

# *In Memory of*

## **Richard B. Olson**

Board of Selectmen  
Cemetery Commission  
Cultural Council  
Planning Board

## **Charles Westcott**

Finance Committee  
Cemetery Commission

## **Charles W. Silva**

Conservation Commission  
Charter Revision Commission

## **Philbert M. Roderick**

Board of Health  
Cape End Manor Committee

## **Dwayne R. Prickett**

Cemetery Commission

## **Edgar F. Sawyer, Jr.**

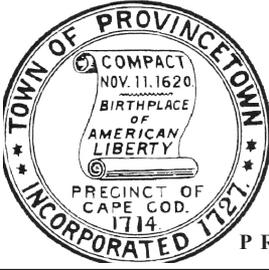
Bus Driver  
Provincetown Fire Department  
Employee

## **Joseph A. Peters**

Cemetery Commission  
Cultural Council  
Arts Lottery Council

## **Joan Rogers Russell**

Parking Meter Enforcement  
Employee  
Dispatcher: Police/Fire/Rescue  
Employee  
School Committee  
School Building Committee  
Town Parking Committee



# ANNUAL TOWN REPORT YEAR 2018 TOWN OF PROVINCETOWN

PROVINCETOWN, MASSACHUSETTS

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Annual Reports of the Officers of the Town of Provincetown,  
Massachusetts for the year ending December 31, 2018.  
Financial Reports for the fiscal year ending June 30, 2018.

**Cover: *Amy Whorf McGuigan***

Howard Smith, a member of the Wareham Minuteman & Militia Companies, stands solemnly at the grave of Seth Smith, one of seven Provincetown residents whose service during the Revolutionary War has been documented. On Patriots' Day, April 16, 2018, the Provincetown Cemetery Commission and the Joshua Gray-Jonathan Hatch chapter of the Daughters of the American Revolution marked the graves of these veterans, all of whom are buried in the historic Winthrop Street Cemetery. The seven Revolutionary War veterans are Solomon Cook (1737-1819), Seth Smith (1743-1802), Stephen Atwood (1733-1802), Joshua Atkins Mayo (1758-1816), Alexander Gross (1757-1828), Samuel Atwood (1735-post 1810) and Elisha Freeman (1759-1825).

**Acknowledgements:**

Thanks to the Town Boards and Departments for submitting reports for inclusion in this year's Annual Town Report and to Ana Ruiz, Elizabeth Paine and David Gardner for their proofreading assistance.

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

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# Directory of Town Officials

## Elected Officials

*Elected by Voters*

### Town Moderator

Mary-Jo Avellar 5/21

### Board of Selectmen

Louise Venden 5/20  
Cheryl Andrews 5/19  
John T. Golden 5/19  
Lise King 5/21  
Robert Anthony 5/20

### Board of Library Trustees

Paul Richardson 5/19  
Stephen Borkowski 5/21  
Stephen Desroches 5/20  
Joan Prugh 5/20  
Barbara Klipper 5/21

### Charter Compliance Commission

Robert Klytta 5/20  
Michael A. Chute 5/19  
Julia Perry (Appointed) 5/21  
Vacant 5/20

### Housing Authority

Frances M. Coco 5/20  
Elaine Anderson 5/19  
Charlene Parris *Appointed until* 5/19  
Keith Hunt 5/23  
Nancy Jacobsen (State Appointed) 7/16

### School Committee

Eva Enos 5/21  
Tracy Kachtick-Anders 5/19  
Cass Benson 5/19  
Ngina Lythcott 5/21  
Elizabeth Lovati 5/20

