



Meeting Agenda

The Provincetown Select Board will hold a public meeting on Monday, July 9, 2018, at 6:00 p.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

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

- A. *Treasurer's Transfer – AIDS Memorial Gift Fund – Approve the use of funds to pay for police detail*
- B. *Treasurer's Transfer – AIDS Memorial Gift Fund – Approve the use of funds to pay for concrete installation service*
- C. *Parade Permit – CASAS Pet Parade*
- D. *Parade Permit – PanMass Challenge bicycling event*
- E. *Parade Permit – Family Equality Council Family Pride Parade*
- F. *PARC Grant Application – Hall Property at 387-395 Commercial Street*
- G. *Police Vehicle – Declare Police Vehicle Surplus*
- H. *Approval of new Policy Statement – Prohibit Bullying*
- I. *Treasurer's Transfer – Library Trust Fund: Flores Trust Fund – Approve the use of funds to pay for Ingram Library Services for books*
- J. *Treasurer's Transfer – Library Gift Fund – Approve the use of funds to pay for The Gay & Lesbian Review for advertising expenses.*
- K. *Treasurer's Transfer – Library Gift Fund – Approve the use of funds to pay for Whalley Computer Associates for wireless router*
- L. *Treasurer's Transfer – Public Fountain Gift Fund – Approve the use of funds to pay for Fyling Plumbers Town Hall Fountain maintenance.*

1. Public Hearings - Votes may be taken on the following items:
 - A. Curb Cut - Application by Nicole Barnum and Sophia Lee, requesting approval to install an 18 foot driveway for one parking space on the front of the property located at **259 Bradford Street**, Provincetown, MA in order to access the property for parking. (Assessor's Map 15-2, Parcel 012).
 - B. Curb Cut - Application by William Casey, requesting approval to install an 18 foot driveway for one parking space on the front of the property located at **15 Center Street**, Provincetown, MA. (Assessor's Map 12-1, Parcel 123).
2. Public Statements - - Three (3) minutes maximum. Select Members do not respond to Public Statements..
3. Selectmen's Statements – Initial comments from the Select Members. Discussion dependent- votes may be taken.

4. Joint meeting / Presentations - Votes may be taken on the following items:
 - A. Presentation by Tourism Director: Tourism Fund Marketing Grants – Criteria and Process
5. Appointments - Votes may be taken on the following items: None
6. Requests - Votes may be taken on the following items:
 - A. Respond to Open Meeting Law Complaint – Approve Response Letter
 - B. Consideration of new Policy Statement - Appointment Process
 - C. Review of Existing Social Media Policy
 - D. Review of the Strategic Plan and Town Wide Goals
7. Town Manager / Assistant Town Manager - Votes may be taken on the following items:
 - A. Town Manager's Report – Administrative Updates.
8. Minutes – Approve minutes of previous meetings. Votes may be taken.
9. Closing Statements/Administrative Updates - Closing comments from the Select members. Discussion dependent; motions may be made; votes may be taken.

Posted by the Assistant Town Clerk www.provincetown-ma.gov 07/05/2018, 3:20 pm AR
Reposted 07/05/2018, 3:55 pm AR



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

00A

TREASURER'S TRANSFER

AIDS Memorial Gift Fund

Requested by: Alexander N. Williams, Treasurer

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote, as Commissioners of the AIDS Memorial Gift Fund (#1144), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$768.00 to the Town of Provincetown for police detail.

Additional Information

This Motion will allow the Town Treasurer to transfer money from the AIDS Memorial Gift Fund (#1144) to pay for police detail expenses. The AIDS Memorial Gift Fund will have a balance of \$20,907.57 after this invoice is paid.

[As requested by the Provincetown Cultural Council]

Board Action

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



Provincetown Cultural Council

260 Commercial Street
Provincetown, MA 02657
(508) 487-7000
June 24, 2018

Dear Alex,

As per your instructions, attached are the meeting minutes and two statements I believe you need to pay the two bills for the Provincetown Cultural Council. **The first is for the Police detail assigned for security during the AIDS Memorial installation** and the other is for Greg Morris' Construction covering the actual installation.

Please let me know if you have any questions about payment. My telephone numbers are 508-241-1425 for home and 678-918-0431 cell.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Don German'.

Donald R. German
Chairperson

Provincetown Cultural Council
June 11, 2018 5:00 pm
Town Hall

Present: Don German, Chris Busa, Dawn Walsh, Ray Wiggs, Brian O'Malley, Cherie Mittenthal, and Francine D'Olimpio
There were no members of the public present.

Minutes of May 21 were reviewed and approved.

German reported on hearing favorable comments about the Memorial by visitors out on the wharf. O'Malley reported an interview on WOMR this morning to promote the Dedication.

Details of the Dedication event were discussed. Speaker list was reviewed; time will be limited to 3-4 minutes. A draft program from Mittenthal was edited by the group.

A vote approved the Dedication start time of 1:30 pm on June 16.

A bill for the Police detail for the installation in the amount of \$768.00 has been received; motion to approve this payment by Busa, second by D'Olimpio was approved unanimously.

The landscaping bill from Gregory Morris comes to \$8,475. Mittenthal moved, Busa seconded, all in favor. Payment is approved, but O'Malley will discuss the changes from Morris' original estimate of \$5000, and splitting the difference is discussed.

Discussion focused on ownership of claim to copyright or trademark for the sculpture; the sense of the Council is to discuss this with both Ewing and Town Manager Panagore.

The Beautification Committee did not approve removal of the hedge adjacent to the Memorial. A concrete apron or sidewalk around the Memorial has been discussed; further review with the artist and that Committee is planned, and brick is felt to be more appropriate than concrete.

Town of Provincetown

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



Police Department

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

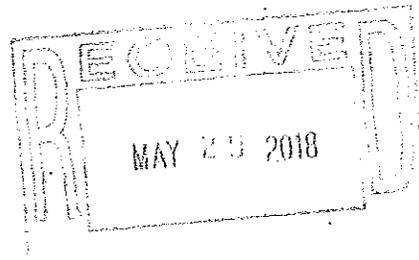
Invoice For Details

TOWN OF PROVINCETOWN - #6796
260 COMMERCIAL ST Apt. #ST
PROVINCETOWN, MA 02657

Today's Date	05/23/2018
Page	1 of 1
Billing Date	05/23/2018
Invoice #	18-69-DV
Total	768.00

Please submit payment to Provincetown Police Department within 30 days.

Name: OFFICER SARAH S HARDING					
Worked: 05/22/2018	Entered: 05/23/2018	Comments: Aids Memorial Detail			
Hours: 8.00	Cost: 384.00	Admin Fee: 0.00	Other Fee: 0.00	Total: 384.00	
Name: DETECTIVE RICHARD K ALVES					
Worked: 05/22/2018	Entered: 05/23/2018	Comments: Aids Memorial Detail			
Hours: 8.00	Cost: 384.00	Admin Fee: 0.00	Other Fee: 0.00	Total: 384.00	
All Charges For This Invoice		Cost: 768.00	Admin Fee: 0.00	Other Fee: 0.00	Total: 768.00





TOWN OF PROVINCETOWN

REQUEST TO EXPENSE GIFT FUNDS

Date: July 9, 2018
To: Provincetown Treasurer
From: Board of Selectmen

As Commissioners of the AIDS Memorial Gift Fund – (#1144), permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of gifted funds for the payment of \$768.00 for police detail expenses.

The Honorable Board of Selectmen:

Louise Venden, Chair

Tom Donegan, Vice Chair

Cheryl Andrews

Lise King

Robert Anthony



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

00B

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Requested by: Alexander N. Williams, Treasurer

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote, as Commissioners of the AIDS Memorial Gift Fund (#1144), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$8,475.00 to Greg Morris Landscaping for concrete installation services.

Additional Information

This Motion will allow the Town Treasurer to transfer money from the AIDS Memorial Gift Fund (#1144) to pay for the installation of the concrete slab below the AIDS memorial. The AIDS Memorial Gift Fund will have a balance of \$12,432.57 after this invoice is paid.

[As requested by the Provincetown Cultural Council]

Board Action

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



Provincetown Cultural Council
260 Commercial Street
Provincetown, MA 02657
(508) 487-7000
June 24, 2018

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Chairperson

Provincetown Cultural Council
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To: Provincetown Treasurer
From: Board of Selectmen

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The Honorable Board of Selectmen:

Louise Venden, Chair

Tom Donegan, Vice Chair

Cheryl Andrews

Lise King

Robert Anthony



**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, July 09, 2018

OOC

PARADE PERMIT REQUEST

CASAS Pet Parade

Requested by: Chief Golden

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote to approve the Parade Application Permit submitted by Sherry Brec on behalf of the Carrie A. Seamen Animal Shelter's Annual Pet Parade to be held on Saturday September 29, 2018 to begin at 3:00 pm.

Additional Information

See attached application.

Board Action

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

RECEIVED
BOS
JUN 13 2018
CC: BOS/TM/ATM

Parade Permit Application

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

Applicant's Name / Organization: CASAS (Carrie A Seaman Animal Shelter)

Address: PO Box 1374 City/Town: Provincetown State: MA Zip Code: 02657

Individual Responsible: Name: Sherry Bell

Email: CASAS4 RESCUE @ Comcast.net Phone: 508.407.4243

Applicant is: Private Individual Business Non-Profit Corp

Name of Parade/Event: Annual Pet Parade

Description: To include people + their pets

Date of Parade/Event: 29 Sept 18 Rain Date (if any): _____

Schedule: Start Time: 3pm Finish Time: 3-45pm

Number of Marchers: Approx 50 Number of Vehicles: 0

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

Signature of Applicant: [Signature] Date: 15 May 18

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

For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both jgolden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

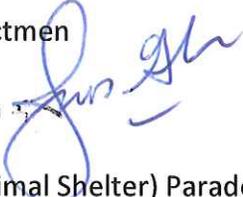
Town of Provincetown

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



Police Department

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

To: Provincetown Board of Selectmen
From: Chief of Police James Golden 
Subject: CASAS (Carrie A. Seamen Animal Shelter) Parade Permit
Date: June 22, 2018 *Recommended for CONSENT AGENDA*

I have reviewed the parade application of Sherry Brec on behalf of the CASAS (Carrie A. Seamen Animal Shelter) Charity Walk/Pet Parade on Sunday September 30, 2018.

They estimate approximately 40-60 attendees.

The event is scheduled from 3:00pm to 3:45pm and will navigate a route beginning on Commercial Street starting at the Saint Mary's of the Harbor Church complex and ending at the Boatslip 161 Commercial Street. This is an annual event.

- Traffic on Commercial Street will need to be re-directed 5 minutes prior to the event and will be slowed for the duration of the event. One Police Officer will be required for this function. A police vehicle will be needed to escort the participants along the intended parade route.
- Historically the Animal Control Officer (Ruthanne Cowing) as the staff liaison to the Animal Welfare Committee has acted as the escort in order to be part of the procession.

We will endeavor to provide the service with on duty personnel again this year.

Please let me know what questions you may have.

This event is recommended for inclusion to the consent agenda.



TOWN OF PROVINCETOWN
260 Commercial Street, Provincetown MA 02657
Phone: 508 487-7003 Fax: 508 487-0032

PARADE PERMIT

Conditions of Approval

Name of Parade/Event: Annual Pet Walk

CONDITIONS and REQUIREMENTS

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

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

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

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

From St. Mary's to The Boat Slip - On Commercial

Police Chief may attach additional conditions.

APPROVALS

Jim F. Allen
Chief of Police

Date: 06-22-2018

Chairman, Board of Selectmen

Selectman

Selectman

Selectman

Selectman

Date: _____

RECEIVED
BOS

JUN 13 2018

CC: BOS/TM/ATA

Parade Permit Application

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

Applicant's Name / Organization: CASAS (Carrie A Seaman Animal Shelter)
 Address: PO Box 1374 City/Town: Provincetown State: MA Zip Code: 02657
 Individual Responsible: Name: Sherry Bell
 Email: CASAS4 RESCUE@PROVINCETOWN.MA.GOV Phone: 508.487.4243
 Applicant is: Private Individual Business Non-Profit Corp
 Name of Parade/Event: ANNUAL PET PARADE
 Description: TO INCLUDE PEOPLE + THEIR PETS
 Date of Parade/Event: 29 Sept 18 Rain Date (if any): _____
 Schedule: Start Time: 3pm Finish Time: 3-4:45pm
 Number of Marchers: Approx 50 Number of Vehicles: 0

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

Signature of Applicant: [Signature] Date: 15 MAY 18

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

For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief	<u>[Signature]</u>		<u>06-27-2018</u>
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both jgolden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

(*) SEE ATTACHED

RECEIVED
BOS

JUN 13 2018

CC: BOS/TM/ATM

Parade Permit Application

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

Applicant's Name / Organization: CASAS (Carrie A Seaman Animal Shelter)
 Address: PO Box 1374 City/Town: Provincetown State: MA Zip Code: 02657
 Individual Responsible: Name: Sherry Bell
 Email: CASAS4 RESCUE @ PROVINCETOWN.MA.GOV Phone: 508.487.4243
 Applicant is: Private Individual Business Non-Profit Corp
 Name of Parade/Event: Annual Pet Parade
 Description: to include people + their pets
 Date of Parade/Event: 29 Sept 18 Rain Date (if any): _____
 Schedule: Start Time: 3pm Finish Time: 3-45pm
 Number of Marchers: Approx 50 Number of Vehicles: 0

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Signature of Applicant: [Signature] Date: 15 MAY 18

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For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works	Richard J. Waldo, P.E.	<small>Digitally signed by Richard J. Waldo, P.E. DN: cn=Richard J. Waldo, P.E., o=CPW Provincetown, ca=Provincetown, email=Richard.J.Waldo@provincetown-ma.gov, c=US Date: 2018.05.15 09:45:11 -0400</small>	
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both rgolden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

RECEIVED
BOS

JUN 13 2018

CC: BOS/TM/ATM

Parade Permit Application

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

Applicant's Name / Organization: CASAS (Carlie A Seaman Animal Shelter)
 Address: PO Box 1374 City/Town: Provincetown State: MA Zip Code: 02657
 Individual Responsible: Name: Sherry Bell
 Email: CASAS4 RESCUE @ PROVINCETOWN.MA.GOV Phone: 508.487.4243
 Applicant is: Private Individual Business Non-Profit Corp
 Name of Parade/Event: Annual Pet Parade
 Description: to include people + their pets
 Date of Parade/Event: 29 Sept 18 Rain Date (if any): _____
 Schedule: Start Time: 3pm Finish Time: 3-45pm
 Number of Marchers: Approx 50 Number of Vehicles: 0

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

Signature of Applicant: [Signature] Date: 15 MAY 18

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

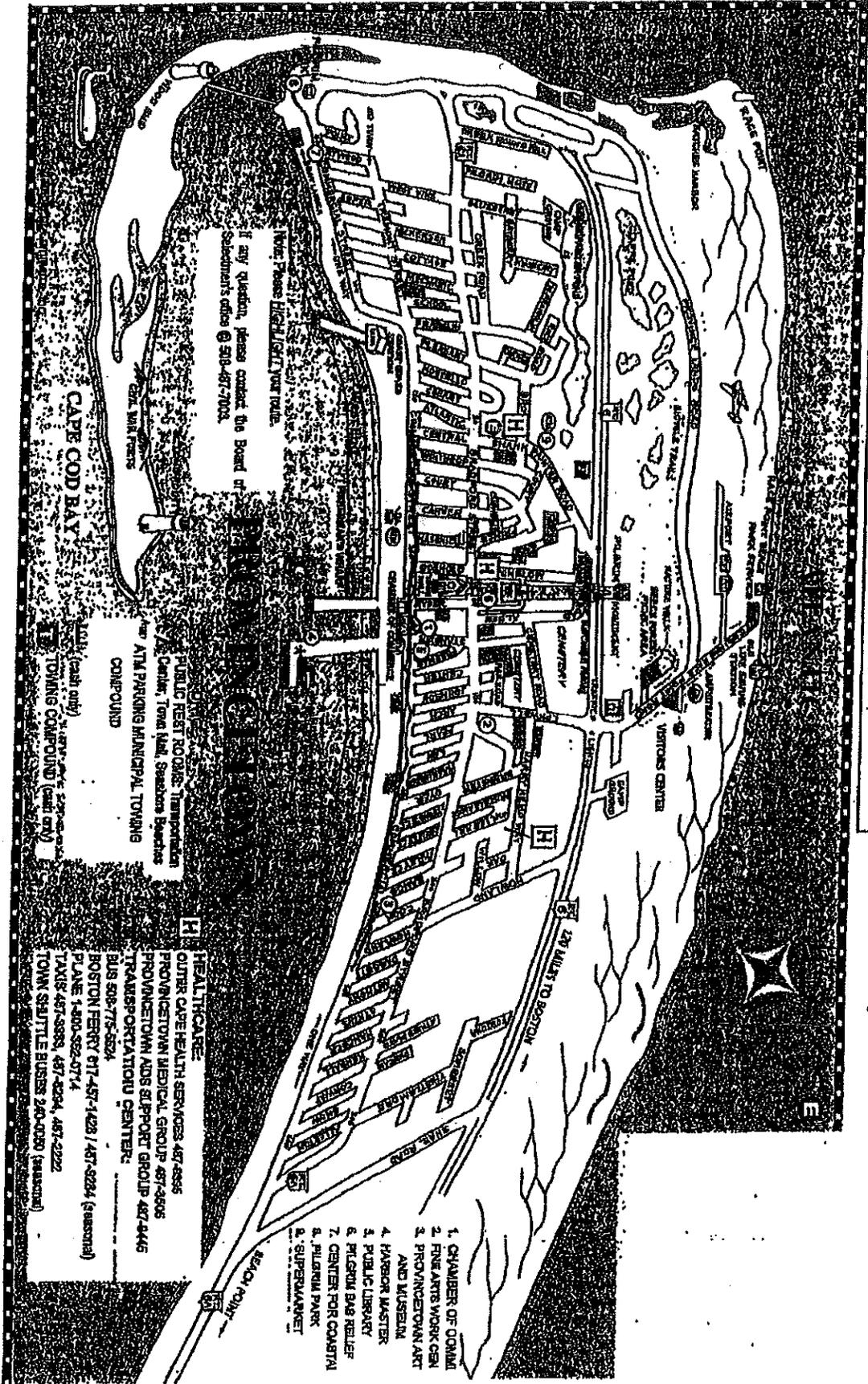
For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department	Approved		6/15/18
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both jgolden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

No licensing required.

Please highlight your Parade Route on the Map



1. CHAMBER OF COMMERCE
2. FINE ARTS WORK CENTER
3. PROVINCETOWN ART AND KUSTELIN
4. HARBOR MASTER
5. PUBLIC LIBRARY
6. PILGRIM BAY RELIEF CENTER FOR COURTYN
7. PILGRIM PARK
8. SUPERMANNET

H HEALTHCARE
 OUTER CAPE HEALTH SERVICES 487-8855
 PROVINCETOWN MEDICAL GROUP 487-8895
 PROVINCETOWN AIDS SUPPORT GROUP 487-4445
 TRANSPORTATION CENTER:
 BUS 508-776-5824
 BOSTON FERRY 917-457-1423 / 487-8284 (seasonal)
 PLANE 1-800-582-0714
 TAXIS 487-8888, 487-8284, 487-8282
 TOWN SHUTTLE BUSES 240-0090 (seasonal)

PUBLIC REST ROOMS: Transportation Center, Town Hall, Seaside Beaches
ATM PARKING MUNICIPAL TOWNSHIP COMPOUND
 (cash only)
TOWNSHIP COMPOUND (cash only)

If any question, please contact the Board of Selectmen's office @ 508-487-7003.

Note: These HIGH LIGHT YOUR PARADE.

Cornwall St.
 Maeg's to the Boat Shop



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 24, 2017

00D

**PARADE PERMIT REQUEST Annual Pan
Massachusetts Challenge**

Requested by: Chief Golden

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote to approve the Parade Permit Application submitted by Susan Pesaturo, 29 Summer Street, Andover, MA 01810, on behalf of Pan Massachusetts Challenge, 77 4th Avenue, Needham, MA 02494, for the Annual Pan Massachusetts Challenge charity bicycling event to be held on Sunday, August 5, 2018, from 6:00 a.m. to 5:00 p.m.

Additional Information

See attached application and route.

Board Action

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

Town of Provincetown

Parade Permit Application

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

Applicant's Name / Organization: PAW MASS Challenge
 Address: 77 4TH AVE City/Town: Needham State: MA Zip Code: 02494
 Individual Responsible: Name: SUSAN PESKURO
 Email: SUSAN.PESKURO@OUTLOOK.COM Phone: 978-621-2659
 Applicant is: Private Individual Business Non-Profit Corp

Name of Parade/Event: The PAW MASS Challenge
 Description: Finish line Events for Annual Bike-k-thon to benefit Dana-Farber Cancer Institute
 Date of Parade/Event: 8-5-2018 Rain Date (if any): NONE
 Schedule: Start Time: 8 AM Finish Time: 5 PM
 Number of Marchers: Group up to 20 riders thru event, Total 4000 riders Number of Vehicles: 0

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

Signature of Applicant: Susan Proctor Date: 12-18-2017

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

For Office Use Only

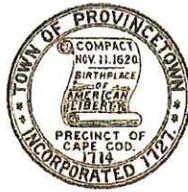
Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both golden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

Town of Provincetown

Police Department

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



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

To: Provincetown Board of Selectmen
From: Chief of Police James Golden 
Subject: Staff Report 39th Annual Pan-Mass Challenge
Date: June 22, 2018 *Recommended for Consent Agenda*

Please know that I have reviewed the parade application for the 39th annual PAN MASS CHALLENGE (PMC) charity bicycling event on Sunday August 05, 2018. As you know, this is our largest charity event held here with an estimated 4,000 cyclists, and approximately 2,500 additional people representing support vehicles, staff, volunteers, family members and well-wishers.

- I have reviewed the parade application which provides for a family finish on Winslow Street and an official finish at the Provincetown Rotary.



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This event will include the following road closures:

- Jerome Smith Road between Shankpainter Road and Winslow Street
- Winslow Street between Jerome Smith Road and High Pole Hill Road
- West Vine Street (local traffic only) between Bradford and Commercial Streets
- Provincelands Road between Bradford Street Extension and Provincetown Inn rotary
- Commercial Street (local traffic only) between West Vine Street and Provincetown Inn

This permit will also allow the petitioner limited staging access of the VFW parking lot and loading access for bikes in the Jerome Smith Road parking lot on event day and exclusive use of the VMCC Parking lot on Saturday August 4th and Sunday August 5th for a fee.

The Pan-Mass Challenge (PMC) is a pioneer in fundraising and today raises more money for charity than any other single event in the country. The organization was founded in 1980 and has since raised \$500 million for cancer research and treatment at the Dana-Farber Cancer Institute through its Jimmy Fund.

The Pan-Massachusetts Challenge (PMC) is a fully supported bike-a-thon — with food and water stops, mechanical and medical assistance, luggage transportation, and lodging — it runs through 46 towns across Massachusetts.

The petitioner agrees to hire up to 14 uniformed special duty police officers for designated traffic control points and any additional employees to handle parking complaints and radio communications. This is the historical arrangement with this organization.

As an example of the scope of this event, the money raised from this event will represent over 50% of all money raised on behalf of the Jimmy Fund this year. The (PMC) **donates 100%** of every rider-raised dollar to Dana-Farber Cancer Institute through its Jimmy Fund. The Pan-Mass Challenge (PMC) annual bike-a-thon raises more money for charity than any other single event in the country.

Please let me know what questions you may have.

This event is recommended for inclusion to the consent agenda.



TOWN OF PROVINCETOWN
280 Commercial Street, Provincetown MA 02657
Phone: 508 487-7003 Fax: 508 487-0032

PARADE PERMIT

Conditions of Approval

Name of Parade/Event: PAN MASS Challenge

CONDITIONS and REQUIREMENTS

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

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

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

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

- ① Provincetown Rd to Commercial St to West Vibe
- ② Winslow St to Veterans Memorial Community Ctr.

Police Chief may attach additional conditions.

APPROVALS

Jim E. Gu
Chief of Police

Date: 06-22-2018

Chairman, Board of Selectmen

Selectman

Selectman

Selectman

Selectman

Date: _____

RECEIVED
JAN 13 2018
COUNCIL

Parade Permit Application

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

Applicant's Name / Organization: PAW MASS Challenge
 Address: 77 4TH AVE City/Town: Needham State: MA Zip Code: 02494
 Individual Responsible: Name: SUSAN PESATURA
 Email: SUSAN.PESATURA@OUTLOOK.COM Phone: 978-621-2659
 Applicant is: [] Private Individual [] Business [] Non-Profit Corp

Name of Parade/Event: The PAW MASS Challenge
 Description: Finish Line Events for Annual Bike-4-Thru to benefit Dana-Farber Cancer Institute
 Date of Parade/Event: 8-5-2018 Rain Date (if any): NONE
 Schedule: Start Time: 8 AM Finish Time: 5 PM
 Number of Marchers: Group up to 200 riders thru event, total 4000 riders Number of Vehicles: 0

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

Signature of Applicant: Susan Proctor Date: 12-18-2017

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

For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			<u>06-22-2018</u>
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both lgolden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

Parade Permit Application

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

RECEIVED
JAN 03 2018
COUNCIL ROOM

Applicant's Name / Organization: PAW MASS Challenge
 Address: 77 4TH AVE City/Town: Needham State: MA Zip Code: 02494
 Individual Responsible: Name: SUSAN PESATURA
 Email: SUSAN.PESATURA@OUTLOOK.COM Phone: 978-621-2659
 Applicant is: Private Individual Business Non-Profit Corp

Name of Parade/Event: The PAW MASS Challenge
 Description: Finish five events for Anna Bike-4-Thru to benefit Dana-Farber Cancer Institute

Date of Parade/Event: 8-5-2018 Rain Date (if any): NONE
 Schedule: Start Time: 8 AM Finish Time: 5 PM
 Number of Marchers: Group up to 20 riders thru event, total 4000 riders Number of Vehicles: 0

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

Signature of Applicant: Susan Proctor Date: 12-18-2017

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

For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works	Richard J. Waldo, P.E. <small>Draft prepared by Richard J. Waldo, P.E. on 12/18/17. Reviewed by: [Signature] Date: 12/18/17 11:04:41 AM</small>		
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both golden@provincetown-ma.gov and dougherty@provincetown-ma.gov.

RECEIVED
003

JAN 03 2018

Town of Provincetown

Parade Permit Application

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

CC: BOSTON

Applicant's Name / Organization: PAW MASS Challenge
 Address: 77 4TH AVE City/Town: Needham State: MA Zip Code: 02494
 Individual Responsible: Name: SUSAN PESKURO
 Email: SUSAN.PESKURO@OUTLOOK.COM Phone: 978-621-2659
 Applicant is: Private Individual Business Non-Profit Corp

Name of Parade/Event: The PAW MASS Challenge
 Description: Finish line Events for Annual Bike-In-Thread to benefit Dana-Farber Cancer Institute
 Date of Parade/Event: 8-5-2018 Rain Date (if any): NONE
 Schedule: Start Time: 8 AM Finish Time: 5 PM
 Number of Marchers: Group up to 200 riders thru event, total 4000 riders Number of Vehicles: 0

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

Signature of Applicant: Susan Proctor Date: 12-18-2017

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

For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department	Approved		1/3/18
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both golden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

They will go to licensing for entertainment and liquor in March.

ATLANTIC OCEAN



CAPE COD - MASSACHUSETTS

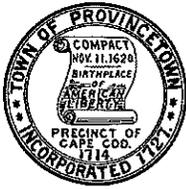
Cape Cod Bay

1. Provincetown Town Hall
2. Fine Arts Work Center
3. Provincetown Air Association and Museum
4. Provincetown Public Library
5. Provincetown Center for Coastal Studies
6. Provincetown Theater
7. Provincetown Museum & Provincetown Museum
8. Galleries
9. Shop's Shop/Shop!
10. WOMR 92.1 fm

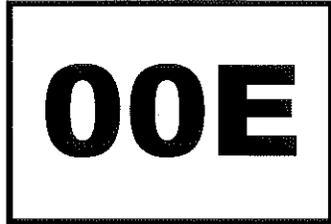
- Bus Shuttle
- Parking
- Public Restroom
- Beach
- Playground
- Shower
- Ferry
- Wheelchair Accessible

3 MILES FROM HERE TO THERE

© Provincetown.com



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018



PARADE PERMIT REQUEST

Family Equality Council, Pride Parade

Requested by: Chief Golden

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote to approve the Parade Application Permit submitted by Emily McGranachan on behalf of the Family Equality Council's Family Pride Parade, to be held on Friday, August 3, 2018, starting at 3 p.m.

Additional Information

See attached application.

Board Action

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

Parade Permit Application

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

Applicant's Name / Organization: Family Equality Council

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Individual Responsible: Name: _____

Email: _____ Phone: _____

Applicant is: Private Individual Business Non-Profit Corp

Name of Parade/Event: Family Pride Parade

Description: _____

Date of Parade/Event: Aug 3, 2018 Rain Date (if any): _____

Schedule: Start Time: 2:30 Finish Time: 3:30

Number of Marchers: 300 Number of Vehicles: 2

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

Signature of Applicant: See original submission Date: _____

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

For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both golden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

Parade Permit Application

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

Applicant's Name / Organization: Family Equality Council

Address: 475 Park Avenue South, Suite 2100 City/Town: New York State: NY Zip Code: 10016

Individual Responsible: Name: Emily McGranachan

Email: emcgranachan@familyequality.org Phone: 646.880.3005 ext.113

Applicant is: Private Individual Business Non-Profit Corp

Name of Parade/Event: Family Pride Parade

Description: Family Week's Family Pride Parade hosted by Family Equality Council and COLAGE. Families gather at Bas Relief Park and march up Commercial and back down Bradford streets

Date of Parade/Event: Friday, August 3, 2018 Rain Date (if any): n/a

Schedule: Start Time: 2:30 pm Finish Time: 3:30 pm

Number of Marchers: 500 Number of Vehicles: 1

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

Signature of Applicant:  Date: 6/20/2018

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

For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both jgolden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

Town of Provincetown

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



Police Department

26 Shankpainter Road
Provincetown, MA 02657
Phone: (508) 487-1212
Fax: (508) 487-4488

To: Provincetown Board of Selectmen
From: Chief of Police James Golden 
Subject: 2018 Family Equality (Family Week Parade)
Date: June 22, 2018 **Recommended for CONSENT AGENDA**

I have reviewed the parade application for the Family Equality 2017 Family Week Parade event on Friday August 03, 2018. They estimate about 300 attendees.

The event is scheduled from 2:30pm to 3:30pm and will navigate a route beginning and ending at The Bas Relief Plaque on Bradford Street. This application reflects a time adjustment forward (30 minutes) from prior years. The proposed route is the exact same as the past 7 years.

ROUTE:

- Start Bas Relief Plaque
- South on Ryder Street to Commercial Street
- West on Commercial Street to Court Street
- North on Court Street to Bradford Street
- East on Bradford Street to Bas Relief Plaque
- End Bas Relief Plaque

- One special duty police detail officer will be needed for 4 hours would cost them approximately \$215.60. Special duty police detail officer is there to escort the procession per the Family Equality Council parade permit and provide a public safety presence only.

- The Family Equality Council knows that they are not guaranteed exclusivity of Commercial Street and as a condition of their permit know that they may have to share the road with local vehicle and essential delivery traffic. The road remains open while the group is escorted. This event is always well organized, well attended and orderly.

Please let me know what questions you may have.

If approved, would you please remind them to contact Lisa Cook at the Police Department about 2 weeks before the event to make arrangements for the needed traffic officer?



TOWN OF PROVINCETOWN
260 Commercial Street, Provincetown MA 02657
Phone: 508 487-7003 Fax: 508 487-0032

PARADE PERMIT

Conditions of Approval

Name of Parade/Event: Family Pride Parade

CONDITIONS and REQUIREMENTS

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

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

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

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

Police Chief may attach additional conditions.

APPROVALS

[Signature]
Chief of Police

Date: 06-11-2018

Chairman, Board of Selectmen

Selectman

Selectman

Selectman

Selectman

Date: _____

Parade Permit Application

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

Applicant's Name / Organization: Family Equality Council

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Individual Responsible: Name: _____

Email: _____ Phone: _____

Applicant is: Private Individual Business Non-Profit Corp

Name of Parade/Event: Family Pride Parade

Description: _____

Date of Parade/Event: Aug 3, 2018 Rain Date (if any): _____

Schedule: Start Time: 2:30 Finish Time: 3:30

Number of Marchers: 300 Number of Vehicles: 2

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

Signature of Applicant: See original submission Date: _____

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

For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief	<i>[Signature]</i>		<u>06-22-2018</u>
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both lgolden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

SEE ATTACHED

IF MORE THAN 300 PARTICIPATE, ADDITIONAL SPECIAL DUTY POLICE OFFICERS MAY BE TAKEN AT PETITIONERS' EXPENSE.

