and by end of year had collected approximately 5,000 butts.

**COMPOST PROGRAM** - Lydia and Laura attended the Cape Cod Composting Network meeting at the end of 2016 and Lydia and Tess attended the next Cape Cod Composting Network meeting in April. It was agreed that a centralized location mid-Cape would be necessary for town-wide recycling. The weight of food

waste (including liquids) is a huge concern. Taking it out of the trash could save the town hauling money. In March, Lydia and Tess went to a compost meeting and Tess agreed to be the Provincetown representative. Tess checked in w/ Kari Parcell regarding funding for rain barrels and composting equipment.

There is funding potentially thru MA DEP for townwide curbside compost and/or recycling collection (\$20/cart, max \$100k via reimbursement grant). For residents, funds are available for towns to buy certain equipment to enhance diversion and recovery programs (backyard composting, water collection).

**ELECTRIC CAR CHARGING STATIONS** - We're a little over 800 "sessions" for 2017. Financially, the Town has received \$2,179.39 from the stations for the year.

**RENEWABLE ENERGY BENEFITS** - For FY17 the total is \$59,346; \$24,744 in savings from the Transfer Station PV system and another \$34,602 savings and cash from the eight wind and PV systems from which Provincetown is an off taker.

**OUTREACH** - Lydia suggested tapping into local organizations like COA, the school, and social media to publicize Solarize Plus and our other initiatives. PTV and WOMR are also good outlets, and Jay plans to ask David Panagore to highlight the solar program on his radio show. A press release will go to the Banner and other outlets. We reserved the firehouse several times to promote our projects and had a table at the Yearrounders' Festival and distributed information about recycling, the buttlers and solar programs.

Elise contacted area trash and recyclables collectors to see whether they separate the recycling from the trash before disposal. Nauset sends all their waste and recycling to ABC Disposal; Laura suspects that MSW is landfilled and is not sure whether they separate out recycling. Rodericks doesn't separate trash from recycling. Devita requires separation when towns mandate it, and discusses w/ the customer to prevent commingling. Frasier separates where the towns mandate but doesn't require separation if customer doesn't do it.

As for 2018, we will continue with these same projects.

**Lydia Hamnquist**, *Chair*

## Water & Sewer Board

This Board met 8 times; reviewed and acted on 28 abatement requests, of which 12 requests for water bill abatements and 3 requests for sewer abatements were approved. The Board approved 3 sewer flow revisions, and certified the Peak and Off-Peak Billing Commitments to the Tax Collector. It remains the consistent policy of this Board that abatements will not be granted for fixture-related leaks.

Statutory Actions by the Water & Sewer Board

	Abatement Requests	Water Approved	Water Denied	Sewer Approved	Sewer Denied	Sewer Flow Revisions
01/19/17	8	2	4	1	1	2
03/08/17	1	0	1	0	0	1
05/11/17	0	0	0	0	0	0
06/08/17	5	2	1	2	0	0
08/10/17	5	1	3	0	1	0
09/18/17	0	0	0	0	0	0
11/13/17	0	0	0	0	0	0
12/11/17	9	7	2	0	0	0
<b>Totals</b>	<b>28</b>	<b>12</b>	<b>11</b>	<b>3</b>	<b>2</b>	<b>3</b>

The annual total water withdrawal for the year 2017 was 224,089,460 gallons, a ten percent (10%) reduction over 2016. This equates to an annual average daily withdrawal of 613,943 gallons per day, a figure below our permitted withdrawal of 850,000 gallons per day. Aggressive leak detection in 2017 resulted in decreased water withdrawals and substantial water loss recovery.

**Kathleen Meads, Co-Chair**



## Public Schools

## Superintendent of Schools

2017 was a relatively quiet year in Provincetown Schools until the end, when it turned out to be the final year with Kim Pike as our Principal. After 8 ½ years in this essential leadership role, Provincetown Schools looks, feels, and IS a very different place, a substantially better place than it was prior to Kim Pike.

Under her leadership we have accomplished much to be proud of. We have become an established International Baccalaureate World School that focuses on developing students who are global citizens. We have created a safe, supportive, predictable learning environment that celebrates diversity, individuality, and community.