## Appointed Officials

*Appointed by the Board of Selectmen*

### Town Manager

David B. Panagore

## Secretary to Board of Selectmen

Elizabeth Paine

## Appointed Officials

*Appointed by the Town Manager*

### Assistant Town Manager

David Gardner

### Housing Specialist/Grant Admin.

Michelle Jarusiewicz

### Information Systems Director

Beau Jackett

### Tourism Director

Anthony Fuccillo

### Town Clerk

Darlene Van Alstyne

### Town Counsel

Kopelman & Paige, P.C

### Executive Assistant to the Town Mgr.

Elisabeth Verde

### Project Administrator

Erin Ellis

## Community Development

### Building Commissioner

Anne Howard

### Conservation Agent/Env. Planner

Timothy Famulare

### Director of Health

Morgan Clark

### Licensing Agent

Aaron Hobart

**Permit Coordinator**

Ellen Battaglini

**Appointed Town Boards***As of March 5, 2019**Appointed by the Board of Selectmen***Town Planner**

Jeffrey Ribeiro

**Human Services****Council on Aging Director**

Christeny Hottle

**Library Director**

Amy Raff

**Recreation Director**

Brandon Motta

**Municipal Finance****Asst. Town Manager - Fin. & Admin.**

Josee Cardinal Young

**Treasurer**

Alexander Williams

**Collector**

Laura Grandel

**Principal Assessor**

Scott Fahle

**Public Safety****Chief of Police**

James Golden

**Harbormaster/Pier Manager**

Rex McKinsey

**Shellfish Constable**

Stephen Wisbauer

**Public Works****Director of Public Works**

Richard Waldo

**DPW Deputy Director**

Steven Wlodowski

**DPW Operations Director**

Sherry Prada

**Airport Commission**

John Reed 12/19

Robert Compton 12/21

James A. Keefe 12/21

Stephen Katsurinis 12/20

William Lord 12/20

Vacant, Alt. 12/20

**Animal Welfare Committee**

Elizabeth G. Brooke 6/19

Jeffrey Jutsum 6/19

Barbara Murphy 6/21

Sherry Brec 6/20

Carol MacDonald 6/20

Vacant, Alt. 6/21

**Art Commission**

John R. Peters-Campbell 12/19

John Dowd 12/19

Donald Whitcomb 12/19

Stephen Borkowski 12/20

Daniel Wagner 12/20

Louise Silver, Alt. 12/21

**Board of Assessors**

Patricia DeLuca 12/19

Robert Sanborn 12/19

Frank Girvan 12/21

Leslie Parsons 12/21

Scott Fahle Indefinite

Vacant, Alt. 12/21

**Bicycle Committee**

Max Cliggot-Perlt 12/19

Karen Cappotto 12/19

Roger Chauvette 12/21

Rik Ahlberg 12/20

David Moorman 12/20

Tracy Kachtick-Anders, Alt. 12/21

**Building Committee**

Linda Fiorella 12/19

Donald Murphy 12/21

Sheila McGuinness 12/21

Thomas Coen 12/20

Leif Hamnquist	12/20		
Paul Kelly, Alt.	12/21	Brian O'Malley	12/20
		Ray Wiggs	12/21
<b>Cape Cod Nat. Seashore Gen. Mgmt</b>		Donald German	12/20
<b>Plan Implementation Advisory Com.</b>		Dawn Walsh	12/19
Two Vacant	6/19		
Two Vacant	6/21	<b>Disability Commission</b>	
Vacant	6/20	Kaolin Davis	12/21
Vacant Alt.	6/19	Linda Wielblad	12/18
		Dorothy Feld	12/20
<b>Cemetery Commission</b>		Linda Loren	12/20
Susan Avellar	12/21	Nancy Swanson	12/19
Dawn Walsh	12/21	Tracy Kachtick-Anders	12/19
Vacant	12/21	Anne Howard, <i>ADA Coord. Indefinite</i>	
Lynne Kimball-Martin	12/20		
Michael Harpie	12/19	<b>Economic Development Committee</b>	
RuthAnne Cowing, Alt.	12/19	Steven Baker	6/19
		Rita "Hersh" Schwartz	6/21
<b>Community Housing Council</b>		Rita Schwartz	6/21
Elizabeth Williams	6/19	Trevor McCarthy	6/20
T. Dimitri Papetsas, Jr.	6/21	Regina Cassidy	6/20
Susan Cook	6/21	Bernice Steisel, Alt.	6/19
Keith Hunt	6/21	Vacant, Alt.	6/21
Paul Richardson	6/20		
Kristin Hatch, Alt.	6/20	<b>Board of Fire Engineers</b>	
		Gerard Menangas	12/21
<b>Community Preservation Comm.</b>		James Roderick	12/21
Polly Burnell	6/19	Michael Trovato	12/21
Keith Hunt	6/19	Russell Zawaduk	12/21
Susan Cook	6/19	Three Vacant	12/21
Michelle Crone-DeMarco	6/19		
Kristin Hatch	6/19	<b>Harbor Committee</b>	
Alfred Famiglietti	6/19	David Flattery	6/21
Dennis Minsky	6/19	Laura Ludwig	6/21
Brandon Quesnell	6/19	Susan Avellar	6/20
Dawn Walsh	6/19	Francis J. Santos	6/20
		Bryan Legare	6/20
<b>Council on Aging</b>		Elise Cozzi, Alt.	6/21
Deborah Meadows	12/19		
David Ketchum	12/19	<b>Board of Health</b>	
Christine Asselin	12/20	Kalliope Chute	12/19
Penelope Sutter	12/20	Janet Whelan	12/19
Julie Knapp	12/19	Stephen Katsurinis	12/21
Vacant, Alt.	12/21	Elise Cozzi	12/20
		Mark Phillips	12/20
<b>Cultural Council</b>		Susan Troyan, Alt.	12/21
Cherie Mittenenthal	12/19	Irv Morgan, Alt.	12/21
Christopher Busa	12/21		
William Burton	12/21	<b>Historic District Commission</b>	
		Thomas Biggert	6/19

Laurie Delmolino	12/20
Christopher Mathieson	12/20
John Dowd	12/21
Vacant	12/21
Rita Schwartz, Alt.	12/20
Michela Carew-Murphy, Alt.	12/21

**Human Services Committee**

Cynthia Franco	6/19
Karen Kelly	6/19
Donna Szeker	6/19
Joseph Murphy	6/21
Donna Cooper	6/21
Elton Cutler	6/20
Jean Knee	6/20

**Licensing Board**

Zachary Luster	12/19
Frank Thompson	12/19
Shawn Byrne	12/21
Bernice Steisel	12/20
Robert Cameron	12/20
Carol Santos, Alt.	12/20
Vacant, Alt.	12/20

**Open Space Committee**

Susan Avellar	6/19
Susan Cook	6/19
Dennis Minsky	6/19
Ansley Pierce	6/21
Celine Gandolfo	6/20
Robin Evans, Alt.	6/20

**Planning Board**

Paul C. Graves	12/19
David Abramson	12/19
Vacant	12/21
Jason P. Potter	12/21
Brandon Quesnell	12/20
John R. Peters-Campbell, Alt.	12/21
Shane Landry, Jr., Alt.	12/21

**Provincetown Public Pier Corp.**

LeRoy Fraser	7/21
Carlos Verde	7/20
Herbert Hintze	7/19
Richard Holland	7/23
Regina Binder	7/22

**Public Landscape Committee**

Frank Vasello	12/19
Anika Costa	12/21
Bill Docker	12/20
John Krajovic	12/20
Curtis Balom	12/20
Nancyann Meads, Alt.	12/21

**Recreation Commission**

Catherine Nagorski	12/19
Timothy Downey	12/19
David Oliver	12/19
Heather Rogers	12/20
Brandon Quesnell	12/21
Kristin Hatch, Alt.	12/21

**Recycling & Renewable Energy Com.**

Vacant	12/19
Elise Cozzi	12/21
Sue Jungi	12/21
Jay Gurewitsch	12/20
Lydia Hamnquist	12/20
Vacant, Alt.	12/19
Vacant, Alt.	12/20

**Board of Registrars of Voters**

Tom Coen	12/19
Joseph Vasta	12/21
Susan Avellar	12/20
Darlene Van Alstyne	Indefinite

**Scholarship & Trust Administration Committee**

Vacant	12/19
Olympia Ciliberto	12/21
Julia Perry	12/19
Loretta Santos	12/19
Ngina Lythcott, Alt.	12/20
Vacant, Alt.	12/20

**Shellfish Committee**

Loretta Santos	12/21
Bob Hazard	6/19
Alex Brown	12/19
David Flattery	12/19
Richard Macara	12/19
Nancyann Meads, Alt.	12/19

**Visitor Services Board**

Regina Cassidy	6/19
Lesley Marchessault	6/19
Andrea Sawyer	6/19
Susan Avellar	6/21
Richard Murray	6/20
Vacant	6/20
Jay Gurewitsch	6/20

**Water & Sewer Board**

Peter Graham	6/19
Steven Baker	6/21
Robert O'Malley	12/21
Vacant	12/21
Gary Palmer	12/21
Vacant	12/18
Tracey Rose	6/20
Jonathan Sinaiko	12/20
Vacant Alt.	12/19

**Zoning Board of Appeals**

Jeffrey Gould	12/19
Daniel Wagner	12/21
Peter H. Okun	12/21
Rob Anderson	12/21
Jeremy Callahan	12/21
Steven Latasa-Nicks	12/19
Vacant, Alt.	12/20
Susan Peskin, Alt.	12/20

**Appointed Town Boards**

*As of March 5, 2018*

*Appointed by the Town Manager*

**Conservation Commission**

Alfred Famiglietti	12/21
Kiah Coble	12/21
Nathaniel Mayo	12/20
Robert Brock	12/20

Joseph Cooper	12/20
James McNeilly, Alt.	12/20
Oriana Conklin, Alt.	12/22

**Historical Commission**

Deborah Minsky	12/21
Julia Perry	12/20
Stephen Borkowski	12/20
Polly Burnell	12/20
Anika Costa	12/19
Susan Avellar, Alt.	12/21

**Appointed Town Boards**

*As of March 5, 2018*

*Appointed by Town Moderator*

**Finance Committee**

Stanley Sikorski	4/19
Kathleen Goodwin	4/19
Mark Bjorstrom	4/21
Mark Hatch	4/21
Duane Steele	4/21
Mark Del Franco	4/20
Scott Valentino	4/20
Richard Capelli, Alt.	4/19
Vacant, Alt.	4/20

**Personnel Board**

Regina Cassidy	12/19
Susan Peskin	12/21
Robert Compton	12/21
Marianne Clements	12/20
Julie Knapp	12/19
Alex Brown, Alt.	12/21

	<h2 style="margin: 0;">Board of Selectmen &amp; Town Manager</h2>
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<h2 style="margin: 0;">Board of Selectmen</h2>
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It is my honor and privilege to submit this calendar year 2018 report on behalf of the Board of Selectmen.