Parade Permit Application

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

Applicant's Name / Organization: Family Equality Council

Address: 475 Park Avenue South, Suite 2100 City/Town: New York State: NY Zip Code: 10016

Individual Responsible: Name: Emily McGranachan

Email: emcgranachan@familyequality.org Phone: 646.880.3005 ext.113

Applicant is: Private Individual Business Non-Profit Corp

Name of Parade/Event: Family Pride Parade

Description: Family Week's Family Pride Parade hosted by Family Equality Council and COLAGE. Families gather at Bas Relief Park and march up Commercial and back down Bradford streets

Date of Parade/Event: Friday, August 3, 2018 Rain Date (if any): n/a

Schedule: Start Time: 2:30 pm Finish Time: 3:30 pm

Number of Marchers: 500 Number of Vehicles: 1

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

Signature of Applicant:  Date: 6/20/2018

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

For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works	Richard J. Waldo, P.E. <small>Digitally signed by Richard J. Waldo, P.E. DN: cn=Richard J. Waldo, P.E., o=DPW Provincetown, email=waldo@provincetownma.gov, c=US Date: 2018.06.27 16:05:51 -0400</small>		
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both golden@provincetown-ma.gov and dougherty@provincetown-ma.gov.

Parade Permit Application

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

Applicant's Name / Organization: Family Equality Council

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Individual Responsible: Name: _____

Email: _____ Phone: _____

Applicant is: Private Individual Business Non-Profit Corp

Name of Parade/Event: Family Pride Parade

Description: _____

Date of Parade/Event: Aug 3, 2018 Rain Date (if any): _____

Schedule: Start Time: 2:30 Finish Time: 3:30

Number of Marchers: 300 Number of Vehicles: 2

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

Signature of Applicant: See original submitted Date: _____

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

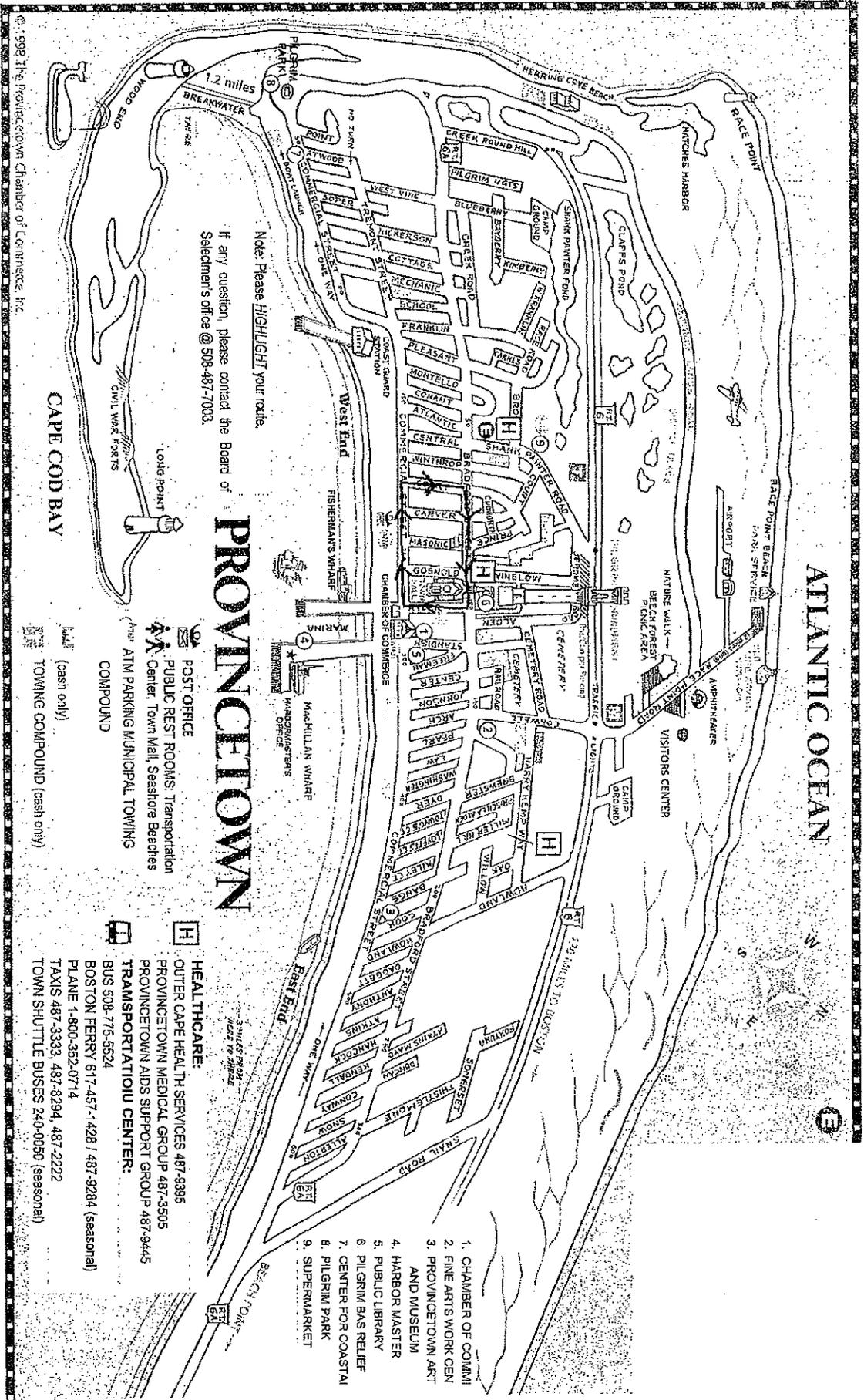
For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department	Approved		6/28/2018
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both igolden@provincetown-ma.gov and ldougherty@provincetown-ma.gov.

They have completed all of their licensing for Bas Relief. Nothing from Licensing for the parade.

Please highlight your Parade Route on the Map



ATLANTIC OCEAN

PROVINCETOWN

Note: Please HIGHLIGHT your route.
 If any question, please contact the Board of Selectmen's office @ 508-487-7003.

CAPE COD BAY

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

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

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



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

00F

PARC GRANT APPLICATION/ Open Space Committee

Acquisition of 387-395-A Commercial Street

Requested by: Timothy J. Famulare, Environmental Planner **Action Sought:** Approval

Proposed Motion(s)

MOVE that the Select Board vote to authorize the Town Manager to prepare and submit applications to the Commonwealth of Massachusetts' Division of Conservation Services reimbursement programs, , including the PARC Grant Program, for the FY 2019 grant round towards the acquisition of the 0.3-acre parcel at 387-395-A Commercial Street (Elena C. Hall).

MOVE that the Select Board vote to authorize the Town Manager to sign any contracts and provide any legal assurances and understandings to the Commonwealth regarding said applications and awards, and to serve as the Project Manager and primary local contact on matters relating to communications with the Division of Conservation Services regarding these applications, on behalf of the Town of Provincetown, and that his signature shall bind the Town regarding the intent of said documents.

Additional Information

See attached memorandum.

Board Action

Motion	Second	In favor	Opposed	Disposition

Memo

To: David B. Panagore, Town Manager
Cc: David Gardner, Assistant Town Manager
From: Timothy Famulare, Environmental Planner
Date: July 2, 2018
Re: PARC Grant Application – 387-395-A Commercial Street

The Open Space Committee is negotiating with Elena C. Hall, the owner of 387-395-A Commercial Street, for the potential acquisition by the Town of the property for park and outdoor recreation purposes. The subject property presently has no structures on it, and is used as a surface parking lot. The potential acquisition of this property represents a unique opportunity to provide public access to the Provincetown Harbor waterfront.

This acquisition is still under negotiation, and the parties have not yet agreed upon a purchase price. If the Town and the property owner do come to agreement, then the acquisition would need to be approved at Town Meeting. At this time, however, there is a critical grant opportunity for substantial financial assistance in acquiring the property, in the event Town Meeting does approve the acquisition.

The Open Space Committee is requesting that the Town submit an application to the state's Division of Conservation Services, Parkland Acquisitions and Renovations for Communities (PARC) Grant Program, for a grant for the reimbursement of up to \$400,000 of the purchase price. This application requires the Select Board to authorize the Town Manager to submit the application, to sign any contracts or other documentation with respect to the authorization and any eventual award, and to serve as the project manager and primary local contact with respect to communications with the Division of Conservation Services.

It is important to note that this application for grant assistance is the first step of many in the acquisition process. This grant opportunity is only available once a year, with a deadline of July 12, 2018, which is why the Open Space Committee is requesting to submit this application now. The application may be submitted without an agreed-upon purchase price; at this time, it is a placeholder for funding awards later this fall. There is no binding obligation on the Town in the event that the Town and the owner do not come to agreement on the terms of the acquisition, or if they do, in the event that Town Meeting does not approve the acquisition.



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**



Surplus Equipment

Requested by: Police Chief Jim Golden

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote to declare the following list of equipment as surplus, pursuant to M.G.L. c. 30B and Provincetown General By-law §6-4-6, and to authorize the Town Manager to dispose of same in the manner deemed most advantageous to the Town.

2005 Hyundai XG50 Sedan VIN# KMHFU45E25A385164

Additional Information

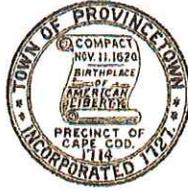
The 2005 Hyundai XG50 sedan is a former unmarked drug vehicle which has 125,942 miles on it and is in poor mechanical condition. The vehicle will be traded to offset any costs associated with a replacement vehicle.

Board Action

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

Town of Provincetown

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



Police Department

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

To: Provincetown Board of Selectmen

From: Police Chief James F. Golden 

Subject: Surplus Declaration 2005 Hyundai XG50 (unmarked police vehicle)

Date: July 02, 2018

Honorable Board of Selectmen,

The Chief of Police requests that the honorable Select Board to declare as surplus pursuant to Provincetown General By-Laws Chapter 6-4-6, and to authorize the Chief of Police to dispose of the following vehicle by trade. The trade-in cash value of the vehicle will be applied to the pending purchase of a replacement vehicle.

The vehicle in question is described as fleet # 6073 (2005 Hyundai XG50 Sedan VIN # KMHFU45E25A385164). Said vehicle is in poor condition with 125,942 miles on it.

I request your favorable action on this request.

Please let me know what questions you may have.

CERTIFICATE OF TITLE

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

TITLE NUMBER BL917116		VEHICLE IDENTIFICATION NUMBER KMHFU45E25A385164 KMHFU45E25A385164		DATE OF ISSUE 12/27/2012	
MFRS. MODEL YEAR 2005	MAKE HYUN	MODEL NAME XG50	MODEL NO.	BODY STYLE/TYPE SEDAN	NEW/USED USED
CYL. PASS. DRS. 06 05 4	PURCHASE DATE 11/09/2012	ODOMETER READING 71,000 71,000 ACTUAL MILEAGE	PREV. TITLE NO. BK826494 <small>IF PREVIOUS STATE WAS TITLE EXEMPT, REGISTRATION NUMBER IS DISPLAYED.</small>	PREV. TITLE STATE MA	

MAILING ADDRESS ONLY:
 PROVINCETOWN TOWN OF
 26 SHANKPAINTER RD
 DEPT OF POLICE
 PROVINCETOWN, MA 02657-1342

OWNER(S) NAME AND ADDRESS:
 PROVINCETOWN TOWN OF
 DEPT OF POLICE
 26 SHANKPAINTER RD
 PROVINCETOWN, MA 02657-1342

TITLE TYPE AND BRANDS

TITLE TYPE

BRAND
 BRAND
 BRAND
 BRAND

TITLE MESSAGE(S):

FIRST LIENHOLDER:

SECOND LIENHOLDER:

RELEASE OF FIRST LIEN:
THE FIRST LIENHOLDER'S INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED
NAME:
AUTHORIZED SIGNATURE: X
DATE RELEASED:

RELEASE OF SECOND LIEN:
THE SECOND LIENHOLDER'S INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED
NAME:
AUTHORIZED SIGNATURE: X
DATE RELEASED:

THE REGISTRAR OF MOTOR VEHICLES HEREBY CERTIFIES THAT AN APPLICATION FOR A CERTIFICATE OF TITLE FOR THE MOTOR VEHICLE DESCRIBED HEREIN HAS BEEN DULY FILED, PURSUANT TO THE PROVISIONS OF THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS, BASED ON THE STATEMENTS OF THE APPLICANT AND THE RECORDS ON FILE WITH THIS AGENCY, THE APPLICANT NAMED IS THE OWNER OF SAID VEHICLE.

THE REGISTRAR OF MOTOR VEHICLES FURTHER CERTIFIES THAT THE VEHICLE IS SUBJECT TO ANY SECURITY INTERESTS SHOWN HEREIN.

Rachel Kaprielian
Rachel Kaprielian
 Registrar

CONTROL NO. **G 1245989**
 NOT THE TITLE NUMBER

ALTERATION OR ERASURE VOIDS THIS TITLE.

KEEP IN SAFE PLACE

HOLD TO LIGHT TO VIEW

VERIFY PRESENCE OF WATERMARK

VERIFY PRESENCE OF WATERMARK

HOLD TO LIGHT TO VIEW



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9 2018

00H

POLICY STATEMENT

Anti Youth Bullying

Requested by: Anthony Fuccillo

Action sought: Approval

Proposed Motion(s)

Move that the Board of Selectmen vote to approve Policy Statement 2018-07-09-B.

Additional Information

- See attached documents

Board Action

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

Policy Statement

2018-07-09-B

Anti Youth Bullying

Purpose

This policy protects the dignity and safety of youth served by the Town of Provincetown. This policy prohibits bullying, harassment, and intimidation in all youth-serving town services, activities, programs, and facilities.

Definitions

“Bullying” shall be defined as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on a youth’s actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or any other distinguishing characteristic, or on a youth’s association with a person or group with any of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
 1. Place the youth in reasonable fear of physical harm to their person or property;
 2. Cause a substantial detrimental effect on the youth’s physical or mental health;
 3. Substantially interfere with the youth’s academic performance or attendance; or
 4. Substantially interfere with the youth’s ability to participate in or benefit from the services, activities, programs, facilities, or privileges provided by an agency or contractor or agent thereof.

Prohibition against Bullying

1. Acts of bullying, including cyberbullying, whether by youth, volunteers, or staff, are prohibited in all youth-serving town services, activities, programs, and facilities.

2. Retaliation against a youth, volunteer, or staff member who reports bullying, provides information about an act of bullying, or witnesses an act of bullying is also prohibited.

3. All Boards and departments that provide services, activities, programs, and facilities for youth shall establish a clear policy for reporting, addressing, and preventing bullying as defined above.

Elizabeth Paine

From: Anthony Fucillo
Sent: Wednesday, June 20, 2018 11:52 AM
To: David Panagore
Cc: David Gardner; Elizabeth Paine
Subject: Human Rights Campaign - Municipal Equality Index
Attachments: Sample City Services Anti-Bullying Ordinance.docx

David,

Attached is a sample of the Ordinance/Policy HRC is asking municipalities to have. Our current score on the MEI is 96. With the all person *Single Use Bathrooms and Locker Rooms* (DG said we have this policy) and an addition of this *Anti Youth Bullying* we will score 100.

We would like to ask the BoS to establish this new policy for the Town.

Tony

Anthony Fucillo
Director of Tourism
Town of Provincetown



Ordinance Prohibiting Bullying in all Youth-Serving City Services, Activities, Programs, and Facilities

Purpose

This policy protects the dignity and safety of youth served by the City of [City Name]. This policy prohibits bullying, harassment, and intimidation in all youth-serving city services, activities, programs, and facilities.

Definitions

"Bullying" shall be defined as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or any other distinguishing characteristic, or on a youth's association with a person or group with any of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
 1. Place the youth in reasonable fear of physical harm to their person or property;
 2. Cause a substantial detrimental effect on the youth's physical or mental health;
 3. Substantially interfere with the youth's academic performance or attendance; or
 4. Substantially interfere with the youth's ability to participate in or benefit from the services, activities, programs, facilities, or privileges provided by an agency or contractor or agent thereof.

Prohibition against Bullying

1. Acts of bullying, including cyberbullying, whether by youth, volunteers, or staff, are prohibited in all youth-serving city services, activities, programs, and facilities.
2. Retaliation against a youth, volunteer, or staff member who reports bullying, provides information about an act of bullying, or witnesses an act of bullying is also prohibited.
3. All agencies that provide services, activities, programs, and facilities for youth shall establish a clear policy for reporting, addressing, and preventing bullying as defined above.



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

001

TREASURER'S TRANSFER

Library Trust Fund: Flores

Requested by: Alexander N. Williams, Treasurer

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote, as Commissioners of the Flores Trust Fund (#1626), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$3,990.83 to Ingram Library Services for books authorized for purchase under the restrictions associated with the Trust.

Additional Information

This Motion will allow the Town Treasurer to transfer money from the Flores Trust Fund (unrestricted) (#1626) to pay for the books. The Flores Trust Fund will have a balance of \$5,550.62 in the unrestricted account after this invoice is paid, total remaining balance of \$96,448.62.

Flores Trust Guidelines: "I request that the governing body of the Provincetown Library invest the funds in Savings and Loan Associations. The income from the fund should be withdrawn one time a year. I request that the income of the fund be used only for the purchase of books and at least one-half (1/2) of the funds be spend on the purchase of books for children up to the age of eighteen (18) years, or for reference books for children up to the age of eighteen(18) years. Each book purchased from the fund shall have the following plate on each of the purchased books" "The book purchased with funds from the Leila W. Flores and John L. Flores Memorial Book Fund."

[As requested by the Library Director and the Board of Library Trustees]

Board Action

Motion	Second	Yea	Nay	Abstain	Disposition

Town of Provincetown, Massachusetts
Provincetown Public Library
356 Commercial Street
Provincetown MA 02657
19-Jun-18

Original Invoices (41)
 on file with
 Treasurer.

Fiscal Year 2018

To: 629 Ingram Library Services 20E9117
 PO Box 277616
 Atlanta, GA 30384-7616

Charge Acct	Item	Inv # - Acct #	Total
01640200-573200	Books 6/4/18	61393445	\$29.42
16260200-520000	Books 6/4/18	61393354	\$141.19
	Books 6/4/18	61393355	\$190.13
	Books 6/4/18	61393356	\$132.40
	Books 6/4/18	61393357	\$236.94
	Books 6/4/18	61393358	\$149.36
	Books 6/4/18	66967628	\$11.76
	Books 6/4/18	66967629	\$44.47
	Books 6/4/18	66967630	\$44.22
	Books 6/6/18	61394816	\$14.68
	Books 6/6/18	61394817	\$12.93
	Books 6/6/18	61394818	\$29.89
	Books 6/7/18	61395432	\$30.32
	Books 6/7/18	61395433	\$15.59
	Books 6/7/18	61395602	\$15.75
	Books 6/7/18	61395603	\$41.04
	Books 6/7/18	66969241	\$37.91
	Books 6/7/18	66969240	\$17.93
	Books 6/11/18	66970255	\$189.56
	Books 6/11/18	66970256	\$28.78
	Books 6/12/18	61397232	\$836.22
	Books 6/13/18	61397714	\$15.20
	Books 6/13/18	61397715	\$95.18
	Books 6/13/18	61397884	\$15.23
	Books 6/13/18	61397885	\$14.53
	Books 6/13/18	66970912	\$35.33
	Books 6/13/18	66970913	\$137.89
	Books 6/15/18	66971948	\$442.26
	Books 6/15/18	66971949	\$12.29
	Books 6/15/18	66971879	\$25.15

	Books 6/15/18	66971880	\$230.84
	Books 6/15/18	66971950	\$62.72
	Books 6/19/18	61399991	\$303.81
	Books 6/19/18	61399992	\$29.94
	Books 6/19/18	61399993	\$20.25
	Books 6/19/18	61399995	\$50.89
	Books 6/19/18	61399994	\$12.32
	Books 6/20/18	61400614	\$15.23
	Books 6/20/28	61400615	\$11.02
	Books 6/20/18	66973222	\$210.26
		Total:	\$3,990.83

Signature of Library Director Date

Board of Library Trustees
Minutes of Public Meeting May 16, 2018
Provincetown Public Library

Members Present: Stephen Desroches, Stephen Borkowski, Joan Prugh, Paul Richardson, and Barbara Klipper.

Others Present: Amy Raff (Library Director), Brittany Taylor (Assistant Director).

- 1. Call to Order:** Stephen Desroches called the meeting to order at 6:00 P.M.
- 2. Agenda Order:** Stephen Desroches stated that the agenda would be followed in the order published.
- 3. Approval of Minutes:** Barbara Klipper made a motion to approve the April 18, 2018 minutes. Joan Prugh seconded the motion, and it was so voted, 4-0-1.
- 4. Public Statements:** None.

5. Election of Officers

Stephen Borkowski made a motion to appoint Stephen Desroches as Board Chair. Paul Richardson seconded the appointment, and it was so voted, 5-0.

Joan Prugh made a motion to appoint Barbara Klipper as Vice Chair. Stephen Borkowski seconded the appointment, and it was so voted, 4-0-1.

In addition, the Board officially welcomed new Library Trustee Paul Richardson.

6. Director's Report: Director Amy Raff reviewed the highlights of the Director's Report:

Operational/Financial:

- Collected and deposited \$1,422 into the Library Gift Fund since April 18, 2018.
- A Budget expenditure to date: \$179, 481.89 (72% of total allowance).
- B Budget expenditure to date: \$67,036.35 (82% of total allowance).
- Total number of items added to the collection: 269.
- Total number of items withdrawn from the collection: 206.

Online:

- Social Media: Instagram followers increased from 476 to 528.

Board of Library Trustees
Minutes of Public Meeting May 16, 2018
Provincetown Public Library

Meetings/Events attended by Amy:

- Town: Focus Group Training (4/25).
- Other: Provincetown400 Task Force Meeting (4/26).

Program Highlights:

- Provincetown Houseplant Show: **Total Attendance – 30**
- Moby – Right Whale Discussion: **Total Attendance – 55**
- Oxford Academy Group Tour: **Total Attendance – 34**

Updates from Staff:

- Assistant Director Brittany Taylor reported that the Library is currently displaying illustrated peace poems created by Mrs. Lynch's 4th grade class from the Provincetown Schools. These poems and their accompanying artwork were created for this year's Cape Cod Veterans for Peace 2018 Poetry Contest and also incorporate state learning standards.
- Lead Librarian Nan Cinnater has expanded the Provincetown Book Festival from 2 to 3 days in an effort to accommodate a distinguished line-up of 25 confirmed speakers. Nan also indicated that a new Provincetown Book Festival Website, as well as Facebook posts and a first-round press release, are forthcoming this month.

In addition, Director Amy Raff requested that funds from the Library Gift Fund be used to replenish Moby merchandise stock for the summer months. After discussion, Joan Prugh made a motion that \$500 from the Library Gift Fund be used to restock Moby merchandise. Stephen Desroches seconded this motion, and it was so voted, 5-0.

Director Amy Raff also requested the use of up to \$4,000 of the interest from the Flores Funds to purchase both adult and children's books in the manner described by the fund's restrictions. Joan Prugh made a motion to approve these expenditures from the Flores Fund. Barbara Klipper seconded this motion, and it was so voted, 5-0.

7. Policies for Discussion/Review: Archives

Following the advice of the SHRAB Roving Archivist, Rachel Onuf, Lead Librarian Nan Cinnater drafted a new Collection Policies and Deed of Gift letters, bases on "best practice" samples, for the Josephine Del Deo Archives for Board of Library Trustees approval. Director Amy Raff also reported that Library staff and

Board of Library Trustees
Minutes of Public Meeting May 16, 2018
Provincetown Public Library

volunteers are in the midst of identifying and creating an inventory of the materials currently held within the Archives.

The Board discussed the ownership of different collections within the Josephine Del Deo Archives and the need to gain clarity on which department or committee within the Town holds responsibility for the maintenance and care of these collections. Additionally, the Board stressed the importance of distinguishing between the Provincetown Heritage Museum collection and the Provincetown Public Library archival collection.

Stephen Desroches suggested that the scope of the Library's archival collection's subject areas be widened to include topics such as publications originating from Provincetown or prominently featuring Provincetown, and Provincetown immigration. Stephen Borkowski discussed the changing nature of research as a result of the rapid digitalization of material sources.

The Board also discussed the need for a more complete review process for acquisitions and deaccessions. The Board decided that the Library's archival holdings would be referred to as the Provincetown Public Library Archives. Ultimately, the Board requested that the policies governing the Archives be a continuing conversation and that Director Amy Raff provide the Board with a timeline for action plans for the Archives at the next meeting.

8. Gift Funds

Director Amy Raff provided the Board with an overview of the existing bequests given to the Library, the existing balances of the Library's restricted trust funds, including the Flores, McNabb, and Hersch, and the available balance of the Library's Gift Fund. In addition, the Board discussed the remaining renovation bond debt owed by the Library and different methods for generating the fund needed to retire this debt. Amy Raff also summarized Provincetown's town-wide goals as an organization, and the Library's goals as a specific department within the town.

9. Old Business:

a. Moby Dick Marathon Debrief

Board of Library Trustees
Minutes of Public Meeting May 16, 2018
Provincetown Public Library

Brittany Taylor, program coordinator for the event, summarized the 2018 Moby-Dick Marathon Reading. She indicated that the event brought in a total profit of \$1,367 for the Library, along with a total audience of 292 attendees. Both she and Amy Raff indicated that the event as a whole was a success that garnered both patron engagement and support. The Board then discussed ideas to enhance the event even more in years to come.

b. Heritage Day Updates

Director Amy Raff confirmed that the Heritage Day event would be focused on the Fine Arts Work Center and that plans for the event were steadily progressing.

c. Rose Dorothea Award Updates

Director Amy Raff reported that she was in the process of contacting a potential honoree.

10. New Business:

a. Delineation of Physical Plant Responsibilities

The Board discussed the various entities, including the town as a whole, the Department of Public Works, and the Historical Commission, which govern or which maintain aspects of the Library and its physical plant. The Board expressed the need for a clear delineation of responsibilities involved in the Library's maintenance, art, artifacts, and holdings.

b. Book Bike Project

Director Amy Raff indicated that she had researched insurance concerns associated with the Book Bike, as well as potential timelines for custom bike builds and potential uses for the bike. The Board plans to move forward with the plan as funds become available.

c. Website

Board of Library Trustees
Minutes of Public Meeting May 16, 2018
Provincetown Public Library

Barbara Klipper asked about the process for making changes to the Town of Provincetown's website. Amy Raff indicated that trustees should contact her if errors are noticed so that she then can notify the appropriate channels.

d. Other

Finally, Barbara Klipper mentioned that United for Libraries, a division of the American Library Association, provides guidance and resources for Library Trustees for a fairly small membership fee. Stephen Desroches suggested that similar resources may be available for free through the state of Massachusetts. The Board decided that it would investigate this possibility further before making a decision regarding United for Libraries membership.

11. Motion to Adjourn: Joan Prugh moved to adjourn the meeting. Paul Richardson seconded the motion. The meeting was adjourned at 8:01 P.M.

Respectfully submitted,

Brittany Taylor, Assistant Director



TOWN OF PROVINCETOWN

REQUEST TO EXPENSE GIFT FUNDS

Date: July 9, 2018
To: Provincetown Treasurer
From: Board of Selectmen

As Commissioners of the Flores Trust Fund – (#1626), permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of gifted funds for the payment of \$3,990.83 for books.

The Honorable Board of Selectmen:

Louise Venden, Chair

Tom Donegan, Vice Chair

Cheryl Andrews

Lise King

Robert Anthony



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

00J

TREASURER'S TRANSFER

Library Gift Fund

Requested by: Alexander N. Williams, Treasurer

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote, as Commissioners of the Library Gift Fund (#1107), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$600.00 to The Gay & Lesbian Review for advertising expenses.

Additional Information

This Motion will allow the Town Treasurer to transfer money from the Library Gift Fund (#1107) to pay for advertising expenses. The Library Gift Fund will have a balance of \$89,108.66 after this invoice is paid.

[As requested by the Library Director and the Board of Library Trustees]

Board Action

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

Town of Provincetown, Massachusetts
Provincetown Public Library
356 Commercial Street
Provincetown MA 02657
26-Jun-18

Voucher to Pay FY2018

To: The Gay & Lesbian Review
 PO Box 180300
 Boston, MA 02118

Charge Acct	Item	Inv # - Acct #	Total
11070200-520000	1/2 Page Ad for Book Fest (BoLT minutes from 6/20/18)	32579	\$600.00
Total:			\$600.00

Signature of Library Director

Date

The Gay & Lesbian Review / WORLDWIDE

617-421-0082

stephen.hemrick@glreview.org

PO Box 180300, Boston, MA 02118

Nan Cinnater
Provincetown Public Library
356 Commercial St.
Provincetown, MA 02657

Thank you for purchase of *The Gay & Lesbian Review / Worldwide*.

Thank you for placing an ad in *The Gay & Lesbian Review / Worldwide*.
Please remit the amount indicated at your earliest convenience.

INVOICE

Item	Issue	Amount	Payment Due
1/2 page ad	July-Aug 2018	\$600	Upon Receipt

PLEASE PAY

\$600

Invoice # 32579

G&LR Employee Identification Number: 04-326-7948

Board of Library Trustees
Minutes of Public Meeting June 20, 2018
Provincetown Public Library

Members Present: Stephen Desroches, Joan Prugh, Paul Richardson, Barbara Klipper, and Stephen Borkowski via telephone.

Others Present: Amy Raff (Library Director), Brittany Taylor (Assistant Director).

1. Call to Order: Stephen Desroches called the meeting to order at 6:02 P.M.

2. Agenda Order: Stephen Desroches stated that the agenda would be followed in the order published.

3. Approval of Minutes: Barbara Klipper made a motion to approve the May 16, 2018 minutes. Paul Richardson seconded the motion, and it was so voted, 4-0 (Joan Prugh was not yet present).

4. Public Statements: None.

5. Director's Report: Director Amy Raff reviewed the highlights of the Director's Report:

Operational/Financial:

- Collected and deposited \$2,746 into the Library Gift Fund since May 16, 2018.
- A Budget expenditure to date: \$209, 798 (84% of total allowance).
- B Budget expenditure to date: \$76,162 (93.5% of total allowance).
- Total number of items added to the collection: 199.
- Total number of items withdrawn from the collection: 351.

Online:

- Social Media: Instagram followers increased from 528 to 624.

Meetings/Events attended by Amy:

- CLAMS: New Director Orientation (6/8) and ARIS Report Workshop (6/13).
- Town: Recycling Committee (5/31) which resulted in the Library being moved up on the schedule for a new water bottle filling station.
- Other: Nantucket Book Festival (6/15).

Program Highlights:

- Mary Heaton Vorse Presentation: **Total Attendance – 58**
- Heritage Day – FAWC's 50th: **Total Attendance – 15**

Board of Library Trustees
Minutes of Public Meeting June 20, 2018
Provincetown Public Library

- Memory Program: **Total Attendance – 23**

Updates from Staff:

- In anticipation of funds from the Flores Fund, Assistant Director Brittany Taylor and Lead Librarian Nan Cinnater ordered materials to update the Library's children's non-fiction section, specifically in the areas of astronomy, geography, and sex education.
- Ms. Taylor also developed three staff guides for the Library's printing, LDS, and microfilm systems.
- Volunteer A. C. Burch, a member of the Book Festival Planning Committee, designed the website for the Provincetown Book Festival (www.provincetownbookfestival.org) at no cost.

In addition, Director Amy Raff requested that funds from the Library Gift Fund be used to purchase Aerohive Wireless Router, during the company's June sale, which will increase wifi speed and offer necessary statistical information, in the amount of up to \$3900. Paul Richardson made a motion to approve the use of up to \$3900 from the Library Gift Fund for the purchase of the Aerohive Wireless Router. Joan Prugh seconded this motion, and it was so voted, 5-0.

Director Amy Raff also requested the use of \$2,000 from the Library Gift Fund to support the Provincetown Book Festival while the Library awaits donations and grant funds. Barbara Klipper made a motion to approve these expenditures from the Library Gift Fund. Joan Prugh seconded this motion, and it was so voted, 5-0.

6. Continuing Discussion of Archive Policies

The Board reviewed the timeline of actions associated with the archives over the past two years as outlined by Lead Librarian Nan Cinnater. Paul Richardson discussed the need to clarify the Library's responsibility for the different collections housed within the archives and to expand upon and create policies for the archives. Barbara Klipper stressed the need for policies outlining the use of archival materials to ensure proper and responsible access to these collections. Stephen Borkowski discussed the history of the archives and stressed the importance of moving forward with as much information as possible and with cooperation from all entities involved in the archives and the collections within it. Director Amy Raff agreed with the Board's thoughts and also indicated that the clarity and development of the archives was significant moving forward both because of the importance of the town's history and because of future budgetary

**Board of Library Trustees
Minutes of Public Meeting June 20, 2018
Provincetown Public Library**

considerations for the upkeep of the archives. Ultimately, the Board requested that the archives and its policies be an ongoing discussion that can continued to be addressed and prioritized as the Library moves into the future.

In addition, Director Amy Raff presented the Board with an updated policy and Deed of Gift to be used for any materials donated to the Library's own archival collection. After discussion regarding the proper name for this collection of materials, Joan Prugh made a motion to approve the policies governing gifts to the Provincetown Public Library archive as edited. Paul Richardson second the motion, and it was so voted, 5-0.

7. Old Business

a. Rose Dorothea Award Update

Director Amy Raff received a tentative confirmation from the Board's selected honoree. The Board reported that the format of the Rose Dorothea Award reception has varied depending on the honoree's preference and that this year's honoree could do the same.

b. Library Belts

Director Amy Raff reported that she met with Scott Coffey regarding the belts he offered to create for the Library for fundraising efforts. Mr. Coffey intends to have the belts ready by July.