Provincetown Schools is now a collaborative, collegial, environment for students and teachers who are eager to learn, to grow and to take risks. Our community partnerships with the PTA, PAAM, Coastal Studies, FAWC, and the PMPM have grown exponentially creating exceptional opportunities for our students and teachers. International travel to Costa Rica has given 7th and 8th graders a unique, life altering experience.

Under Ms. Pike's leadership we have become a technologically sophisticated District; with 1:1 devices for students in grades 3-8, banks of devices for younger students, a state-of-the-art collaboration area in our media center, and a z-SPACE lab where teachers and students engage in virtual and alternative reality learning. Under Ms. Pike's leadership we have a faculty of very high quality teachers.

We have teachers who have been recognized as outstanding leaders at the state level, who have gone on to work internationally, and to receive fellowships for further study. The educational program has also grown. During Ms. Pike's tenure we added Wee Care in Provincetown, an infant/toddler program for working parents. We have expanded Spanish instruction for all students.

We have added violin instruction for grades 1-4 and an instrumental program for older students. STEAM has come to Provincetown students as well as Mindfulness, an intervention/enrichment program in both math and literacy, a social/emotional and health curriculum. After school enrichment and summer school have become rich additions to the educational program. Most recently we have been working on piloting a winter Saturday Program. Ms. Pike has led these initiatives with skill, energy, creativity, and dedication to the children and families that make up our school community.

Yes, 2017 was quiet, but the past 8 ½ years have been productive, successful, creative years for Provincetown Schools! THANK YOU, MS. PIKE!

**Beth Singer**, *Superintendent*

# Report of School Employee Earnings

Name	Began Service	Education	FY 2017-18 Salary
<b>ADMINISTRATION</b>			
Superintendent of Schools			
Dr. Beth Singer	2009	Univ. of Toledo B.S. Central Conn.State Univ. MS Spec. Ed. Univ. of Mass. Ed.D.	\$50,000.00
Director of Special Education			
Dr. Beth Singer	2009	Univ. of Toledo B.S. Central Conn.State Univ. MS Spec. Ed. Univ. of Mass. Ed.D. (Director funded via SPED Entitlement Grant)	\$26,420.00
Adm. Asst./Business & Finance/Human Resources			
Betty White	1986		\$92,512.00
Special Needs Secretary:			
Sharon Bunn	2015	University of Mass. B.A. Lesley University M.S.	\$30,678.34
Principal			
Kim Y. Pike	2009	Univ. of Vermont B.A. Lesley Univ. M.Ed. Worcester State College Educational Administration Certificate	\$109,695.53
Adm. Assistant to Principal			
Judy Ward	1998	Cape Cod Community College Mohegan Community College Longevity Stipend	\$54,297.37  \$1,700.00 \$1,750.00
Social Worker			
John Morgan	2017	Eastern Nazarene College B.A., MS	\$73,180.96
School Psychologist			
Margaret Donoghue	2007	Boston College B.A., M.Ed., CAES St. Michael's College C.A.S.	\$51,401.58
School Nurse			
Kristen Shantz	2015	Cochise College A.D.N. Nursing	\$46,557.23
<b>PRIMARY YEARS PROGRAM TEACHERS</b>			
Title I Specialist			
John Vosburgh	2010	Univ. of Delaware B.S. Gratz College, M.Ed. Stipend (Partially funded via Title 1 Grant)	\$74,319.91  \$1,500.00

