

# Memo

To: Board of Selectmen  
From: David B. Panagore, Town Manager  
CC: Senior Staff  
Date: August 8, 2018  
Re: Bi-weekly Departmental Update

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## **Contracts executed since last Select Board meeting:**

- Twenty Summers Tourism Promotional Grant- \$2500.00

## **Finance and Administration**

### **Finance**

- FY19 Town Audit: The Town's FY19 financial statement audit has been finalized. Matt Hunt, Principal at CLA, will present an exit conference for the Select Board at the Board's August 13, 2018 meeting.
- Financial Forecast: The FY20-FY24 Forecast is in process using OpenGov with first draft due to the Town Manager mid-August.
- FY20 Budget Process: We will also be using OpenGov for the FY20 budget process. We are in the set up phase currently.

### **MIS**

- Maps: MIS has been coordinating structure and parcel updates to the Town's maps. This involves collaboration between the Assessor's office and PeopleGIS, where the Town's maps are hosted online.
- OpenGov: MIS has been working with OpenGov to integrate performance metrics from Accela. This will provide online graphing of key information from the building department.
- Barnstable County: An initial proposal from the County has been received regarding the Town's IT infrastructure. We have asked for clarification on certain items and are awaiting a revised scope. The proposal will guide us as we enter the budget season.

- Website We have been assigned a Project Manager from CivicPlus to oversee the redesign of the Town's website. The kickoff meeting is scheduled this month and we have formed an internal working group. We will be discussing, among other things, outreach to the Select Board and other interested users, as well as using focus groups as part of this process.

### **Town Clerk**

- Town Board Resignations: Lorrie "Lee" Ash did not renew membership on the Harbor Committee. One spot is open for a term expiring 7/29/21.
- Public Records Management: The Town Clerk met with a representative from the software company, FOIA Direct, to discuss their Public Records Request management software. A demonstration is scheduled in September for Department Heads.

## **Community Development**

### **Building Department**

- 951 R Commercial St: On Tuesday July 31, 2018, a final building inspection was conducted on the new three bedroom single family dwelling that was constructed. This property had been unimproved with a building until now. This property presented several construction challenges when owned by the Provincetown Housing Authority and with authorization of Town Meeting, was sold. This has been a five year process.
- 11 Brewster St: The foundation for the new building was poured last week. This site is a very small lot on which the owner was granted a Special Permit to reconstruct in the same footprint that the original building occupied. The density of the neighborhood and typical sandy soil conditions are contributing factors to some undermining of areas of adjacent lots that has occurred.
- CVS 132 Bradford St: The building permit application has been presented for review for the redevelopment of what is currently Riley's. CVS will be the new tenant at this location.

### **Community Housing Office**

- Harbor Hill: Tenant application availability has been advertised with information sessions scheduled for 8/7/18 at 5:30 pm and 8/11/18 at 10am. Tenant applications are due no later than 9/27/18. Approximately 100 applications have been distributed and they are also available on the Town's website. Three applications have been received to date. Invitation for Bid documents for the renovations have been advertised with filed sub-bids due 8/30/18 and general bids due 9/11/18. The Bankruptcy Hearing to order the sale to the Town is scheduled for Tuesday, August 14<sup>th</sup> in Boston.
- VFW & Shank Painter Sites: The Town Manager and the Housing Specialist met with Laura Shufelt from Mass. Housing Partnership [MHP] regarding technical

assistance and next steps for the development of both sites. MHP will contract with an engineer to perform site evaluation for land capacity including soil tests, compaction, drainage, and hazardous materials of the existing building proposed for demolition. MHP will also contact consultants for community engagement and financial development of the sites. We hope to rely on MHP for the initial phases to conserve the \$75,000.00 authorized at Town Meeting.

- Economic Development Planning: the Town Manager and the Housing Specialist are participating in conference calls with Camoin Associates every other week. A kick-off site visit with workshops, tours, and one-on-one interviews are scheduled for 10/10 and 10/11 – save the dates!

## Planning

- Regulatory Streamlining: The Planning Board considered potential zoning changes at its meeting on Thursday, 8/9. These changes would allow for appropriate development while also streamlining reviews and removing confusion language.
- Local Comprehensive Plan Committee: The Local Comprehensive Plan Committee will meet on Monday, 8/13 to continue drafting. The first draft is expected to be publicly reviewed with a series of events and workshops beginning in the fall.
- DPW Coordination: The Planner is working with DPW Director Rich Waldo on public outreach and awareness on a variety of issues. We will begin holding joint Planning-DPW information sessions on important roadway projects through the late summer and early fall.

## Sustainability

- FY19 CZM Coastal Resilience Grant Award: The Town has been awarded a grant of \$149,153.00 for a dune enhancement project at the beach between Ryder Street and Gosnold Street. These funds are in addition to the \$200,000.00 approved at the 2018 Annual Town Meeting. The work must be completed by June 30, 2019, so the scope of the initial project will include only design and the filing of necessary permit applications, with the goal of being able to proceed to construction once the permitting approvals are received.
- Project Tasks: The project tasks will include data gathering; public outreach; assessing and mapping environmental resources; surveying site boundaries; analyzing coastal processes, including wave conditions for various storm conditions with and without sea level rise; preliminary project design; and final design and permitting submittals. It is anticipated that the following permitting steps will be necessary: Order of Conditions from the Conservation Commission, Environmental Notification Form filed under the Massachusetts Environmental Policy Act, and Chapter 91 Waterways License. Consultation with the U.S. Army Corps of Engineers will also be necessary.