8. New Business:

a. Postcards

Barbara Klipper presented a postcard, which included a quote about libraries and bikes. Barbara suggested having a local artist design a similar postcard with a similar quote as an additional product for the Library to sell.

b. Friends and Supporters of the Library

Director Amy Raff reported that she met with Grace Ryder-O'Malley from the Friends and Supporters of the Library group to discuss the future of the Library's relationship with the group. Amy requested Board support in order to move forward with this line of inquiry. The Board expressed their willingness to explore such possibilities and agreed that a Friends groups could be invaluable to the Library.



TOWN OF PROVINCETOWN

REQUEST TO EXPENSE GIFT FUNDS

Date: July 9, 2018
To: Provincetown Treasurer
From: Board of Selectmen

As Commissioners of the Library Gift Fund – (#1107), permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of gifted funds for the payment of \$600.00 for advertising expenses.

The Honorable Board of Selectmen:

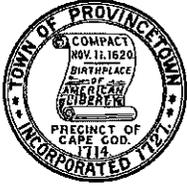
Louise Venden, Chair

Tom Donegan, Vice Chair

Cheryl Andrews

Lise King

Robert Anthony



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

00K

TREASURER'S TRANSFER

Library Gift Fund

Requested by: Alexander N. Williams, Treasurer

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote, as Commissioners of the Library Gift Fund (#1107), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$3,885.33 to Whalley Computer Associates for computer hardware (wireless router).

Additional Information

This Motion will allow the Town Treasurer to transfer money from the Library Gift Fund (#1107) to pay for computer hardware expenses. The Library Gift Fund will have a balance of \$85,223.33 after this invoice is paid.

[As requested by the Library Director and the Board of Library Trustees]

Board Action

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

Town of Provincetown, Massachusetts
Provincetown Public Library
356 Commercial Street
Provincetown MA 02657
28-Jun-18

Voucher to Pay FY2018

To: Whalley Computer Associates
 PO Box 1292
 Brattleboro, VT 05302-1292

Charge Acct	Item	Inv # - Acct #	Total
11070200-520000	Aerohive Wireles router (BoLT minutes from 6/20/18)	114861	\$3,885.33
Total:			\$3,885.33

 Signature of Library Director

 Date



Remit To
Whalley Computer Associates
 PO Box 1292
 Brattleboro, Vermont 05302-1292
 United States
 (P) 413-569-4200
 (F) 413-569-4458

Invoice (Unpaid)	
Date Jun 26, 2018 09:23 AM EDT	Due Date 07/03/2018
Modified Date Jun 26, 2018 09:23 AM EDT	
Doc # 114861 - rev 1 of 1	
Description Aerohive - Library	
SalesRep Scolnick, Adam (P) 508-634-1111 (F) 508-634-7732	
Customer Contact Jackett, Beau bjackett@provincetown-ma.gov	

Customer
 Town of Provincetown (TOFPR)
 Jackett, Beau
 260 Commercial Street
 Provincetown, MA 02657
 United States

Bill To
 Town of Provincetown
 Jackett, Beau
 260 Commercial Street
 Provincetown, MA 02657
 United States

Ship To
 Town of Provincetown
 Jackett, Beau
 260 Commercial Street
 Provincetown, MA 02657
 United States

Customer PO:
 LIB-06062018-01

Terms:
 No Terms

Due Date:
 07/03/2018

Ship Via:
 FedEx Ground

Special Instructions:

Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
1	Aerohive AP250 Wireless access point - 802.11ac Wave 2 - Wi-Fi - Dual Band - promo (pack of 6)	AH-PROMO-5-250-1-FCC	1	\$2,501.25	\$2,501.25
2	Aerohive HiveManager NG Cloud Service Subscription license (3 years) + 3 Years Select Support - 1 device - hosted - can only be used with HiveManager NG Virtual Appliance	AH-NGCS-SL-3Y	6	\$230.68	\$1,384.08

Subtotal: \$3,885.33
 Tax (0.000%): \$0.00
 Shipping: \$0.00
Total: \$3,885.33

Board of Library Trustees
Minutes of Public Meeting June 20, 2018
Provincetown Public Library

Members Present: Stephen Desroches, Joan Prugh, Paul Richardson, Barbara Klipper, and Stephen Borkowski via telephone.

Others Present: Amy Raff (Library Director), Brittany Taylor (Assistant Director).

1. Call to Order: Stephen Desroches called the meeting to order at 6:02 P.M.

2. Agenda Order: Stephen Desroches stated that the agenda would be followed in the order published.

3. Approval of Minutes: Barbara Klipper made a motion to approve the May 16, 2018 minutes. Paul Richardson seconded the motion, and it was so voted, 4-0 (Joan Prugh was not yet present).

4. Public Statements: None.

5. Director's Report: Director Amy Raff reviewed the highlights of the Director's Report:

Operational/Financial:

- Collected and deposited \$2,746 into the Library Gift Fund since May 16, 2018.
- A Budget expenditure to date: \$209, 798 (84% of total allowance).
- B Budget expenditure to date: \$76,162 (93.5% of total allowance).
- Total number of items added to the collection: 199.
- Total number of items withdrawn from the collection: 351.

Online:

- Social Media: Instagram followers increased from 528 to 624.

Meetings/Events attended by Amy:

- CLAMS: New Director Orientation (6/8) and ARIS Report Workshop (6/13).
- Town: Recycling Committee (5/31) which resulted in the Library being moved up on the schedule for a new water bottle filling station.
- Other: Nantucket Book Festival (6/15).

Program Highlights:

- Mary Heaton Vorse Presentation: **Total Attendance – 58**
- Heritage Day – FAWC's 50th: **Total Attendance – 15**

Board of Library Trustees
Minutes of Public Meeting June 20, 2018
Provincetown Public Library

- Memory Program: **Total Attendance – 23**

Updates from Staff:

- In anticipation of funds from the Flores Fund, Assistant Director Brittany Taylor and Lead Librarian Nan Cinnater ordered materials to update the Library's children's non-fiction section, specifically in the areas of astronomy, geography, and sex education.
- Ms. Taylor also developed three staff guides for the Library's printing, LDS, and microfilm systems.
- Volunteer A. C. Burch, a member of the Book Festival Planning Committee, designed the website for the Provincetown Book Festival (www.provincetownbookfestival.org) at no cost.

In addition, Director Amy Raff requested that funds from the Library Gift Fund be used to purchase Aerohive Wireless Router, during the company's June sale, which will increase wifi speed and offer necessary statistical information, in the amount of up to \$3900. Paul Richardson made a motion to approve the use of up to \$3900 from the Library Gift Fund for the purchase of the Aerohive Wireless Router. Joan Prugh seconded this motion, and it was so voted, 5-0.

Director Amy Raff also requested the use of \$2,000 from the Library Gift Fund to support the Provincetown Book Festival while the Library awaits donations and grant funds. Barbara Klipper made a motion to approve these expenditures from the Library Gift Fund. Joan Prugh seconded this motion, and it was so voted, 5-0.

6. Continuing Discussion of Archive Policies

The Board reviewed the timeline of actions associated with the archives over the past two years as outlined by Lead Librarian Nan Cinnater. Paul Richardson discussed the need to clarify the Library's responsibility for the different collections housed within the archives and to expand upon and create policies for the archives. Barbara Klipper stressed the need for policies outlining the use of archival materials to ensure proper and responsible access to these collections. Stephen Borkowski discussed the history of the archives and stressed the importance of moving forward with as much information as possible and with cooperation from all entities involved in the archives and the collections within it. Director Amy Raff agreed with the Board's thoughts and also indicated that the clarity and development of the archives was significant moving forward both because of the importance of the town's history and because of future budgetary

**Board of Library Trustees
Minutes of Public Meeting June 20, 2018
Provincetown Public Library**

considerations for the upkeep of the archives. Ultimately, the Board requested that the archives and its policies be an ongoing discussion that can continued to be addressed and prioritized as the Library moves into the future.

In addition, Director Amy Raff presented the Board with an updated policy and Deed of Gift to be used for any materials donated to the Library's own archival collection. After discussion regarding the proper name for this collection of materials, Joan Prugh made a motion to approve the policies governing gifts to the Provincetown Public Library archive as edited. Paul Richardson second the motion, and it was so voted, 5-0.

7. Old Business

a. Rose Dorothea Award Update

Director Amy Raff received a tentative confirmation from the Board's selected honoree. The Board reported that the format of the Rose Dorothea Award reception has varied depending on the honoree's preference and that this year's honoree could do the same.

b. Library Belts

Director Amy Raff reported that she met with Scott Coffey regarding the belts he offered to create for the Library for fundraising efforts. Mr. Coffey intends to have the belts ready by July.

8. New Business:

a. Postcards

Barbara Klipper presented a postcard, which included a quote about libraries and bikes. Barbara suggested having a local artist design a similar postcard with a similar quote as an additional product for the Library to sell.

b. Friends and Supporters of the Library

Director Amy Raff reported that she met with Grace Ryder-O'Malley from the Friends and Supporters of the Library group to discuss the future of the Library's relationship with the group. Amy requested Board support in order to move forward with this line of inquiry. The Board expressed their willingness to explore such possibilities and agreed that a Friends groups could be invaluable to the Library.



TOWN OF PROVINCETOWN

REQUEST TO EXPENSE GIFT FUNDS

Date: July 9, 2018
To: Provincetown Treasurer
From: Board of Selectmen

As Commissioners of the Library Gift Fund – (#1107), permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of gifted funds for the payment of \$3,885.33 for hardware expenses.

The Honorable Board of Selectmen:

Louise Venden, Chair

Tom Donegan, Vice Chair

Cheryl Andrews

Lise King

Robert Anthony



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

00L

TREASURER'S TRANSFER

Public Fountain Gift Fund

Requested by: Alexander N. Williams, Treasurer

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote, as Commissioners of the Public Fountain Gift Fund (#8401), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$475.00 to Flying Plumbers for plumbing expenses (fountain seasonal turn-on).

Additional Information

This Motion will allow the Town Treasurer to transfer money from the Public Fountain Gift Fund (#8401) to pay for plumbing expenses. The Public Fountain Gift Fund will have a balance of \$1,796.45 after this invoice is paid.

Board Action

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



5384

Date
06/21/18

Invoice
024460
Page 1

38 Creek Road
Provincetown, MA 02657
Phone (508) 487-3069 • Fax (508) 487-0436

Billed To:

Town of Provincetown
260 Commercial Street
Provincetown, MA 02657

Job: SERVICE
Mechanic: RON Cust Ph: 487-7000
Fax: 487-0032

Description of Work:

Day Work

May 2018 Turn on water to dog fountain, talk to factory about parts needed, return to in stall new parts. \$650 reduced to \$475

Total **\$475.00**

THANK YOU FOR CALLING FLYING PLUMBERS!
PAYMENT IS DUE UPON COMPLETION OF JOB.
IT IS OUR POLICY NOT TO BEGIN ANY NEW WORK UNTIL ALL PREVIOUS WORK HAS BEEN PAID IN FULL.
A FINANCE CHARGE of 1.5% per month will be incurred on all balances over 30 days

OK to pay.
Town Hall Fountain



TOWN OF PROVINCETOWN

REQUEST TO EXPENSE GIFT FUNDS

Date: July 9, 2018
To: Provincetown Treasurer
From: Board of Selectmen

As Commissioners of the Public Fountain Gift Fund – (#8401), permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of gifted funds for the payment of \$475.00 for plumbing expenses.

The Honorable Board of Selectmen:

Louise Venden, Chair

Tom Donegan, Vice Chair

Cheryl Andrews

Lise King

Robert Anthony



**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, July 9, 2018



PUBLIC HEARING

Curb Cut Application 259 Bradford Street, Provincetown, MA 02657

Requested by: Nicole Barnum and Sophia Lee

Action Sought: Conduct Public Hearing

Proposed Motion(s)

MOVE that the Select Board vote, pursuant to Provincetown General By-Law Section 11, § 6-2, to [approve] [deny] the request Nicole Barnum and Sophia Lee, for a curb cut at 259 Bradford Street as presented. (Assessor's Map 15-2, Parcel 012)

Additional Information

- See Original Public Hearing Notice, Policy Statement, and Application.
- Staff Reviewed
 - Assistant Town Manager – David Gardner: Approved with conditions
 - Fire Chief – Mike Trovato --Approved
 - Police Chief Jim Golden – Disapproved
 - Building Commissioner – Annie Howard – Approved
 - DPW Director – Richard Waldo - Approved

Board Action

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



Select Board

Public Hearing

Curb Cuts: 259 Bradford Street, Provincetown

The Provincetown Board of Selectmen will hold a Public Hearing on **Monday, July 9, 2018 at 6:00 p.m.** in the Judge Welsh Hearing Room, Provincetown Town Hall, 260 Commercial Street, Provincetown, MA 02657 pursuant to General Bylaws Section 11-6-2, for the following application:

Application by Nicole Barnum and Sophia Lee, requesting approval to install an 18 foot driveway for 1 parking spaces on the front of the property located at 259 Bradford Street, Provincetown, MA in order to access the property for parking. (Assessor's Map 15-2, Parcel 012).

The public is encouraged to submit any written comments by Tuesday, July 3, 2018 by 12:00 noon, to selectmen@provincetown-ma.gov and/or Select Board, Town Hall, 260 Commercial Street, Provincetown, MA 02657, or in person at the hearing.

*Louise Venden, Chair
Select Board*

Policy Statement

2016-01-25A (Supersedes Policy 2010-05-10)

Curb Cut Permit Guidelines and Procedures

These procedures are to be used in conjunction with the Provincetown General Bylaws Section 11-6-2 Curb Cuts:

No person shall break or dig up the ground or surface of a town or public way or sidewalk, to create a new access way to any property which would alter existing parking and traffic patterns, without the express permission of the Board of Selectmen after a duly advertised hearing.

A curb cut permit shall be required for any new parking space or driveway with access from a public road that can not clearly demonstrate having previously existed on a plan recognized by the Planning Board or on file with the Barnstable County Registry of Deeds. A curb cut permit shall also include any pedestrian walkway or gate if it is determined that the walkway or gate would impact or alter existing parking and traffic patterns in the public way or negatively impact public safety within the public way.

The intent of a curb cut permit is: 1) to protect the edge of the roadway pavement and prevent debris from entering the road; 2) to allow for proper or improved stormwater drainage; and 3) to ensure adequate public safety and access for both vehicles and pedestrians within the public right-of-way.

Pursuant to Zoning Bylaw, a *parking space shall mean a space adequate to park a standard automobile, plus means of access and shall be not less than 8' x 18'*.

Evaluation Criteria:

- The Selectmen shall review curb cut requests to ensure that the location of any curb cut or driveway is suitably located so as to preserve public safety and convenience.
- Where feasible, curb cuts should be avoided on Route 6.
- Where feasible, curb cuts should be favored on side streets over Bradford Street and Commercial Street or other high traffic streets or congested areas.
- Curb cuts should accommodate a legal parking space outside of the public right-of-way and have sufficient backup clearing to avoid disruption to existing traffic patterns and public safety.
- Curb cuts should ensure sufficient sight lines for backup into traffic and pedestrian ways.
- Curb cuts should be considered in relation to existing on-street parking patterns and should not reduce the number of available parking spaces.
- Curb cuts should not exceed 18 feet in width except to meet a roadway standard.
- Curb cuts or driveways should not be permitted that increase stormwater flow onto any public sidewalk or way without drainage systems that adequately mitigate stormwater incorporated into the design.

Curb cuts shall be reviewed on a case by case basis and shall not be considered precedent setting.

Curb cuts that serve a project requiring site plan review shall meet the minimum standard as set forth by the Planning Board and approved by the Fire Chief.

Fee:

A curb cut request shall be accompanied by a fee of \$200.00. The fee is based on the cost of Town staff to review and evaluate the requests and the cost associated with the public hearing.

Application Procedure:

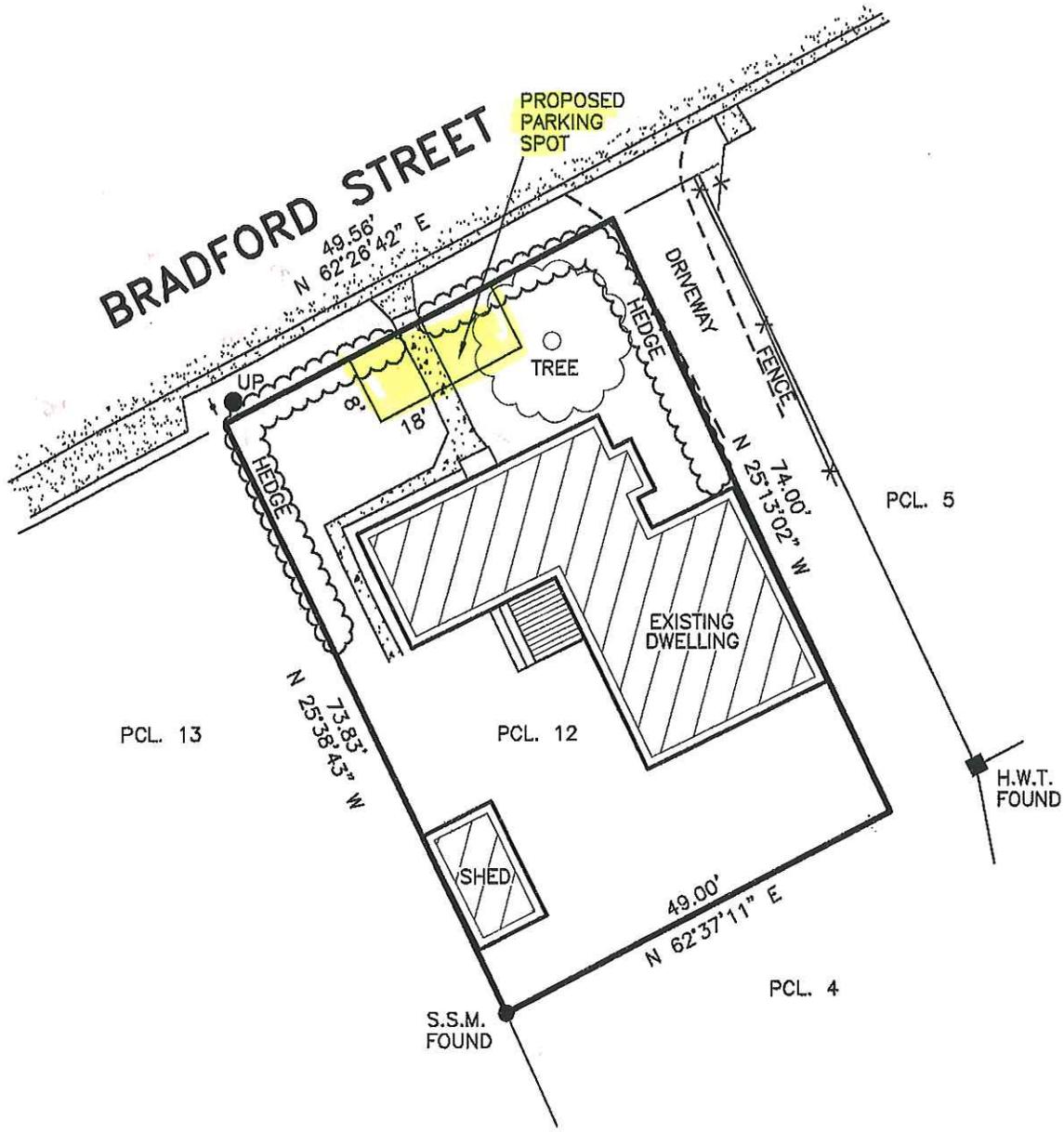
- Step 1:** Applicant requests an abutters' list from the Assessor's Office.
- Step 2:** Curb Cut Application is filed with the Department of Community Development and must be accompanied by:
- Abutters list provided by the Assessor's Department
 - Certified to-scale plot plan indicating both the existing or proposed conditions identifying the actual location of the proposed curb cut and abutting areas (including all structures, trees, landscaping, fences, power poles, utility equipment, Title V septic system, propane or oil tanks).
 - Any supporting documentation provided by the applicant (letters of support from abutters, pictures, etc.)
- Step 3:** Once the application is deemed complete, the Permit Coordinator will schedule a public hearing with the Selectmen's Secretary.
- Step 4:** The Permit Coordinator will prepare a legal notice that will be posted in the Town Hall and printed in the newspaper not less than fourteen (14) days prior to the public hearing. This legal notice will be provided to the applicant. The applicant must.–The Secretary will mail the notice to abutters not less than fourteen (14) days prior to the public hearing. Applicant shall retain return receipts of the certified mail to abutters, and shall present them to the Board of Selectmen at the public hearing.
- Step 5.** Prior to the public hearing, the Permit Coordinator will distribute individual copies of the application and plans to the Assistant Town Manager, Chief of Police, DPW Director, Fire Chief, Building Commissioner and Town Planner for their review and comments.
- Step 6.** The applicant or his/her representative must be present at the public hearing. Public input in support of and in opposition to the application will be heard at the hearing.
- Step 7.** The Selectmen reserve the right to alter the proposed layout or place conditions on the approval of any curb cut request at the public hearing. The Permit Coordinator will forward the approved permit with conditions confirming the motion and vote of the Board of Selectmen to the applicant.
- Step 8.** Once the curb cut and driveway are installed, the applicant shall schedule a final inspection with Local Building Inspector.

Adopted January 25, 2016

In favor: Donegan, Andrews, Richter and Anthony

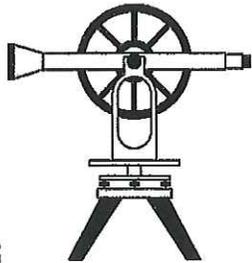
Opposed: none.

SURVEY PLAN REFERENCE:
 PLAN BOOK 563 PAGE 39
 PLAN BOOK 660 PAGE 98
 PLAN BOOK 490 PAGE 90



PARKING SKETCH

J.C. ELLIS DESIGN



MICHAEL LADUE, P.L.S.
LADUE LAND SURVEYING
 51 CAPTIAN'S VILLAGE LANE
 BREWSTER, MA 02631

P.O. BOX 81
 NORTH EASTHAM, MA 02651
 (508)240-2220
 Email: jason@jcellisdesign.com

SUBJECT: 259 BRADFORD STREET PROVINCETOWN, MA	
PREPARED FOR: GM COXE TRUST 259 BRADFORD STREET PROVINCETOWN, MA 02657	
ASSESSOR'S MAP 15-2 PARCEL 12	SCALE: 1"=20'
DATE: MAY 25, 2018	SHEET 1 OF 1

www.provincetown-ma.gov
 selectmen@provincetown-ma.gov
 508.487.7003



RECEIVED
 BOS
 Provincetown Town Hall
 260 Commercial Street
 Provincetown, MA 02657
 MAY 3 2018
 CC: BOS/TM/ATM

Town of Provincetown Curb Cut Application

Location: 259 BRADFORD STREET Parcel Number: 15-2/012
 Applicant: NICOLE BARNUM AND SOPHIA LEE Property Owner: G.M. COXE TRUST
 Applicants Mailing Address: C/O CHRISTOPHER S. Fiset Esq., GOLD MAN STREET
 Phone number: 508-364-5490 email: CHRISTOPHER.FISET@GMAIL.COM WEST DENNIS MA 026
 026

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also Include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

Nicole Barnum & Sophia Lee for G.M. Cox Trust 5/20/18
 Applicant's signature Date

RECEIVED
 MAY 3 0 2018

For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief			
Police Chief			
Building Commissioner			
Town Planner			
Assistant Town Manager	David Gardner		7/3/18

Comments:

Support the provision of off-street parking in this area as parking on the narrow shoulder of Bradford Street often results in cars projecting into the lane of travel which creates a safety issue. The proposed parallel space to the road way will serve to prevent cars from backing out onto Bradford, but is not ideal for the property as the mature privet hedge will need to be removed. The property owner should not remove the mature tree in the front yard without approval of the tree warden.

www.provincetown-ma.gov
selectmen@provincetown-ma.gov
508.487.7003



Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657

CO: BOSTON/CITY

Town of Provincetown Curb Cut Application

Location: 259 BRADFORD STREET Parcel Number: 15-2/012
 Applicant: NICOLE BARNUM AND SOPHIA LEE Property Owner: G.M. COXE TRUST
 Applicants Mailing Address: C/O CHRISTOPHER S. Fiset Esq., 900 MAIN STREET WEST DENNIS MA 02642
 Phone number: 508-364-5490 email: CHRISTOPHER.FISSET@OKWESTDENNISMA.COM

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

Nicole Barnum & Sophia Lee
Applicant's signature _____ Date 5/20/18

For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief	<u>[Signature]</u>		<u>06/04/2018</u>
Police Chief			
Building Commissioner			
Town Planner			
Assistant Town Manager			

Comments: _____

www.provincetown-ma.gov
 selectmen@provincetown-ma.gov
 508.487.7003



RECEIVED
 BOS
 Provincetown Town Hall
 260 Commercial Street
 Provincetown, MA 02657

CC: BOS/TM/ATM

Town of Provincetown Curb Cut Application

Location:	<u>259 BRADFORD STREET</u>	Parcel Number:	<u>15-2/012</u>
Applicant:	<u>NICOLE BARNUM AND SOPHIA LEE</u>	Property Owner:	<u>G.M. COXE TRUST</u>
Applicants Mailing Address:	<u>C/O CHRISTOPHER S. Fiset Esq., GOLD MAN STREET</u>		
Phone number:	<u>508-364-5490</u>	email:	<u>CHRISTOPHER.FISET@COM WEST DENNIS MA 02640</u>

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

Nicole Barnum & Sophia Lee for G.M. Coxe Trust 5/20/18
 Applicant's signature Date

RECEIVED
 MAY 30 2018

For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief			
Police Chief			
Building Commissioner	<u>Approved</u>		
Town Planner			
Assistant Town Manager			

Comments: PROVIDES ~~AREA~~ ON SITE PARKING
NOT A NEW USE OR STRUCTURE
AREA TO SOUTH OF FOG LINE DOES NOT SUPPORT STREET
PARKING PRESENTLY
6-5-18

www.provincetown-ma.gov
 selectmen@provincetown-ma.gov
 508.487.7003



RECEIVED
 BOS
 Provincetown Town Hall
 260 Commercial Street
 Provincetown, MA 02657
 MAY 17 2018

CC: BOS/TM/ATM

Town of Provincetown Curb Cut Application

Location:	<u>259 BRADFORD STREET</u>	Parcel Number:	<u>15-2/012</u>
Applicant:	<u>NIOLE BARNUM AND SOPHIA LEE</u>	Property Owner:	<u>G.M. COXE TRUST</u>
Applicants Mailing Address:	<u>C/O CHRISTOPHER S. Fiset Esq., GOLD MAN STREET WEST DENNIS MA 02640</u>		
Phone number:	<u>508-364-5490</u>	email:	<u>CHRISTOPHER.FISSET@COMcast.net</u>

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also Include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

Niole Barnum & Sophia Lee for G.M. Cox Trust
 Applicant's signature 5/20/18
Date

RECEIVED
 MAY 30 2018

For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief			
Police Chief		✓ <u>for file</u>	06-06-2018
Building Commissioner			
Town Planner			
Assistant Town Manager			

Comments: ⊗ Without denoting what is going to happen with the existing fences → for me of sight this proposed curb cut would create a hazard entering - exiting Bradford street at an incline.

⊗ Curb cut is denoted as 18' wide with no depth notes. is this for one car or two? Parallel or perpendicular parking.

www.provincetown-ma.gov
 selectmen@provincetown-ma.gov
 508.487.7003



RECEIVED
 BOS
 Provincetown Town Hall
 260 Commercial Street
 Provincetown, MA 02657
 MAY 3 0 2018

CC: BOS/TM/ATM

Town of Provincetown Curb Cut Application

Location:	<u>259 BRADFORD STREET</u>	Parcel Number:	<u>15-2/012</u>
Applicant:	<u>NICOLE BARNUM AND SOPHIA LEE</u>	Property Owner:	<u>G.M. COXE TRUST</u>
Applicants Mailing Address:	<u>C/O CHRISTOPHER S. Fiset Esq., 90LD MAIN STREET</u>		
Phone number:	<u>508-364-5490</u>	email:	<u>CHRISTOPHER.FISER@OK WEST DENNIS MA 02640</u>

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also Include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

Nicole Barnum & Sophia Lee for h Chjt
 Applicant's signature 5/20/18
RJ Date

RECEIVED
 MAY 30 2018

For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director	Richard J. Waldo, P.E. <small>Digitally signed by Richard J. Waldo, P.E. DN: cn=Richard J. Waldo, o=DPW Provincetown, ou=Director, email=rdjwaldo@provincetown-ma.gov, c=US Date: 2018.05.15 08:41:42 -0400</small>		
Fire Chief			
Police Chief			
Building Commissioner			
Town Planner			
Assistant Town Manager			

Comments: Parking should be entirely on the applicants property. This curb cut does not provide exclusive right to park on the shoulder of the road in front of the property.







**YOUR
SPEED**

**SPEED
LIMIT
25**

**NON-ESSENTIAL
OUTDOOR WATER USE
RESTRICTIONS IN EFFECT
JUNE 1ST - OCT 1ST
PROVINCETOWN
WATER DEPT.**



Elizabeth Paine

From: Linda Davis <imd45@hotmail.com>
Sent: Thursday, June 28, 2018 9:15 AM
To: Elizabeth Paine
Subject: Issue of curb cut

Dear Selectman,

As a long time resident (25yrs) of Provincetown, I know the difficulty of parking your car can be overwhelming. I am writing you, to request support, in a fellow neighbors desire for a curb cut at 259 Bradford St. As you already know, parking on Bradford St. is not only rare, but the public parking lots are extremely expensive. I am in favor of granting the curb cut and hope you concur with my position.

Thank you for you kind attention,

Linda Davis
557 Commercial St
Provincetown, MA

Sent from my iPad

Elizabeth Paine

From: Donna Shea <d.shea@innov-8.email>
Sent: Monday, July 02, 2018 5:41 PM
To: Elizabeth Paine
Subject: 259 Bradford St curb cut

Dear Selectman and Board,

I am writing this email to support a request for a curb cut at 259 Bradford St. I am a neighbor and our parking is very near to this property. I favor this especially because parking directly on Bradford creates hazards and a curb cut sounds like a great solution that will serve all. This will also minimize the chance of another resident seeking parking elsewhere in the neighborhood where parking on the street is limited. For these reasons I believe the curb cut should be granted.

Thank you,
Donna M Shea
566 Commercial St
Windamar House Condo Association
Unit D

Donna M Shea
Managing Director

Innovative Display & Design
1452 Barnum Ave, Bridgeport, CT 06610

P: 203.335.0633 x 113
C: 203.913.9740
E: d.shea@innov-8.email

Let's Connect!
[Web](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [YouTube](#)

Elizabeth Paine

From: Sophie <samiach@40-love.com>
Sent: Monday, July 02, 2018 6:09 PM
To: Elizabeth Paine
Subject: Neighbor requesting curb cut, 259 Bradford St

To whom it may concern/Select Board,

This email is a request to grant a curb cut for a neighborhood property. I am in support of this request and hope you will grant it. The neighboring property is at 259 Bradford. Our section of Bradford St has very few parking options and a curb cut sounds like a win-win. I understand there is no parking on this premises and a curb cut will be a very good solution to our overcrowded street.

Thank you for your consideration,

Sophie Amiach
566 Commercial St



TOWN OF PROVINCETOWN
Community Development Department
260 Commercial Street, Provincetown MA 02657
Phone: 508 487-7020 Fax: 508 487-0032

CURB CUT PERMIT

Location:	<u>259 Bradford Street</u>
Applicant:	<u>Nicole Barnum ; Sophia Lee</u>
Mailing Address:	_____
Phone number:	_____ Email: _____

This Curb Cut Permit is issued pursuant to Provincetown General Bylaws Section 11-6-2 and in accordance with Board of Selectmen Policy Statement 2016-01-25A.

The Board of Selectmen held a public hearing on July 9, 2018 and approved your Curb Cut request with the following conditions:

1. The applicant shall grade and place erosion control devices as needed to prevent stormwater and debris from flowing onto the Town road and into drainage structures during construction.
2. Upon Completion of the project, the applicant shall ensure that the edge of the paved road is supported and not undermined and that disturbed areas are restored and/or re-vegetated. Any construction damage to the Town road shall be repaired by the applicant.
3. Dig-safe must be contacted as required by state law.
4. Contact the Police Department at 508-487-1212 if a police detail will be required for work within the right-of-way.
5. Once the curb cut and driveway are installed, the applicant shall schedule a final inspection with Local Building Inspector at 508-487-7020.
6. Other: _____

Board of Selectmen:

All improvements shall be carried out as shown on the plans and specifications submitted by the applicant, except as modified above. These plans and specifications are incorporated into the conditions of this permit.

This permit is granted upon the condition that the work authorized herein is commenced within one year after the date of the approval noted above. If the work authorized by this permit is not commenced within one year or if such work is suspended in significant part for a period of one year after the time the work is commenced, this permit shall expire and be of no further effect; provided that, for reasonable cause, one or more extensions of time, for periods not exceeding ninety days each, may be allowed. Such authorization shall be provided in writing by the Building Commissioner.