2018 began with a storm on January 4th that we will remember as the day things changed. A power-packed set of winds that got close to hurricane strength, well beyond what was forecast, combined with a very high astronomical tide, sent a surge of sea water into our streets unlike anything we have witnessed in the past. Over fifty properties, including Town Hall, experienced serious flooding in some cases, basements were completely filled with seawater. Home owners discovered that flood insurance is for the property, not for the contents. The Town responded. Free trash collection for disposal of building contents including ruined furniture was provided and an ‘all-hands-on-deck’ storm preparation plan was created. Additional sand has been placed at a number of Town Landings, portable water gates are used at Gosnold Street Landing & the West End Boat Ramp. Self-fill sandbags are now available to the public at no charge. These are changes in storm preparation that we now recognize as our ‘new normal’. The Board will continue to investigate and implement policies to protect our Town and our Townspeople from the very clear effects of Climate Change.

A number of other events conspired to make 2018 a memorable year. The Charter for the Cape Cod National Seashore Advisory Committee was not renewed by the Department of the Interior, as it has been since 1961. This federally recognized committee represents a promise made to the people that live in the six towns that host the CCNS by Congress when ownership and control of over 43,000 acres of park land, seashore, ponds and woodland was transferred to the Federal Government. This failure to renew the Charter constitutes a breach of promise. Political leadership representing the 6 Towns met to discuss a next step. As we begin 2019, the relocation and reconstruction of the North Parking lot at Herring Cove Beach by the National Park Service has commenced, but because of the Federal Government shutdown, work has stopped.

The Town’s Annual Election in May brought a new Town Charter. Our charter sets the rules for the operation of our Municipal Government. Also on the ballot were a series of unusual questions asking to raise the levy limit to fund universal pre-kindergarten child education, pre-school and Wee Care for toddlers. All of the ballot measures passed.

The Board struggled with new issues this year. We continued to debate how we as individuals should or should not, conduct town business on Facebook including the Town Manager's Facebook page, Town Talk; how can we avoid open meeting law complaints; how do we respond, if at all, to bullying online; we also discussed the way townspeople interact with their elected leaders online, in person and at meetings. Years ago, if our Board wished to gauge public opinion, we might hold a Public Hearing. But now that folks can watch our meetings, either on TV or via the internet, very few people attend. Often, projects and policies get little notice until either a physical change in Town appears or at least some kind of schematic drawing does, and is passed around online. It is a new challenge for us. How do we get folks to interact with their elected leadership in a more useful, constructive ways?

We plan to keep trying new approaches. We acknowledge the Town Manager's efforts to provide more Town Forums, more surveys, more radio shows, and more online material to our citizens. These efforts result in more information getting into the hands of the voters earlier, before Town Meeting and the elections, and that is our goal.

Recreational Marijuana is now legal in Massachusetts but the State licensing process appears arduous and complex. We have yet to see a single Retail Marijuana Store open for business in town despite numerous applications. We expect that 2019 will be the year the first store opens. The Town will face challenges implementing this new industry along with implementing the Short Term Rental Tax passed by Governor Baker on December 28. Both changes in State Law will bring stress on business owners, town staff and our citizens. They will also bring new funding streams to town government which will invite a serious public policy debate.

As in 2017, 2018 closed with First Light, a new-concept annual event to promote year-round economic activity. Provincetown saw more people in the street, more businesses open and finished the year with a wonderful Fireworks display off of MacMillan Pier. Thank you to all the folks that participated. For those that appreciate a bit of history and culture, our local indigenous and native people, the Wampanoag, have taught us that their name means, People of the First Light...because the East Coast inhabitants are the first to see the sunrise.

As the year 2020 approaches, the Board continues to work with the Pilgrim Monument & Provincetown Museum, to design and implement a 400th Commemoration of the First Landing of the Mayflower and the signing of the Mayflower Compact in our harbor, in 1620. Projects include an opening ceremony April of 2020, a visitation by the Mayflower II owned by Plimoth Plantation, restoration of our Bas Relief Park, a new Wampanoag Memorial, upgrading of First Landing Park and a Fireworks display on November 11, 2020.

September saw the completion of three years of service from Town Manager David B. Panagore. Congratulations and Thank You. The selectmen supervise and work with the Town Manager, setting goals and policies each year. David continues to help us approach our policy-making role in a thoughtful and educated manner.

We work to maintain the level of service our residents, property owners and visitors expect, and also to pursue our policy initiatives: specifically working to build sustainability into our town's economy and working with planning experts to see that the town changes in ways that are consistent with our values. We continue to support efforts to provide year-round housing and employment opportunities. The Board of Selectmen would like to extend our thanks to the many volunteers who make Provincetown the special place that it is, and to all of the Board members who serve hundreds of hours each year because they care.

We would like to specifically recognize the work of Mark Collins on the Water & Sewer Board and Marcene Marcoux, the Chamber of Commerce representative on the Historic District Commission as both leave their respective boards after serving at least a full 9 years. We are never surprised when term-limited volunteers continue their public service and join another Board or committee. Thank you.

We extend our gratitude for the great work performed by all of our approximately 200 year-round and seasonal Town employees. We extend a special thank you to Linda Fiorella for providing coverage for our meetings and in the office this year and a warm welcome back to our Board Secretary Elizabeth Paine following her maternity leave and offer her congratulations on the cute new addition to her family. We send a fond farewell to our colleague Erik Yingling, who served on the Board from 2012 to 2018 including his last 4 years, as Vice Chairman. Erik also served as our representative to the OPEB Trust. We also say thank you and farewell to Tom Donegan who resigned from the Board on December 12 after serving continuously since May of 2013. Tom served as Board Chairman in 2014 and 2015 and for a short time in 2018. Tom represented the Board on the Year Round Market Rate Rental Trust serving both as Chairman and Vice Chairman. Tom also served on the Board of the Cape Light Compact and on our most recent Town Manager Search Committee. We offer our sincere thanks to both Erik and Tom for all their work. The work is immeasurable. We welcome our newest member, Lise King who joined us in May. Thanks also to Board member Louise Venden who served as our Chairman from May until November this year.

The Board of Selectmen held 64 public meetings in 2018 of which 23 were our Regular Monday night meetings and 41 were special meetings, including roundtables, joint meetings and Town Meetings. Thomas Donegan attended 57, Robert Anthony attended 61, Cheryl Andrews attended 55. Louise Venden attended 58. Erik Yingling attended 18 and Lise King attended

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

**Cheryl L. Andrews, *Chairman***



## Town Manager

I am proud to submit the Town Manager's 2018 Annual Report for the Town of Provincetown. By its Home Rule Charter, newly adopted in the spring of 2018, and modified at Town Meeting in the fall of 2018, the Town Manager is co-executive with the Select Board. The Town Manager is responsible for the administration of all Town functions and the Select Board, as the policy making body, establishes the goals and sets the strategic plan for the community.