<b>Name</b>	<b>Began Service</b>	<b>Education</b>	<b>FY 2017-18 Salary</b>
Behavior Specialist Kelly Lindsay	2006	Ohio State University B.S. Ashland University M.Ed. Ineligible Earnings	\$74,319.91 \$7,330.00
Pre-School Teacher Lisa Daunais	2013	Lesley University, B.A. University of MA, Lowell, M.Ed.	\$74,319.91
Intervention Specialist Elizabeth Francis	1994	Boston College B.A. Lesley College M.Ed. Longevity	\$82,318.62 \$1,600.00
PYP Coordinator		Stipend Ineligible Earnings	\$7,500.00 \$295.00
Kindergarten Rebecca Yeaw	2008	Univ. of Rhode Island B.A. Rhode Island College MAT Stipend (funded by Early Learning Tuitions)	\$67,502.15 \$1,100.00
Grade 1 Teacher Shelley LaSelva	2016	Smith College B.A. Fitchburg State University M. Ed. other earnings Fitchburg State University C.A.G.S.	\$82,318.62 \$240.00
Grade 2 Teacher Brittany Kenyon	2014	Stonehill College, B.A.	\$68,712.93
Grade 3 Teacher Judy Ainsworth (out on sick leave)	1983	Keene State College B.S. Longevity	\$69,912.56 \$3,200.00
Grade 3 Teacher Eric ShannonRichard Fi	2016	Providence College B.A. National University San Diego M. Ed.	\$54,304.83
Grade 4 Teacher Marianne Lynch	2014	Boston College, B.Ed.	\$68,712.93
Harvard Graduate School Of Education, M.Ed.		Stipend	\$210.00
ELL Teacher Helena Ferreira	2000	Smith College B.A. Fitchburg State, M.A.	\$63,174.38

Name	Began Service	Education	FY 2017-18 Salary
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	Longevity		\$800.00
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MIDDLE YEARS PROGRAM TEACHERS

Spanish Teacher Angela Lamber	2014	Universidad Distrital Francisco Jose de Caldas, B.A.	\$34,917.92
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STEAM Teacher Richard Gifford	2016	Boston University, B.A. Lancaster University, M.A. University of Massachusetts, Boston, M.Ed.	\$85,669.30
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MYP Coordinator Nancy Flasher	1997	Lesley College B.S. Antioch New England M.Ed. Stipend Salem State College, CAGS Ed. Leadership Longevity	\$85,669.30 \$7,500.00 \$800.00
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ELA Teacher Amelia Rokicki	1995	Univ. Mass. B.A. Simmons College M.S. Longevity Salem State College CAGS Ed. Leadership other earnings	\$85,669.30 \$1,600.00 \$240.00
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Social Studies Teacher David C. McGlothlin, Jr.	2006	Emory and Henry College B.A. George Mason University M.A. other earnings	\$74,319.91 \$240.00
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Math Teachers Ken Kevelson	2015	Hampshire College B.A. Columbia University M.B.A. Coaching Umass Dartmouth Teacher Cert. program	\$79,152.52 \$240.00
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SPECIALIST TEACHERS (PYP AND MYP)

Wellness Teacher Lisa Colley	2002	Salem State B.S. Fitchburg State College M.Ed. Stipend other	\$74,319.91 \$3,500.00 \$240.00
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Performing Arts Teacher Mary Abt	2014	Gordon College, B.A. and M.A. Ineligible Earnings Stipend	\$63,174.38 \$148.00 \$3,790.00
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Visual Arts Teacher

Name	Began Service	Education	FY 2017-18 Salary
Michael Gillane	2015	University of Mass. B.F.A. Pratt Institute M.F.A. other Westfield State University C.A.S.E.	\$38,117.38
Technology Integration Specialist			
Tracey Anderson	2016	Edinburgh College of Art, Scotland, UK, B.A.	\$55,000.00
Special Education Teachers:			
Marcia Rose-Packett	1981	Lesley College B.S. American International College, M. Ed. Longevity	\$78,967.97 \$3,200.00
Judith Stayton	1998	Pennsylvania State Univ. B.S. Bridgewater State Univ. M.A. Longevity Stipend other earnings	\$78,967.97 \$800.00 \$1,000.00 \$240.00
Annemarie Chang	2012	Merrimack College B.A. Emerson College M.S.	\$44,592.00
PARAPROFESSIONALS			
Sheree Silva	1988	Cape Cod Community College Longevity Other Earnings	\$32,281.34 \$2,600.00 \$373.88
Valerie Golden	2001	Longevity Other Earnings	\$31,085.84 \$1,300.00 \$26.00
Cynthia Gilman	2015	University of Maine Presque Isle B.A & B.S.	\$22,938.15
Jill Lambrou	1996	Longevity Other Earnings	\$32,170.18 \$1,800.00 \$486.88
Veronica Londergan	2006	Univ. Bridgeport Connecticut B.S. (Funded via SPED Entitlement) Other Earnings	\$26,422.88 \$241.70
Kimberly Rowe	2015	Saint Michael's College, B.A. Other earnings	\$20,163.36 \$236.12
Chelsea Roderick		Cape Cod Community College, A.S.	\$17,195.04