Final Inspection Sign-off:	_____ Date: _____
----------------------------	-------------------



**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, July 9, 2018



PUBLIC HEARING

Curb Cut Application 15 Center Street, Provincetown, MA 02657

Requested by: William Casey

Action Sought: Conduct Public Hearing

Proposed Motion(s)

MOVE that the Select Board vote, pursuant to Provincetown General By-Law Section 11, § 6-2, to [approve] [deny] the request of William Casey , for a curb cut at 15 Center Street as presented. (Assessor's Map 12-1, Parcel 123)

Additional Information

- See Original Public Hearing Notice, Policy Statement, and Application.
- Staff Reviewed
 - Assistant Town Manager David Gardner: Approved with Conditions
 - Police Chief Jim Golden: Approved with Conditions
 - Building Commissioner Annie Howard: Approved with Conditions
 - DPW Director Richard Waldo: Approved with Conditions
 - Fire Chief Michael Trovato: Approved

Board Action

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



Select Board

Public Hearing

Curb Cuts: 15 Center Street, Provincetown

The Provincetown Board of Selectmen will hold a Public Hearing on **Monday, July 9, 2018 at 6:00 p.m.** in the Judge Welsh Hearing Room, Provincetown Town Hall, 260 Commercial Street, Provincetown, MA 02657 pursuant to General Bylaws Section 11-6-2, for the following application:

Application by William Casey, requesting approval to install an 18 foot driveway for 1 parking spaces on the front of the property located at 15 Center Street, Provincetown, MA in order to access the property for parking. (Assessor's Map 12-1, Parcel 123).

The public is encouraged to submit any written comments by Tuesday, July 3, 2018 by 12:00 noon, to selectmen@provincetown-ma.gov and/or Select Board, Town Hall, 260 Commercial Street, Provincetown, MA 02657, or in person at the hearing.

*Louise Venden, Chair
Select Board*

Posted – Town Hall: <http://www.provincetown-ma.gov> 06/14/2018, 1:00 pm AR
Published - Provincetown Banner: June 21st and June 28th, 2018

Policy Statement

2016-01-25A (Supersedes Policy 2010-05-10)

Curb Cut Permit Guidelines and Procedures

These procedures are to be used in conjunction with the Provincetown General Bylaws Section 11-6-2 Curb Cuts:

No person shall break or dig up the ground or surface of a town or public way or sidewalk, to create a new access way to any property which would alter existing parking and traffic patterns, without the express permission of the Board of Selectmen after a duly advertised hearing.

A curb cut permit shall be required for any new parking space or driveway with access from a public road that can not clearly demonstrate having previously existed on a plan recognized by the Planning Board or on file with the Barnstable County Registry of Deeds. A curb cut permit shall also include any pedestrian walkway or gate if it is determined that the walkway or gate would impact or alter existing parking and traffic patterns in the public way or negatively impact public safety within the public way.

The intent of a curb cut permit is: 1) to protect the edge of the roadway pavement and prevent debris from entering the road; 2) to allow for proper or improved stormwater drainage; and 3) to ensure adequate public safety and access for both vehicles and pedestrians within the public right-of-way.

Pursuant to Zoning Bylaw, a *parking space shall mean a space adequate to park a standard automobile, plus means of access and shall be not less than 8' x 18'.*

Evaluation Criteria:

- The Selectmen shall review curb cut requests to ensure that the location of any curb cut or driveway is suitably located so as to preserve public safety and convenience.
- Where feasible, curb cuts should be avoided on Route 6.
- Where feasible, curb cuts should be favored on side streets over Bradford Street and Commercial Street or other high traffic streets or congested areas.
- Curb cuts should accommodate a legal parking space outside of the public right-of-way and have sufficient backup clearing to avoid disruption to existing traffic patterns and public safety.
- Curb cuts should ensure sufficient sight lines for backup into traffic and pedestrian ways.
- Curb cuts should be considered in relation to existing on-street parking patterns and should not reduce the number of available parking spaces.
- Curb cuts should not exceed 18 feet in width except to meet a roadway standard.
- Curb cuts or driveways should not be permitted that increase stormwater flow onto any public sidewalk or way without drainage systems that adequately mitigate stormwater incorporated into the design.

Curb cuts shall be reviewed on a case by case basis and shall not be considered precedent setting.

Curb cuts that serve a project requiring site plan review shall meet the minimum standard as set forth by the Planning Board and approved by the Fire Chief.

Fee:

A curb cut request shall be accompanied by a fee of \$200.00. The fee is based on the cost of Town staff to review and evaluate the requests and the cost associated with the public hearing.

Application Procedure:

Step 1: Applicant requests an abutters' list from the Assessor's Office.

Step 2: Curb Cut Application is filed with the Department of Community Development and must be accompanied by:

- Abutters list provided by the Assessor's Department
- Certified to-scale plot plan indicating both the existing or proposed conditions identifying the actual location of the proposed curb cut and abutting areas (including all structures, trees, landscaping, fences, power poles, utility equipment, Title V septic system, propane or oil tanks).
- Any supporting documentation provided by the applicant (letters of support from abutters, pictures, etc.)

Step 3: Once the application is deemed complete, the Permit Coordinator will schedule a public hearing with the Selectmen's Secretary.

Step 4: The Permit Coordinator will prepare a legal notice that will be posted in the Town Hall and printed in the newspaper not less than fourteen (14) days prior to the public hearing. This legal notice will be provided to the applicant. The applicant must—The Secretary will mail the notice to abutters not less than fourteen (14) days prior to the public hearing. Applicant shall retain return receipts of the certified mail to abutters, and shall present them to the Board of Selectmen at the public hearing.

Step 5. Prior to the public hearing, the Permit Coordinator will distribute individual copies of the application and plans to the Assistant Town Manager, Chief of Police, DPW Director, Fire Chief, Building Commissioner and Town Planner for their review and comments.

Step 6. The applicant or his/her representative must be present at the public hearing. Public input in support of and in opposition to the application will be heard at the hearing.

Step 7. The Selectmen reserve the right to alter the proposed layout or place conditions on the approval of any curb cut request at the public hearing. The Permit Coordinator will forward the approved permit with conditions confirming the motion and vote of the Board of Selectmen to the applicant.

Step 8. Once the curb cut and driveway are installed, the applicant shall schedule a final inspection with Local Building Inspector.

Adopted January 25, 2016

In favor: Donegan, Andrews, Richter and Anthony

Opposed: none.

Curb Cut Request for 15 Center Street

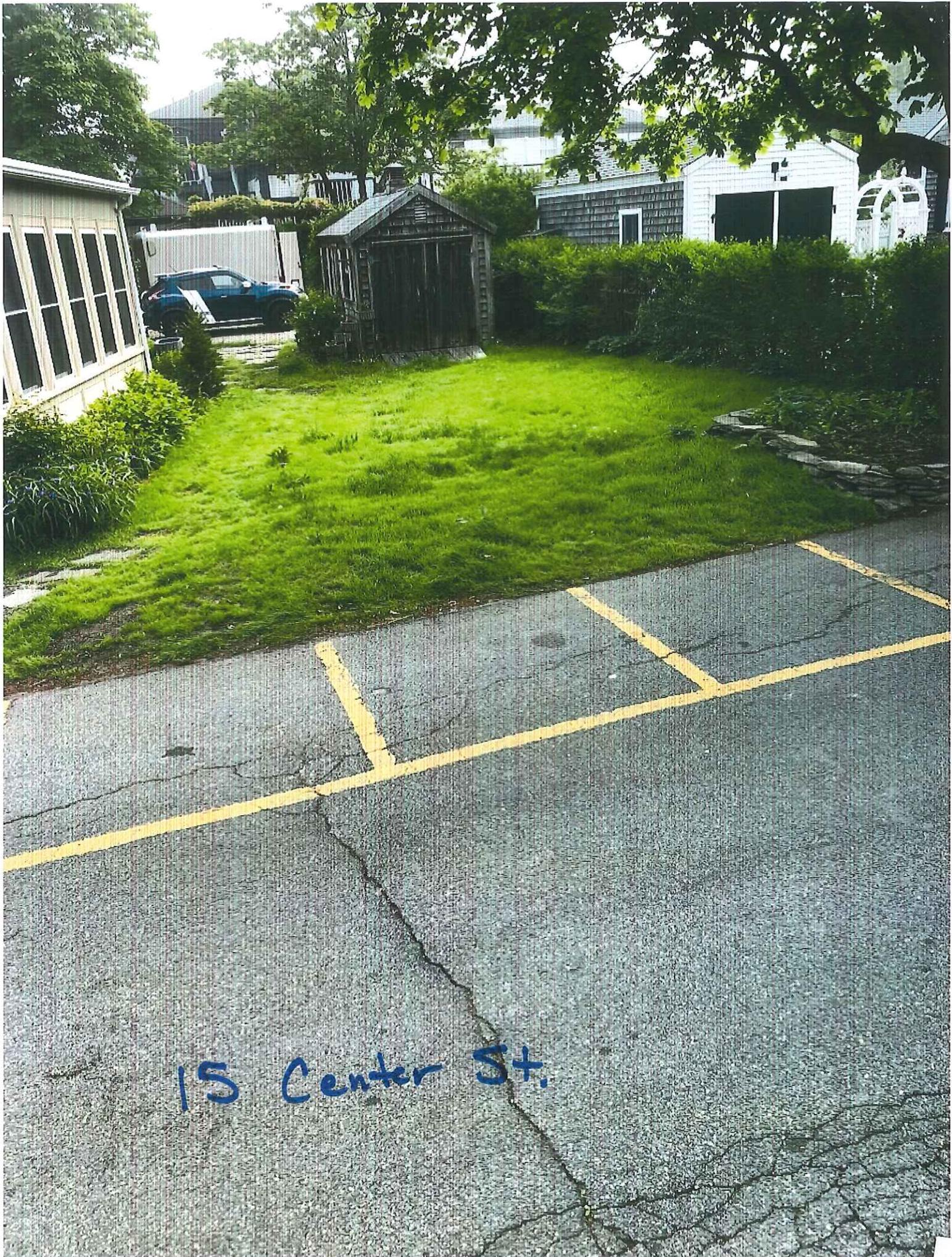
Overview

At the present time, the driveway for my home at 15 Center Street is located around the corner on Bradford Street. I would like to place the driveway on Center Street for two reasons. First, it is very confusing for guests and visitors to know where to park. The address of the house is Center Street, the house faces Center Street, but the driveway is on Bradford Street. Second, it is very difficult to get into and out of the driveway on Bradford Street. The traffic can be very heavy and the parked cars around the area of access reduce your ability to see the oncoming traffic.

Parking is not allowed on Center Street where the new driveway will join the street so there will be no effect on town parking. There is also no actual curb that would require cutting to gain access. There is enough space on that side of the house that one could easily park two cars without disrupting any buildings, fences or plantings.

Scope of Project

I intend to remove all the grass along the front and sides of the house and replace with stones independent of this curb cut request. There would be nothing done additionally for the driveway as there is access to the side yard from the street already.



15 Center St.



15 Center St.



Town of Provincetown Curb Cut Application

RECEIVED
 BOS

JUN 04 2018

Location: 15 Center Street Parcel Number: CC: BOS/IM/ATM

Applicant: William Casey Property Owner: William Casey

Applicants Mailing Address: 15 Center Street Provincetown 02657

Phone number: 585 729 1149 email: william.kc@fathomall.com

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also Include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

W B Casey
 Applicant's signature

5/31/18
 Date

For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief			
Police Chief			
Building Commissioner			
Town Planner			
Assistant Town Manager	<u>J Gardner</u>		<u>6-28-18</u>

Comments: CONDITION REMOVAL OF BRADFORD ST CURB CUT.



Town of Provincetown Curb Cut Application

RECEIVED
 BOS

JUN 04 2018

Location: <u>15 Center Street</u>	Parcel Number: <u>CC: BOS/IM/ATM</u>
Applicant: <u>William Casey</u>	Property Owner: <u>William Casey</u>
Applicants Mailing Address: <u>15 Center Street Provincetown 02657</u>	
Phone number: <u>585 729 1149</u>	email: <u>william.kc@hotmail.com</u>

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

W B Casey
 Applicant's signature

5/31/18
 Date

For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief			
Police Chief	<u>[Signature]</u>		<u>06-27-2018</u>
Building Commissioner			
Town Planner			
Assistant Town Manager			

Comments: ⓐ This is a second curb cut at this property. The petitioner makes a valid point that accessing the property from Center Street would be a safer alternative with no loss of public on-street parking.

IF APPROVED the petitioner should agree their intent to discontinue the BRANDON street access point in the interest of public safety. This discontinuance should be accompanied with the addition of fencing and substantial landscaping on the BRANDON street side.



Town of Provincetown Curb Cut Application

RECEIVED
 BOS

JUN 04 2018

Location: <u>15 Center Street</u>	Parcel Number: <u>CC: BOS/IM/ATM</u>
Applicant: <u>William Casey</u>	Property Owner: <u>William Casey</u>
Applicants Mailing Address: <u>15 Center Street Town 02657</u>	
Phone number: <u>508 729 1149</u>	email: <u>william.kec@hotmail.com</u>

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

W B Casey
 Applicant's signature

5/31/18
 Date

For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief			
Police Chief			
Building Commissioner	<u>w/condition Howard</u>		<u>28 June 2018</u>
Town Planner			
Assistant Town Manager			

Comments: APPROVAL OF CURB CUT SHOULD BE CONDITIONED UPON THE DISCONTINUANCE OF DRIVENAY/CURB CUT ONTO BRADFORD ST.
PROPOSED CURB CUT/NEW PARKING AREA APPEARS TO ACCOMMODATE 2 VEHICLES MAX. HISTORIC USE OF YARD AREA ACCESSED FROM BRADFORD CURB CUT HAS ACCOMODATED MANY MORE VEHICLES. IS THIS GOING TO BE SUFFICIENT ?

www.provincetown-ma.gov
 selectmen@provincetown-ma.gov
 508.487.7003



Provincetown Town Hall
 260 Commercial Street
 Provincetown, MA 02657

Town of Provincetown Curb Cut Application

RECEIVED
 BOS

JUN 04 2018

Location: 15 Center Street Parcel Number: CC: BOS/IM/ATM

Applicant: William Casey Property Owner: William Casey

Applicants Mailing Address: 15 Center Street Provincetown 02657

Phone number: 585 729 1149 email: william.kc@fathomall.com

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

W Casey
 Applicant's signature

5/31/18
 Date

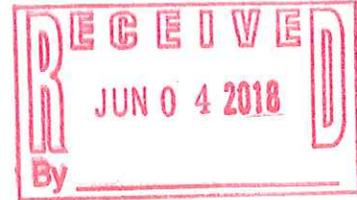
For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director	Richard J. Waldo, P.E. <small>Digitally signed by Richard J. Waldo, P.E. DN: cn=Richard J. Waldo, P.E., o=DPW Provincetown, ou=DPW, email=rdj@provincetown-ma.gov, c=US Date: 2018.05.31 16:21:19 -0700</small>		
Fire Chief			
Police Chief			
Building Commissioner			
Town Planner			
Assistant Town Manager			

Comments: DPW recommends that the BOS require the applicant to trim back hedges to property line and remove existing curb cut on Bradford Street.



TOWN OF PROVINCETOWN
Community Development Department
260 Commercial Street, Provincetown MA 02657
Phone: 508 487-7020 Fax: 508 487-0032



CURB CUT PERMIT

Location: 15 Center Street Provincetown MA

Applicant: William B. Casey

Mailing Address: 1

Phone number: 5857291149 Email: William.K.C@HotMail.COM

This Curb Cut Permit is issued pursuant to Provincetown General Bylaws Section 11-6-2 and in accordance with Board of Selectmen Policy Statement 2016-01-25A.

The Board of Selectmen held a public hearing on _____ and approved your Curb Cut request with the following conditions:

1. The applicant shall grade and place erosion control devices as needed to prevent stormwater and debris from flowing onto the Town road and into drainage structures during construction.
2. Upon Completion of the project, the applicant shall ensure that the edge of the paved road is supported and not undermined and that disturbed areas are restored and/or re-vegetated. Any construction damage to the Town road shall be repaired by the applicant.
3. Dig-safe must be contacted as required by state law.
4. Contact the Police Department at 508-487-1212 if a police detail will be required for work within the right-of-way.
5. Once the curb cut and driveway are installed, the applicant shall schedule a final inspection with Local Building Inspector at 508-487-7020.
6. Other: _____

Board of Selectmen:

All improvements shall be carried out as shown on the plans and specifications submitted by the applicant, except as modified above. These plans and specifications are incorporated into the conditions of this permit.

This permit is granted upon the condition that the work authorized herein is commenced within one year after the date of the approval noted above. If the work authorized by this permit is not commenced within one year or if such work is suspended in significant part for a period of one year after the time the work is commenced, this permit shall expire and be of no further effect; provided that, for reasonable cause, one or more extensions of time, for periods not exceeding ninety days each, may be allowed. Such authorization shall be provided in writing by the Building Commissioner.

Final Inspection Sign-off: _____ Date: _____



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

2

PUBLIC STATEMENTS

Requested by: Select Board

Action Sought: Open

Proposed Motion(s)

Three (3) minutes maximum. Selectmen do not respond during Public Statements.

Additional Information

Board Action

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



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

3

SELECT MEMBERS'S STATEMENTS

Requested by: Select Board

Action Sought: Open

Proposed Motion(s)

Motions may be made and votes may be taken.

- Robert Anthony
- Tom Donegan
- Lise King
- Cheryl Andrews
- Louise Venden

Additional Information

Board Action

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



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018

4A

VISITOR SERVICES BOARD

FY 2020 Tourism Promotional Grant Program FY2020

Requested by:

Action Sought:

Proposed Motion(s)

Additional Information

- See Attached Presentation.

Board Action

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



TO: David Panagore, Town Manager
cc: Josee Young

FROM: Tourism Department
Tony Fuccillo, Director and Nina McCormack, Assistant Director

RE: Fiscal Year 2020 Grant Program

Date: July 9, 2018

As requested, the presentation for this evening provides a review of the Grant process, the guidelines and recommendations we have for the FY19-20 grant program.

As the program grows and more applicants apply each year, the Tourism Department feels that this is a good time to review the process from beginning to end, and make some suggestions to enhance the program. For example in FY19 a combined \$232,340 of funding was awarded through event marketing (reimbursable) and marketing (matching) grants (\$167,340.00 for reimbursable event funding and \$65,000 in marketing grants).

The purpose of fine-tuning the current program is so that it is more structured, transparent, and all applicants are treated equally. It will also help with community understanding of how the program works as well as alleviate some of the administrative process.

For Fiscal Year 2020, we would like to suggest three key changes to the Grant Program including:

- All applicants for both categories (reimbursable and matching) must fill out applications
- All applicants must submit organizational budgets and other budget information
- All must submit an application. At this time Co-operative grant and "institutional" grant receivers do not fill out an application.
- The Select Board should review the VSB recommended grant allocations prior to the Annual Town meeting.

There are a few other minor enhancements that will be presented in the presentation. The Tourism Department feels that by making a few adjustments to the program, it will help us all continue to be good stewards of the Tourism Fund Grant Program.

Visitor Services Board Grant Program Tourism Marketing Funds

Beginning Fiscal Year 2020



Purpose of Funding

- ▶ The Tourism Fund Grant Program is to help support the marketing endeavors of Town Organizations to bring new visitors to Provincetown as well as promoting re-visitation*

*Found on Town Website: <http://www.provincetown-ma.gov/index.aspx?NID=661>



Grant Process

Two Types of Grants

1. Promotion Event Marketing – Reimbursable
2. Co-op Matching Marketing – Match up to a specific amount. These funds are generally not used toward events. (This now includes “Institutional”)

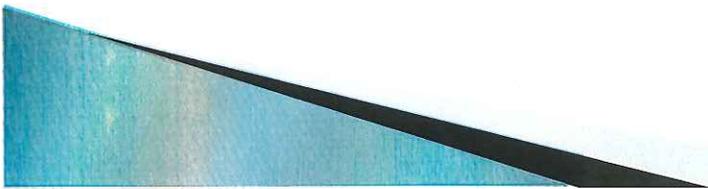
Who Can Apply?

- ▶ Nonprofits – 501(c)(3)
 - ▶ Membership Organizations – 501(c)(6)
 - ▶ For-profit businesses
- 

Grant Process

Application Process

- ▶ Announcement is made in The Banner in September. Link to applications are placed on the Town website.
 - The Office of Tourism is investigating an online application process
- ▶ All applicants must fill out an application (including “Institutional and Co-Operative applicants)
- ▶ Grants are due the first Monday in December
- ▶ Two paper copies submitted to Town Hall (which will date-stamped when received)
- ▶ Electronic copy to the Tourism Department
- ▶ No late or incomplete applications will be considered



Grant Process

Approval Process

- ▶ VSB reviews applications using a matrix and provides recommendations for the Select Board
- ▶ VSB meets with the Select Board no later than the end of February to present recommendations
- ▶ Select Board reviews recommendations for approval
- ▶ Tourism Department sends the Agreement with cover letter to each grantee for signature

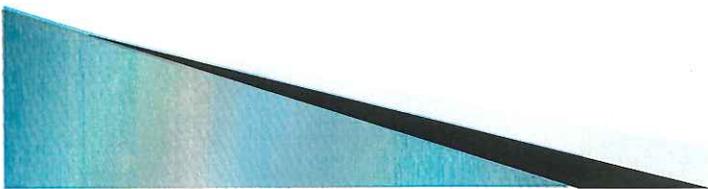
Other

- ▶ Event reporting is due no later than 30 days after the event.
- ▶ Co-operative Matching Marketing Grants are due by June 30th of the fiscal year
- ▶ Tourism office has a two week turn-around to submit to Finance Department



Promotional Reimbursement Grants for Events

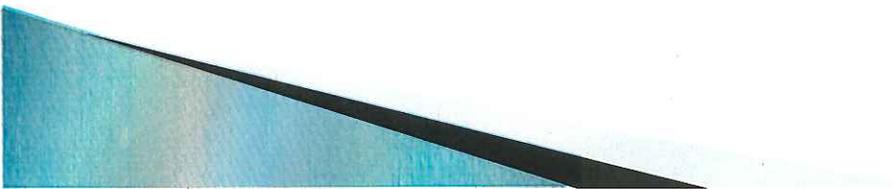
- ▶ Funds are given to support efforts to market and promote Provincetown with the primary focus on events outside of the peak season of July and August.
- ▶ To Help ensure the success of established events with continued funding.



Promotional Reimbursement Grants for Events

Reimbursable Items

- ▶ Advertising efforts (outside of Provincetown encouraged)
- ▶ Boosting or placing paid ads on social media sites
- ▶ The creation and execution of flyers, posters, ads, invitations, press releases, website promotion etc.



Promotional Reimbursements Grants for Events

Sample of items NOT reimbursable include:

- ▶ Entertainment at the event
- ▶ Posted photos on the entertainer's social media pages
- ▶ “Barkers” (hired to bring visitors that are already in town into the event)
- ▶ Fees /charges not related to marketing (such as event space or rental equipment, etc.)
- ▶ Stationery, letterhead, business cards, etc.



Promotional Reimbursement Grants for Events

Changes to the Event Application

- ▶ All applicants must include their organizational/company budgets
- ▶ All applicants must include additional efforts for funding through grants or sponsorships



Matching Cooperative Marketing Grants

Marketing Purposes Only

- ▶ Funds can be used throughout the Fiscal year to support all marketing efforts



Matching Cooperative Marketing Grants

Items for up to a 50% Match Includes:

- ▶ Advertising efforts (outside of Provincetown encouraged)
- ▶ Communications efforts – press releases, radio, video production, website development
- ▶ Creating, boosting or placing paid ads on social media sites
- ▶ The creation and execution of collateral (Brochures, event calendars, etc.)



Matching Cooperative Marketing Grants

Sample of items that can NOT be matched include:

- ▶ Stationery, letterhead, business cards, etc.
- ▶ Design or execution of fundraising solicitations (annual appeals)



Matching Cooperative Marketing Grants

Changes to the Matching Marketing Application

- ▶ All applicants must fill out an application
- ▶ All applicants must include their organizational/company budgets
- ▶ All applicants must include additional funding efforts through grants, sponsorships or in-kind
- ▶ Applications need to include a general marketing plan



Things to Note

- ▶ Tourism Department will continue to send reminder to grantees in advance of the reporting due date and include a report form
- ▶ Cover letter to Grantees will state examples of what is covered and what is not
- ▶ If an item is submitted that is not reimbursable, the Tourism Department will call the grantee to see if there is something else that can replace it
- ▶ We offer advice and help to all. They just have to ask –
Ex: how to boost a post.





**Provincetown Select Board
AGENDA ACTION REQUEST**

July 9, 2018

6A

RESPOND TO OPEN MEETING LAW COMPLAINT

Michael LaChappelle

Requested by: Vice Chair Tom Donegan

Action Sought: Approval

Proposed Motion(s)

Move that the Select Board vote to dissolve the subcommittee formed to review the complaint.

Move that the Select Board vote to approve the response to the complaint as drafted by K.P. Law.

Additional Information

See attached: Open Meeting Law Complaint, Facebook Printouts, Meeting Agenda and Minutes, and Draft Response

Board Action

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



The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
 - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body AND to the municipal clerk.
 - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
 - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address it. At the same time, the body must send the Attorney General a copy of the response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at openmeeting@state.ma.us.



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Michael Last Name: LaChapelle

Address: 30 F Bangs St

City: Provincetown State: MA Zip Code: 02657

Phone Number: 6177808389 Ext. _____

Email: loki_ink@hotmail.com

Organization or Media Affiliation (if any): none

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/ town, county or region, if applicable): Provincetown Board of Selectmen/Selectboard

Specific person(s), if any, you allege committed the violation: Lise King, Louise Venden, Cheryl Andrews

Date of alleged violation: 6/26/2018

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

All three named members of the Board (Louise Venden is Chair) belong to a closed Facebook group titled "Provincetown Women's Collective". Since the group is closed, any posts may not be seen by the general public and membership is curated and limited. The three members constitute a quorum of the Board and could be directly or indirectly deliberating matters that have come before the Board, or that will come before the Board, "behind closed doors" (since the group is private and membership must be approved by specific people already in the group).

An example is provided for reference. The post by Lise King is a current open agenda item on the Selectboard's agenda, and was continued.

This complaint looks for guidance as follows:

Should a quorum of publicly elected officials be members in private groups where deliberations on matters to come before the elected board could be made either directly or indirectly?

Should publicly elected officials be allowed to post any agenda item to be discussed on a non-public group for feedback that the general public cannot see or be a part of?

Are any of these posts, if they were to appear as agenda items, then fall under public record laws and be subject to Public Records Requests?

Since private messaging can also take place based on this discussion, should any private messages pertaining to an agenda item also be made available under Public Records Requests?

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

All members of the Board of Selectmen should immediately cease to be members of private groups where agenda items may be discussed, delete any communication on such boards for any agenda item that has been discussed or will be discussed, and turn over any private messages related to any agenda item discussion as public record. If any of these actions indicates deliberate violations of Open Meeting Laws, the person/people involved should be officially sanctioned to the full extent of the law.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

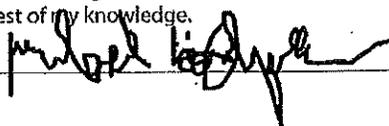
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____



Date: _____

06/26/2018

For Use By Public Body

For Use By AGO

Date Received by Public Body

Date Received by AGO

Like Reply 1h



Lise King I was surprised (and not in a good way) I have to say, that Bobby Anthony was adamantly opposed, from the position of being the former police chief. In these times, especially, to insist that law enforcement is the arbiter and provider of civil/human rights protections and education, is short sighted at best.

Like · Reply · 59m · Edited

Provincetown Women's Collective

Closed Group

- About
- Discussion
- Members
- Events
- Videos
- Photos
- Files



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Louise A Venden

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Tagged Location

- Anywhere
- Provincetown, Massachusetts
- Stoughton, Wisconsin
- Choose a Location...

Date Posted

- Any date
- 2018
- 2017
- 2016
- Choose a Date...



Louise A Venden Provincetown Women's Collective
May 25 at 7:28 PM ·

From: David Panagore Sent: Friday, May 25, 2018 11:30 AM To: David Panagore Co: BOS Subject: Town Hall Fire escape Top the Board: The second floor balcony fire escape has been cleared by the Building Official for use as an egress in the event of an emergency, so the... See More

[Redacted] and 1 other



Louise A Venden Provincetown Women's Collective
May 18 at 8:54 AM ·

Current list of Board openings....I hope some of you consider serving on a board; it broadens our community to have more women on these roles.

<http://www.provincetown-ma.gov/DocumentCenter/Home/View/812>
www.provincetown-ma.gov

[Redacted] and 4 others 2 Comments



Louise A Venden Provincetown Women's Collective
May 22 at 7:03 PM ·

Friends, we have a wonderful niece, Junior at John Jay in NYC, looking for a summer job here. Sarah is extremely responsible, sweet, mature 21 yo. She managed lifeguards at a waterpark on Long Island the last two summers-where she grew up, and is eager to spend time with... See More

[Redacted] and 1 other 10 Comments



Louise A Venden Provincetown Women's Collective
May 9 at 11:16 AM ·

I was so busy reddyng the house for the Tuesday Potluck that I neglected to post the event here. There were about 50 people, a warm and friendly group, great food, good humor, and I encourage more women to come next fall. Love the renewed activism of women; and I know you and... See More

[Redacted] and 7 others 6 Comments

[Redacted] I'm glad you had a wonderful time, Louise. I make a pretty tasty Swedish meatball, for next time.



Louise A Venden Provincetown Women's Collective
May 19 at 4:58 PM ·

ADD MEMBERS

Enter name or email address...

MEMBERS

1,007 Members



DESCRIPTION

This group was created as a forum for all women in Provincetow... See More

LOCATIONS



Provincetown, Massachusetts

Rentals You May Like on Marketplace



See All

CREATE NEW GROUPS

Groups make it easier than ever to share with friends, family and teammates.

Create Group

UPCOMING GROUP EVENTS

See All

Chat (35)

5

Provincetown Women's Collective

Louise Home

and poems by Mary Oliver set to music. With the balcony o...

[Redacted] and 2 others

1 Comment

Friday at 7 PM
HERRING COVE SOUTH
Created for Provincetown Women's Collective



Louise A Venden Provincetown Women's Collective
May 13 at 8:19 AM

Horrible, sad and an expression of the anger and aggression that we must resist, stop and stand together against. So sorry, Michela Carew-Murphy.

[Redacted] and 9 others

12 Comments

JUL 6

FIRST BONFIRE OF THE SEASON
Friday, July 6 at 7 PM
HERRING COVE SOUTH
Created for Provincetown Women's Collective



[Redacted] am thinking a revival of the No Place for Hate Committee. What do you think Louise A Venden?

RECENT GROUP PHOTOS

See All



Louise A Venden
March 27, 2017

Why I'm running....

Provincetown is entering a time of change and challenge as shortages of modestly priced year-round housing continue, Fisherman's Wharf becomes Provincetown Marina, and established businesses are sold with new owners putting resources into making these restaurants, Inns and stores their own. Ensuring that we protect our fragile and beautiful environment and make it possible for artists, fishermen and year-round employees to live here year-round will require engaging the community in finding the best ways government can balance needs and shared goals.

I want to serve on your Board of Selectmen because I have spent years getting to know the Town and a wide range of people who live here, served as both an elected official and on the Finance Committee and other community groups. I have listened to you; I have learned about the tools government may use and the limitations of government to address the opportunities and challenges we face.

I am committed to this Town; to the rancorous, creative, passionate people who choose to live here. My goal is to help encourage greater community participation in Town issues, policies and lawmaking by improving public communication, revitalizing debates using more diverse media and reaching out to the many places and organizations where people express their opinions, values and hopes for Provincetown.

I hope you will give me a chance to serve you on the Board of Selectmen by voting for me May 2.

9 Reactions 2 Comments

Like

Comment

[Redacted]



[Redacted] let's support Louise A Venden
Like · Reply · 1y



[Redacted] Looking forward to hearing more.
Like · Reply · 1y



Write a comment...



Louise A Venden Provincetown Women's Collective
July 26, 2016 at 9:08 AM

Provincetown needs more women on key committees. While many have stepped forward to serve in elected positions on the Library and School Boards,... See More

Town of Provincetown, MA - Official Website
www.provincetown-ma.gov



[Redacted] and 23 others

13 Comments 1 Share

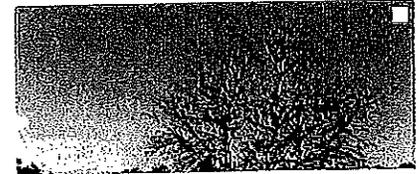
Suggested Groups

See All



Lawrence High School Class of 1973 Alumni
102 members

Join



Thompson's Field Walkers
139 members

Join



The MNA Nurses of Tobey Hospital
102 members

Join



Natick High School Class of 1986 Reunion
123 members

Join

Chat (35)

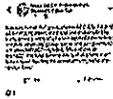


Member Rogers shared a link to the group Provincetown, Wind and Sea
17 hours ago

IVE
Provincetown Government Meetings by Provincetown Community TV
1.com

17 Comments

16 hours ago



and 2 others

11 Comments

See All Posts

Provincetown
Women's Collective

In all that group, please be like to the post
Provincetown, Wind and Sea was created by
a group of a certain age to fill the hole left
by the 1970s, possibly, and just plain crazy
people. That's of this as
The next generation, it's what's here. I see?
- If you find the term of death, we'll offer
by.

Like

Comment

Lise King This article got pushed to the very end of the night...like
10:50pm. We had a short discussion/debate, and then it got
continued until next month. The Board asked me to provide more
specifics about how to convene the advisory board I proposed to
create the commission. THANK YOU to the supporters, and
especially those who spoke at the public comment period!