The Town Administration is guided in our efforts by the Select Board's annual strategic plan which they adopted in August 2018, consisting of six 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

The Strategic Plan added two new goals this year: community engagement and communications, along with emergency planning and management. Last year's Operating Budget provided the funding to properly staff these functions. With staffing now in place to support these efforts, we are moving forward in earnest on each of these new goals. In what follows, I will highlight progress we've made in pursuit of our goals and highlight our staff accomplishments.

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I continue to be impressed by the commitment and quality of Town staff.

Regarding economic development, we continued to build upon the solid work of UMass Dartmouth's Center for Public Policy Baseline Assessment of Economic Conditions in Provincetown. We also retained Camoin Associates to develop an economic development strategy, which is currently underway. Our efforts on entrepreneurship took another step forward this past year with the opening of Provincetown Commons: an art based entrepreneurial co-working space. This public-private partnership, which received a substantial underwriting grant from the State, will have thirty six co-working stations and eight artist work spaces in addition to meeting rooms and two teleconference rooms. In the Tourism sector, we have continued our efforts to expand on the fall shoulder season. Halloween and Holly Folly continue to be successful and First Light entered its third year, becoming an established part of tourism efforts. In addition, Bay State Cruises once again extended their ferry session into November through Holly Folly.

In pursuit of our housing goals, the Year-round Market Rate Rental Housing Trust, along with Town staff, continued to make progress on the twenty six unit rental housing development at Harbor Hill, receiving a state grant to add two more units to the project. By this spring, the Town expects to begin offering rental units. As the second step in developing a comprehensive housing program, we continued our partnership with UMass Dartmouth's Center for Public Policy and completed a comprehensive housing analysis. This document details and puts real data behind our collective experience and builds upon the existing Housing Playbook. Envisioned as a three step process, our next step is to develop a detailed housing program, dedicating a portion of our new room tax revenues to such endeavors. Regarding our infrastructure, we made great strides this past year, in particular by expanding our wastewater system with the authorization of a second reserve tank to meet anticipated need during peak event days. We made also made progress on the proposed police station, a federally funded wave attenuator for the harbor and various road construction projects, among other capital improvement work. At the Special Town Meeting last fall, the Town Meeting body adopted the expansion of the wastewater treatment facility which will create an additional +/- 150,000 gallons of capacity, allowing more residents to connect and helping businesses to expand. In a boost to the waterfront economy, we received the anticipated FEMA funding (over three million dollars) and authorization for the repairs to the floating docks and the installation of the wave attenuation system, all of which will further protect the harbor and our fishing and boating fleets. Parking services are a critical element of the tourism economy and the Town budget, and we are currently preparing to replace our parking revenue and parking lot control system in preparation for the summer season.

In pursuit of the communication goal, we have placed a good deal of work into our continued outreach process. We are focused on gathering all of our

efforts into a playbook that outlines our existing procedures and lays the groundwork for making further improvements. In preparation for Town Meeting, we once again published a Town Meeting Times and held a Town Issues Forum in early February. We have found these winter forums to be very useful to garner input and to have more informed discussion in advance of Town Meeting. This year we began issuing a bi-monthly project update, as well as regular updates on our Strategic Plan. In addition, we entered into a partnership with the Massachusetts Office of Public Collaboration to review how we engage with the public, with a particular focus on social media.

Emergency Management has been adopted as a town-wide goal. In the short term, we are focusing on our emergency management efforts. In the long term, we are focusing on our coastal resilience and climate change efforts. We experienced several flooding events during the months of January through March. Many in our community suffered significant property damage, including the basement of Town Hall, due to the January 4th flood, which was the worst in forty years. In the immediate aftermath, the Board of Selectmen declared it a local emergency. The Board of Selectmen authorized, with funding from the Finance Committee, retaining a consultant to review plans in place and hold public information meetings for local residents. When a storm surge was predicted for the Nor'easter of March 2nd and 3rd, we were prepared. The Town filled, placed and distributed approximately 3,500 sandbags with assistance from MEMA and more than a dozen AmeriCorps volunteers, to whom we owe our sincerest thanks. For more than 48 hours, staff and volunteers worked and prepared for each storm. After the floods, came extended power outages. I want to thank our Chief of Police, Department of Public Works, volunteers and all Town staff for their long hours and dedication during these emergency events. These storms, and particularly the floods, brought the hazard mitigation efforts we have been undertaking into sharp focus. In 2016, the Town worked with the County to update its Hazard Mitigation Plan and we are currently developing a supporting action plan with funding from a state grant. At the Annual Town Meeting, we sought and received approval for \$200,000 to assist with our beach nourishment plans, an early lead item in our coastal resilience efforts.

In government operations, we experienced some staffing changes, which I will highlight below. We continue to attract quality candidates, promoting from within and welcoming new additions to our community to continue to grow our professionalism and diversity. In the Community Development Department, we bid good bye to our Health Agent, Laura Marin and welcomed her replacement, Lezli Rowell. Town Planner Jeffrey Ribeiro also joined the that department. In the Finance Department, Cheryl MacKenzie was promoted to Assistant Assessor. In Public Works, Robert Capurso joined the team as our first Town Engineer. In the Town Manager's Office, we welcomed our new Project Administrator, Erin Ellis, who will assist in executing our strategic plan and our communication efforts.

As to revenues, the Finance Department brought forward, and the Select Board adopted, twelve financial policies that both enhanced and protected our financial condition. Significantly, they adopted an increase in the target funding level of the general stabilization fund, commonly called a “rainy day” fund, from 5% to 10% of the Operating Budget. In addition, \$375,000 was set aside in the Tourism Fund as a reserve for marketing and other costs to be spent in the event of a summer hurricane or other catastrophic event that negatively impacts our tourism industry.

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

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

## **Housing Specialist & Grant Administrator**

2018 was a very busy year for notable housing and economic development for Provincetown residents. Major accomplishments included:

UMass Dartmouth completed “Understanding the Housing Needs & Challenges Facing Provincetown” a housing analysis that speaks to the demographic changes we are facing with limited housing choices. The Town also received Housing Choice designation from the Commonwealth of Massachusetts as a reflection of our ongoing efforts.

Year Round Rental Trust: 2018’s focus was the acquisition of Harbor Hill in September 2018; the development of Request for Proposals and Invitations for Bids for the management company and for renovations; and requests for tenant applications. The Lower Cape CDP was awarded a contract for property management in December. The Trust is rebidding the renovation work in this very hot construction market along with Building #5 receiving some renovations to provide some units to be available. The goal is to provide rolling rent-ups in the spring of 2019. The Town received a \$250,000 grant for the creation of 2 new additional ADA compliant units within the Harbor Hill complex; bringing total units to 28.

VFW: The Town received technical and funding assistance from Mass. Housing Partnership for pre-development work for the VFW & 26 Shank Painter Rd. sites.

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

Down Payment & Closing Cost: As part of the Pathway to Ownership and with CPA funding assistance, a new program has been offered for Down Payment & Closing Cost Assistance; 3 Provincetown residents completed the process and received \$10,000 in assistance; and several others have applied in search of their new home.

The Bas Relief Restoration is moving forward with Town & CPA funding for the renovation work; design work has been completed and construction is expected in 2019.

Economic Development Committee: worked with EDC to continue micro and macro grant cycle, sending award letters, working with grantees, and working on the FY 2019 round with \$25,000. The EDC received 21 applications requesting \$76,617.