Name	Began Service	Education	FY 2017-18 Salary
Kathleen Smola	2014	Fitchburg State University, B.A. Wheelock College, M.A.	\$22,876.57
Colleen Johnson	2016	St. Lawrence University, B.S. SUNY at Albany, MSW	\$20,186.10
Julie Jussila	2016	Endicott College A.S. Lesley University, B.A.	\$20,426.70
Alizah Packett	2017	Other earnings	\$9,403.44 \$150.90
Christopher McIntire	2017	North Adams State College, B.A.	\$12,369.98
Claudia Colley	2000	Longevity	\$29,425.70 \$1,750.00
Brenda Costa	1984	Longevity	\$29,425.70 \$3,075.00
Andrew Bernard	2016		\$30,000.00
COORDINATOR BUILDINGS AND GROUNDS			
Robert Noll	2013	Overtime	\$48,874.56 \$5,761.63
CUSTODIAL STAFF			
Jill Sawyer	1999	Longevity Overtime	\$52,614.90 \$1,750.00 \$246.65
Steve Cove	2017	Overtime Other earnings	\$5,091.30 \$31.81 \$446.82
Desmond Brissett	2017	Overtime	\$6,788.40 \$461.24
SCHOOL BUS DRIVERS			
Regis Legnine	2005	Overtime	\$27,935.38 \$327.50
Thomas Hayes	2011		\$16,625.04

School Committee Members	Term Expires May
Anthony Brackett, Chairperson	May 2019
Cass Benson	May 2018
Liz Lovati	May 2017
Ngina Lythcott	May 2018
Tracy Kachtick-Anders	May 2019

### School Year 2017-2018 Calendar

Aug. 30 and 31	Prof. Development Days
Sep.4,2017	Labor Day
Sept. 5,2017	School Opens for Students
October 6, 2017	Prof. Develop. No School
October 9, 2017	Columbus Day
Oct. 18-19, 2017	Parent Conferences-1/2 Day
November 7, 2017	Prof. Development 1/2 Day
November 10, 2017	Veterans Day Observed
Nov. 22-24, 2017	Thanksgiving Recess
November 27, 2017	School Re-opens
December 5, 2017	Prof. Development 1/2 Day
December 22, 2017	Close End of School Day
Dec.25, 2017 - January 1, 2018	Christmas Recess
January 2, 2018	School Re-opens
January 9, 2018	Prof. Development 1/2 Day
January 15, 2018	Martin Luther King Day
February 6, 2018	Prof. Development 1/2 Day
February 16, 2018	Close End of School Day
February 19, 2018	Presidents' Day
Feb. 19th - 23rd, 2018	Winter Recess
February 26, 2018	School Re-opens
March 6, 2018	Prof. Development 1/2 Day
April 3, 2018	Prof. Development 1/2 Day
April 11-12,, 2018	Parent Conferences-1/2 Days
April 13, 2018	Close End of School Day
April 16, 2018	Patriot's Day
April 16th-20th, 2018	Spring Recess
April 23, 2018	School Re-opens
May 1, 2018	Prof. Development 1/2 Day
May 28, 2018	Memorial Day
June 5, 2018	Prof. Development 1/2 Day
June 13, 2018	8th Grade Commencement

180th School Day: June 15, 2018

185th School Day: June 22, 2018

<b>Enrollments: 2017-2018</b>		<b>Projected Enrollments: 2018-2019</b>
Pre-K	19	20
Kindergarten	7	19
Grade I	12	7
Grade II	16	12
Grade III	12	16
Grade IV	19	12
Grade V	8	19
Grade VI	10	8
Grade VII	10	10
Grade VIII	10	10
<b>Totals:</b>	<b>123</b>	<b>Projected: 133</b>

**Nauset Regional High School Enrollments**

Grade IX	9	15
Grade X	7	9
Grade XI	6	7
Grade XII	15	6
<b>Total:</b>	<b>37</b>	<b>Projected: 37</b>