That's good news.

Using the article to get more attention is a good thing
because it will pass the Select Board. They have to be
convinced that it's a good idea.

Lise King I see you shared the news about the
commission. It's a good thing that you're doing this.

That's good news.



found not in a good
was adequately oppo
nor police chief. In th
aw enforcement is th
this protections and

See All Photos

Lise King This article got pushed to the very end of the night...like
10:50pm. We had a short discussion/debate, and then it got
continued until next month. The Board asked me to provide more
specifics about how to convene the advisory board I proposed to
create the commission. THANK YOU to the supporters, and
especially those who spoke at the public comment period!

Like Reply 20h Edited

That's good news.

Lise King Julie Knapp it got mixed reception, to say the least.
Not sure if it will pass the Select Board. May have to be a
citizen-led pathion during town meeting.

Like Reply 13h Edited

If you are interested, Lise, we can talk about
my experiences on the Barnstable County Human Rights
Commission.

Like Reply 13h

Lise King Definitely, thank you.

Like - Reply 13h

126800 Lise King I don't know what/where

Provincetown Women's Collective

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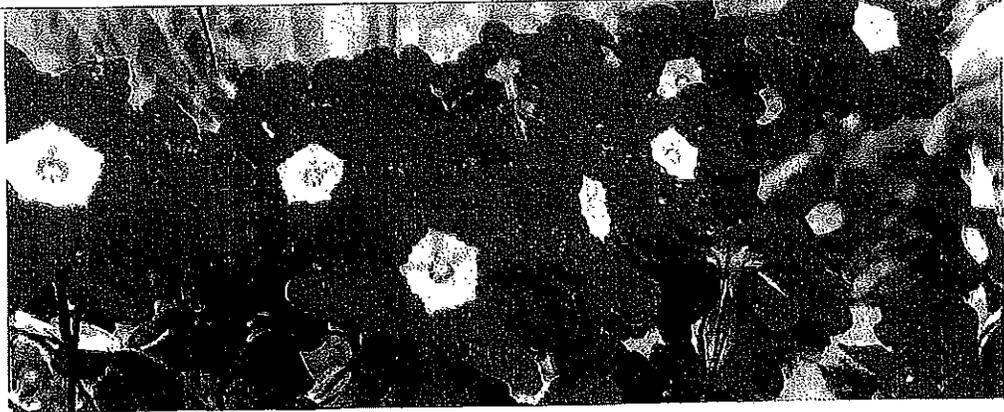
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- Anywhere
- Provincetown, Massachusetts
- Stoughton, Wisconsin
- Choose a Location...

Date Posted

- Any date
- 2018
- 2017
- 2016
- Choose a Date...



Joined Notifications Share More

Provincetown Women's Collective
 [Profile Picture] [Name] [Time]

I'm with her.

A war hero is running for Congress, and she just dropped one of 2018's best political ads
www.usatoday.com



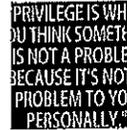
2 Comments

You, Lise King, [Name]

Cheryl L. Andrews just reposted this. thank you !!! great way to start the day.

Provincetown Women's Collective
 [Profile Picture] [Name] [Time]

A vote that will likely come up tonight is changing the name of Selectmen to a gender neutral name. I've heard people blow it off as, "no big deal...just the way things have always been done...too pc..."



You, Lise King, [Name] 14 others

87 Comments

Cheryl L. Andrews Cheryl is perfectly fine with me....altho i have been called 'Doctor Captain' a few times.

Provincetown Women's Collective
 [Profile Picture] [Name] [Time]

Who, among us bold out Lesbians will be riding and walking in our Pride Parade next weekend? Here's a fun suggestion. Dress as you looked when you first joined the ranks of womyn loving wimmin. Plald f...

[Name] and 17 others

27 Comments

Cheryl L. Andrews I was wondering about that too.

Provincetown Women's Collective
 [Profile Picture] [Name] [Time]

Now is the time to get involved in politics. We have a selectman position open and we need some women, some nice strong women with loud voices.

[Name] 14 others

30 Comments

[Name] so sure about that. Hopefully Cheryl L. Andrews will let us all know.

Louise A Venden Provincetown Women's Collective
 [Profile Picture] [Name] [Time]

So many reasons to come to Town Meeting despite the long and tedious proceedings.... Please let me know

ADD MEMBERS

Enter name or email address...

MEMBERS

1,015 Members



DESCRIPTION

This group was created as a forum for all women in Provincetow... See More

LOCATIONS



Provincetown, Massachusetts

Rentals You May Like on Marketplace



See All

CREATE NEW GROUPS

Groups make it easier than ever to share with friends, family and teammates.

Create Group

UPCOMING GROUP EVENTS

See All

FIRST BONFIRE OF THE SEASON
 Tomorrow at 7 PM
HERRING COVE SOUTH
 Created for Provincetown Women's Collective

FIRST BONFIRE OF THE SEASON
 Friday, July 6 at 7 PM
HERRING COVE SOUTH
 Chat (41)

Provincetown Women's Collective
 Closed Group

About

Discussion

Members

Events

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Select Board

Meeting Agenda

The Provincetown Select Board will hold a public meeting on Monday, June 25, 2018, at 6:00 p.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

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

- A. *Authorize Town Manager to issue RFQ for NOAA Proposed Stellwagen Bank Visitor Information Center*
 - B. *End of Fiscal Year '18 Reappointments;*
 - 1) *Economic Development Committee: Rita "Hersh" Schwartz*
 - 2) *Harbor Committee: Laura Ludwig, David Flattery & Elise Cozzi*
 - 3) *Human Services Committee : Joseph Murphy,*
 - C. *Approve the appointment of Trevor A. McCarthy to the Economic Development Committee from alternate member to a regular member with a term to expire on June 30, 2020*
 - D. *Award the RFP for Sightseeing Vehicle / Tour Opportunity at 260 Commercial Street and Approve a License Agreement with Mayflower Trolley.*
 - E. *Accept Massachusetts Executive Office of Energy and Environmental Affairs' Municipal Vulnerability Preparedness planning grant in the amount of \$27,500 for resiliency planning*
 - F. *Authorize Town Manager to submit FY19 LAND grant application to the Mass. Division of Conservation Services reimbursement programs for the potential open space purchase of rear portion of 264-268 Bradford Street*
 - G. *Treasurer's Transfer – Approve as Commissioners of the John Henry Trust Fund (#1618), pursuant to MGL C44 § 53A, to use gifted funds to pay \$6,148.00 to Cape Cod Children's Place for rent and childcare expenses*
 - H. *Treasurer's Transfer – Approve the use of gifted funds to pay Ray Dunetz Landscape Architecture for landscaping expenses*
 - I. *General obligation bond – Authorize borrowing – Harbor Hill*
 - J. *Bond Anticipation Notes – Authorize borrowing – End of Year 2018*
 - K. *Approval of FY19 Marketing Grant - Provincetown 400 Events*
1. **Public Hearings - Votes may be taken on the following items:**
 - A. **Continued Joint Public Hearing with Harbor Committee – Amended Harbor Plan**
 2. **Public Statements – Three (3) minutes maximum. Selectmen do not respond to Public Statements.**
 3. **Selectmen's Statements – Initial comments from the Selectmen. Discussion dependent-votes may be taken.**
 4. **Joint meeting / Presentations - Votes may be taken on the following items:**

- A. Provincetown Community Resource Navigator Biannual Report of the Program – Health Director Morgan Clark, Forest Malatesta and Leo Blandford.
- B. Provincetown 400 Update on Planning and Progress– K. David Weidner
- C. Joint Meeting with the Year Round Rental Housing Trust – Harbor Hill Update Presentation.
5. Appointments - Votes may be taken on the following items:
 - A. Visitor Services Board – Chamber of Commerce Representative – Susan Avellar.
6. Requests - Votes may be taken on the following items:
 - A. Development of Community Interest – Next Steps
 - B. Bike Rental Businesses: Licensing
 - C. Schedule Traffic Hearing – Reconsideration of Traffic and Parking Regulations regarding Motorized Bicycle Regulations
 - D. Consideration of draft community host agreements for marijuana dispensaries
 - E. Discussion of the formation of a Human Rights Commission.
 - F. Ad-Hoc Committee: Communication
 - G. FY19 Tourism Grant un-awarded funds & grant process for unawarded grant funds.
7. Town Manager / Assistant Town Manager - Votes may be taken on the following items:
 - A. Town Manager's Report – Administrative Updates.
8. Minutes – Approve minutes of previous meetings. Votes may be taken.
9. Closing Statements/Administrative Updates - Closing comments from the Selectmen. Discussion dependent; motions may be made; votes may be taken.

Posted by the Assistant Town Clerk www.provincetown-ma.gov 06/21/2018, 2:35 pm AR

TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES – REGULAR MEETING
MONDAY, MAY 14, 2018 6:00 PM
TOWN HALL – JUDGE WELSH ROOM

Chair Andrews convened the open meeting at 6:00 pm noting the following:

Board of Selectmen attending: Chair Andrews, Robert Anthony, Tom Donegan, Lise King and Louise Venden

Excused:

Other attendees: Town Manager David B. Panagore, and Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

Select Member Donegan moved that the Board of Selectmen vote to elect Selectman Louise Venden as Chairman of the Board of Selectmen for a term of one (1) year commencing immediately.

Select Member King seconded the motion

Yea: 3 Nay: 2 (ra/ca) Motion: Passed

Select Member King moved that the Board of Selectmen vote to elect Tom Donegan as Vice-Chairman for the Board of Selectmen for a term of one (1) year commencing immediately.

Chair Venden seconded the motion

Yea: 5 Nay: 0 Motion: Passed

Vice Chair Donegan moved that the Board of Selectmen vote to appoint Lise King as a trustee to the OPEB Trust, with term expiring July 1st, 2019 commencing immediately.

Select Member Anthony seconded the motion

Yea: 5 Nay: 0 Motion: Passed

Vice Chair Donegan moved that the Board of Selectmen vote to appoint Cheryl Andrews as Liaison to Harbor Committee, with term expiring July 1st, 2019 commencing immediately.

Select Member Anthony seconded the motion

Yea: 5 Nay: 0 Motion: Passed

Vice Chair Donegan moved that the Board of Selectmen vote to appoint Cheryl Andrews as Liaison to Provincetown Public Pier Corp, with term expiring July 1st, 2019 commencing immediately.

Select Member Anthony seconded the motion

Yea: 5 Nay: 0 Motion: Passed

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

- A. *Treasurer's Transfer – as Commissioners of the Town Hall Improvement Gift Fund (#1127), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$53.89 to United States Flag Store for the purchase of a perched eagle for an American flag pole.*
- B. *Treasurer's Transfer – as Commissioners of the Captain Joseph Oliver Scholarship Fund (#1503/8408), pursuant to MGL C44 § 53A, to approve the use of gifted funds to issue a scholarship in the amount of \$2,000.00 to Patrick Silva*
- C. *Treasurer's Transfer – as Commissioners of the Town Scholarship Fund (#1604), pursuant to MGL C44 § 53A, to approve the use of gifted funds to issue a scholarship in the amount of \$1,000.00 to*

Patrick Silva.

- D. *Treasurer's Transfer – as Commissioners of the John Henry Trust Fund (#1618), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$4,100.00 to Cape Cod Children's Place for rent and childcare expenses.*
- E. *Treasurer's Transfer – as Commissioners of the Library Gift Fund (#1107), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$830.00 to Sunderland Printing for expenses related to the Rose Dorothea brochure.*
- F. *Treasurer's Transfer – as Commissioners of the Historical Commission Gift Fund (#1132), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$240.00 to Geoffrey Semonian for expenses related to historic sign restoration.*
- G. *Treasurer's Transfer – as Commissioners of the AIDS Memorial Gift Fund (#1144), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$20,000.00 to Lauren Ewing as the third payment pursuant to Article 3 of the contract executed on April 4, 2017.*
- H. *Treasurer's Transfer – as Commissioners of the Library Gift Fund (#1107), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$100.00 to the Provincetown Art Association & Museum for annual museum pass expenses.*
- I. *Treasurer's Transfer – as Commissioners of the Library Gift Fund (#1107), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$200.00 to the Museum of Fine Arts Boston for annual museum pass expenses.*
- J. *Treasurer's Transfer – as Commissioners of the Library Gift Fund (#1107), pursuant to MGL C44 § 53A to approve the use of gifted funds to pay \$100.99 to Jack Wesdrop for programming expenses associated with the Writer's Voice Café.*
- K. *Treasurer's Transfer – as Commissioners of the Library Gift Fund (#1107), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$300.99 to Jody O'Neil for programming expenses associated with the Moby Dick Read Aloud Marathon.*
- L. *Treasurer's Transfer – as Commissioners of the Library Gift Fund (#1107), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$500.00 to Peter Martin for programming expenses associated with the Moby Dick Read Aloud Marathon.*
- M. *Treasurer's Transfer – as Commissioners of the Library Gift Fund (#1107), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$1,136.50 to Amy Raff for reimbursement for merchandise expenses associated with the Moby Dick Marathon.*
- N. *Approve the Parade Permit for Brandon Motta on behalf of Provincetown Recreation Department's Annual 4tyh of July parade to be held Wednesday, July 4, 2018*
- O. *Approve the Parade Permit for Robin Lapidus on behalf of the Provincetown Business Guild's 40th Annual Carnival Parade to be held on Thursday, August 16, 2018.*

Without objection Chair Venden waived the reading of the consent agenda and without objection it was approved unanimously by the Board of Selectmen

1. Public Hearings:

A. Shellfish Aquaculture License Renewals:

VOTE to renew the following aquaculture licenses as shown on maps posted at the Harbormaster's office and permit for five (5) years as per Town regulations:
Tidal Grant #101 issued to Daniel DeGruttola of 6 Sandy Hill Lane, Unit 4 Provincetown.
Tidal Grant #102 issued to Nathaniel Mayo of 560 Commercial St. Provincetown.
Tidal Grant #103 issued to Michael Chute of 2 Maple Ct. Provincetown.

Tidal Grant #104 issued to Robert Hazard of 652 Commercial St. Provincetown.

Tidal Grant #105 issued to A.Famiglietti/J.Staniscia/T.Cormay of 157-A Commercial St. and 37 Mayflower Ave. Provincetown.

VOTE to transfer the following aquaculture licenses as shown on maps posted at the Harbormaster's office and permit for two (2) years as per Town regulations:

Tidal Grant #107 Transferred from Edward Ritter and issued to Stephanie Cady of 27-F Bradford St. Provincetown.

Tidal Grant #109 Transferred from Richard Silva and issued to Frederik Gascon of 90 Shank Painter Rd. Provincetown.

Tidal Grant #110 Transferred from Alex/Joady Brown and issued to Alex Iacono of 632 Commercial St. Provincetown.

VOTE to approve the following aquaculture license applications as shown on maps posted at the Harbormaster's office for two (2) years as per Town regulations:

Tidal Grant #113 approve for John Santos of 1 Good Templar Place Provincetown.

Tidal Grant #114 approve for Alex Brown of 46 Franklin St. Provincetown.

Tidal Grant #115 approve for Jonathan Chase of 66 Commercial St. Provincetown.

ADA Grant #'s 13+14 approve for David Flattery of 3 Kings Way Provincetown.

Vice Chair Donegan read the public hearing notice.

Exhibits/Documents: Public Hearing notice

Steve Wisbauer, Shellfish Constable, was present at the meeting. AS in past years the shellfish committee and shellfish department, we have been attempting to consolidate this into one event. Everyone who is on here is a list of people renewing, transferring or newly applying. All of these applicants have all been before the shellfish committee and received a 5 – 0 of recommendation of approval of this item. All applicants are in productions, paid all their dues and submitted all documents needed with the state. After Shellfish Constable Wisbauer's presentation, he answered question of the Select Board Members. Chair Venden asked for an explanation between the 2 year and 5 year renewal. Select Member King inquired about the importance of investment. Vice Chair Donegan asked about the amount of grants left to be awarded.

Shellfish Constable Wisbauer followed up with explanations, applicants who are new are given 2 years, reoccurring applicants are given 5 if they meet the criteria, which was presented to the Select Board last year, deals more with grant activity and reporting with State. There is no specific amount of grants; the amount of grants is dictated by geography. Traditionally, in the West End, the flats that doesn't have a lot going on was designated by the town that died out about 2 years ago. Right now we are growing it; we have a notice of intent that has 20 acres, all of those acres are spoken for.

PUBLIC STATEMENT

None

SELECTMEN STATEMENTS

Vice Chair Donegan moved that the Board of Selectmen vote to renew the following aquaculture licenses and permit for five (5) years as per Town regulations:

Tidal Grant #101 issued to Daniel DeGruttola

Tidal Grant #102 issued to Nathaniel Mayo

Tidal Grant #103 issued to Michael Chute

Tidal Grant #104 issued to Robert Hazard

Tidal Grant #105 issued to A.Famiglietti/J.Staniscia/T.Cormay

Select Member Cheryl Andrews Seconded the motion.

Vice Chair Donegan moved that the Board of Selectmen vote to transfer the following aquaculture licenses and permit for two (2) years as per Town regulations:

Tidal Grant #107 Transferred from Edward Ritter and issued to Stephanie Cady

Tidal Grant #109 Transferred from Richard Silva and issued to Frederik Gascon

Tidal Grant #110 Transferred from Alex/Joody Brown and issued to Alex Iacono

Select Member Cheryl Andrews seconded the motion.

Vice Chair Donegan moved that the Board of Selectmen vote to approve the following aquaculture license applications for two (2) years as per Town regulations:

Tidal Grant #113 approve for John Santos

Tidal Grant #114 approve for Alex Brown

Tidal Grant #115 approve for Jonathan Chase

ADA Grant #'s 13+14 approve for David Flattery

that the Board of Selectmen vote to approve the draft language of the Request for Proposal for Trolley Parking for 260 Commercial Street according to the time schedule stated within the draft.

Select Member Cheryl Andrews seconded the motion.

VOTED

In Favor: 5

Opposed: 0

Abstain: 0

B. Joint Public Hearing with Harbor Committee – Amended Harbor Plan

Vice Chair Donegan read the public hearing notice.

Exhibits/Document – Public hearing notice and Amended Harbor Plan

Harbor Master and Provincetown Pier Corp Manager Rex McKinsey, was joined by the Harbor Committee Chair David Flattery who introduced Members Bryan Legare, Susan Avellar, Elise Cozzi, Laura Ludwig, and John Santos along with Jack Wiggin, with the Urban Harbor Institute.

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HC Chair Flattery – the harbor committee put a lot of thought and care into this amended, been working with staff and consulting firm. The process has taken about a year and half and the idea was to get as many ideas and concerns of the public into a vision. 3 public hearing were held to allow people to share their input.

Jack Wiggin – Consultant with the Urban Harbor Institute with the University of Massachusetts in Boston- The Urban Harbor Institute is a public policy and research institute that's entire focus is on the coastal and marine areas and we assist municipalities with these projects. The purpose and focus of this plan is to draw attention to the importance of the harbor, its natural resources, cultural historical resources and economic importance to the community and guide discussion making that will take place that effect all those areas. This is an update to the original harbor plans that was done in 1999 my institute was involved with it at that time, and updated in 2012. This is meant to be a state approved harbor plan. Under the Chapter 91 regulations, municipalities are able to create harbor plans that will guide the Department of Environmental Protection State in their decision making that occurs in the water front area. The reason why communities want to do this is the Chapter 91 regulations apply the same way to all communities in the commonwealth and the Harbor Plan allows communities to tailor them to the conditions that exist to that particular community. Once the Selectmen approves this plan, it will be sent to the Energy of Environmental affairs for state approval and after that the town can use the plan to guide the DEP. The plan is based on issues in Provincetown; there were 10 identified issues that are addressed in the amendment. Highly successful part of the process was bringing in the community. The committee identified the planning, goals and recommendation with the help of the Urban Harbor Institute. It was a robust community outreach, monthly public meeting and interviews of town staff and stakeholders. We used a website, newspaper articles and social media to keep the public up to date with the process. New topics include climate change, cultural and tourism, and aquaculture which are addressed in the 10 topics.

Select Member Andrews – This is an amazing amount of work. Couple of quick comments, I want to draw attention to the pros on page 1, Laura it is nice and I want to thank you for the contribution. There are some language issues; on Page 3, boundary is used a lot, I think boundary is an inaccurate word and areas might be more fitting. On page 5, this particular image has become popular, the map is from 1893 showing the bounds between the Province lands and the Municipality, what is missing is the boundaries between the Municipality and the National Seashore. Thank you for including it, it is a much nicer document than the one we did 20 years ago and I am very much aware that you held a ton of public meetings.

Select Member King – one of the things I noticed there were similar recommendations under different area, and I would like to see that consolidated, for example where there is a need for better communication with the public, there are several different areas where you discuss this, or funding. Just to consolidate it, where point of actions is needed, so if we are working on it as a group, it would be all together. I think it would be efficiency there.

Vice Chair Donegan – I have a couple of question, one of the recommendations on town landing, is you mention encroachment, and your recommendation is that it should stop. But do you have any more sense of that? Are you calling on for enforcement action? Felt like there was a lack of direction. IS there is something they want us to do? How do you feel we can make the town landings better to achieve what you think they should achieve here?

HC Chair Flattery – Probably an all of the above. They all seem to be a bit different in problems.

Vice Chair Donegan – So I guess we should learn to work together so people still have access. Little by little it is begging to feel like we are in land, and those town landings in the east end are valuable to use and it is important to maintain these. My request is for you to come back with more specific request. The other issue is activity on Fisherman Wharf. We gave access when we gave water; one of the stipulation is access to the water in exchange of water for bathrooms. If the town traded public access for waste water and water gallons.

Harbor Master McKinsey – the design of the building is for the bathrooms in the big building and they are currently providing porta-potties.

John Santos – a lot of that is held up on Army Corp permitting.

Town Manager Panagore – we currently have an interim requirement, and we should be making sure this is happening.

Vice Chair Donegan – the other question, which is the coastal sand, beach erosion, migration. When I come down Sail Road, there is an island developing out there, so we are noticing different patterns of sand. Are there things we should do or should we just watch it.

Bryan Legare – working on the projects, I have been told to me, is that is what is supposed to be happening. We also have man-made structure in-between, so we would like to address this with dredging. the bars in the east end are a natural migration, it is currently getting stuck in areas it doesn't need to be in, so dredging would help facilitate where it need to be.

Vice Chair Donegan – we have endorse an additional dock at flyers, is that sort of thing we should see more of? Is dredging this area even a possibility when we have to worry about Eel grass?

Harbor Master McKinsey – Town Meeting has given us resources to help address some of these issues. The moving effort is happening under water, and because we have a 10 foot tidal range, it allows us to witness this. The dredging does not need to happen in the eel grass beds.

Vice Chair Donegan – do we think there are additional resources for recreation boating? Is there any comment that we are under serving recreation boating?

HC Chair Flattery - The function of the harbor plan is a big wish list. We cannot specifically address the ideas and plan, so as long as the concept the idea is listed on the plan, we can pick and choose what to address and get back to you with which project we want to pursue. After we get marching orders from you, we can get some ideas of what are priorities. Beach is ever changes, and is going to be a working plan.

Vice Chair Donegan – what I need is a more specific, “what I need to do on the select board”. What we need to do is recommend CIP, regulation change, so what is the “ask” embedded in all of this? Where do we begin to draw the line and what do we need to propose things?

Chair Venden – you have been tracking the way in which the sand moves? I attended some of those meetings. There was a lot of work put into it, very details and a lot of information. But we need some directions, which is going to be responsible. We have an awful lot of things in here that are a wish list, but without someone following up on this, who is responsible for tracking all of this.

Harbor Master McKinney – this is the last process of the public comments; the next step is creating a matrix to assign who is responsible for what.

Select Member King – if this is adopted is it amendable?

Jack Wiggin – it can be amended any time. It would just need to go to the state.

Select Member Anthony – Rex just mentioned something about public comments, after the public comments you would go back and prioritize what is most important.

Harbor Master McKinsey - CZM and DEP have asked for a bit of clarification in the plan. Those things along with the Select Members and public comments will be added into the document. The harbor committee will return at the continued hearing and they will ask for a motion to allow for us to submit it EEOA. There three edits that have been asked of us to submit.

Selectmen Donegan – I think what we will do is continue the hearing to a date certain.

Public Comments

Robert Casper – The public should know that I submitted comments on behalf of the petitioners, Sailing for All, about the draft harbor plan. I wouldn't approve the plan without the consideration of the Sailing for All strategic plans as it is written in the proposed strategy you received.

Lorrie Santos – Chairman of the Shellfish Committee – on my grant along there is at least 6 inches deep more sand than there was last fall, it thinks we really need to pay attention to the shifting sand. The Shellfish Committee is very much concerned about the wood end break. I think part of this harbor plan, needs to be on what is going on with our water and sand within our water ways. This plan needs to be approved because we need to monitor what is going on with our harbor

John Simpson – I am here as a representative for the redevelopment of the old fish house site. As a chief of former waterways of DEP, the plans help priorities planning, helps the state provide where to provide funding. Coastal zone inspection may help with enforcement; there are a couple ways to do that. I appreciate the hard work of the staff and committee.

Mary Jo Avellar – I was on the Select board in 1976 after the breakwater was put in. and you could see the effects of the sand movement as a direct result. In the 1980's we built the fingers piers. The priorities need to be the protection of the harbor front to protect the properties from similar damage that was done this winter. Recreation boating is not a priority to the state, protecting the fishing industry was.

Selectmen Comments

Select Member Lise King – Mary Jo brought up a very good point of the events of January, is this in anyway effected by those events. Was that incorporated?

JW – the topic of beach nourishment was very well included. Which did help was the ATM funding of the beach nourishment, and a more specific plan that is going into place.

RM – this project started over a year ago, and climate change was a key change because of data we have been gathering previously. Storm beat us to January 4th; we are now in a much better position. This is a guide that helps us seek more funding.

LV – this is directed to the Town Manager, but I believe you have already hired someone to be looking into that. This is an awful wide spread of information. People on this board and the public comments seem more focused.

BL - We didn't pigeon hole ourselves into a more specific so we could have the flexibility.

DP - This is more general. We are moving towards margining the moving pieces.

Vice Chair Donegan moved to continue the Public Hearing until June 25, 2018
Select Member Anthony seconded the motion.

VOTED

In Favor: 5
Opposed: 0
Abstain: 0

2. Public Statements:

- **Mary Jo Avellar** – when the gentleman was talking about Sailing for All, my only question for you is who is going to pay for it.
- **Anna Meads** – I was invited to make a bit of a vision statement. My quote is “Diversity asks who is in the room, and equity responds who is trying to get into the room but can’t”. I would offer that up as my vision statement, I know we are making progress in diversity however there are no brown people here or in this town. I think we do a lot better in the event that we have that does have women of color, allies and friends and I think we can extend more and be welcoming and we should reach out to those organizers.

3. Selectmen’s Statements:

- **Robert Anthony** – I would like to welcome Lise to the Board. I want to make statement to that horrific event that happened on Commercial Street last weekend. I think the police department did an outstanding job to put that to a close real quick and I just want to give kudos to the men and women who worked on that investigation and the chief for being a leader. I don’t know the circumstances but I am glad it came to a quick closure.
- **Tom Donegan** – Congratulation Lise, and all those folks that participated in this year’s ballot. I think

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we will talk more about the charter tomorrow, but I think we have a fair amount of work ahead of us in how we short through that and transition. In the last year we have made a lot of process, the budget came through to town meeting. We added three full time employees. We brought forward universal childcare passed the ballot box much beyond most peoples expectation. First town perhaps in the country to have that. It tells us a lot about what we need to do in the future. On of things that last week's event reminds me is that mental health, social services, taking care of your own, watching out for your neighbors is more important than ever. We started the navigator program to help reach out and offer a hand in help. We talk about see something say something. We have an obligation to ourselves, our neighbors and those hurting to reach out to help. We have a lot of hurt around us and occasionally that hurt spills out and causes other problems, I really want us to remember that we can reach out, it is part of what makes Provincetown so amazing in the winter, and we help each other. And while we have a score of drugs, opioids, meth and mental illness, we have the ability as a small town to respond with love, empathy and a warm heart.

- **Lise King** – I would like to say thank you to my colleagues for the warm welcome and support in this whole processes. I would like to thank everyone for their support during the campaign and the work we all did as a community to come together. I have a number of things that I want to bring forward and I will keep it short. The reason I mention the campaign is it brings to light one of the issues that was being discussed. There is an overwhelming concern about what is happening on social media, and I would like to extend to bring citizen back into the room to bring people back to face to face communication and get it off social media. I would like to set a goal to aces our communication needs overall, within town government and for our communication with our community. I think this would really help up us with policies and public health and how we can work better strategically. I would like to propose an officer on inter-governmental affairs, to work in concert with the other outer cape towns. I would like to propose a human rights commission; there are a number of examples of how to do it as other municipalities already have it. Last but not least, I want to talk about what happened on Commercial Street, addiction support and mental support, we have certain things that we have done very well but others we have not. There is a growing homeless population here in in Provincetown. There was a senior at Nauset who spoke about how upset that there is only 1 councilor to support over 2000 students.
- **Cheryl Andrews** – Before I make my comments, frankly I am speechless welcoming you to the board. Your victory was stunning. Your tone was outstanding. I attended one of your meet and greets, your comments were inspirational. Much of what you talked about was bringing people together and working collaboratively. I liked it and I am very pleased you are joining the board. I am looking very much forward to hear your perspective on things that we have been debating. Congratulation to my other colleague Venden, we are all here to help. Mary Jo I am so glad you are here, I have an anniversary tonight May of 1998 I first joined this Board, Mary Jo was also on the Board. I remember it distinctly; it was a lot of fun. Sometimes it feels like 10 centuries ago and sometimes it feels like 2 minutes. We did originally plan on having PMPM here tonight; I would love for the board to consider having an extra meeting to meet with the PMPM. They have reconfigured a new task force for the celebration for Provincetown 400, there is a lot to share and I look forward to have that board me with us and have a meeting jointing. I did start attending the Cape Cod Commission, I got ask to sit on the review of the Eastham Water Expansion.
- **Louise Venden** – I am honored to be the Chair of this Board. This has been a difficult time in Provincetown history; it has been an acrimonious campaign and there has been a lot of hurt feels. My hope is there will be healing and we can move forward. We will continue to collaborate together, we will join together to obtain our goals. This town has done a great deal and we have done more than most of the other towns in the commonwealth. We do have brown and black people here, they are a

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fundamental part of this community, and I am hoping we can encourage more diversity on our committees and boards. Select Member King suggests more outreach from our members and getting out in the public face to face. I think we all are going to move in the direction of helping others to be more informed.

4. Joint meeting/Presentations:

A. Cape Cod National Seashore Superintendent Update – Superintendent Brian Carlstrom

Superintendent Brian Carlstrom –with the National Park Service for over 30 years. The relationship with the 6 towns is very unique; it was the first to have an advisory committee. Superintendent Carlstrom was joined by Deputy Superintendent Kathy Tevyaw, Provincetown representative on the Cape Cod National Seashore Advisory Commission Mary Jo Avellar, and Chief of Facility Manager Karst Hooeboom. Before we get to the presentation, I would like to mention if you have not been to the Province Lands Visitor Center lately, I would suggest you go, as it has been updated for the first time in 20 years. We are also concerned about the break at the wood end. Superintendent Carlstrom handed the meeting over the Chief of Facility Manger Hooeboom. Mr. Hooeboom gave a brief presentation of the changes that will be implemented by the Cape Cod National Seashore Herring Cove Parking Lot and road. Select Member Anthony wanted to know if the CCNS had considered using boulders to prevent erosion. Vice Chair Donegan inquired about bike and pedestrian paths. Select Member King wanted to know about post construction cleanup of the asphalt that is being washed into the bay.

5. Appointments: NONE

6. Requests:

A. Extension of the Shellfish Season in the East End

Steve Wisbauer, Shellfish Constable, this past year, we put specialty bonus days to calm this area. We are trying to give a little bit of light on this area. It is approved water by the DEP, we are hoping the Board will waive their current regulation and allow for 2 extra days on two extreme low tide. The committee discussed what to do with this area, we don't want to bring to more year round, as far as we need we want to start with 2 beyond the season.

Vice Chair Donegan moved that the Board of Selectmen, pursuant to MGL C.130, §54 and the Town Recreational Shellfish Regulations, vote to approve the opening of public shellfishing areas as follows:

The area labeled on maps as CCB4.4 East End – Area in Provincetown Harbor from Allerton St. to the Truro town line will be open to the public for recreational shellfishing on the following dates:

Sunday, May 20, 2018

Sunday, October 7, 2018

Board Member Cheryl Andrews seconded the motion

VOTED

In Favor: 5
Opposed: 0
Abstain: 0

B. Designer Service Contract with Flansburg in the amount of \$600,000 for the purpose of design services relating to the new Police Station.

Vice Chair Donegan recused himself.

DPW Director Richard Waldo, discussed with the Board of Select the process in which the committee approved the designer services. Chair Venden wanted to know the composition of the design selection committee. Member Andrews and Member King mentioned the importance of allowing the public will be allowed to participate in the design process. Member King also mentioned green building materials.

Town Manager Panagore informed the Board Members the design committee included the building committee, DPW director Waldo and police chief golden. The public process would soon begin and multiple public sessions would be help during the process.