Working with the Town Manager, the Town hired Camoin Associates for the development of an economic development strategy targeting next steps. A kick-off event was held in October and included site tours and interviews. This was followed by “Setting the Stage for Economic Development” in November to discuss the themes identified in the first event.

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

**Michelle Jarusiewicz**, *Community Housing Specialist*

<p style="text-align: center;"><b>Town Meetings &amp; Elections</b> <b>Annual &amp; Special Town Meeting - Monday, April 2, 2018</b></p>
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**Meeting Called to Order.** Town Moderator Mary-Jo Avellar convened the Special Town Meeting at 6:05 p.m. on Monday, April 2, 2018 in the Town Hall Auditorium.

**Preliminary Motions:**

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

**Motion Passed.**

Cheryl Andrews moved that the Town vote to grant permission to speak at the April 2, 2018 Annual and Special Town Meetings to the following persons who are not registered voters of the Town of Provincetown: John W. Giorgio, Esq., and other attorneys of the firm of KP Law, P.C., Town Counsel; Jay Coburn, Community Development Partnership; Amy Davies, Provincetown Community Television; Josee Cardinal Young, Finance Director; Morgan Clark, Director of Health; Scott Fahle, Principal Assessor; James Golden, Chief of Police; Gregory Hennick, Police Lieutenant; Beau Jackett, Director of Management Information Systems; Michelle Jarusiewicz, Housing Specialist & Grant Administrator; Laura Marin, Health Agent; Rex McKinsey, Pier Manager/Harbormaster; Brandon Motta, Recreation Director; Elizabeth Paine, Secretary to the Board of Selectmen; Sherry Prada, Operations Director of Public Works; Domenic Rosati, Parking Administrator; Cody Salisbury, Water Superintendent; Beth Singer, Superintendent of Schools; Elisabeth Verde, Executive Assistant to the Town Manager; Alexander Williams, Treasurer; Steve Wisbauer, Shellfish Constable; Steven Wlodkowski, Deputy Director of Public Works.

**Motion Passed.**

Cheryl Andrews moved that on all matters to come before the April 2, 2018 Special and Annual Town Meetings, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters.

**Motion Passed.**

**Article 1. FY 2018 Budget Adjustments.** To see what amendments the Town will vote to make to the Fiscal Year 2018 operating budgets established under Article 2 of the April 2017 Annual Town Meeting and what sums the Town will vote to raise and appropriate or transfer from available funds therefor; or to take any other action relative thereto.

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



4/04/11	2011 ATM	5-5	DPW Fleet	General	\$181,782	\$179,617	\$2,165
4/10/12	2012 ATM	5-11	Emergency Shelter Shut- ter Grant	General	\$406,417	\$11,836	\$394,581
4/01/13	2013 STM	14	Excavator	Water Enterprise	\$55,000	\$50,000	\$5,000

or to take any other action relative thereto.

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

David Panagore moved that the Town vote to rescind the unused borrowing authorities as follows:

ATM 04/04/11 Article 5-5 DPW Fleet \$2,165

ATM 04/10/12 Article 5-11 Emergency Shelter Shutter Grant  
\$394,581

STM 04/01/13 Article 14 Excavator \$5,000

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

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

**Motion passed.**

*Article 5. Request for Bulletproof Vests for the Police Department.* To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$11,000 to be expended under the direction of the Town Manager and the Chief of Police for the purchase of 12 bulletproof vests; or to take any other action relative thereto.

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

David Panagore moved that the Town vote to transfer

\$1,017.21 from 2013 ATM Article 11-5, Bulletproof Vests; and

\$9,982.79 from Free Cash

for a total of \$11,000 to be expended under the direction of the Town Manager and Chief of Police to pay for police department bulletproof vests and costs related thereto.

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

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

**Motion passed.**

*Article 6. Request for Radar Speed Advisory Signs for the Police Department.* To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$5,800 to be expended under the direction of the Town Manager and the Chief of Police for the purchase of two radar speed advisory signs; or to take any other action relative thereto.

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

David Panagore moved that the Town vote to transfer \$5,800 from Free Cash to be expended under the direction of the Town Manager and Chief of Police to pay for police department radar speed advisory signs and costs related thereto.

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

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

**Motion passed.**

**Article 7. Provincetown Schools Special Education Funding.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$199,744 to be expended under the direction of the School Superintendent for costs associated with a residential placement of a student in fulfillment of an Individual Education Plan; or to take any other action relative thereto.

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

David Panagore moved that the Town vote to transfer from Free Cash the sum of \$199,744 to be expended under the direction of the School Superintendent for residential placement of a student in fulfillment of an Individual Education Plan and costs related thereto.

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

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

**School Committee No Recommendation**

**Motion passed.**

**Article 8. Aquaculture Support Services.** To see if the Town will raise and appropriate or transfer from available funds the sum of \$8,000 to be expended under the direction of the Town Manager and Shellfish Constable to install four (4) additional nursery boxes, with associated plumbing, at Bennett Pier Nursery and to pay for fees associated with the pre-permitting process of aquaculture on the Town's tidal flats; or to take any other action relative thereto.

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

David Panagore moved that the Town vote to transfer \$8,000 from Free Cash to be expended under the direction of the Town Manager and Shellfish Constable to pay for the installation of four additional nursery boxes and related costs thereto.

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

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

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

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

**Shellfish Committee Recommends 5-0-0**

**Motion passed.**

**Article 9. Charter Commission Expenses.** To see if the Town will vote to transfer from free cash the sum of \$6,575 for the printing and distribution of the Final Report of the Provincetown Charter Commission, which must be distributed by law according to the provisions of MGL 43B, Sec. 11, to each residence of one or more registered voters; or to take any other action relative thereto.

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

David Panagore moved that the Town vote to transfer \$6,575 from Free Cash to fund the expenses associated with the printing and distribution of the Final Report of the Provincetown Charter Commission.

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

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

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

**Motion passed.**

**Article 10. CIP Request for Replacement of Fire Vehicles.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the following sums for replacement of two fire vehicles provided that one or more of the appropriations listed below shall be contingent on a Proposition 2 1/2 debt exclusion ballot question:

Fire Truck I - \$500,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the replacement of the 2002 Freightliner, and costs related thereto;

Fire Truck II - \$500,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the replacement of the 2003 HME, and costs related thereto; or to take any other action relative thereto.

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

David Panagore moved that the Town vote to appropriate the sum of \$1,000,000 to be expended under the direction of the Town Manager and the Fire Chief to repair or replace two fire trucks which were ruined in the storm on January 4, 2018 and costs related thereto, and, that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$1,000,000 pursuant to M.G.L. c.44, §§ 7 and 8, or any other enabling authority and to issue bonds and notes therefor; provided that this appropriation shall be contingent on the passage of a Proposition 2½ debt exclusion by the voters of the Town in accordance with M.G.L. c.59 §21C(k); and further, that any premium received by the Town upon the sale of any

bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

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

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

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

**Requires a Two-Thirds Vote**

**Unanimous, Motion Passed.**

Erik Yingling moved to dissolve the April 2, 2018 Special Town Meeting.

**Motion Passed.**

Special Town Meeting dissolved at 6:31 p.m. on April 2, 2018.

