

# Memo

To: Board of Selectmen  
From: David B. Panagore, Town Manager  
CC: Senior Staff  
Date: August 23, 2018  
Re: Bi-weekly Departmental Update

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## **Contracts Executed:**

- 264-268 Bradford Street Rear Portion of Parcel Offer to Purchase- \$1,000,000.00
- Department of Energy Resource FY19 Green Communities Competitive Grant Documents for Fire Station Boiler Replacement Project- \$34,779.00
- Engineering Services with Jacobs Engineering Group for Purchase of Snow Removal Equipment- \$17,300.00
- Eversource Energy Access and Indemnity Agreement for potential on-site location of energy storage battery
- Memorandum of Agreement with Cape & Vineyard Electric Cooperative, Inc. for FY20 Round One Operational Administrative Adder

## **Meetings and Conferences Town Manager Attended:**

- Cape Cod Managers Luncheon on 8/9/18
- Harbor Hill Bankruptcy Hearing on 8/14/18
- All Cape Selectmen & Councilor's Meeting on 8/17/18
- Provincetown 400 Task Force Meeting on 8/23/18

## **Finance and Administration**

### **Finance**

- FY19 Budget to Actual Results: FY2018 was closed in Munis last week. FY19 budget to actual results are now available in OpenGov and will be updated weekly with the posting of the warrant.

- Financial Forecast: The FY20-FY24 Forecast is in process using OpenGov; a draft will be presented to the Select Board in September.
- FY20 Budget Process: OpenGov will be training staff on the new budget process on Tuesday 9/4.

## **MIS**

- MUNIS MIS continues to prepare the Town's MUNIS environment for the payroll module. This involves meeting regularly with representatives from Tyler Technologies to ensure that data is migrated efficiently from Harper's, our existing payroll vendor.
- OpenGov MIS is helping to prepare OpenGov for budget season. Specifically, we are preparing the Budget Builder module so that it can be used by department heads to submit their FY19 budgets. We are also preparing Accela so that performance metrics can be shared with OpenGov.
- Website We recently met with our CivicPlus project manager as part of the kickoff off our website redesign. During this meeting expectations were set for both parties. We have some deliverables that need to be submitted in early September, after which we'll receive an initial consultation regarding the content on our existing site. We'll also be receiving a project timeline with important dates. All in all, it is expected to be a six month project.

## **Town Clerk**

- Town Board Resignations: Lori DaLomba resigned from the Recreation Commission on 8/21/18.
- 2018 State Primary: Absentee Voting for the 9/4/18 Primary is available until 8/31/18 at 5:00 pm. The Clerk's Office will be open.
- Public Records Management Software: Herbert Myers of Foia Direct will conduct a live demonstration for management staff on 9/18/18.

## **Community Development**

### **Building Department**

- 8D Commercial Street, Unit B: 8D Commercial Street is a single family dwelling adversely affected by the 1/4/18 flooding event. The owners have chosen mitigation by elevation to protect the structure from future flooding events. This structure is located in the A Zone according to the FIRM Maps and is on the north side of Commercial Street. The owners have a building permit for the property to be elevated 3'7" to be FEMA compliant.
- 137 Bradford St (former Tedeschi site): The property has been sold and the new owners have installed construction fencing around the front perimeter. They will be removing the plastic barricades from the property, but will maintain the fencing for insurance liability reasons while they outfit the building for their needs. No building permits have been requested to date.

## **Community Housing Office**

- Harbor Hill: The bankruptcy court hearing was held on 8/14/18 allowing the Town to move forward with the acquisition and a closing potentially on 8/30/18. Information sessions were conducted on 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 available at the Town's website. 3 applications have been received to date. The Housing Specialist has had many meetings and conversations with potential applicants. The contract for management services is under negotiation. Invitations for Bid documents for the renovations have been advertised with filed sub-bids due 8/30/18 and general bids due 9/11/18.
- Self-Sufficiency Local Voucher Program: Another resident was approved and is moving forward bringing current total to seven.

## **Planning**

- OneCape Conference: The Planner attended the Cape Cod Commission OneCape Conference on Friday, 8/17. He learned about the Regional Policy Plan update, online tools to provide information to permittees and Cape-wide transportation initiatives.
- Local Comprehensive Plan (LCP) Committee: The Local Comprehensive Plan Committee met on Tuesday, 8/21 and finalized an outline for the LCP. Drafting is underway and a first draft is expected by late September or early October. A second round of public engagement will commence at that time.
- Harbor Hill: The Planner is continuing to work with staff and the architect on permitting for Harbor Hill. A permitting path has been established, and he is providing feedback to the architects on submittal requirements and review criteria.

## **Town Infrastructure**

### **Harbormaster**

- High Water Patrols: During the periods of extreme high tides, we have stationed an assistant harbormaster at the lowest dip in the dike (far end) to advise, instruct and in some cases, remove people from the rocks to get across the rushing waters. We are having additional signage made specifically regarding the dike and the hazards at high tide.
- Meeting with Coast Guard and Swim for Life: the Harbormaster and staff met with Community Compact members and Sector Southeast Coast Guard personnel, National Seashore Rangers and lifeguards to review the Incident Action Plan for the Swim. This was the first time Sector Command has wanted to participate directly in planning. They were impressed with the thorough planning and had only a couple of additional thoughts from the experiences they have at Narragansett's swim events. We are looking into implementing their request for a standby large capacity vessel in

case of evacuation. The second request to work closely with Marine Fisheries scientists already happens.

- Vacation: Rex McKinsey will be on vacation the last week of August. Deputy John DeMatteis and Administrative Assistant Jarrod Koskey will be covering supervisory duties as needed.