Select Member Andrews moved that the Select Board vote to approve a Designer Service Contract with Flansburgh Architects in the amount of \$600,000 for design, bidding and construction services as it relates to a new Police Station.

Select Member Anthony seconded the motion

VOTED

In Favor: 4
Opposed: 0
Abstain: 0

Vice Chair Donegan returned to the meeting.

C. Commercial Street Road Reconstruction – Phase 4 Grant Award & Engineering Contract with GHD

DPW Richard Waldo presented the Phase 4 of the Commercial Street construction. USDA has awarded Provincetown 2.025 million to be used for this project. At April ATM the town approved the needed contribution amount. Construction will begin in October 2018.

Vice Chair Donegan – will this address the problem area of flooding.

RW – Yes.

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**Board Member Andrews moved that the Board of Selectmen vote to accept a USDA Natural Resource Conservation Service grant award in the amount of \$2,025,000 to be used to reconstruct the East of Commercial Street between Allerton St and Howland Street using porous pavement and authorize the Town Manager to execute grant agreement.
Select Member Anthony seconded the motion**

**Board Member Andrews moved that the Board of Selectmen vote to approve a contract agreement in the amount of \$322,000.00 between the Town of Provincetown and GHD, Inc., 1545 Ivannough Road, Hyannis, MA 02601 to become effective on July 1st, 2018 for engineering services associated with Phase 4-East reconstruction of Commercial Street.
Select Member Anthony seconded the motion.**

VOTED

**In Favor: 5
Opposed: 0
Abstain: 0**

D. Landscaping Surrounding Provincetown AIDS Memorial – 260 Commercial Street

Outgoing Chair Robert Speiser introduced the incoming Chair Donald German of the Provincetown Cultural Council. The AIDS Memorial will be ready to be delivered next week. The original location of the AIDS Memorial was staked out and it was later discovered that the memorial would not be able to be there as there was some mechanical components there, and the location than had to be moved to the East. Our hope was to ask for permission to removing the hedge.

Vice Chair Donegan was in favor of the Cultural Council request. Chair Venden and Member King spoke of the importance of lighting. Chair Speiser spoke about seating. Board Member Andrews suggested having the Public Land Scape Committee weigh in on before the Board makes any decisions.

**Board Member Andrews moved that the Board of Selectmen refer this to the Public Landscape Committee for comment.
Board Member Anthony seconded the motion.**

For Discussion

Vice Chair Donegan – I would like to have this back before us before the season and have most of the work completed by July.

VOTED

**In Favor: 5
Opposed: 0
Abstain: 0**

E. Charter Mailing Incident – Memo from Town Manager

Town Manager David Panagore read the memo written to the Board of Select addressing the Charter Mailing Incident. The Board Members Andrews and Anthony appreciated the openness do the Town Manager and acknowledge this is not a normal process Provincetown participates in, using this event as a learning opportunity. The Members also wanted to wait until meeting with Town Council tomorrow before making any further decisions or steps.

7. Town Manager / Assistant Town Manager:

A. Review and Discuss FY2018 Town Wide Goals Progress Report

Town Manager David Panagore presented the Town's progress report for FY2018 goals. This was a two-month progress to work with Staff to gather this information together and present. This is also in some sense the start of the Town Managers review. Where would you like more details?

LV – they are kinds of vague. I would like some performance measures. When we get it narrow, can we define it more clearly?

TD – the way I am thinking about it, one is the task, second is the public engagement and the third is the reporting. Given the number of people in this building, that is a big, the metric part of it gets to be harder especially when the metric part is hard to measure. What it is the prioritization is amongst the three legs of the stool. I think communication stuff needs to be reinvented.

LK – there are a number of people in town who are experts, we have in creditable talent in town and created an ad hawk committee to lead this.

LV – I would also like to add in, lessons learned to help inform what adjustments need to be made.

DP – the expectation and ... remains. We have a long road to go to get to a place where we can get this accomplished. So what I am looking from the board for tomorrow night, is we have 60 number 1's and being able to set the priorities will really help out staff.

B. Introduction of Strategic Plan and Town Wide Goals FY2019 Memo

Town Manager David Panagore gave the memo in advance of tomorrow's meeting.

C. Town Manager's Report – Administrative Updates.

Town Manager David B. Panagore's topic of conversation in the Town Managers' report were Housing Choice Designation, Opportunity Zone Designation by the Governor, uMass Dartmouth Housing Demand Study, Progress with FEMA's approve on the wave extenuator, Economic Development RFP and weekly staff updates. We will be starting on repairs on the fire escape. The compliments to the police department to handle the situation that occurred on Commercial Street last week. This past week, the Land Court has completed the review of 1,000 timeshares, we are hypothetically between 30-60 days to closing.

TD – we received a couple of emails from Aunt Suckeys way about the blockage.

DP – no staff were included in the email.

TD – the second is the issue of finding things on the website. We need to include in our goals, budgeting and periodization, the ability to navigate the information on the website and email search ability.

8. Minutes: Approve minutes of previous meetings.

Vice Chair Yingling moved that the Board of Selectmen approve the minutes of: March 23, 2018 6:00 pm (Regular), and April 9, 2018 6:00 pm (Regular) as amended;

Selectman Anthony seconded the motion.

VOTED

In Favor: 5
Opposed: 0
Abstain: 0

9. Closing Statements/Administrative Updates:

- **Robert Anthony** – I apologize to you Louise, to congratulate you on your new endeavor.
- **Cheryl Andrews** - We have a six town meeting next week on Monday night. We invited the Town Managers and Chairs only; this will not be a posted meeting. The Superintendent of the CCNS will be in attendance as well.
- **Tom Donegan** – The second homer group have announced an effort to have a voter registration drive. We saw on some of those overrides, some close margins. I am checking into it, if it gets to the next level, I will come back and get an agenda item.
- **Lise King** – in addition to that, a lot of voters are concerned about that particular part of the charter change. I wanted to thank the folks who showed up in support in my first meeting and say how much I appreciate all the support I have gotten. Thank you to those who gave me a vote of support
- **Louise Venden** – What I love about this, is each of out here represents a certain group of people in this town and we all bring a lot of very important perspectives to this role. I look forward to working with you.

Without objection the meeting was adjourned at 10:017 pm

Minutes transcribed by: Elizabeth Paine

DRAFT

July ____, 2018

Michele E. Randazzo
mrandazzo@k-plaw.com

Carrie Benedon, Esq.
Director, Division of Open Government
Office of Attorney General Maura Healey
One Ashburton Place
Boston, MA 02108

Re: Town of Provincetown – Selectboard
Open Meeting Law Complaint from Michael LaChappelle, dated June 26, 2018

Dear Ms. Benedon:

The Town of Provincetown (“Town”) Selectboard (“Board”) is in receipt of an Open Meeting Law (“OML”) Complaint, dated and received June 26, 2018, from Michael LaChappelle, alleging violations of the Open Meeting Law. A copy of the Complaint is enclosed. The Complaint questions whether three members of the five-member Board, who are members of a closed Facebook group titled “Provincetown Women’s Collective”, are “directly or indirectly deliberating matters that have come before the Board or that will come before the Board.” The Complaint includes one post, by one member of the Selectboard, but does not otherwise provide any evidence that such deliberations have, in fact, occurred on this Facebook page.

The Board met on July 9, 2018, in a properly posted meeting (see attached agenda for 7/9/18 meeting), discussed Mr. LaChappelle’s OML Complaint, and authorized me to submit this response on its behalf.¹

By way of limited background, at the recent annual town elections held on May 1, 2018, Lise King was elected to the Selectboard, over Mark Hatch. Mr. Hatch is the chair of the Town’s Finance Committee; his husband is the complainant here, Michael LaChappelle. Provincetown has a robust history of public dialogue on social media sites such as Facebook. There are numerous open and closed group Facebook pages² devoted to discussions of political and social interest Provincetown, in particular discussions of political and social interest. “Town Talk; Provincetown” serves as the “official” Town Facebook page; it is administered by the Town Manager. The Police

¹ On June 27, 2018, the Board appointed a subcommittee of two of its members to begin to investigate this Complaint. That subcommittee met on July 2, 2018, in a properly posted open meeting under the OML, discussed process for responding to the complaint, and reviewed Facebook posts that had been provided voluntarily by members of the Board who are the subject of this Complaint.

² Facebook “pages” and “groups” are used interchangeably here, for ease of reference, although they are technically different.

Carrie Benedon, Esq.
Director, Division of Open Government
July ____, 2018
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Department also maintains a public Facebook page. Other Facebook pages/groups include: Provincetown Community Space (open); The Honest Provincetown Community Space (closed); The Real Provincetown Community and Politics (closed); Provincetown Voice (closed); Provincetown Voters (closed); Ptown Community and Politics (closed); Provincetown, Wind and Sea (open).³ All five members of the Board have personal Facebook pages; the Board members vary in their degree of participation on Facebook otherwise.

Prior to the May 1st election, only two of the 5 Selectpersons were members of the Provincetown Women's Collective (Louise Venden and Cheryl Andrews). Lise King was a member of this group prior to the election; it was only with her election to the Board that a quorum of the Board were also members of this private Facebook group.

The definition of a "deliberation" under the OML is "an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction". G.L. c. 30A, §18 Thus, to address this particular Complaint, it is necessary to consider the specific posts that were made to the Provincetown Women's Collective page by the three Selectwomen (if any), after May 1, 2018 and up to the date of the OML Complaint. Post that pre-date May 2nd are irrelevant, because Ms. King did not become a member of the Board until after the election. Once those posts are identified,⁴ the next step is to analyze whether any of them addressed "any public business within [the Board's] jurisdiction." If so, the next step would be to determine, to the extent possible, whether a quorum of the Board "participated" in the social media discussion and expressed opinions on the topic. In this analysis, the Attorney General's December 19, 2017 Determination in the matter of Arlington School Committee, OML 2017-192 is applicable. In that case, your office stated, in relevant part:

"Where a quorum of the members of a public body are also members of a Facebook group, that is not in and of itself a violation of the Open Meeting Law. However, if a member of the [body] were to communicate directly over social media platforms such as Facebook, such communication may violate the Open Meeting Law.... While [individual body members posted comments related to the body's business], we find no evidence that the posts involved communication directed at a quorum of the [body], or that [body] members responded to the posts of other members. The Open Meeting Law does not restrict an individual's right to make comments to the general public. See OML 2017-111." (emphasis added)

³ There are, of course, numerous other Facebook pages/groups devoted to tourism, recreation, arts and entertainment, and history of Provincetown.

⁴ Chairperson Venden voluntarily provided copies of posts that she searched for, from all three individuals, on the Provincetown Women's Collective page. Selectperson King provided a copy of particular thread that included her post that was attached to the OML complaint; Selectperson Andrews discontinued her membership in the group upon being informed of the OML complaint and thus did not have access to those posts any longer.

Carrie Benedon, Esq.
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Finding that the posts at issue in that case were “directed to members of the public [participating in the Facebook group in question], rather than specifically to a quorum” of the body, your office concluded that no Open Meeting Law violation occurred.

Here, the first meeting of the Selectboard after the election was on May 14, 2018. In the context of Board member statements, Ms. King indicated that she would like to propose that the Town create a Human Rights Commission. (See May 14, 2018 minutes, attached). Shortly thereafter, she posted on the Provincetown Women’s Collective Facebook page, in a message to constituents, inviting them to attend the Select Board meeting of June 25 and make comments during public comment period if they wished to support the formation of a Human Rights Commission. (See attached Facebook post). Neither Ms. Andrews nor Ms. Venden “liked,” commented, or otherwise acknowledged the post.

The proposed formation of the Human Rights Commission was on the agenda for the Board’s June 25, 2018 meeting. (See June 25, 2018 agenda, attached). At the June 25, 2018, Ms. King described her proposal for a Human Rights Commission. During the Board’s discussion, another member of the Board (Robert Anthony) disagreed with the need for such a Commission.⁵ After the meeting, Ms. King posted again on the Provincetown Women’s Collective Facebook page, thanking those who had supported the concept of a Human Resources Commission, and commenting briefly upon how she perceived the proposal to have been received. She also indicated disappointment in the position espoused by Mr. Anthony. (See attached Facebook post). Again, there is no indication that either Ms. Andrews or Ms. Venden “liked”, commented, or otherwise acknowledged this post. That post, however, was “shared” on an open Facebook page (Provincetown, Wind and Sea) by a third party.

Absent any evidence that two other members of the Selectboard commented upon Ms. King’s posts with respect to the Human Rights Commission, “liked”, or even read, these posts, no quorum of the Board engaged in any deliberation, as that is defined under G.L. c. 30A, §18, in violation of the OML. Moreover, there is no indication that Ms. King’s posts were directed at her fellow Board members.

Aside from these Facebook posts, Ms. Venden has made posts on the Provincetown Women’s Collective Facebook page after the May 1st election, at least one of which was “liked” by another board member. But these posts are in the way of announcements about upcoming events, sharing information about happenings in Town, encouraging readers to consider volunteering for open board and committee seats in Town, and other personal posts. (See attached Facebook posts). Again, there is no indication that both of the other Selectboard members who are also members of the Provincetown Women’s Collective Facebook page commented upon Ms. Venden’s posts. Even

⁵ All referenced Selectboard meetings can be viewed on Provincetown Community Television, <http://www.provincetowntv.org>.

Carrie Benedon, Esq.
Director, Division of Open Government
July ____, 2018
Page 4

if that were the case, however, the nature of these posts was not “deliberative” and did not express an opinion on a matter before the Board, but rather were posts intended to inform readers about government and town events.

The Selectboard is mindful of the need to exercise caution when using electronic communications such as social media to comment upon matters of public concern. It has in the past, and continues to have, an ongoing discussion about the use of social media by public employees, officials, and residents, and how those discussions impact the community. Like all public bodies, it searches for the appropriate balance between civic engagement through what has rapidly become the most widely-reaching platform for communicating with residents and constituents - social media - and the requirements of the OML.

However, in this instance, the Provincetown Selectboard does not believe that the mere participation in the Provincetown Women’s Collective Facebook group by a quorum of the Board violated the Open Meeting Law, and that accordingly, no remedial action is necessary.

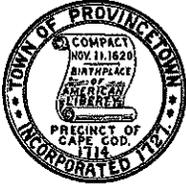
Very truly yours,

Michele E. Randazzo

MER/
Enc.

cc: Selectboard
Town Manager
Mr. Michael LaChappelle

640581/PROV/0348



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9 2018**

6B

POLICY STATEMENT

2018-07-09 Appointment Process

Requested by: Board of Selectmen Secretary

Action sought: Approval

Proposed Motion(s)

Move that the Board of Selectmen vote to approve Policy Statement 2018-07-09-A.

Additional Information

- See attached documents

Board Action

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



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

Select Board

Policy Statement

2018-07-09-A

Appointment Process

When nominations are made for Town Board appointments from representative organizations, the Select Board shall appoint one member from a minimum of two nominees solicited from the organizations. If, within 30 days after submission of a written request for nominees to any of the organizations herein named, no such nominations have been made, the Board of Selectmen may proceed to make appointments as it desires.

Adopted:
In favor:
Opposed:

d. No person shall serve as a member/alternate member of more than one of the Regulatory Town Boards simultaneously.

e. Since failure of a Regulatory Town Board to act is an abdication of responsibility under the Home Rule laws, in the event that there are an inadequate number of members appointed to provide quorum for any Regulatory Town Board, the responsibilities of that Board shall fall to the Board of Selectmen.

Section 7. Rules Specific to Appointed Town Boards

a. The Moderator is the Appointing Authority for the Finance Committee and the Personnel Committee. The Town Manager is the Appointing Authority for the Conservation Commission and the Historical Commission. The Board of Selectmen is the Appointing Authority for all other appointed Town Boards. Appointment by the Board of Selectmen shall be by majority vote.

b. No person shall be appointed to a Town Board:

- 1) unless determined to be qualified by the Appointing Authority, or able to become qualified by serving and there are sufficient number of members already serving on the Board who are qualified to carry out the responsibilities of the Board,
- 2) if appointment would be contrary to the Conflict of Interest laws, or
- 3) based on political party consideration, with the exception of the Board of Registrars or as otherwise provided by State law.

c. If the Appointing Authority determines that there are an inadequate number of registered voters who are willing to serve as members or alternates on appointed non-regulatory Boards, then the Appointing Authority may appoint part-time residents to serve as alternates, as long as the majority of members are registered voters. Individuals who are not registered voters shall be appointed to a non-regulatory Town Board only if they can commit to being present for a majority of the meetings of the Board.

d. A member or alternate member of any Town Board who is absent from three consecutive meetings without informing the Chair shall automatically cease to be a member of the Board. The Chair shall notify the Appointing Authority and the Town Clerk in writing. The Appointing Authority shall then follow the procedure below for filling vacancies on Appointed Town Boards.

e. Vacancies on appointed Boards shall be filled as follows:

- 1) The Appointing Authority shall fill the vacancy within sixty days of the receipt of the notice of vacancy.
- 2) In the event of the failure of the Appointing Authority to fill the vacancy within the allotted time, and when the Moderator is not the Appointing Authority, the Moderator shall fill the vacancy within thirty days.
- 3) In the event of the failure of the Appointing Authority/Moderator to fill the vacancy within the allotted time, the Board may fill the vacancy, unless the Board lacks the quorum to act.

f. There is no time limit for service on an appointed, non-regulatory Board.

g. An appointed member of a Town Board may be removed for Good Cause as outlined below:

- 1) A written notice to remove shall be sent by the Town Clerk by registered mail to the last known address of the member who is proposed to be removed. The notice shall include a

statement by the Appointing Authority of the reasons for the removal which must be based on a finding of Good Cause.

- 2) Within one week of receiving the written notice, the member may resign or may request a closed meeting with the Appointing Authority by delivering written notice to the Town Clerk. If the member does neither, the Town Clerk shall send out a written notice identifying a date and time within fourteen (14) days for a Public Hearing on the proposed removal.
- 3) If the closed meeting takes place, within seven (7) days following adjournment of the closed meeting, the member may resign or may request a Public Hearing by delivering notice to the Town Clerk. The Public Hearing shall be held within fourteen (14) days of the request. If the member fails to resign or to request a Public Hearing, the Appointing Authority shall decide whether to remove the member for Good Cause. The decision shall be by a majority vote if the Appointing Authority is a multi-member body.
- 4) The member who is proposed to be removed may be represented by counsel at his or her own expense at the closed meeting as well as at the Public Hearing. The member and the Appointing Authority shall be entitled to present evidence, call witnesses, and examine any witness at the Public Hearing.
- 5) Within ten days after the Public Hearing is adjourned, the Appointing Authority shall decide whether to remove the member for Good Cause. The decision shall be by a majority vote if the Appointing Authority is a multi-member body.
- 6) A notice of the decision whether or not to remove the member and the reasons therefor shall be sent by the Town Clerk by registered mail to the last known address of the member.
- 7) This procedure does not grant any rights when a member who has been appointed to a fixed term is not reappointed when the term expires.

h. The Appointing Authority shall file a copy with the Town Clerk of each notice of appointment or rescission of an appointment to a Town Board, and the same shall be a public record.

Section 8. Rules Specific to Elected Town Boards

a. Elected members of Town Boards serve for three-year overlapping terms, each term beginning the day after the member is elected and ending at the close of the Town Election day three years later.

b. Vacancies on elected Town Boards shall be filled in accordance with Massachusetts General Law Chapter 41, Section 11.

c. Members of elected Town Boards shall be registered voters in the Town throughout their terms. Failure to remain a registered voter shall result in the automatic removal of the member.

d. No paid Town Employee may simultaneously serve as a paid Town Employee and on an elected Town Board. No member of an elected Town Board may become a paid Town Employee while serving on the Board.

e. Members of elected Town Boards and elected individuals, such as the Moderator, can be removed from service on such Boards only by the recall process delineated below:

- 1) Any fifty (50) registered voters of the Town may file with the Town Clerk an affidavit naming an elected Official sought to be recalled along with a list of the specific grounds for recall.

- 2) No recall petition can be issued against an Official within three (3) months after that Official takes office, nor within six (6) months of the end of their term. In the case of an Official subjected to a Recall Election but not recalled, no further Recall Petition shall be accepted within the six (6) months following the Recall Election.
- 3) After confirming that the affidavit meets the requirements above, the Town Clerk shall issue dated Recall Petition blanks bearing the Town Clerk's signature and official seal, addressed to the voters who swore to the affidavit, in a manner consistent with the requirements of the Commonwealth. The Recall Petitions shall state the name of the Official sought to be recalled, the specific grounds for recall, and the demand for Election of a successor. Upon request, the Town Clerk may issue any reasonably required number of Recall Petition blanks but no fewer than enough to collect the signatures of at least ten percent (10%) of the registered voters. Additional Recall Petition blanks may be issued when all of those originally issued have been filled with voters' signatures. A copy of the Recall Petition shall be kept by the Town Clerk.
- 4) Unless otherwise permitted by the Commonwealth, signatures must be obtained on the issued Recall Petition blanks, not copies. The Recall Petitions must be signed by no fewer than ten percent (10%) of the registered voters, and must legibly state the home street address and the house or unit number of the residence of each signer. The signed Recall Petitions must be returned to the Town Clerk within twenty (20) days after the initial issuance of the Recall Petition blanks.
- 5) Within twenty-four (24) hours of receipt, the Town Clerk shall confirm the authenticity of each signature on the Recall Petitions and refer the Recall Petitions to the Board of Registrars of Voters to certify the signatures. Then the Town Clerk shall submit the Recall Petitions to the Board of Selectmen.
- 6) The Board of Selectmen shall give written notice of receipt of the certificate to the Official identified in the Recall Petition. The Official may choose to resign by submitting a written resignation to the Town Clerk. Resignation shall be effective at 11:59 p.m. of the fifth (5th) calendar day following receipt by the Town Clerk of the written resignation.
- 7) If the Official has not submitted a written resignation within five (5) days, the Selectmen shall order a Recall Election to be held on a date not less than seventy-five (75) or more than eighty-five (85) calendar days after the date of the Town Clerk's certificate. However, if any other Election is scheduled to occur within one hundred (100) calendar days after the date of the certificate, the Selectmen shall postpone the Recall Election to the date of the pending Election. The Incumbent who has not resigned as described above, shall continue to perform the duties of the Office until the Recall Election.
- 8) If after a Recall Election has been ordered, the Official resigns or a vacancy otherwise occurs because the individual has died or no longer qualifies as a registered voter of the Town, the Recall Election shall proceed solely for the purpose of electing a successor. Candidates shall be nominated in the same manner as for an Annual Election.
- 9) Ballots used in a Recall Election shall state the following in the order indicated:
 - For the Recall of [name of Official]
 - Against the Recall of [name of Official]
- 10) Immediately at the right of each proposition there shall be a square in which the voter may vote for or against recall by making a mark. Under the propositions shall appear the word "Candidates", the directions to voters required by Massachusetts General Laws Chapter 54, Section 42, and beneath this the names of the candidates nominated. The nomination of candidates, the publication of the Warrant for the Recall Election, and the conduct of the Recall Election, shall comply with the laws governing elections.
- 11) A majority vote of at least twenty-five percent (25%) of registered voters is required to recall an elected Official. If fewer than twenty-five percent (25%) of registered voters cast a

ballot, the ballots regarding the Recall shall not be counted.

- 12) If the Recall Election fails, the Official shall continue in Office for the remainder of his/her term, and is subject to Recall as before, except as provided above.

Committees with Appointments nominated by Representative Community Organizations

Town Board

Historic District Commission
Historic District Commission
Historic District Commission
Historic District Commission
Historic District Commission

Visitor Services Board
Visitor Services Board
Visitor Services Board
Visitor Services Board

Representative Organization

Chamber of Commerce
Historic Commission
Pilgrim Monument
Provincetown Art Association
Provincetown Business Guild

Chamber of Commerce
Provincetown Business Guild
Women's Innkeepers Assoc.
Arts Community



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2017**

6C

SOCIAL MEDIA POLICY

Review

Requested by: Select Board

Action Sought: Procedural

Proposed Motion(s)

MOVE that the Select Board vote to schedule adoption of amended Social Media Policy at its regular meeting on Monday, July 23, 2018.

Additional Information

Attached is a copy of the current Article 8, the Social Media Policy from the Town of Provincetown Personnel Rules.

Board Action

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

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error, please contact by return email or telephone (Department's Telephone Number), and delete the copy you received. Thank you.

13-5-2 The Secretary of State's Office of the Commonwealth has determined that e-mail qualifies as "public records", as defined in Chapter 4, section 7(26) of the Massachusetts General Laws. Therefore, all e-mail mail sent by or received through the Town of Provincetown's Systems shall be archived by the Systems administrator. All users shall retain either a printed or digital record of e-mail sent by or received through the Town of Provincetown's Systems, in the same manner that other paper records are kept by their departments, and in accordance with the Record Retention requirements.

13-5-3 Users should be aware that opening programs or files attached to email messages may cause computer viruses to infect the Town of Provincetown's Systems, and thus should only open such attachments from anticipated and trusted sources.

13-5-4 Employees shall not broadcast messages to all employees via e-mail without permission from the Town Manager.

Article 6. Telephone Usage

Telephones (including cellular phones) are provided for business use. Personal telephone calls may be permitted, but users should exercise good judgment in making such calls. Managers/department heads are responsible for monitoring their employees' telephone usage. Excessive usage for non-business related purposes, as well as misuse of telephones, such as to make harassing or threatening calls, may result in discipline, up to and including termination from employment.

Article 7. Violations of Policy

A violation/violations of this Policy may result in either the suspension or permanent loss of the privilege to use the Town of Provincetown's Systems. It may also result in disciplinary action being taken against the employee, up to and including termination from employment. Additionally, users shall be personally liable for any losses, costs or damages incurred by the Town of Provincetown related to violations of this Policy. Similarly, the illegal use of the Town of Provincetown's Systems may result in referral to law enforcement authorities. Employees shall report violations of this Policy to their supervisor, or in the case of department heads, directly to the Town Manager. Retaliation against another user for reporting a violation or violations of this Policy, including the use of e-mail or the Internet in a retaliatory manner, is strictly prohibited by the Town of Provincetown.

Article 8. Social Media Policy

I. PURPOSE AND SCOPE

The Town of Provincetown ("Town") recognizes the importance of online social media networks as a communication tool. The use of social media presents certain risks, and carries with it certain responsibilities. Social Media, while a new form of activity, does

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not change the law or expectations around public service. The Town recognizes that employees and officials have the right to participate as citizens in public forums and discussions (including social media platforms) on matters of public concern. However, that right is balanced against the legitimate interests of the Town in promoting accountability, responsible and mature judgment, and the efficiency of the public services it performs through its employees and officials. The goal is to ensure that use of social media advances, rather than impedes, the operation of government.

To that end, this policy establishes guidelines for the personal use of social media (Section II), as well as for the official use of social media by Town employees and officials, for government-related purposes (Section III).

The Policy applies to all employees, officers, and officials (elected or appointed) of the Town of Provincetown. Employees whose employment is governed by law or a collective bargaining agreement are subject only to those provisions of this Policy not specifically regulated by law or agreement.

This Policy is to be read in conjunction with all other applicable policies and rules of the Town, including but not limited to the Town's Personnel Rules, Chapters 5 (Standards of Conduct), 6 (Disciplinary Action), and 13 (Electronic Communications and Computer Usage Policy). It may be amended from time to time, and may be supplemented with additional administrative procedures and rules as may be issued.

Nothing in this Policy is designed to interfere with, restrain or prevent employee communications that are otherwise protected under law (i.e., First Amendment, Whistleblower, Union Activities).

A. Definitions

The following definitions apply for purposes of this Policy.

1. "Social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Town, as well as any other form of electronic communication.
2. "Social media sites" and "social networking sites" refer to websites that facilitate user participation, networking, and collaboration through the submission of user generated content, including but not limited to tools such as: blogs; wikis; microblogging sites, such as Twitter; social networking sites, such as Facebook and

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LinkedIn; video sharing sites, such as YouTube; messaging applications such as Snapchat and Instagram; and bookmarking sites such as Pinterest.

3. A "social media identity" is a specific user identity or account that has been registered on a third party social media site.
4. A "blog" (an abridgement of the term web log) is a website with regular entries of commentary, descriptions of events, or other material such as graphics or video.
5. A "moderator" is an authorized Town of Provincetown official (appointed or elected) or employee, who reviews, authorizes and allows content submitted by the Town officials, employees and public commentators to be posted to a Town of Provincetown social media site or sites.
6. "Town Systems" are any electronic communication and information equipment and systems. Such Systems include, but are not limited to, computer workstations, hardware and software, electronic mail (e-mail), telephones, cellular phones, "smartphone"/PDA-style devices, tablets, pagers, facsimile machines, and the Internet.
7. "Town social media site" is any official social media site established by or for a Town department, with the authorization of the Town Manager.

II. GUIDELINES FOR PERSONAL USE OF SOCIAL MEDIA

All employees and officials are responsible for what they post online. Through this Policy, the Town is not intending to act as "thought police" or otherwise unnecessarily intrude upon the personal associations and relationships of employees and officials. However, the impact of social media participation by employees and officials upon the ability of Town government to function efficiently and effectively cannot be ignored. Any conduct that exposes the Town to legal liability, or adversely affects individual or collective job performance or the Town's legitimate business interests, may result in disciplinary action up to and including termination.

A. Required Conduct

1. Whenever the topic is one related to the functioning or operations of Town government, including any matter pending or reasonably anticipated to be pending before any Town board, committee, commission, or Town Meeting, all personal posts on any social media site shall contain an express statement that "The postings on this site are my own and do not represent the views, positions or opinions of the Town" or similar disclaimer. Employees and officials should

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not, except as authorized by their supervisor or board, represent themselves as a spokesperson for the Town.

2. Employees and officials shall ensure that postings are consistent with the requirements of both state and federal law, the rules of any social media site on which the employee/official is participating, as well as the Town's policies. Employees and officials are advised to carefully read these guidelines, together with all of the Town's policies, including but not limited to the Town's Electronic Communications and Computer Use Policy, Sexual Harassment Policy, or any other Policy contained in the Town's Personnel Rules.
3. Employees and officials should always be fair and courteous to fellow officials, employees and the public when posting, as they are required to do so in any public forum. Rude or unprofessional commentary, whether in person, in a public setting, or online can serve to discredit Town government as a whole.
4. Department heads and other employees or officials with policy-making authority must be mindful that there is greater risk that their comments or conduct while participating in social media may have a direct and negative impact upon the integrity of their board/committee or department and the public's perception of Town government as a whole. Furthermore, there is a greater likelihood that the public will view their conduct/comments as representative of an official position or policy of the Town, even when personal disclaimers are made. Department heads and employees or officials with policy-making authority must take great care that their personal participation in social media does not undermine the Town's ability to effectively and efficiently provide necessary public services.

B. Prohibited Conduct

1. No Town Systems are to be used to make personal posts on any social media site or platform.
2. No personal posts shall be made during work time.
3. Town e-mail addresses should not be used to register on social networks, blogs, or other online tools utilized for personal use, and should not be used when setting up or establishing social media sites.
4. Per G.L. c. 268, §35, no employee or official shall post the Town Seal on any Internet site [i.e., social media network, website, blog site] or in any other Internet and/or social media communication or posting, with intent to give to such site or

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posting an official character which it does not possess, or unless authorized in writing in advance by the Town Manager.

5. No employee or official shall post images, or audio or video footage, of co-workers or other Town officials without consent from those individual(s). Employees and officials are prohibited from posting any images of nonpublic areas of the Town's premises and property, without prior authorization of the Town Manager or his/her designee.
6. Inappropriate postings that include, for example, discriminatory comments/remarks, harassment, bullying, and/or threats of violence or similar inappropriate or unlawful conduct, will not be tolerated.
7. Do not post internal reports, draft policies, procedures, or other internal confidential communications or documents. Maintain the confidentiality of the Town's procedures for the development of policy and other such data exempt from the Public Records Law. The state Conflict of Interest Law [G.L. c. 268A, §23(c)(2)] expressly prohibits an employee or official from improperly disclosing materials or data obtained in the course of official duties, that is otherwise exempt from disclosure under the Public Records Law, and further prohibits the use of such information to further "personal interest." If an employee or official has a question about whether information is appropriately considered public or not, s/he should the Town Clerk's Office.
8. Do not post information about others that is protected from public disclosure by law, such as: Criminal Offender Record Information, HIPAA-protected information and any other personal medical information, information concerning allegations of domestic violence and abuse, information protected under student privacy statutes, and the like.
9. Employees and officials should not comment upon rumors or political disputes related to or concerning Town government, or Town employees and officials.
10. Employees and officials operating personal social media sites are subject to the same guidelines as above for the operation and administration of sites under their control, when focusing on topics relating to the functioning or operations of Town government. The site should clearly indicate their participation and carry a disclaimer that "The operation and administration of this site are my own and do not represent the views, positions or opinions of the Town" in order to avoid the appearance of being an official Town social media site.

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11. Members of multi-member boards, committees and commissions must be mindful of the requirements of the Open Meeting Law, when participating in social media, in both personal and (where authorized) official capacities. A quorum of a board/committee/ commission should avoid posting on social media sites discussing topics relating to the functioning or operations of Town government, or on topics relating to matters under that board/committee/commission's jurisdiction, as doing so may violate the Open Meeting Law.

C. Permitted Conduct

1. Employees and officials may include, in their social media personal profiles, their job titles, as well as information about their personal participation in Town sponsored-events, including volunteer activities. Employees shall not include the official titles when posting personal statements as per Section II.A. (1) and Section III.A (14) of this policy.