## Special Town Meeting - April 2, 2018

**Meeting Called to Order.** Town Moderator Mary-Jo Avellar convened the Annual Town Meeting at 6:31 p.m. on Monday, April 2, 2018 in the Town Hall Auditorium.

### **Preliminary Motions:**

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

**Motion Passed.**

Cheryl Andrews moved that the Town vote to grant permission to speak at the April 2, 2018 Annual and Special Town Meetings to the following persons who are not registered voters of the Town of Provincetown: John W. Giorgio, Esq., and other attorneys of the firm of KP Law, P.C., Town Counsel; Jay Coburn, Community Development Partnership; Amy Davies, Provincetown Community Television; Josee Cardinal Young, Finance Director; Morgan Clark, Director of Health; Scott Fahle, Principal Assessor; James Golden, Chief of Police; Gregory Hennick, Police Lieutenant; Beau Jackett, Director of Management Information Systems; Michelle Jarusiewicz, Housing Specialist & Grant Administrator; Laura Marin, Health Agent; Rex McKinsey, Pier Manager/Harbor Master; Brandon Motta, Recreation Director; Elizabeth Paine, Secretary to the Board of Selectmen; Sherry Prada, Operations Director of Public Works; Domenic Rosati, Parking Administrator; Cody Salisbury, Water Superintendent; Beth Singer, Superintendent of Schools; Elisabeth Verde, Executive Assistant to the Town Manager; Alexander Williams, Treasurer; Steve Wisbauer, Shellfish Constable; Steven Wlodkowski, Deputy Director of Public Works .

Cheryl Andrews moved that on all matters to come before the April 2, 2018 Special and Annual Town Meetings, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters.

**Motion Passed.**

**Article 1. To Hear Town Reports.** To see if the Town will vote to hear the reports of the Town Officials, Boards and Committees and to act thereon.

*[Requested by the Board of Selectmen]*

David Panagore moved that the Town vote to hear the reports of the Town Officials and Committees and to act thereon.

**Motion passed.**

David Panagore - “Report on the Town’s Response to the Winter 2018 Flooding Events and Coastal Resilience Efforts to Date”

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

**Article 2. FY 2019 Operating Budget.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$27,160,123 to fund operating budgets for several Town departments for Fiscal Year 2019 in accordance with Chapter 9, Section 1 of the Provincetown Charter, as follows:

Budget Divisions	FY 2018	FY 2019	% change
I. General Government	\$1,096,663	\$984,238	-10.3%
II. Finance	10,670,832	11,019,297	+3.3%
III. Public Safety	5,931,957	6,415,920	+8.2%
IV. Public Works	3,506,738	3,674,739	+4.8%
V. Public Services	871,998	918,582	+5.3%
Sub-total, I-V	\$22,078,188	\$23,012,776	+4.2%
VI. Public Schools	3,809,164	4,147,347	+8.9%
Total, I-VI	\$25,887,352	\$27,160,123	+4.9%

or to take any other action relative thereto.

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

**Article 2. FY 2019 Operating Budget.**

**Division I. General Government.**

David Panagore moved that the Town vote to raise and appropriate the sum of \$908,238, transfer \$70,000 from the Tourism fund and transfer \$6,000 from the Wetlands Protection Fund for a total of \$984,238 to fund operating budgets

for the several Town departments for Fiscal Year 2019 under budget Division I, General Government, as recommended by the Board of Selectmen.

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

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

**Motion passed.**

*Article 2. FY 2019 Operating Budget.*

*Division II. Finance*

David Panagore moved that the Town vote to raise and appropriate the sum of \$10,889,297 and transfer \$130,000 from Title V Revolving fund for a total of \$11,019,297 to fund operating budgets for the several Town departments for Fiscal Year 2019 under budget Division II, Finance, as recommended by the Board of Selectmen.

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

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

**Motion passed.**

*Article 2. FY 2019 Operating Budget.*

*Division III. Public Safety*

David Panagore moved that the Town vote to raise and appropriate the sum of \$6,213,920, to

Transfer \$52,000 from the Tourism fund, transfer \$50,000 from the Ferry Embarkation fund, and transfer \$100,000 from Municipal Waterways fund for a total of \$6,415,920 to fund operating budgets for the several Town departments for Fiscal Year 2019 under budget Division III, Public Safety, as recommended by the Board of Selectmen.

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

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

**Motion passed.**

*Article 2. FY 2019 Operating Budget.*

*Division IV. Public Works*

David Panagore moved that the Town vote to raise and appropriate the sum \$3,674,739 to fund operating budgets for the several Town departments for Fiscal Year 2019 under budget Division IV, Public Works, as recommended by the Board of Selectmen.

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

**Cheryl Andrews – Minority Report****Finance Committee Recommends: 4-0-0****Motion passed.*****Article 2. FY 2019 Operating Budget.******Division V. Public Services***

David Panagore moved the Town vote to raise and appropriate the sum \$918,582 to fund operating budgets for the several Town departments for Fiscal Year 2019 under budget Division V, Public Services, as recommended by the Board of Selectmen.

**Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 4-0-0****Motion Passed.*****Article 2. FY 2019 Operating Budget.******Division VI. Public Schools***

David Panagore moved that the Town vote to raise and appropriate the sum of \$3,253,656 to fund the local Provincetown Public School System Budget for Fiscal Year 2019. And further, to raise and appropriate the sum of \$893,691 to fund the tuition assessment for students who attend the Nauset Regional High School for a total of \$4,147,347.

**Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 4-0-0****School Committee Recommends: 5-0-0****Motion passed.**

***Article 3. FY 2019 Cape Cod Regional Technical High School Assessment.*** To see if the Town will vote to raise and appropriate or transfer from available funds \$144,381 to fund the Town of Provincetown's assessment for the CCRTHS FY2019 operating budget; or to take any other action relative thereto.

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

David Panagore moved that the Town vote to raise and appropriate the sum of \$144,381 for its assessment for Cape Cod Technical Regional High School for FY 2019.

**Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 4-0-0****School Committee Recommends: 4-0-0****Motion passed.**

**Article 4. FY 2019 Enterprise Funds.** To see if the Town will vote to raise and appropriate or transfer from available funds the following amounts for enterprise funds of the Town of Provincetown for Fiscal Year 2019:

6001 Water Enterprise Fund	FY 2018	FY 2019	% change
Enterprise Fund Costs	\$2,302,098	\$2,084,206	
General Fund Costs	360,489	398,184	
<b>TOTAL COSTS</b>	<b>\$2,662,587</b>	<b>\$2,482,390</b>	<b>-7.5%</b>
6002 Wastewater Enterprise Fund	FY 2018	FY 2019	% change
Enterprise Fund Costs	\$4,468,393	\$4,391,287	
General Fund Costs	142,132	150,056	
<b>TOTAL COSTS</b>	<b>\$4,610,525</b>	<b>\$4,541,343</b>	<b>-1.5%</b>

or to take any other action relative thereto.

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

**Article 4W: 6001 Water Enterprise Fund.**

David Panagore moved that the Town vote that \$2,482,390 be appropriated to operate the Water Enterprise Fund, \$1,841,520 to come from Water Enterprise Fund revenues and \$242,686 from Retained Earnings, and further, \$398,184 to be appropriated in the general fund and funded from Water Enterprise revenues.