## **Public Works**

- Highway Department: Highway Department crews continue to be in maintenance mode. Recent heavy rain events have led to several areas of wash-out which has the crews busy restoring. In the intermittent times, crews will continue to sweep the streets, maintain beach mats, touch up some line painting, clean litter from highways, etcetera. Staff performed remarkably cleaning up post Carnival.
- Water Department: Water Department staff will be performing a water service renewal at 16 Cudworth Street, as well as 18 Bangs Street, both as part of renovation projects at the respective properties. Additionally, water treatment staff will be conducting second round monthly bacteria testing, and quarterly water sampling as required by MassDEP. Treatment staff will also be conducting grounds maintenance at the well sites
- Buildings & Grounds: Activity for the Department over the next two weeks will consist primarily of general seasonal maintenance of trash pickup, mowing, maintenance of planting areas and containers throughout town, and repairs to our facilities as needed. In the long range, the delivery of the doors for the utility room at the Harbormaster's office and the service window at the Tourism building are pending and will be installed when they come in. Application has been made to the Historic District Commission for approval to demolish the chimney and install the new kitchen fan. Contractors have been selected for both activities pending the approval. The selection of an HVAC contractor to service our mechanical service requirements is being finalized as the building walkthroughs have been completed. This will consolidate repairs and maintenance to our HVAC systems under one vendor. The Veterans Memorial Community Center roof coating bid documents are also being worked on.
- New Police Station: The Building Committee, along with staff, met again on Thursday, 8/23 to review cost estimates and hear value engineering input from our Owner's Project Manager, as well as the design Architect. It is anticipated that the project cost will still be considerably higher than originally estimated and additional appropriation will be required.

## **Community Services & Public Engagement**

### **Council on Aging**

- Registry of Motor Vehicle (RMV) Trips: We will add the RMV in South Yarmouth to our twice/monthly Hyannis trips starting in September. With the recent changes in driver's license/identification options, this will enable people to comply with in-person application requirements.
- Support Groups: We are adding two new support groups at the Center. The Alzheimer's Family Support Center of Cape Cod and Elder Services of Cape Cod and the Islands will offer a Savvy Caregiver Program later this month. In the fall, we will add an additional support group through Elder Services, also for caregivers. In addition, we provided space for a bereavement support group through Helping Our Women this month.
- Assistive Listening System: We have received the assistive listening devices through the discount program at MA Council on Aging. Our Program Coordinator is currently training staff on how to use them and we hope to incorporate them into programming in September. In addition to the one-on-one conversation devices, the portable system will allow participants to personalize audio reception either through headphones or earbuds, which will be especially helpful at the weekly movie, classes and presentations.

## Library

- Winding down from Summer: The Library is busy with some housecleaning and organizing tasks as we move away from the summer season. HBO Studio store has donated craft and organizing items that we are putting to good use. Our annual teen volunteer is tackling our daunting shelf-reading project in the children's area. We are reviewing our summer programs and thinking about next year.
- Board of Trustee Meeting Postponed: The August Board of Library Trustee meeting has been rescheduled from 8/22 to 8/29 at 6pm in the Bowsprit Room.
- Book Festival: Third Annual Book Festival will be held 9/14-16. Marge Piercy will be the Rose Dorothea Award recipient this year. Eight authors have been selected for our curated reading that is held al fresco. Please see our website: [provincetownbookfestival.org](http://provincetownbookfestival.org) for more information.

## Recreation

- Youth Fall Afterschool Activities: Every Labor Day marks a bittersweet moment for the Recreation Department when all 60-70 children head back to school and our attention shifts to the Afterschool Programs. This fall we will have the Afterschool Program from 3-5pm Monday through Friday, which gives parents the option of an additional two hours after the school day to finish out their work day. The program offers supervised activities each day, homework help, a snack and maybe some computer time. This is all part of our initiative to always be able to provide child care when school is not in session. The second week of September also marks the start of our Youth Soccer Program, where we ask volunteer coaches to guide these young athletes through an eight week season. The emphasis is on skill-

building, with not as much focus on winning and losing. As part of that, our town will face the other seven Lower Cape towns, traveling as far as Harwich or Chatham. Half of the games are played here in Provincetown at Motta Field on Saturday mornings; all of the others are away games.

- Summer Program Update: Teams in the Summer Program have completed their nine week Survivor Challenge, which was based on team-building and improving attitudes. The final week was a combination of all of the team-building exercises incorporated into one last obstacle course. I am happy to report all finished the tough course in less than 20 minutes. The winners of the entire season-long challenge will choose a field trip as an award during the last week of Rec. This challenge encouraged the children to work on teamwork and being polite to each other, because the overall goal is to win for their team. Like I have said in the past, it is not possible to teach this without the Recreation staff buying into the theme. The counselors again and again lead by example and the children see these young adults acting as role models for them.

## **Tourism**

- International Overdose Awareness Day: On Friday, 8/31, Town Hall will be lit with the color purple for the Purple Lighting Awareness Campaign for International Overdose Awareness Day on behalf of Heroin is Killing Our Town, Inc. This is part of a statewide awareness initiative.
- WCOD: The Tourism Office arranged and organized a WCOD remote broadcast from Provincetown on Carnival Parade Day. The radio team arrived with us at 5am to set up. The live broadcast was the “Dan and Stephanie” morning show from 6 to 10am and from 10am to 2pm was Kevin Mathews. WCOD began highlighting events through the New Year First Light on 8/8/18 and will continue to highlight our events on the morning show. The personalities interviewed local business owners who stopped by.
- Photography: We placed legal ads in the Banner inviting local photographers to submit their favorite photos for the Tourism Department to use in advertising and marketing Provincetown. Photos will be accepted from all photographers interested in submitting images of events throughout the year, nature, seasonal activities, arts, LGBTQ, people having fun, scenic views and more. Photographers will be compensated.