III. USE OF SOCIAL MEDIA SITES FOR OFFICIAL PROVINCETOWN PURPOSES

The Town of Provincetown permits departments to utilize social media sites and social networking sites (collectively "social media sites") to further enhance communications with its residents and various stakeholders in support of Provincetown goals and objectives. Provincetown officials and Provincetown departments have the ability to publish articles, facilitate discussions and communicate information through such media to conduct official Provincetown business. Social media sites facilitate further discussion of Provincetown government business, operations and services by providing members of the public the opportunity to participate in many ways using the Internet. The Town has the ability to place limitations and restrictions upon the content of its website and social media sites. This section of the policy sets forth requirements that must be adhered to with respect to utilization of social media sites for official Provincetown purposes, as well as explanatory guidance.

A. General Requirements for Establishment and Maintenance of Official Town Social Media Sites

1. All Town social media sites shall be:
 - a) approved by the Town Manager with a documented letter of approval.

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- b) published using social media platform and tools approved by the Information Technology Department ("IT").
2. The official posting for the Town will be done by the Town Manager or his/her designee(s).
 3. Subject to prior approval of the Town Manager, departments have the option of allowing employees to participate in existing social media sites as part of their job duties, or allowing employees to create social media sites as part of their job duties. Department Heads may allow or disallow employee participation in any social media activities in their departments.
 4. All Town social media sites shall adhere to applicable state, federal and local laws, regulations and policies including the Open Meeting Law, Public Records Law, Public Records retention schedules, Conflict of Interest Law, Copyright Law, Campaign and Political Finance laws and rules, and other applicable Town policies.
 5. Because Public Records Law and e-discovery laws and policies apply to social media content, such content must be able to be managed, stored and retrieved to comply with these laws. Posts, once made, should not be deleted or amended, except for typographical errors, and a record shall be kept of any such modifications.
 6. All social media sites and entries shall clearly indicate that any content posted or submitted is subject to public disclosure. Wherever possible, social media sites should be set up so as to not permit anonymous posters/postings.
 7. Each Town social media site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social media/network site. Where possible, social media sites should link back to the official Town of Provincetown Internet site for forms, documents and other information.
 8. Each Town social media site shall indicate to users that the site is subject to a third party's website Terms of Service. Furthermore, each Town social media site shall indicate that: the social media site provider could collect personal information through user's use of the social media site; and that this personal information may be disseminated by the third party; and that such dissemination may not be governed or limited by any state, federal or local law or policy applicable to the Town.
 9. All Town social media sites shall clearly indicate that they are maintained by the Town of Provincetown and shall have the Town of Provincetown contact information prominently displayed, and if possible the Town Seal.

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10. The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

11. Town social media content and comments containing any of the following forms of content shall not be allowed for posting:

- a) Comments not topically related to the particular site or blog article being commented upon;
- b) Profane, obscene, or vulgar language or content;
- c) Comments or content that are denigrating, threatening, insulting, bullying or harassing;
- d) Content that promotes, fosters or perpetuates discrimination on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetic information, active military status, or any other status protected by the law;
- e) Sexual content or links to sexual content;
- f) Conduct or encouragement of illegal activity;
- g) Information that may tend to compromise the safety or security of the public or public systems;
- h) Content that violates a legal ownership interest of any other party;
- i) Protected health information;
- j) Personnel data; or
- k) Other information that is not public record or is otherwise privileged from public disclosure.

12. All Town social media moderators shall be trained regarding the terms of this policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.

13. To the extent applicable, Town IT security policies shall apply to all social media sites and articles.

14. Officials (elected or appointed) and employees representing the Town via social media sites must conduct themselves at all times as a representative of the Town and in accordance with all applicable rules, regulations, and policies (including personnel policies) of the Town of Provincetown. Any Town employee or official, Town board member or Town committee member shall not use a title unless they are posting in an official capacity or on an official Town social media site, with authority to do so.

15. No Town or department social media site can endorse or otherwise cite (either with approval or disapproval) vendors, suppliers, clients, citizens, co-workers or other stakeholders. As prohibited by the Town's Personnel Rules, Sections 5-2-1 and 5-2-2,

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employees may not engage in political activity during working hours, and may also not engage in political activity aimed at co-workers on Town owned property being used as a work area. This would include, but not be limited to, engaging in political activity, including the endorsement of any candidate for elective office, via a Town social media site.

16. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

B. Employee Guidelines for Use of Official Town Social Media Sites:

The following provides further explanation of the requirements for Town media social media site, set forth in Section A, above.

1. Electronic Communications and Computer Usage Policy. All employees are responsible for understanding and following the Town's Electronic Communications and Computer Usage Policy, in addition to this Policy.

2. First Amendment Protected Speech. Although the Town can moderate the social media sites that accept comments from the public (such as blogs and wikis) to restrict speech that is obscene, threatening, discriminatory, harassing, or off topic, employees cannot use the moderation function to restrict speech with which the Town merely disagrees (i.e. subject matter restrictions). Users have some First Amendment rights in posting content to public social media sites hosted by municipalities. Moderators must respect those rights by posting all comments other than those excluded for specific legitimate reasons, as referenced above.

3. Copyright Law. Employees and officials must abide by laws governing copyright and fair use of copyrighted material owned by others, including written material, photography, videography and digital media. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote more than a short excerpt of someone else's work without acknowledging the source and, if possible, provide a link to the original.

4. Conflict of Interest. Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the Town or any of its employees, as defined by G.L. c. 268A.

5. Protect Confidential Information. Employees are prohibited from posting legally protected personal information that has been obtained during the course of performing official duties (e.g., information that is not public record under the Public Records Law, G.L. c.66, §10 and G.L. c. 4, §7(26), or whose dissemination is restricted under

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applicable Federal or State privacy laws or regulations). Conversations that occur amongst Town officials/employees outside public forums should not be published or reported on, unless authorized by the Town Manager. Information about policies, rules, or plans that have not been finalized or officially adopted by the Town should not be posted unless explicitly approved in advance by the Town Manager or relevant Department Head, for instance, where public comment or input is being solicited.

6. Consider Content. Town social media sites are not an appropriate forum for commentary about rumors, political disputes, , and such comments are not permitted. Similar concerns exist for personal participation by senior officials on social media; see Section II.B(9)). As informal as social media sites are meant to be, if they are on a government domain or a government identity, they are official government communications. Social media sites will be sought out by mainstream media, and therefore, thought needs to go into how to use the social media in a way that benefits both the Town and the public.

7. Handling Negative Comments. Because the purpose of many social media sites, particularly department blogs and wikis, is to get feedback from the public, it is anticipated that some of the feedback received will be negative. Some effective ways to respond to negative comments should include:

- a) Providing accurate information in the spirit of being helpful;
- b) Respectfully disagreeing; and
- c) Acknowledging that it is possible to hold different points of view.

8. Respect the Audience and Town Employees and Officials. Ethnic slurs, personal insults, obscenity, or any conduct that would not be acceptable in the workplace, is not permitted when using Town's social media sites. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, threats of violence, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as party politics and religion. The Town's social media presence should not be used to communicate among Town employees for work purposes

9. Use the Social Media Site or Identity Only to Contribute to the Town's/Department's Mission. All postings should provide worthwhile information and perspective that contributes to the Town's and/or department's mission of serving the public. What is published on Town social media sites reflects on the Town and Town government. Social media sites and identities should be used in a way that contributes to the Town's mission by:

- a) Helping Town employees and officials perform their jobs better;
- b) Informing citizens about government services and how to access them;
- c) Making government operations transparent and accessible to the public;

TOWN OF PROVINCETOWN ○ PERSONNEL RULES

- d) Creating a forum for the receipt of candid comments from residents about how government can be improved; and
- e) Encouraging civic engagement.

10. Mistakes. The Town's policy is that once something is posted on a Town social media site, it should stay posted. Only spelling errors or grammar fixes should be made without making the change evident to users. If the decision is made to modify an earlier post, make it clear that this has been done—do not remove or delete the incorrect content; provide the correct information and where appropriate, apologize for the error. Ways to accomplish this include:

- a) Strike through the error and correct; or
- b) Create a new post with the correct information, and link to it from the post that is being corrected or clarified.

Either method is acceptable. In order for the social media identity or site to achieve transparency, the Town cannot change content that has already been published without making the changes clearly evident to users.

11. Defamation. Be aware that employees acting in their individual capacity (not on behalf of the Town) are not immune from defamation claims. Under Massachusetts law, defamation is established by showing that the defendant published a false, non-privileged statement about the plaintiff to a third party that either caused the plaintiff economic loss or was of the type that is actionable without proof of economic loss. Some statements, like imputation of a crime, are defamatory per se. Avoid statements that may be interpreted as defamatory.

12. Records Retention. Social media sites will contain communications sent to or received by Town officials and employees, and are therefore Public Records. Ensure that the Town or department retains a copy of the social media content in accordance with Public Records Retention Schedules. Review the third party social media service provider's terms of service for its record retention practices. Note that while third party social media providers will most likely save content for some period of time, they generally will not save it indefinitely. To the extent their policies are inconsistent with Public Records Retention Schedules, the Town or department should retain copies of social media posts such as by printing or otherwise storing periodic "snapshots" of the social media sites.

13. Open Meeting Law. Be aware of the Open Meeting Law and possible violations for improper deliberations outside of a posted meeting. A series of individual postings on a social media site by members of a public body cumulatively may convey the position of a quorum regarding a subject within its jurisdiction, and may constitute improper

deliberation among the members of a board or committee.

IV. Media Contacts

Oftentimes, presence on social media can lead to inquiries from the press or media. Employees should not speak to the media on the Town's behalf, unless specifically authorized by the Town Manager. All media inquiries should be directed to the Town Manager's Office.

V. Retaliation is Prohibited

The Town prohibits taking negative action against any employee for reporting a possible deviation from, or violation of, this Policy, or for cooperating in an investigation of same.

VI. For More Information

If you have questions or need further guidance regarding the Town's Social Media Policy, please contact the Town Manager's Office.



**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, July 9, 2018

6D

**STRATEGIC PLANNING AND TOWN WIDE GOALS –
Review**

Requested by: Town Manager David P. Panagore

Action sought: Approval

Proposed Motion(s)

Move that the Select Board vote to schedule a Round Table on _____ to approve the Strategic Plan and Town Wide Goals.

Additional Information

- See attached Draft 5 Year Breakdown, Draft Strategic Planning and Town Wide Goals

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



DRAFT

Provincetown Strategic Plan and Town Wide Goals **2019-2024**

Summary

The Provincetown Strategic Plan and Town Wide Goals provide a vision for the future that will enhance the quality of life for all residents, business owners and visitors of Provincetown.

Achieving the goals in this plan will maintain and improve the quality of the existing community, provide opportunities for affordable housing, relieve burdens on infrastructure systems, and protect our natural environment. The goals, objectives and operational plan will also help shape specific decisions made in the coming years about programs, facilities, and finances.

The Provincetown Select Board is the primary policy-making, planning, and goal-setting agency of the Town of Provincetown and has approved the following Strategic Plan and Town Wide Goals for fiscal years 2019-2024. The Town Manager administers the day-to-day business and carries out initiatives of the Town in accordance with said goals, policies, and plans. The Select Board may refer matters or issues to the Town Manager for advice or recommendations.

Goals and Objectives

Town Wide Goals:

- 1. Economic Development**
- 2. Housing**
- 3. Built and Natural Environment**
- 4. Community Engagement and Communications**
- 5. Emergency Planning and Management**
- 6. Government, Operations and Finance**

Goal 1 - Economic Development

Economic development is the process by which our community pursues policies and programs that support job creation and the year round economy. Economic development has a direct relationship with the environment and environmental issues.

Objectives:

- Support and increase the year round population
- Promote policies that encourage the development of year round business and jobs while maintaining community character
- Foster and sustain programs that create economic opportunities, while maintaining Historic and Town character
- Support efforts to improve residential quality of life
- Support efforts to improve the tourism economy to enhance the visitor experience

- Improve Broad Band accessibility and form a Town Manager Broad Band Advisory Group

Goal 2 – Housing

Develop and manage decent, safe year-round housing for low and middle income households, in accordance with the needs of the Town; Pursue housing policies and programs that support job creation and year round businesses.

Objectives:

- Promote policies and programs that encourage year round housing with income and age diversity
- Enforce policies that create housing opportunities while maintaining Town character
- Increase affordable housing units and community housing availability

Goal 3 – Built and Natural Environment

The surrounding or conditions in which a person, animal, or plant lives or operates.

Infrastructure - The basic physical and organizational structures and facilities (e.g., buildings, roads, and power supplies) needed for the operation of a society or enterprise.

Objectives:

- Promote Policies and programs that protect and sustain the natural environment, and our community's way of life
- Promote efforts to improve our streetscapes and intersections for safety and convenience of pedestrians, bicycles, and vehicles
- Support efforts to bring forward a local comprehensive plan for the use of all Town owned land
- Continue research and conversation and bring forth a proposal for expanding the municipal sewer system
- Implement core elements of the Hazard Mitigation plan and Arcadis report in order to improve our community's resiliency to Coastal Inundation and the effects of climate change
- Continue conversation across relevant Boards and Departments regarding research on expanding municipal sewer system and partnering with Truro to address infrastructure issues such as bicycle and wastewater

Goal 4 - Community Engagement and Communications

Civic Engagement - Civic engagement can take many forms—from individual volunteerism, community engagement efforts, organizational involvement and government work such as electoral participation. These engagements may include directly addressing a problem through personal work, community based, or work through the institutions of representative democracy.

Objectives:

- Develop and sustain existing programs and community forums that foster education on issues of public concern
- Increase volunteer participation on Town committees and in public life (local nonprofits, etc.)
- Improve regular reporting progress of the Strategic Plan and projects to the community
- Use the Town Library as a resource, continue to invite and encourage community engagement through outreach and programing

Goal 5 - Emergency Planning and Management

Oversight, coordination, and leadership for the promotion of activities and services that reduce or eliminate risk to people and property from incidents or events and their effects (prevention/mitigation)

Objectives:

- Implement a structure of command; retain staff for further development and implementation of the plan Develop and approve an Emergency Management Plan
- Effectively prepare the community, through the use of emergency planning efforts and training
- Ensure that emergencies will be responded to effectively, minimizing the loss of lives and property damage
- Ensure that business continuity and system recovery plans are in place, so that recovery efforts can begin immediately after the emergency, ensuring return of normal activities

Goal 6 – Government, Operations and Finance

Government – A government is the system or group of people governing an organized community. In the case of its broad associative definition, government normally consists of legislature, executive, and judiciary. Government is a means by which public policies are developed, as well as a mechanism for enforcing the public policies. Every local government has a charter, a statement of its governing principles and operations.

Operations - relating to the running of a business, organization, etc.

Finance– Achieve and maintain a stable financial system. Financial stability is a state in which the financial system is resistant to economic fluctuations and is fit to smoothly fulfil its basic functions: budgeting and oversight of funds and management of risks. Stability is the ability to withstand a temporary problem, such as a decrease in revenue, lack of capital or loss of a key employee or funding source.

Objectives:

Government and Operations

- Implement an Emergency Management Plan
- Pursue public-public partnerships with state and federal government to advance Town wide goals
- Pursue public/private partnerships whenever possible
- Implement policies that foster community education on issues of public concern
- Implement policies and programs that support year-round activity
- Improve regular reporting progress of the Strategic Plan and projects to the community
- Hold monthly/quarterly Roundtables
- Review Human Services grants and options for moderating increases
- Support efforts to achieve educational excellence and increase student population
- Adopt a Code of Conduct for appointed and elected Board and commission members
- Support organizational excellence:
 - Improve “customer service” relations and communications
 - Provide opportunities for staff and Board training and education
 - Create retention strategies to reduce employee turnover
 - 3rd Party credibility (accolades)

Finance

- Enforce strong financial policies and internal controls to improve transparency and to continue Provincetown on a secure and stable financial path
- Pursue initiatives that properly allocate revenues and expenses to support and increase the year-round population
- Provide budgetary and financial information that reflect the financial activity of each department

(Continued)

Operational Plan Strategies

1 – Economic Development

- A. Upon issuance of the growth management report, hold a round table to review growth management and related Bylaws, its impact and operation in light of current goals, and adopt appropriate changes, if any
- B. Develop and adopt an Economic Development Plan that analyzes market data, establishes market sectors, identifies opportunities and develops policy goals prioritizing year round population growth
- C. Support 400th commemoration efforts through tourism
- D. Support Provincetown Marina efforts to obtain federal and state approval necessary to implement the harbor walk
- E. Continue to support local aqua-culture efforts including improvement to the shell fish nursery program
- F. Investigate zoning changes to allow food trucks in certain locations and/or at certain times
- G. Implement zoning and other regulatory changes necessary for anticipated recreational and medical marijuana facilities
- H. Establish a Broadband Working Group to assist with the Broadband initiative effort
- I. Review the parking and transportation systems for potential bus, ferry and parking improvements
- J. Investigate opportunities under the Town's recent designation of the "O-Zone" program

2 – Housing

- A. Develop protocols to encourage staff, businesses, and the community at large to consider the impact on housing when making development decisions
- B. Support efforts of the Year Round Residential Housing Trust (YRRHT) to successfully close and bring Harbor Hill on line
- C. Adopt and implement a development strategy for the VFW site
- D. Review and analyze the potential of Town owned properties for housing; develop a plan for addressing our needs and facilities for documents and storage
- E. Review YRRHT legislation for possible improvements, Board composition, expansion of authority for for-sale products (rent to own project)
- F. Continue joint Truro/ Provincetown efforts to create housing at the North Truro Air Force
- G. Develop guidelines and investigate opportunities for seasonal worker housing and incorporate into the Housing Playbook
- H. Develop and issue Housing Playbook, 3rd edition
- I. Support efforts (including Maushope) of the Housing Authority's expansion efforts
- J. Investigate opportunities under the Town's recent designation of the "O-Zone" program
- K. Engage with Private Sector/Business Community to Explore Potential for Financial and Strategic Support; possibly hold a Roundtable or Community. Also include reviewing Historic District Regulations.
- L. Review the Tax Incentive Program
- M. Evaluate the possibility of increasing flexibility of the Trust

- N. Review the year-round incentive programs
- O. Develop process to receive regular reporting on existing service utilization

3 – Built and Natural Environment

- A. Continue reviewing existing land use regulations to ensure they align with current practice, alleviate conflicts, improve clarity and overall align with these goals and adopted plans
- B. Adopt Local Comprehensive Plan at April 2019 Town Meeting after a robust public process
- C. Implement the Hazard Mitigation Plan. Seek grants to increase our reliance to the impacts of climate change.
- D. Continue to support local aqua-culture efforts including improvement to shell fish nursery program
- E. Determine preferred option for implementing the Cape Rail Trail through Town
- F. Implement, as appropriate, the Outer Cape Bicycle & Pedestrian Master Plan
- G. Develop a facilities plan for current and future use of Town owned properties including current document and storage options
- H. Adopt a Complete Street Policy
- I. Implement the Shade Tree Bylaw
- J. Implement appropriate traffic and circulation changes as recommended by the 2015 Parking/Pedestrian Study
- K. Support efforts to implement Harbor Walk along Provincetown Marina Pier
- L. Investigate opportunities for installing public restrooms in the East End
- M. Continue to target a 10% unaccounted measurement for water (DEP threshold)
- N. Work with all Town bodies to support efforts to prepare public spaces, including the Bas Relief and First Pilgrim Park, for the 400th Anniversary of the Pilgrim Landing
- O. Continue to seek and implement solutions to the Ryder Street outfall pipe
- P. Implement CIP, including Province Road roadwork, Police Station design and construction, Shank Painter road work design efforts, parking, and Commercial Street reconstruction
- Q. Work with the Open Space Committee to identify potential properties for purchase and protection
- R. Work with the Conservation Commission through the adoption of the Open Space and Recreation Plan to promote awareness and appropriate recreational use of the Town owned and Conservation Trust- owned conservation areas
- S. Seek grant funding to improve the Town's energy efficiency
- T. Continue to achieve 100% sustainable energy sourcing; Identify and prioritize Bylaws and policies impacting climate change
- U. Implement the solar planning project at the VMCC and water treatment plant.
- V. Support Harbor Committee effort to update the Harbor Plan

4 – Community Engagement and Communications

- A. Share vision and solicit input at every opportunity
- B. Foster collaboration between Boards with overlapping jurisdictions so that they can communicate and share vision
- C. Continue a robust community engagement process in advance of the Town Meeting including but not limited to: Town Forum; Town Times; Town Talk – Facebook, radio and PTV programs
- D. Prepare and publish quarterly progress reports on Town projects
- E. Prepare and publish semi-annual reporting (Fall and Spring) on the Strategic Plan

- F. Hold bi-annual moderated public forums as an opportunity for the community to express concerns and endorsements of current events

5 – Emergency Planning and Management

- A. Address sustainability considerations in all endeavors and ensure that strategies are both measurable and sustainable
- B. Employ an integrated all-hazards approach for prevention/mitigation, preparedness, response and recovery planning for the Town
- C. Provide oversight, communication and coordination for Provincetown all-hazard emergency management and community continuity
- D. Promote better understanding of the Incident Command System and National Incident Management System to the Town staff
- E. Enhance disaster preparedness capabilities of the emergency management plan through training and exercising opportunities for Town staff
- F. Further enhance internal and external channels of communication through hiring additional staff for implementation

6 - Government, Operations and Finance

Government & Operations

- A. Develop first draft of the Emergency Management Plan
- B. Pursue public/private partnership wherever possible
- C. Support efforts of the School Committee and Superintendent to establish a Charter High School
- D. Support the School Committee's implementation of programs to make early childhood education and WeeCare more affordable and accessible
- E. Meet with Truro Board of Selectmen each fall to develop and implement a list of joint initiatives
- F. Meet annually with the Truro Board of Selectmen to review water systems
- G. Advocate for State programs and Legislation to develop programs and laws that address the issues of the seasonal community such as short term rental tax.
- H. Working with UMass-Boston (Collins Institute) develop a work plan for department level metrics.
- I. Partner with Region on age-friendly community initiatives, complete base line assessment and develop an action plan
- J. In partnership with the Cape Cod Commission and the State, undertake a study to evaluate use of and options for the Provincetown section of the Route 6 Corridor.

Finance

- K. Implement the anticipated expanded rooms tax to cover all rental properties in 2019, including but not limited to staffing, collection, allocation and communication
- L. Each October, the Select Board will hold a roundtable where staff will present the Five Year Financial Forecast, including operating budget and enterprise funds (water and wastewater).
- M. Each November Capital Improvements will be presented to the Select Board and Finance Committee.
- N. Review and implement appropriate recommendations of the health insurance program study
- O. Strive to adhere to Town financial policies related to funding of reserves
- P. Migrate to the MUNIS mainframe for all operations, including payroll, purchase orders, examine other in-housing opportunities
- Q. Successfully renew outstanding agreements (Cable and Airport contracts)

Provincetown Strategic Plan and Town Wide Goals 2019-2024
Operational Plan/ Strategies to Support Goals
DRAFT (2)

Goal 1: Economic Development

Year One (by 6/30/2020)	1 to 3 years (by 6/30/23)	3 to 5 years (by 6/30/25)	Ongoing
<p>1.A - Upon issuance of the growth management report hold a round table to review growth management and related Bylaws, its impact and operation in light of current goals</p> <p>1.A – Hold a round table to review growth management and related Bylaws, its impact and operation in light of current goals</p> <p>1.E Continue to support local aqua-culture efforts including improvement to the shell fish nursery program</p> <p>1.G - Implement zoning and other regulatory changes necessary for anticipated recreational and medical marijuana facilities</p> <p>1.H - Establish a Broadband Working Group to assist with the Broadband initiative effort</p>	<p>1.A - adopt appropriate changes to the growth management report, if any</p> <p>1C - Support 400th commemoration efforts through tourism</p> <p>1D - Support Provincetown Marina efforts to obtain federal and state approval necessary to implement the harbor walk</p> <p>1.F - Investigate zoning changes to allow food trucks in certain locations and/or at certain times</p> <p>1.I - Review the parking and transportation systems for potential bus, ferry and parking improvements</p> <p>1.J Investigate opportunities under the Town's recent designation of the "O-Zone" program</p>	<p>1.B - Develop and adopt an Economic Development Plan that analyzes market data, establishes market sectors, identifies opportunities and develops policy goals prioritizing year round population growth</p>	<p>1.E Continue to support local aqua-culture efforts including improvement to the shell fish nursery program</p>

**Provincetown Strategic Plan and Town Wide Goals 2019-2024
Operational Plan/ Strategies to Support Goals**

2 – Housing

Year One (by 6/30/2020)	1 to 3 years (by 6/30/23)	3 to 5 years (by 6/30/25)	Ongoing
<p>2.B - Support efforts of the Year Round Residential Housing Trust (YRRHT) to successfully close and bring Harbor Hill on line</p> <p>2.G - Develop guidelines and investigate opportunities for seasonal worker housing and incorporate into the Housing Playbook</p> <p>2.K - Engage with Private Sector/Business Community to Explore Potential for Financial and Strategic Support; possibly hold a Roundtable or Community. Also include reviewing Historic District Regulations</p> <p>2. L - RE-examine Tax Incentive Program</p>	<p>2.B - Successfully operate the Year Round Residential Housing Trust (YRRHT) at Harbor Hill</p> <p>2.C - Adopt and implement a development strategy for the VFW site including a technical assistance plan</p> <p>2.H - Develop and issue Housing Playbook, 3rd edition</p> <p>2.J Investigate opportunities under the Town's recent designation of the "O-Zone" program</p> <p>2.O - Develop process to receive regular reporting on existing service utilization</p>	<p>2.B - Evaluate the next steps for the Year Round Residential Housing Trust (YRRHT) at Harbor Hill</p> <p>2.C - Implement a development strategy for the VFW site</p> <p>2.D - Review and analyze the potential of town owned properties for housing, develop a plan for addressing our need & facilities for document and storage.</p> <p>2.E - Review YRRHT legislation for possible improvements, Board composition, expansion of authority for for-sale products (rent to own project)</p> <p>2.I - Support efforts (including Maushope) of the Housing Authority's expansion efforts</p> <p>2.M - Consider Increasing Flexibility of the Trust</p>	<p>2.A - Develop protocols to encourage staff, businesses, and the community at large to consider the impact on housing when making development decisions</p> <p>2.F - Continue joint Truro/ Provincetown efforts to create housing at the North Truro Air Force</p> <p>2.N – Review the year-round incentive programs</p>

**Provincetown Strategic Plan and Town Wide Goals 2019-2024
Operational Plan/ Strategies to Support Goals**

3 – Built and Natural Environment

Year One (by 6/30/2020)	1 to 3 years (by 6/30/23)	3 to 5 years (by 6/30/25)	Ongoing
<p>3.A - Continue reviewing existing land use regulations to ensure they align with current practice, alleviate conflicts, improve clarity and overall align with these goals and adopted plans</p> <p>3.B - Adopt Local Comprehensive Plan at April 2019 Town Meeting after a robust public process</p> <p>3.D - Continue to support local aquaculture efforts including improvement to shell fish nursery program</p> <p>3.E - Determine preferred options for implement the Cape Rail Trail through Town</p> <p>3.H - Adopt a Complete Street Policy</p> <p>3.I - Implement the Shade Tree Bylaw</p> <p>3.K - Support efforts to implement Harbor Walk along Provincetown Marina Pier</p> <p>3.L - Investigate opportunities for installing public restrooms in the East End</p>	<p>3.J - Implement appropriate traffic and circulation changes as recommended by the 2015 Parking/Pedestrian Study</p> <p>3.P - Implement CIP, including Police Station design and construction, Shank Painter road work design efforts, parking, and Commercial Street reconstruction</p> <p>3.Q - Work with the Open Space Committee to identify potential properties for purchase and protection</p>	<p>3.C - Implement the Hazard Mitigation Plan. Seek grants to increase our reliance to the impacts of climate change.</p> <p>3.F – Implement, as appropriate, the Outer Cape Bicycle & Pedestrian Master Plan</p> <p>3.O - Continue to seek and implement solutions to the Ryder Street outfall pipe</p> <p>3.R - Work with the Conservation Commission through the adoption of the Open Space and Recreation Plan to promote awareness and appropriate recreational use of the Town owned and Conservation Trust- owned conservation areas</p> <p>3.T - Continue to achieve 100% sustainable energy sourcing; identify and prioritize Bylaws and policies impacting climate change</p>	<p>3.A - Continue reviewing existing land use regulations to ensure they align with current practice, alleviate conflicts, improve clarity and overall align with these goals and adopted plans</p> <p>3.I – Continue to implement the Shade Tree Bylaw</p> <p>3.Q - Work with the Open Space Committee to identify potential properties for purchase and protection</p> <p>3.S - Seek grant funding to improve the Town’s energy efficiency</p> <p>3.V - Support Harbor Committee effort to update the Harbor Plan</p>
(Continued...)			

Provincetown Strategic Plan and Town Wide Goals 2019-2024

Operational Plan/ Strategies to Support Goals

<u>3 – Built and Natural Environment Continued...</u>			
Year One (by 6/30/2020)	1 to 3 years (by 6/30/23)	3 to 5 years (by 6/30/25)	Ongoing
<p>3.M - Continue to target a 10% unaccounted measurement for water (DEP threshold)</p> <p>3.P - Implement CIP, including Province Road roadwork, Police Station design and construction, Shank Painter road work design efforts, parking, and Commercial Street reconstruction</p> <p>3.U - Implement the solar planning project at the VMCC and water treatment plant</p> <p>3.V - Support Harbor Committee effort to update the Harbor Plan</p>			

**Provincetown Strategic Plan and Town Wide Goals 2019-2024
Operational Plan/ Strategies to Support Goals**

4 – Community Engagement and Communications

Year One (by 6/30/2020)	1 to 3 years (by 6/30/23)	3 to 5 years (by 6/30/25)	Ongoing
<p>4.C - Continue a robust community engagement process in advance of the Town Meeting including but not limited to: Town Forum; Town Times; Town Talk – Facebook, radio and PTV programs</p> <p>4.D - Prepare and publish quarterly progress reports on Town projects</p> <p>4.E - Prepare and publish semi-annual reporting (Fall and Spring) on the Strategic Plan</p>	<p>4.B - Foster collaboration between Boards with overlapping jurisdictions so that they can communicate and share vision</p> <p><i>4.F - Hold bi-annual moderated public forums as an opportunity for the community to express concerns and endorsements of community interests</i></p>		<p>4.A - Share vision and solicit input at every opportunity</p>

**Provincetown Strategic Plan and Town Wide Goals 2019-2024
Operational Plan/ Strategies to Support Goals**

5 – Emergency Planning and Management

Year One (by 6/30/2020)	1 to 3 years (by 6/30/23)	3 to 5 years (by 6/30/25)	Ongoing
	<p>5.B - Employ an integrated all-hazards approach for prevention/mitigation, preparedness, response and recovery planning for the Town</p> <p>5.C - Provide oversight, communication and coordination for Provincetown all-hazard emergency management and community continuity</p> <p>5.D - Promote better understanding of the Incident Command System and National Incident Management System to the Town staff</p> <p>5.E - Enhance disaster preparedness capabilities of the emergency management plan through training and exercising opportunities for Town staff</p> <p>5.F - Further enhance internal and external channels of communication through hiring additional staff for implementation</p>	<p>5.A – Address sustainability considerations in all endeavors and ensure that strategies are both measurable and sustainable</p>	

Provincetown Strategic Plan and Town Wide Goals 2019-2024
Operational Plan/ Strategies to Support Goals

6 - Government, Operations and Finance
Government & Operations

Year One (by 6/30/2020)	1 to 3 years (by 6/30/23)	3 to 5 years (by 6/30/25)	Ongoing
<p>6.D - Support the School Committee's implementation of programs to make early childhood education and WeeCare more affordable and accessible</p> <p>6.E - Meet with Truro Board of Selectmen to develop and implement a list of joint initiatives</p> <p>6.F - Meet annually with the Truro Board of Selectmen to review water systems</p>	<p>6.A - Develop first draft of the Emergency Management Plan</p> <p>6.C - Support efforts of the School Committee and Superintendent to establish a Charter High School</p> <p>6.H - Working with UMass-Boston (Collins Institute) develop a work plan for department level metrics.</p> <p>6.I - Partner with Region on age-friendly community initiatives, complete base line assessment and develop an action plan</p> <p>6.J - In partnership with the Cape Cod Commission and the State, undertake a study to evaluate use of and options for the Provincetown section of the Route 6 Corridor.</p>		<p>6.B - Pursue public/private partnership wherever possible</p> <p>6.D - Support the school departments and committees implementation of programs to make early childhood education and WeeCare more affordable and accessible</p> <p>6.G - Advocate for State programs and Legislation to develop programs and laws that address the issues of the seasonal community such as short term rental tax.</p>

**Provincetown Strategic Plan and Town Wide Goals 2019-2024
Operational Plan/ Strategies to Support Goals**

6 - Government, Operations and Finance
Finance

Year One (by 6/30/2020)	1 to 3 years (by 6/30/23)	3 to 5 years (by 6/30/25)	Ongoing
<p>6.L - Each October, the Select Board will hold a roundtable where staff will present the Five Year Financial Forecast, including operating budget and enterprise funds (water and wastewater).</p> <p>6.M - Each November Capital Improvements will be presented to the Select Board and Finance Committee.</p> <p>6.N - Review and implement appropriate recommendations of the health insurance program study</p> <p>6.O - Strive to adhere to Town financial policies related to funding of reserves</p> <p>6.P - Migrate to the MUNIS mainframe for all operations, including payroll, purchase orders, examine other in-housing opportunities</p> <p>6.Q - Successfully renew outstanding agreements (Cable and Airport contracts)</p>	<p>6.K - Implement the anticipated expanded rooms tax to cover all rental properties in 2019, including but not limited to staffing, collection, allocation and communication</p>		<p>6.O - Strive to adhere to Town financial policies related to funding of reserves</p> <p>6.P - Continue to use the MUNIS mainframe for all operations, including payroll, purchase orders, examine other in-housing opportunities</p>



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

7A

TOWN MANAGER'S REPORT

Administrative Updates

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent – votes may be taken.