**Sturgis Charter School: 3**

**Cape Cod Regional Technical High School Enrollments**

1996-97: 4	2001-02: 4	2006-07: 10	2011-12: 5	2016-17: 5
1997-98: 4	2002-03: 3	2007-08: 9	2012-13: 5	2017-18: 6
1998-99: 4	2003-04: 2	2008-09: 5	2013-14: 6	2018-19: 6 projected
1999-00: 5	2004-05: 4	2009-10: 3	2014-2015: 4	
2000-01: 2	2005-06: 9	2010-11: 5	2015-2016: 3	

<b>School Committee</b>
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Provincetown Schools is an extraordinary resource for our children, parents and the larger community. I am proud to serve on the PSC. Thanks to our teachers, our Principal, Kim Pike and Superintendent, Beth Singer, our children have been busy learning. On many occasions this learning involved our many Provincetown partners, including, PAAM, the Center for Coastal Studies, the Monument, the FAWC, SKIP and many, many others, who help learning take place both in and outside the walls of our school.

This is the second year in a row that a Provincetown Middle Years Teacher was honored with a State award. This year, Mr. Richard Gifford, was

named “New Science Teacher of the Year” by the Massachusetts Association of Science Teachers. Mr. Gifford teaches science in the Middle Years Program (MYP) and Science, Technology, Engineering, Art, and Mathematics (STEAM) to grades 1-8. Congratulations, Mr. Gifford!

As an International Baccalaureate World School, we are required to be evaluated every five-years by the International Baccalaureate Organization for re-validation. The Primary Years Program (PYP) has just completed that process. A visiting team spent 2 days at Provincetown Schools visiting classrooms, talking with teachers, students, parents, and community partners. They were very impressed with the school and will be sending us a report of commendations and recommendations for our continued growth on the IB journey. Next year our MYP will engage in the same process. The MYP is currently submitting its self-study.

Learning opportunities for children at Provincetown Schools are facilitated by technology. And 2017 was a big year for us. We added several software programs including Google Classroom, which is an ideal way for parents, teachers and students to interact with one another and be able to access what is happening in classrooms each day. We also initiated coding experiences for the PYP through Cubetto and Scratch Jr., while the MYP approached coding skills through Tynker. School year ‘17 was also a year for hardware expansion. A zSpace lab was installed in the media center. zSpace combines elements of Augmented Reality and Virtual Reality to engage students in exploration and experiential learning. zSpace is a great match for our IB approach to teaching and learning. This very student -centered environment encourages inquiry, risk taking, problem solving and collaboration, while building confidence and expanding interests. Finally, we installed a large active board in the Media Center and 4 smaller panels in classrooms. These active panels operate by touch and stylus and are highly interactive. Students use them for project work, language learning, and playing collaborative instructional games. Students and faculty love the boards!

As a result of last year’s auditorium restorations, the newly named “Fishermen Hall” had a successful year of hosting student events. Everyone is welcome to attend these wonderful events. When school was not in session, it served as another Town venue for entertainment. Peregrine Theater’s production of Chicago and the Gold Dust Orphans’ Greece were great summer tenants. We look forward to continue our sharing of Fishermen Hall.

Oceana Soccer came to Provincetown in 2017 expanding the soccer program, the season, and the experiences for our students. We have also added a late bus for our high school students at Nauset, so that those who practice sports after school can get home. We share this bus with Truro.

After many years of high quality service, at the end of the year Tony Brack-

ett the PSC Chair resigned for personal reasons. And, often his husband (they are parents of two of our students) was the only person of the public who attended PSC meetings. We will miss Tony's leadership.

We are sorry to see our Principal, Kim Pike, leave after 8 ½ years, to take advantage of another opportunity that is perfect for her. She led the faculty to make the education of our children their personal priority. Meanwhile, the Superintendent will start a global (after all, we are an IB World School) search for a new principal early in 2018. Finally, we are grateful that Jeffrey Slater, a Provincetown resident who had already been a substitute teacher at our School, and has experience and training as a principal has stepped in as our Interim Principal.