- Board of Selectmen Recommends: 5-0-0**
- Finance Committee Recommends: 4-0-0**
- Water & Sewer Board Recommends: 4-0-0**
- Motion Passed.**

**Article 4WW: 6002 Wastewater Enterprise Fund.**

David Panagore moved that the Town vote that \$4,541,343 be appropriated to operate the Wastewater Enterprise Fund, \$3,933,252 to come from Wastewater Enterprise Fund revenues, \$93,335 from Retained Earnings and \$364,700 from reserved for debt service, and further, \$150,056 to be appropriated in the general fund and funded from Wastewater Enterprise revenues.

- Board of Selectmen Recommends: 5-0-0**
- Finance Committee Recommends: 4-0-0**
- Water & Sewer Board Recommends: 3-0-0**
- Motion Passed.**

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**Article 5. Universal Prekindergarten for 4 and 5 Year Olds.** To see if the Town will vote to raise and appropriate the sum of \$120,000 to fund Universal Prekindergarten for 4 and 5 year olds, provided that this appropriation shall be contingent on the passage of a Proposition 2 ½ override vote in accordance with MGL Chapter 59, Section 21 C(m); or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Erik Yingling moved that the Town vote to raise and appropriate the sum of \$120,000 to be expended under the direction of the School Committee to fund a Universal Prekindergarten for 4-5 year olds for Town residents and Town employees, provided that this appropriation shall be contingent on the passage of a Proposition 2 ½ override vote in accordance with General Laws Ch. 59 Section 21C (m).

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

**School Committee Recommends: 4-0-0**

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

**Board of Health Recommends: 3-0-0**

**Finance Committee Minority Report**

**Motion Passed.**

**Article 6. Preschool for 3 and 4 Year Olds.** To see if the Town will vote to raise and appropriate the sum of \$100,000 to fund Preschool for 3 and 4 year olds, provided that this appropriation shall be contingent on the passage of a Proposition 2 ½ override vote in accordance with MGL Chapter 59, Section 21 C(m); or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Erik Yingling moved that the Town vote to raise and appropriate the sum of \$100,000 to be expended under the direction of the School Committee to fund a Preschool for 3-4 year olds for Town residents and Town employees, provided that this appropriation shall be contingent on the passage of a Proposition 2 ½ override vote in accordance with General Laws Ch. 59 Section 21C (m).

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

**School Committee Recommends: 3-0-1**

**Finance Committee Does NOT Recommend: 4-0-0**

**Board of Health Recommends: 3-0-0**

**Motion Passed.**

**Article 7. Wee Care.** To see if the Town will vote to raise and appropriate the sum of \$88,000 to fund Wee Care for infants and toddlers, provided that this appropriation shall be contingent on the passage of a Proposition 2 ½ override

vote in accordance with MGL Chapter 59, Section 21 C(m); or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Erik Yingling moved that the Town vote to raise and appropriate the sum of \$88,000 to be expended under the direction of the School Committee to fund a Wee Care for infants and toddlers for Town residents and Town employees, provided that this appropriation shall be contingent on the passage of a Proposition 2 ½ override vote in accordance with General Laws Ch. 59 Section 21C (m).

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

**School Committee Recommends: 3-0-1**

**Finance Committee Does NOT Recommend: 4-0-0**

**Board of Health Recommends: 3-0-0**

**Finance Committee Minority Report**

**Motion Passed.**

*Article 8. Funding for Economic Development Committee.* To see if the Town will vote to raise and appropriate \$26,000 with \$1,000 for Committee expenses and \$25,000 in funds available to be awarded in grants to develop increased year-round economic opportunities. Grants shall be subject to approval by the Board of Selectmen. Committee Mission Statement: Encourage initiatives to which the Town of Provincetown might grant funding that will increase year-round economic opportunities for Provincetown citizens without creating adverse impacts on the character of our community or our natural environment; or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

David Panagore moved that the Town vote to approve Article 8 as printed in the warrant.

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

**Finance Committee Recommends: 3-1-0**

**Motion Passed.**

*Article 9. Community Preservation Budget for FY 2019.* To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2019 Community Preservation Budget, to appropriate or reserve for future spending the following amounts as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Reserves: Part 1

- 
- A. \$63,343 for Open Space;
  - B. \$380,055 for Community Housing;
  - C. \$63,343 for Historic Resources;
2. Debt Service Appropriations: Part 2
- A. \$204,575 for Community Housing debt service;
  - B. \$50,354 for Open Space debt service;
  - C. \$159,856 for Historic Preservation debt service;
3. Grant Requests Appropriations: Part 3
- A. Community Housing - \$15,000 for the Cape Housing Institute, a training and education program through the Community Development Partnership (CDP), and said funds to be spent under the direction of the Town Manager subject to a grant agreement between the Town and the CDP.
  - B. Community Housing - \$50,000 for a Housing Down Payment Assistance Program through the Provincetown Housing Office, and said funds to be spent under the direction of the Town Manager.
  - C. Community Housing - \$50,853 for the Community Housing Office, including a full-time Housing Specialist and Community Preservation Act (CPA) administration.
  - D. Administrative Expenses - \$20,000 for CPA administrative expenses;

or to take any other action relative thereto.

*[Requested by the Community Preservation Committee]*

***Article 9-1. Parts 1 and 2 Reserves and Debt Service***

Keith Hunt moved that the Town vote to set aside from Community Preservation Act estimated annual revenue the sum of \$63,343 for the Open Space reserve fund, the sum of \$380,055 for the Community Housing Reserve Fund and the sum of \$63,343 for the historic resources reserve fund.

And further to appropriate the sum of \$414,785 to fund debt service for Fiscal Year 2019 as follows: the sum of \$204,575 from Affordable Housing reserves, the sum of \$50,354 from Open Space reserves, and the sum of \$159,856 from Historic Preservation reserves.

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

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

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

**Motion Passed.**

***Article 9-2. Part 3A. Grant Request: \$15,000 Cape Housing Institute***

Keith Hunt moved that the Town vote to appropriate under the Community

Preservation Act the sum of \$15,000 from Community Preservation Community Housing Reserves to be used for a Training and Education Program by the Cape Housing Institute, and said funds to be spent under the direction of the Town Manager.

**Community Preservation Recommends: 6-0-0**  
**Board of Selectmen Does NOT Recommend: 3-2-0**  
**Finance Committee Recommends: 4-0-0**  
**Community Housing Council Recommends: 3-0-0**  
**Motion Passed.**

***Article 9-3. 3B. \$50,000 Housing Down Payment Assistance Program***

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

**Community Preservation Recommends: 6-0-0**  
**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 4-0-0**  
**Community Housing Council Recommends: 3-0-0**  
**Motion Passed.**

***Article 9-4. 3C. \$50,853 Community Housing Office***

Keith Hunt moved that the Town vote to appropriate under the Community Preservation Act the sum of \$50,853 from Community Preservation Community Housing Reserves to be used for the Community Housing Office, including a full-time Housing Specialist and CPA administration along with pro-rated benefits and expenses.