Additional Information

Please See attached document:

- Staff Weekly Report

Board Action

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

Memo

To: Board of Selectmen
From: David B. Panagore, Town Manager
CC: Senior Staff
Date: July 5, 2018
Re: Bi-weekly Departmental Update

Finance and Administration

Contracts

- Woodward & Curran: Town Manager executed a contract for \$30,000 for supervisory control and data acquisition (SCADA) services for the maintenance of all the Water Department control systems. These services are exempt from MGL c. 30B. Woodward and Curran are the Town's consulting engineers of record for the water system.

Finance

- FY19 Town Audit: The Town's FY19 financial statement audit has been finalized. Matt Hunt, Principal at CLA, will be ready and able to present at an exit conference for the Select Board at the Board's July 23, 2018 meeting.
- FY19 PPPC Audit: The FY19 Provincetown Pier Corporation audit has been finalized and accepted by the PPPC Board.
- School Purchase Order Process in MUNIS: MUNIS Purchase order program is now up and running at the School Department. MIS and the Finance Department will work to get the Town purchase order system implemented by September 1, 2018.

MIS

- Accela Mobile App: MIS is assisting Community Development with the integration of a mobile app for Accela. This app will be used in the field by building and health officials to perform on-site inspections. Workflows are being reviewed to allow real-time interaction with Accela during an on-site inspection.
- MUNIS: MIS continues to prepare our MUNIS environment for the introduction of the payroll module. Part of this process requires employee banking information to be transferred to MUNIS for the purposes of direct deposit.

- Rescue Vehicles: MIS is in the process of replacing the rugged laptops that are used in the rescue vehicles. The new units are 2-in-1 devices that have a detachable screen. This allows for greater portability, particularly when EMS crews are frequently in and out of the field.
- Barnstable County MIS has installed an agent in our virtual environment that shares performance metrics with Barnstable County. This information will help them determine the feasibility of transferring certain services to the cloud. The metrics include CPU, hard disk, and network utilization statistics that will be analyzed to see which pricing tier the Town would be best suited for. MIS has also provided the County with copies of recent phone bills since a potential cloud-based phone system could be part of the scope of services offered.

Town Clerk

- Town Board Resignations: resignation received from Robert Speiser of the Cultural Council, Scholarship, the Trust Administration Committee and the Charter Commission.
- 2020 Census: One more week to complete the Local Update of Census Addresses Review. Town Clerk to submit to US Census Bureau by July 10th.
- September 4th Primary: Preparations beginning for the election. Early voting is not allowed in primary elections, however absentee voting will be available as usual.

Community Development

Building

- Community Rating Service (CRS): It has been confirmed that all of the required information has been received and the review will be completed within the next two weeks. According to the Resource Specialist, it appears that we will maintain our rating of 9 for the coming year. This will maintain the 5% discount that all property owners with Flood Insurance can receive.
- 315-A-319 Commercial Street (The Surf Club): The activities are paused the week of 7/2 to 7/8/18. The second floor walls are up and the roof sheathing is on.
- Bradford Street Extension: The construction of the five buildings in the area of 168 Bradford Street Extension is in full gear. All of the buildings have their foundations poured and certified as to their locations. Fortunately, the area being developed does have off street parking that should facilitate all of the many construction vehicles.

Community Housing & Economic Development

- Harbor Hill: The Request for Proposals [RFP] for a management entity has been advertised and issued 6/13/18; a non-mandatory briefing session was conducted on 6/26/18 with attendees from 2 entities; proposals are due by 7/12/18.

- Economic Development RFP: A Request for Proposals [RFP] was distributed on 6/1/18 for Economic Development Planning Services; two proposals were received on 6/18/18; a contract was executed with Camoin Associates, and work is soon to commence. A work schedule outline will be provided to the BoS once agreed upon with the consultant.
- Self-Sufficiency Local Voucher Program: Two new participants were added to this program that provides eligible tenants [income eligible and year round lease] with \$350 per month in rent assistance along with goal setting and case management. There are several other potential participants in the process of applying. The current number of participants is now four with total over time being seven.
- Housing Choice CIP Grants: The state has announced the opening of Capital Improvement Grant round for Housing Choice Designees; applications are due 7/27/18; maximum grant award is \$250,000. Awards will be announced in September, must be ready-to-go, and projects must be 100% complete by June 2019. Proposed project will be the construction of 2 new ADA units at Harbor Hill which would be a competitive application and fits the required timeline.
- UMass Housing Demand Study: The work and research continues with submission anticipated on or about Labor Day.

Planning

- Local Comprehensive Plan Events: Planning held several small events on the Local Comprehensive Plan. Staff engaged residents on housing issues on the sidewalk outside of the library for two hours on 6/25/2018, ran a land use planning charrette with children in the summer recreation program on 6/27/2018, and engaged seniors on accessibility at the COA on 6/27/2018.
- Planning Board Reviews of Retail Marijuana Facilities: The Planning Board held its first two hearings on proposed Retail Marijuana Facilities on 6/28/2018. The proposals are for 44 Capt. Bertie's Way and 170 Commercial Street. Both hearings solicited input from the public and the hearings were continued for further hearings once additional information can be assembled by the applicants.
- Zoning Reform Roundtable: Staff attended a roundtable held by State Senator Julian Cyr to solicit input on proposed zoning reform bills on 7/3/2018. Staff lobbied for support of initiatives that would create housing and also stressed the need for codification of existing practices such as Site Plan Review and Inclusionary Zoning, both are which are not included in the current, outdated Zoning Act.

Town Infrastructure

Harbormaster

- **Fireworks:** The wedding fireworks were without incident, however, there were many comments on social media; primarily time of event, public notice and compensation to the Town. Staff will continue to work on the process and request forms for such events and may propose additional restrictions to address concerns. We may use a Pier Corp hearing scheduled for October to further vet staff proposals for private use of public airspace over the harbor.
- **4th of July Fireworks and Public Safety:** This year a secure entry point to the pier will be used to limit public intoxication during the show. The new galvanized barricades we have used for the parades will be placed adjacent to the Waterfront Park. Our facility security plan allows us to screen people entering the facility. No alcohol will be allowed in backpacks or bags on the pier.
- **Abandoned Boat Update:** The owner of the Artemis has failed to remove the vessel as ordered. We contracted with Winkler Cranes , which included TowBoat U.S. (low bid of two qualified bids) to remove the wreck. The owner has an opportunity to reclaim the vessel by paying the obligated amount and removing it from the harbor. Otherwise decommissioning will start July 10th and should take two days with the next day or two devoted to de-mobilization.

Public Works

- **Highway Department:** Highway Department crews are in maintenance mode for the next several weeks. They will sweep the streets, maintain beach mats, touch up some line painting and clean litter from highways. Road improvements on Province Road should be completed by the end of the week.
- **Water Department:** Water distribution staff is continuing hydrant painting throughout the system, and will be performing an asphalt patch from water service work located on Pearl Street. Staff is also in the midst of conducting Cross Connection surveys on all commercial establishments (required by MassDEP). Water Treatment staff will be conducting routine monthly bacteria sampling next week and also performing grounds maintenance at wellfields and pump stations.
- **Buildings & Grounds:** The Harbormaster's facility is operational. Work continues on the masonry repairs at the VMCC and should continue for another week. This work includes new flashing installation, the installation of weep holes, repointing work, and waterproofing the gable ends of the building. The structural repairs to the Town Hall fire escape are now complete. Field crews will continue to conduct routine maintenance and beautification projects. Bid documents continue to be developed for the server room fire suppression systems as well as the roof coating system at the VMCC.

- New Police Station: The Building Committee along with staff held a team meeting on Thursday, 6/21 to review the initial concept design plans. Positive discussion on the general layout with concepts plans being finalized in the next week. Next meeting is scheduled for 7/11/18.

Community Services & Public Engagement

Council on Aging

- Police/COA Cookout: The Provincetown Police will host their annual cookout for seniors at the Center on 7/19/18. This is a very popular, well-attended event and a great opportunity for residents to get to know the officers and staff. We appreciate the time and effort the Department puts in to making it special for all.
- CCRTA Presentation: For the first time this month, the CCRTA will offer a travel training for individuals who would like to learn how to use the public transportation system, including information on fixed route service, Dial-a Ride Transport, Boston Hospital Transportation, accessible services and summer transportation. The talk is free and open to all ages.
- Out & About Programs: Our Cape-wide excursions are year-round and we are offering several special outings this summer, including a seal cruise, whale watch, schooner sail and trips to the Heritage Museum gardens and the lavender farm in Harwich. These are in addition to monthly lunch and breakfast trips up-Cape and several local outings a month. We have offered these programs for many years but have increased the number and variety of offerings as part of our mission to alleviate social isolation and fulfill our mission to be the “place to connect” for older adults.

Library

- The Heart Gallery Display: In collaboration with MARE (Massachusetts Adoption Resource Exchange), the Library is pleased to display The Heart Gallery. The Heart Gallery is a portrait exhibit of Massachusetts children awaiting adoption. MARE’s Heart Gallery plays an important role in raising awareness about adoption in the Commonwealth.
- Rose Dorothea Award: As part of the annual Provincetown Book Festival, the Library gives the “Rose Dorothea Award” to a writer who has had a profound and lasting impact on the Outer Cape. This year the Library is pleased to announce that Marge Piercy will be accepting the award on Friday, 9/14/18 at 7pm with a reading from her work.
- Art on the Lawn: Art on the Lawn is back for the 2018 summer season. Each Friday in July and August, the front lawn of the Library will be transformed into a creative space for kids to experiment with different materials, while exploring their own artistic imaginations. To showcase each child’s own artistic self-expression, kids will be encouraged to use different mediums, selected by the Library, to decorate a large

blank canvas with their own creations. Potential mediums include paint, crayons, chalk, finger-paint, and markers. This is a fun and interactive arts and crafts experience for children of all ages.

Recreation

- Recreation Events During Portuguese Festival: The Recreation Department was on hand Friday 6/22 at MacMillan Pier for the annual Fishing Derby. Due to the extreme low tide, catches were limited, but participation and spirits were high. After the derby, we headed to the finger piers for the Crate Races, where we had 30 participants try and cross the 30 floating lobster crates. The high total for crates crossed was 17, which is a lot lower than previous years, probably because we spaced them out quite a bit more this year. Then on Saturday, it rained, but the department was so determined to get the Field Games in, we begged, pleaded, and acquired pop-up canopies and tarps to be able to provide the Field Games at Motta Field even though it was raining. We received a lot of great feedback from parents there about having the determination for proceeding forward through poor weather.
- Summer Program: We are seven days into the Summer Program and attendance numbers are higher than last year. The first week of the program, attendance was low, but this week of July is showing much higher attendance with over seventy children. The children are doing a lot of arts and crafts and physical activities that incorporate teambuilding. Here at "Rec", we instill the approach that everyone needs to be treating each other as one would like to be treated. I have the staff here act in such a manner, because it is vital to lead by example.



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 25, 2018**

8

MINUTES OF THE SELECT BOARD'S MEETINGS

Requested by: Select Board

Action Sought: Approval

Proposed Motion(s)

Move that the Select Board approve the minutes of:

- May 29, 2018 6:00 pm (Regular) as printed with changes so noted
June 4, 2018 5:30 pm (Special) as printed with changes so noted
June 16, 2018 12:45 pm (Special) as printed with changes so noted

Additional Information

See attached minutes.

Board Action

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

TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES – REGULAR MEETING
TUESDAY, MAY 29, 2018 6:00 PM
TOWN HALL – JUDGE WELSH ROOM

Chair Venden convened the open meeting at 6:00 pm noting the following:

Board of Selectmen attending: Chair Louise Venden, Vice Chair Tom Donegan, Members Cheryl Andrews, Robert Anthony and Lise King.

Excused:

Other attendees: Town Manager David B. Panagore, and Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

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

- A. *Approve the reappointment of Doug Cliggott as an at large trustee to the OPEB Trust, with term ending July 1, 2020.*
- B. *Approve the appointment of Steven Latasa- Nicks to the Zoning Board of Appeals from alternate member to a regular member with a term to expire on December 31, 2019*
- C. *Approve the parade permit application for Vince Carl on behalf of the Yankee Lambda Car Club's Annual Car Parade to be held on Saturday, September 15, 2018*
- D. *Approve the parade permit application for Robin Lapidus on behalf of the Provincetown Business Guild's Sashay from the Shack to Tea Parade to be held on Saturday, June 2, 2018*

Vice Chair Donegan would like to remove consent item D to be heard later in the hearing under requests.

Without objection Chair Venden waived the reading of the consent agenda and without objection it was approved unanimously by the Board of Selectmen

1. Public Hearings:

- A. **Economic Development Permit 18-05 – 336 Commercial Street Unit R Unit 1 – The Pilgrim House by Kenneth Horgan (applicants and owner), The Pilgrim House LLC, to increase the assigned Title 5 flow to the property by 2,395 gallons per day to the sewer system to add additional seating capacity in the function/show room as well as the outdoor patio seating area to the existing inn, restaurant and entertainment complex**

Vice Chair Donegan read the public hearing notice.

Exhibits/Documents: Public Hearing notice, Economic Development Application

Kenneth Horgan, applicant and owner, was present at the meeting. He is requesting the approval of the Economic Development Application. The applicant is asking for an increase in sewer allowance to accommodate the proposed increase in seating in their showroom.

Assistant Town Manager Gardner discussed with the Board Members the remaining allocations of gallons in the sewer system. Select Member King asked about the process for applicants moving towards the applicants being brought before the Board and what the applicant's year-round plans were. Vice

Chair Donegan inquired about the equalization tanks, Town Manager Panagore stated staff will return in August with AECOM's report.

KH – currently we plan to be operation be open year round as business be allowed. We took a property that has a large space that was unused. We have increased the utilities use of that space, we have added 2 full time positions, and we plan to continue to use that space to have events year round. In February and March we will be doing the best that we can. We are offering sponsors for multiple nonprofit originations; we continue to be engaged with our community.

PUBLIC STATEMENT

- None

SELECTMEN STATEMENTS

Vice Chair Donegan moved that the Board of Selectmen vote to approve Economic Development Permit 18-05 for 336 Bradford Street, by Kenneth Horgan, applicant/owner on behalf of the Pilgrim House LLC, based on findings that the proposed use is consistent with the criteria set forth in Selectmen's Policy 2017-03-13, specifically:

- Projects that are consistent with the Local Comprehensive Plan and
- Support, create or enhance year-round employment opportunities/incomes and/or
- Support an extended employment season of at least 9 months and/or
- Help to diversify Provincetown's year-round economic base and/or
- Create, expand or maintain the provision of transient occupancy rooms (commercial) available to visitors and/or

subject to the attached permit with conditions as submitted.
Member Andrews seconded the motion

VOTED

In Favor: 5
Opposed: 0
Abstain: 0

2. Public Statements:

- Jay Gurewitsch – here to represent the RRC, applications are still open for the next 2 months. We have 36 proposals out right now, 7 signed contracts and another 46 more contacts to do. PPTRTA has invited me to speak at annual meeting on June 10th, spoke at PBG and chamber has sent out email. Thank you again for your support. August 8th is deadline. Outercapeenergize.org to sign up.

3. Selectmen's Statements:

- Cheryl Andrews – first, heartfelt thank you to all the volunteers who organized the Memorial Day Services. Briefly recognize the new AIDS memorial on the Town Hall Lawn, dedication ceremony is June 16th, thank all the folks who have been working on this.

Move to review Economic Development Permit process

Chair Venden seconded the motion

5/0/0.

And could you also put on the next agenda a Provincetown 400 update.

- **Robert Anthony** – I am all set.
- **Tom Donegan** – I wanted to second Cheryl's comment about thanking all the volunteers, I didn't realize we had a Civil War Memorial, but there is one in the cemetery. Cape Wide Compact just announced the rates. I wanted to say how moved I was by the AIDS memorial, the response has been moving, and it is remarkable it is the least photogenic thing there is. I encourage people to come down to town hall.
- **Lise King** – I have been very moved by the AIDS memorial, in preparation for the meeting, it brought up a flood of memories, while we do not have names on the AIDS memorial, I am hoping we can come up with a way to honor our loved ones. Asking folks to think of a way to come up with a way to do this.
- **Louise Venden** – This is one of the charms of this town, was the wonderful event we held for Memorial Day. The AIDS memorial marks a very long process of people who wanted to put it up. We need to remember it is an ongoing one and we need to continue to support them.

4. Joint meeting/Presentations:

A. Cape Cod Commission Executive Director Kristy Senatori

Executive Director Kristy Senatori – I have been the executive director for several months now. One of my goals as the executive director is to maintain an open communication between the Cape Cod Commission and the Towns. Provincetown is very forward with water quality issues. This August 16 + 17 we will be hosting our annual summit, will be held in Harwich and we hope that you can attend. We have been working on coast resilience with a grant given by NOAA. Our regional policy plan is in the process of being updated, we will be issuing draft report this summer. I wanted to thank you for your appointment of Dr. Andrews to our board.

Vice Chair Donegan brought forward the concerns of transportation on a regional level. Select Member King requested more information on coastal resilience. Board Member Andrews and Chair Venden inquired about electrical line maintenance along RT 6A.

B. Presentation on Decorating Provincetown by Portuguese Festival Chair Don Murphy

Festival Chair Don Murphy – The Portuguese Festival began in 1940s when the Bishop first performed the Blessing of the Fleet. Over the years, the festival has expanded the decorations in the town. The flags that are placed on the properties and strung across Commercial Street have gotten more and more difficult, most of the permission have expired and the committee is asking the Select Board to allow the committee to place brackets on the street signs to make them easier to hang, allow trucks to get up the street and easier to manage. We would like the support and permission to proceed.

Member Andrews felt the raising of the flags represented the opening of the season. Member Kings mentioned the character change which will occur without the strings. Vice Chair Donegan had concerns about the degradation to the street signs and could the strings still be placed between Ryder and Standish. Chair Venden wanted to know how many flags the committee planned on placing.

Select Member King Move that the Select Board vote to approve the use of street sign poles to hang Portuguese Festival Flags from June 2nd through July 14th.
Select Member Anthony seconded the motion.

For Discussion

Member Andrews would be voting no because concerns about the angle of the flag poles.

VOTED

In Favor: 4
Opposed: 1(ca)
Abstain: 0

C. Presentation on Local Comprehensive Plan proposed plan and project schedule by Planner Jeffrey Ribeiro

Planner Jeffrey Ribeiro was present for the meeting. Mr. Ribeiro feels that the LCP's document from 2000 is a great document to build upon. There are multiple of plans, studies and surveys that have already been done by multiple Boards and Committees. The public process and engagement activates to finalize the Town's Local Comprehensive Plan will begin shortly for the plan to be ready for adoption at the 2019 ATM. We just secured an interactive website to allow for public interaction. All of the memberships have recently lapsed; he has been reaching out to previous members to see who would like to continue, hoping to have a smaller group than previously. Looking for Select Members input on proposed process. Chair Venden thought the idea wonderful, especially the separate website. Member Anthony inquired about the committee and who would be on it. Vice Chair Donegan liked the idea of giving people a variety of ways to communicate. Member Andrews felt feedback is critical and getting the word out very important part of the process.

Vice Chair Donegan Move that the Select Board vote to approve the Local Comprehensive Plan process.

Select Member King seconded the motion

For Discussion

Member Andrews abstaining until seeing more of a developed plan.

Vice Chair Donegan suggesting an update mid-July.

VOTED

In Favor: 4
Opposed: 1(ca)
Abstain: 0

Vice Chair Donegan asked to move forward 6A forward before the Joint Meeting with the VSB.

6A – Public Landscape Committee suggestion memo for the new AIDS Memorial.

LCP Chair Bill Docker was joined by ... from the Public Landscape Committee. Mr. Docker mentioned lighting, brick walk way and seating that would be around the AIDS memorial. The artist is hoping having everything ready by the June 16th.

Vice Chair Donegan – I am in response to do as the artist is recommending, but does staff have a recommendation.

DPW Waldo – I think upgrading and making the lighting more uniform, I think the recommendations are great, but don't put too much time constraint on this. This is a municipal project; it might be more of a fall project.

DB – the color of the cement, she wants to have it match the color of the cement it rests upon.

LK – one of the things that seem problematic is kids might climb on it.

DP – that came up with the Police Chief, I asked the Cultural Council to look at that issue.

DB – there are people who are also leaving memorial at the memorial. I don't know what we want to do with that.

CA – I am thrilled you spoke to the artist. You saved us a great amount of work. My only comment is what happened this winter, I will have this horrible vision of the town hall being under water. My main comment is look what happens if it were to flood again. If you could have a conversation with the artist. I am concerned that this whole yard needs to be change.

DB – the only thing she mentioned was a frost line.

RW – it is an expansion joint.

DB – all the benches need to be approved by the Select Board, this is a different issue, we have been given a gift, that I would like to bring to my board to have voted to by the Board? In the mean time we do have a movable bench we can put there for the ceremony?

TD – in general, we would endorse the memo

CA – approved the alteration outlined in the memo by the PLC and the artist

LK – seconded

For Discussion

Chair Venden would still like to see more light on the monument.

VOTED

In Favor: 5
Opposed: 0
Abstain: 0

D. Joint Meeting with the Visitor Services Board

Chair Murphy called the meeting to order was in attendance with Susan Avellar, Andrea Sawyer, Jay Gurewitsch, Vice Chair Lesley Marchessault and Robert Sanborn. Regina Cassidy had an excused absence. Tourism Director Anthony Fuccillo and Assistant Director Nina McCormack present as well.

a. Visitors Survey

Tourism Director Anthony Fuccillo and Assistant Director Nina McCormack presented the visitor

survey; the presentation packet was put together by the survey company MTI Marketing Services. This survey was done with in partnership with several organization and businesses in town that sent the link to their email list. It showed the groups of people that were currently coming into town, amount of money they were spending, reasons for return and MTI's recommendations on retaining more of them.

Chair Murray reminded the Board this was just a snap shot of the visitors who come and several other surveys were currently in the works. VSB Member Gurewitsch noted the spending between the LGBT and Straight groups. BOS Member King asked for the methodology behind the study. Vice Chair Donegan asked if the MTI group would be able to be present to talk about their methodology at another meeting. Tourism Director Fuccillo and Assistant Director McCormack are also working with the current marketing firm to reconstruct the website and would be taking into consideration some of the recommendations.

b. FY 2019 Tourism Promotional Grant Awards

Tourism Director Fuccillo presented the current list of promotional grants. The Select Board noted that the amount being given out was higher than the budgeted amount and that was because previous grants had been closed out allowing them to give a higher amount than thought. Select Member King inquired about grants that were not approved that might have normally been and what was the criteria for granting the amounts, Tourism Director Fuccillo explained Fantasia Fair and Family Equality both missed the deadline. Vice Chair Donegan asked to hold off on granting any funds to the PBG as they too has missed the deadline and there was no breakdown from the PBG or VSB as to where the funds would be directed.

TD - Move to table for future consideration item 35 \$34,990 pending further information.

CA – 2nd
5/0/0.

Member Andrews inquired about conflict of interested and why VSB members felt they didn't need to recuse themselves on items.

CA – I have to recuse on 13 & 18
LK – I have to rescue on 24, 29 and 30

CA MOVE that the Board of Selectmen vote to approve funding, from the Tourism Fund, for the following all but 13, 18, 24, 29 and 30 FY 2019 Tourism Promotional and Enhancement Grants, as recommended by the Visitor Services Board:

No	Project Name	Recommended FY '19	No	Project Name	Recommended FY '19
1	13th Annual International Encaustic Conference	\$2,000	18	Paint the Race	\$500
2	13th Annual Provincetown Tennessee Williams Theater Festival	\$10,000	19	Peregrine Theatre Ensemble	\$2,000

3	13th Annual Ptown Classic Women Flag Football Tournament	\$750	20	Portuguese Festival	\$8,000
4	14th Provincetown Dance Festival	\$1,000	21	Provincetown Book Festival	\$1,500
5	Afterglow Festival	\$5,000	22	Provincetown Cares Women's Healthcare Benefit and Auction	\$500
6	Black and Gold Halloween Ball	\$4,500	23	Ptown Coastal Rowing Regatta	\$3,000
7	Cabaret Fest	\$3,500	24	Film Festival	\$20,000
8	Canteen Holiday Market	\$1,500	25	Provincetown Inspiration Week	\$1,000
9	Cape Cod Classic 2018 (The National Gay Pilots Association)	\$1,000	26	Provincetown Swim for Life	\$2,000
10	Day of the Dead Festival	\$1,700	27	Ptownie - A Community Media Company	\$1,200
11	Girl Splash	\$8,000	28	Single Women's Weekend	\$5,500
12	Great Music on Sundays @5	\$3,000	29	Twenty Summers	\$2,500
13	Great Provincetown Schooner Regatta	\$9,500	30	The Women's Media Summit	\$2,500
14	Mates Leather Weekend	\$4,500	31	Women of Color Weekend	\$6,000
15	Miss Gay MASS US of A	\$3,000	32	Women's Week	\$10,000
16	Mr. New England Leather	\$3,000	33	WOMR Benefit Film Series	\$1,000
17	Outer Cape Chorale Concerts	\$2,200	34	WorldFest	\$1,000
			35	VSF/PBG collaboration - Pride June 2018 & Fall/Winter Holidays 2018	\$34,990
					\$167,340

RA seconded

In Favor: 5
 Opposed: 0
 Abstain: 0

TD – 13 & 18
 RA – 2nd
 4/0/1 (ca)

VOTED

TD - 24, 29 & 30
RA - 2nd
4/0/1(LK)

VSB moved to adjourn.

c. FY2019 Co-op Marketing Grants

TD - MOVE that the Select Board vote to postpone the FY 2019 co-operative marketing grant agreements with the Provincetown Chamber of Commerce for up to \$20,000 and the Provincetown Business Guild for up to \$20,000 as recommended by the Visitor Services Board until June 11th meeting.

RA - 2nd

VOTED

In Favor: 5
Opposed: 0
Abstain: 0

d. FY2019 Institutional Match Marketing Grants

LK - MOVE that the Select Board vote to postpone the FY 2019 co-operative marketing grant agreements with the Provincetown Chamber of Commerce for up to \$20,000 and the Provincetown Business Guild for up to \$20,000 as recommended by the Visitor Services Board until June 25th meeting.

RA - 2nd

VOTED

In Favor: 4
Opposed: 0
Abstain: 1(td)

e. FY2019 Co-op Marketing Grants -Chamber, PBG

TD - MOVE that the Board of Selectmen vote to postpone the FY 2015, FY 2016, FY 2017 and FY 2018 marketing grant agreement with Provincetown 400 for \$15,000 annually for the above mentioned fiscal years in the total amount of \$60,000 as recommended by the Visitor Services Board until June 11th meeting

RA - 2nd

VOTED

In Favor: 5
Opposed: 0
Abstain: 0

5. Appointments:

A. Zoning Board of Appeals – Peter H. Okun

Mr. Okun was unable to attend the meeting due to a conflict of schedule; he requested to be placed on the next regular agenda.

Move that the Board of Selectmen vote to postpone the appointment of Peter H. Okun as an alternate member to the Zoning Board of Appeals until June 11th meeting.

VOTED

**In Favor: 5
Opposed: 0
Abstain: 0**

6. Requests:

A. Public Landscape Committee's memo on suggestions for the new AIDS Memorial

Heard earlier in the meeting.

B. Provincetown Pride Weekend Proclamation

TD - Move that the Board of Selectmen vote to proclaim June 1 through June 3, 2018 as Provincetown Pride Weekend as amended.

LV – 2nd

VOTED

**In Favor: 5
Opposed: 0
Abstain: 0**

00D – Parade permit request

TD - Move that the Select Board vote to approve the parade application Permit submitted by Robin Lapidus on behalf of the Provincetown Business Guild's Sashay from the Shack to Tea to be held Saturday, June 2, 2018 starting at 4 pm.

CA – 2nd

VOTED

**In Favor: 5
Opposed: 0
Abstain: 0**

C. Authorize Public Works Director's request for use of Chapter 90 Funds for Shank Painter Road Project

DPW Director Waldo asking for authorization from the Select Board to apply for use of Chapter 90 funds to expand the transportation project. The process is a 5-year process.

TD - Move that the Select Board vote to authorize the Public Works Director to submit a Project Request form to Massachusetts Department of Transportation for use of chapter 90 funding in the amount \$121,200 for engineering design services as it relates to an expanded scope of the Shank Painter Road Rehabilitation Project.

RA – 2nd

VOTED

In Favor: 4
Opposed: 1 (ca)
Abstain: 0

D. Discussion of KP Law memo on suggested amendments to the Revised Charter to address Legal Risks

No action taken. To be discussed at next meeting.

E. Discuss future work session dates and topics

The Select Board began discussing future work sessions but was unable to finish due to time. Will continue conversation on June 11th.

Closing Statements/Administrative Updates:

- **Lise King** – wanted to publicly state she has no personal interest in the grants she recused from but as a film maker felt it was important due to appearances.

Without objection the meeting was adjourned at 11:07 pm

Minutes transcribed by: Elizabeth Paine

TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES – ROUND TABLE
MONDAY, JUNE 4, 2018 5:30 PM
TOWN HALL – AUDITORIUM

Vice Chair Donegan convened the open meeting at 5:30 pm noting the following:

Board of Selectmen attending: Vice Chair Donegan, Members Cheryl Andrews, Robert Anthony and Lise King

Excused: Chair Louise Venden

Other attendees: Town Manager David Panagore, Assistant Town Manager David Gardner, Community Housing Specialist Michelle Jarusiewicz, Planner Jeffrey Ribeiro, Elaine Anderson of CHC, Kristin Hatch of CHC, Nancy Jacobsen of Housing Authority, Kevin Mooney YRRT, Michael McCarthy, Research Associate of UMass Board Secretary Elizabeth Paine, Temporary Board Secretary Linda Fiorella

Facilitator: Heather Harper, Cape Cod Commission Chief of Staff

Recorder: Linda Fiorella

Vice Chair Donegan informed the attendees the agenda order would be reversed and we will begin with the Housing Roundtable

2. Joint meeting on Housing with the Community Housing Council, Provincetown Year Round Rental Housing Trust, and Provincetown Housing Authority– Votes May Occur

The meeting opened with introductions and a housing update power point presentation by Community Housing Specialist Jarusiewicz followed by the introduction of Cape Cod Commission Chief of Staff Harper. The attendees discussed the lack of year round available housing that affects Provincetown, and which has spread to other Cape Cod towns .

The discussion ranged from challenges to rental housing for year round residents and seasonal workers to potential solutions and strategies including zoning changes, infrastructure and transportation improvements, economic expansion, tax incentives, deed restrictions, moving on developing available sites.

Board Member Andrews and Vice Chair Donegan mentioned allowing future Harbor Hill residents the option to rent extra rooms to seasonal workers. Board Member King brought up a vacancy penalty. Board Member Anthony suggested partnering with local banks to enable more home ownership.

No motions were made.

1. Discuss Future Work Session Dates and Topics –Votes May Occur

Board Secretary Paine and Town Manager Panagore discussed with Board Members scheduling workshops. The Board decided to suspend workshops for the Summer.

No motions were made.

Meeting can be viewed online:

<http://view.earthchannel.com/PlayerController.aspx?&PGD=provincity&eID=1290>.

Meeting was adjourned at 8:30 pm

Minutes transcribed by: Linda Fiorella

DRAFT

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES – SPECIAL MEETING
MONDAY, JUNE 16, 2018 12:45 PM
TOWN HALL – AUDITORIUM**

Vice Chair Donegan convened the open meeting at 12:45 pm noting the following:

Board of Selectmen attending: Chair Louise Venden, Vice Chair Donegan, Members Cheryl Andrews, and Robert Anthony

Excused: Lise King

Other attendees: Town Manager David B. Panagore.

Recorder: Town Manager David B. Panagore.

1. Proclamation – Declare Saturday, June 16th, 2018 A Day of Remembering – Votes May be Taken

Move that the Select Board vote to proclaim Saturday, June 16th, 2018 as the Day of Remembering Provincetown's Response to AIDS in the Town of Provincetown.

Motion: Cheryl Andrews Second: Louise Venden

Yea: 4 Nay: 0

Meeting was adjourned at 1:10 pm

2. Attend the unveiling/dedication to the AIDS Memorial on the East Lawn of Town Hall – beginning at 1: 00 p.m. - no deliberation will occur/no motions will be made

Minutes transcribed by: Elizabeth Paine



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, July 9, 2018**

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CLOSING SELECT MEMBERS'S STATEMENTS

Requested by: Select Board

Action Sought: Approval

Proposed Motion(s)

Motions may be made and votes may be taken.

- Robert Anthony
- Tom Donegan
- Lise King
- Cheryl Andrews
- Louise Venden

Additional Information

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Board Action

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