**Ngina Lythcott, Chair**

## Cape Cod Regional Technical High School

*Cape Cod Regional Technical High School will provide an opportunity to acquire high quality technical, academic, and social skills preparing our students for success in our changing world.*

Cape Cod Regional Technical High School (CCRTHS) was established in 1973 as a public technical high school. The CCRTHS district draws students from 12 towns extending from Mashpee to Provincetown. For our school year 2016-2017, we had 623 students enrolled in 17 different technical programs with an operating budget of \$14,459,300\*. (\*The annual budget and town assessments are based on the previous school year's October 1 enrollment.)

The town of Provincetown had five students enrolled at CCRTHS as of October 1, 2016. The assessment for Provincetown in FY17 was \$57,489\* based on the previous year's enrollment.

### **Highlights from Cape Cod Tech 2016-17 School Year**

*Cape Cod Regional Technical High School wishes to thank all twelve towns for approving our building project. We are now in Design Development with tentative date for start of construction as November, 2018. For more information go to: <http://www.capetech.us/domain/50>.*

- Graduated 135 seniors in June 2017; one from Provincetown.
- CCRTHS students meet the same academic standards required by the state as our sending schools.
- CCRTHS has improved public and community relations by serving community members in our technical shops allowing communities to realize significant savings in labor charges.

- Thirty-Nine students received John and Abigail Adams Scholarships.
- The National Technical Honor Society inducted 75 students.
- At the SkillsUSA State level competition; 47 students attended of which 13 students won medals. Medals won: 3 Gold, 6 Bronze and 4 Ribbons. Eight students qualified to go on to the National Competition.
- At the SkillsUSA District level competition, 62 students attended of which 9 students medaled. Medals won: 3 Gold, 5 Bronze and 1 Fourth Place.
- At the 2017 Future Farmers of America (FFA) Massachusetts State Convention, 6 Team Awards were received by 15 students. Awards included: Nursery Landscape 3<sup>rd</sup> Place, Floriculture 4<sup>th</sup> Place, Chapter Exhibit 4<sup>th</sup> Place, Agri-Science 2<sup>nd</sup> Place, Quiz Bowl 2<sup>nd</sup> Place, and Turf Management 1<sup>st</sup> Place/CDE State Champions.
- In Auto Collision 80% of grade 12 students were employed as of graduation day with 75% of those employed being in the trade. This shop completed 164 jobs for the public with a savings of \$60,000 to Cape Cod residents.
- Auto Technology has converted from laptops to Chromebooks and Google docs. All shop students in the 10th, 11th, and 12th grade became SP2 Safety certified and half of the students in 10th, 11th, and 12th grade became Student ASE certified.
- The Carpentry Department curriculum parallels National Education & Research Construction and participates in school-wide reading and writing initiatives. This year the shop had 7 females enrolled and 7 students on Co-Operative placements. All juniors and seniors completed the Occupational Safety and Health Administrations (OSHA) certification.
- The Cosmetology program expanded enrollment by offering a summer camp program to 5<sup>th</sup>- 8<sup>th</sup> graders and reaching out to non-traditional students. Community Services offered included 'Mannies for Nannies' and 'The Wig Bank'. The program also offered 512 services to clients, saving the public more than \$22,000. All seniors passed the Cosmetology State Board Exam.
- Culinary Arts received a four star rating from the Board of Health. Students were engaged in community outreach to the Food Bank and Soup Kitchen. The Hidden Cove Restaurant continues to be a hands-on opportunity to practice learned skills in the shop curriculum.
- Dental Assisting increased their curriculum for digital radiography. Students participated in the State Leadership Conference, District SkillsUSA and State SkillsUSA competitions. The shop offered summer camp for 5<sup>th</sup>-8<sup>th</sup> graders and adult education for the school's evening program.
- Early Childhood Education reported: 6 seniors and 2 juniors placed in teaching internships, 5 seniors were recommended for Mass ECE teacher

certification; a junior was the recipient of Orleans Rising Star Award; multiple field trips taken to community programs for children.