- Harbor Surveys: Concurrently, the Town will conduct surveys of the Harbor and the shoreline to identify potential sediment sources for the construction of this project and for other potential beach nourishment projects. Through the Municipal Vulnerability Preparedness (MVP) grant process, we will be initiate public outreach to help us prioritize mitigation measures identified in the Hazard Mitigation Plan and then develop a work plan and timeline for their implementation.

## **Town Infrastructure**

### **Harbormaster**

- Artemis Update: The wreck has been removed from the harbor. We are pursuing recovery of costs in Superior Court.
- Harbor Plan Amendment: We have submitted the second Harbor Plan Amendment to the State for approval. There will be a 30 day public comment period and 60 day consultation period prior to approval of the plan.
- Rescue Vessels: The shallow water rescue vessel is being tested for use in the Moors area and around the breach at Herring Cove.

### **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, clean litter from highways, etcetera. The large tractor is out clearing brush from roadways and performing other vegetation control on Town owned land. Crews will be gearing up for Carnival Parade where duties include hanging no parking signs, moving traffic control barriers, staffing bathrooms and a general cleanup of Town.
- Water Department: Water treatment staff recently completed the second round of monthly bacteriological samples, as well as beginning the installation of new observation well pumps at the North Union Field well site. Distribution staff is out performing routine service calls such as meter swap outs, valve exercise, etc. The administration is preparing to go out for bid for a tank rehab of the Winslow Street water tank as well as soliciting quotes for cell carrier lease on the Winslow Tank.
- Buildings & Grounds: Building and Grounds field crews are steady with general seasonal maintenance i.e. mowing, landscaping, watering services, trash service, and repairs as needed to building systems. Long range projects: the window for the tourism booth has been ordered and the repair will follow delivery, cooling and lighting issues at the library are being addressed and are improving, the roof coating project at the VMCC is moving forward with the completion of the gable end masonry waterproofing and the upcoming demolition of the masonry chimney and the abandonment of unused wall openings. The installation of a new hood fan and code upgrades are being done also.

- New Police Station: The Building Committee, along with staff, met with the design team on 8/8 to review cost estimates of the police station based on conceptual design plans. Cost estimates received were considerably higher than originally estimated as a result of a number of factors such as a strong economy and recent tariffs imposed on steel and lumber commodities that have increased material costs. The Building Committee will work with the design team to value engineer the project to reduce the probable project cost. Project costs and options are being reviewed by staff and the Building Committee and we will be back before the Select Board with recommendations.

## **Community Services & Public Engagement**

### **Council on Aging**

- Police/COA Cookout: The Provincetown Police hosted their 5<sup>th</sup> Annual Cookout for seniors in July with over 60 seniors in attendance, including a group from the Seashore Point Wellness Center. This special event is unique in that it offers residents and officers the opportunity to get to know each other which, in turn, makes it easier for seniors to request assistance when needed in the community. Much appreciation to the Department for all the support they provide to older adult residents.
- Annual Summer Events: In August, the COA Board will host its annual get-together at Herring Cove Beach on 8/22. Seniors gather at the concession, with rides provided by the COA, to enjoy dinner and live music. Our annual end-of-summer party with the children in the summer Recreation Department program also happens this month at the COA with a pizza party and magic show for seniors and children.
- Senior Center Month: September is National Senior Center Month with this year's theme "Senior Centers: Building Momentum." We have begun plans to host a celebratory event on 9/24 with details to come.

### **Library**

- Family Week 2018: The Library hosted seven events for Family Week. Our events are published on Family Equality Council's schedule so we had great turnouts for all of our events. Hundreds of parents and children were streaming in and out of the Library all week.
- Board of Trustees Meeting Postponed: The August Board of Library Trustees meeting has been rescheduled from 8/15 to 8/22 at 6pm in the Bowsprit Room.
- Book Festival: Plans continue to develop for the 3<sup>rd</sup> Annual Book Festival. This is the first year it will be a three day event. Marge Piercy will be the Rose Dorothea Award recipient this year. See our website [provincetownbookfestival.org](http://provincetownbookfestival.org) for more information.

## Recreation

- Summer Adult Programming: In addition to our children's summer program, we are also offering a wide range of adult programs. The Department offers yoga on Monday, Wednesday, Friday and Saturday mornings from 8:30-10am. We also offer three types of dance classes: ballet, modern dance, and nia dance classes. We offer evening pilates class on Monday, Wednesday and Friday. For the more active adults we also offer pickup pickleball, pickup basketball, pickup outdoor soccer, and in the fall we look to organize a coed kickball league to try and engage more adults in the community.
- Summer Program Update: As we enter week 8 of the program, the children approach the conclusion of the Program. These last few weeks have been busy for the children and the staff, taking field trips to a Pawtucket Red Sox game, the inflatable park, the Cape Playhouse, ice skating and the most important field trip of the summer, Water Wizz Waterpark. Field Trips add an extra challenge to the staff, making sure everyone is accounted for at all times, especially being among the general public. The Recreation Staff has done a wonderful job making the safety of the children our top priority, and making sure the children are entertained on these long bus rides to our activities. In addition to the field trips, the children will enter their last week of the team building challenges. These children have overcome major social barriers, as these activities require the entire team to participate, integrating all children of age and interests. We promote this teamwork yearly, and it creates a very supportive atmosphere here at Rec.