- The Electrical Department established Google classrooms this year. The shop teaches basics of electrical work while theory classes focus on complex calculations that electricians complete on the Journeyman's Test to become licensed. Eight of 11 juniors achieved Co-Op placements and the shop reports 95.8% attendance for the year.
- The Engineering Technology Shop celebrated their first graduating class. Six of their eight seniors went on to college to study Engineering. The shop offered two courses in 3D modeling software and added opportunities for their students to take online certifications and calculus.
- Graphic Arts enjoyed their largest 9<sup>th</sup> grade class yet and are proud of one student's work chosen for a state-wide honor, the design of the Massachusetts state pin for the SkillsUSA competition. The shop focused on 21st century skills of web design and graphic user interfaces.
- Health Tech had a total of 62 students, the largest of all shops and achieved the highest grade point average. Five seniors were placed in internships at Cape Cod Hospital in the Emergency Room, Maternity, and IV therapy; and one at the Pain Management Center. Three students went out on co-operative education placements and 100% of juniors successfully passed their State Certified Nursing Exam and received their licenses.
- Horticulture shifted the greenhouse program towards food. There was no use of synthetic pesticides in the greenhouse this year. By tracking student formative assessment scores throughout the year to identify skills and knowledge, students have finished in the top 5 in all of their competitions in Future Farmers of America (FFA) Career Development Education.
- HVAC collaborated with the Plumbing Shop to open another avenue for licensing of graduating HVAC students. They collaborated with HVAC Instructors from other technical high schools to assist with curriculum development and delivery. All six seniors achieved their EPA Section 608 Universal Certification; 3 achieved Exemplary Student Project Awards; and 4 students participated in co-operative education placements.
- Marine Services made significant progress aligning current curriculum to the new format of scope and sequence for Vocational Technical Education. The students in this shop serviced more than 50 jobs for customers, saving them more than \$20,000 in competitive labor costs.
- The Information Technology shop accomplished their goals to update textbooks and significantly increased the amount of hardware available to create more engaging labs that reflect real-world implementations of technology.

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Their students operate the school's Helpdesk for technical support.

- The Plumbing Department had 15 students on co-operative education placements this year.
- The Welding Shop began a three year transition to closing. One of their biggest accomplishments was the retention of all the seniors from September to graduation. Also this year the students were introduced to all positions of welding. The seniors were able to “stick weld” aluminum while all students practiced pipe welding.
- Cooperative Education reported 109 juniors and seniors qualified for job placements or internships for real-life work experience. Grades of C or better in academic classes and B or better in shop/theory classes are required. Lead teachers actively solicit employment opportunities for students with employers and track performance with the Program Coordinator.
- The Computer/21<sup>st</sup> Century Learning department implemented a new technology-based Personal Finance curriculum. Students were polled during class for specific interest/ability levels to ensure student interest and eliminate re-teaching known concepts.
- In the English Department's Advanced Placement Language and Literature classes, nearly a third of the students received qualifying scores, consistent with the state average of all high schools. Eleventh and twelfth grade teams continued to collaborate effectively on the Junior Proposal and the Senior Project Papers.
- The Math Department added more problem solving activities into lesson plans; increased academic opportunities for students with honors level and advanced math classes; and created additional opportunities for students to showcase their talents in math competitions.
- The Athletic Department offered a “no-cut, no-fee” program in which all students can participate without fees. The following sports are offered: baseball, basketball, cheerleading, cross-country, football, golf, hockey, lacrosse, soccer, softball, tennis and volleyball.
- The Science Department maintained rigorous 90 day courses for 11<sup>th</sup> & 12<sup>th</sup> grade. The department used project based assignments, an organized notebook system, and Google Classroom in their curriculum. MCAS results for 10<sup>th</sup> grade were favorable.
- The Social Studies Department increased Criminal Justice to three classes due to high demand. Honors classes successfully expanded to include all grades. Both 9th and 10th grade honors classes were at capacity and served as a feeder program for upper-class AP courses.
- The Spanish Department was active in the community with Diversity Day, Philanthropy Day and Cape Cod Arts.
- Special Education successfully implemented a uniform homework policy

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that required homework to be completed in a timely manner or to stay after school for extra help. As a result homework completion was increased and grades improved. They successfully used a data collection template to create behavior plans for students who struggle with behavior problems. They also developed classroom methods to encourage students to become lifelong learners.

Please visit our website: [www.capetech.us](http://www.capetech.us) for more information.

**Christopher Enos**, *Provincetown Representative to CCRTHS School Committee*

## Town Directory

**Airport - Manager**

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**Assessor - Principal**

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**Board of Selectmen**

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