**Community Preservation Recommends: 6-0-0**  
**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 4-0-0**  
**Community Housing Council Recommends: 3-0-0**  
**Motion Passed.**

***Article 9-5. 3D. \$20,000 CPA General Administration***

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

**Community Preservation Recommends: 8-0-0**  
**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 4-0-0****Motion Passed.**

**Article 10. FY 2019 Capital Improvements Program.** To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the following sums to defray the costs of the Fiscal Year 2019 Capital Improvements Program submitted in accordance with Chapter 9, Section 2 of the Provincetown Charter as follows, provided that one or more of the appropriations listed below shall be contingent on a Proposition 2½ capital outlay or debt exclusion ballot question:

1. Fire Department Radio Replacement - \$269,446 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the replacement of 39 portable and 11 mobile radios with digital ready FCC, P-25 and MA Communication Plan compliant radios; and costs related thereto;
2. Fire Department Pick-up Truck - \$50,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the purchase of a new 4-wheel drive pickup truck to replace the existing Hummer; and costs related thereto;
3. Fire Department Deputy Chief Vehicle - \$60,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the replacement of the Deputy Chief's vehicle; and costs related thereto;
4. Marine Department Harbormaster Pick-up Truck Replacement - \$17,500 to be expended under the direction of the Town Manager to pay for the Town's portion of the replacement of the Harbormaster's vehicle; and costs related thereto;
5. Police Department Radio Replacement - \$325,368 to be expended under the direction of the Town Manager and the Chief of Police for the replacement of the Police Department's mobile radios with digital ready FCC, P-25 and MA Communication Plan compliant radios; and costs related thereto;
6. Police Fleet Upgrade Plan - \$110,520 to be expended under the direction of the Town Manager and the Chief of Police for the purchase of two police vehicles pursuant to the Police Fleet Replacement Plan and one Parking Enforcement vehicle; and costs related thereto;
7. Public Works Fleet Replacement - \$125,000 to be expended under the direction of the Town Manager and the Director of Public Works for the replacement of a Highway Department backhoe; and costs related thereto;
8. DPW Street and Sidewalk Maintenance and Repair - \$55,000 to be expended under the direction of the Town Manager and the Director of Public Works for maintenance and repair of streets and sidewalks; and costs related thereto;
9. Commercial Street Reconstruction - \$1,075,000 to be expended under the direction of the Town Manager and the Director of Public Works to fund the design and construction of Phase IV Reconstruction of Commercial Street; and costs related thereto;

10. Bradford/Prince Street Intersection Rehabilitation - \$340,000 to be expended under the direction of the Town Manager and the Director of Public Works to fund design and construction for the rehabilitation of the Bradford Street and Prince Street intersection; and costs related thereto;
11. Pier Infrastructure Maintenance - \$200,000 to be expended under the direction of the Town Manager and the Provincetown Public Pier Corporation for the Maintenance and Improvement Program for MacMillan Pier; and costs related thereto;
12. Storm Water Management - \$100,000 to be expended under the direction of the Town Manager and the Director of Public Works to be used for ongoing improvements to the Town's drainage system in conjunction with applying for various grants that may become available; and costs related thereto;
13. Pavement Management Plan - \$225,000 to be expended under the direction of the Town Manager and the Director of Public Works to continue additional roadway paving maintenance as outlined in the Town-wide Pavement Management Plan; and costs related thereto;
14. Public Works Building Maintenance - \$75,000 to be expended under the direction of the Town Manager and the Director of Public Works for fire suppression system upgrades in the computer server rooms of Town Hall, Veterans Memorial Community Center and the Provincetown Public Library; and costs related thereto;
15. Fire Department Main Station Boiler Replacement - \$105,513 to be expended under the direction of the Town Manager and the Department of Public Works for the replacement of the boiler in the Main Fire Station; and costs related thereto;
16. Marine Department Shoreline Protection Projects - \$200,000 to be expended under the direction of the Town Manager for funding and grant requests for beach nourishment and shoreline protection projects; and costs related thereto;
17. Pilgrims' First Landing Park - \$200,000 to be expended under the direction of the Town Manager and the Director of Public Works to fund the rehabilitation of Pilgrims' First Landing Park; and costs related thereto;
18. Use of Parking Funds for Municipal Lot Equipment Upgrades - \$450,000 from the Parking Fund to be expended under the direction of the Town Manager for the Parking Control System and Revenue Collection System for the Town Parking Lots; and costs related thereto;
19. Water Department-Fleet Replacement - \$30,000 to be expended under the direction of the Town Manager and the Water Superintendent for the replacement of a Water Department pickup truck pursuant to the Water Fleet Replacement Plan; and costs related thereto;
20. Water Department-Winslow Water Tank Maintenance - \$450,000 to be expended under the direction of the Town Manager and the Water Superintendent to fund routine maintenance of the Winslow Water Tank to avoid structural problems and maintain water quality; and costs related thereto; or to take any

other action relative thereto.

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

***Article 10-1. CAPITAL IMPROVEMENT ARTICLES FUNDED FROM FREE CASH and TRANSFER FROM UNEXPENDED FUNDS OF PREVIOUSLY APPROVED TOWN MEETING APPROPRIATIONS***

Tom Donegan moved that the Town vote to transfer

- \$20,061.66 in unused funds from April 2014 Annual Town Meeting Article 11-5, Hummer Refurbish; and
- \$359,384.34 from Free Cash

for a total of \$379,446 to fund the following capital Improvement articles:

1. Fire Department Radio Replacement - \$269,446 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the replacement of 39 portable and 11 mobile radios with digital ready FCC, P-25 and MA Communication Plan compliant radios; and costs related thereto;
2. Fire Department Pick-up Truck - \$50,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the purchase of a new 4-wheel drive pickup truck to replace the existing Hummer; and costs related thereto;
3. Fire Department Deputy Chief Vehicle - \$60,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the replacement of the Deputy Chief's vehicle; and costs related thereto;

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

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

**Motion Passed.**

***Article 10-2. CAPITAL IMPROVEMENT ARTICLES FUNDED FROM FREE CASH and TRANSFER FROM UNEXPENDED FUNDS OF PREVIOUSLY APPROVED TOWN MEETING APPROPRIATIONS***

David Panagore moved that the Town vote to transfer

- \$12.76 in unused funds from April 2015 Annual Town Meeting Article 18-3, Pier Capital Management;
- \$4,459.86 in unused funds from April 2016 Special Town Meeting Article 10, Pier Ferry Gangway;
- \$2,617.00 and in unused funds from April 2015 Special Town Meeting Article 13, Police Fleet;
- \$184.65 in unused funds from April 2016 Annual Town Meeting Article 18-12, Street Sweeper; and
- \$446,113.73 from Free Cash

for a total of \$453,388 to fund the following capital Improvement articles:

4. Marine Department Harbormaster Pick-up Truck Replacement - \$17,500 to be expended under the direction of the Town Manager to pay for the Town's

portion of the replacement of the Harbormaster's vehicle; and costs related thereto;

5. Police Department Radio Replacement - \$325,368 to be expended under the direction of the Town Manager and the Chief of Police for the replacement of the Police Department's mobile radios with digital ready FCC, P-25 and MA Communication Plan compliant radios; and costs related thereto;

6. Police Fleet Upgrade Plan - \$110,520 to be expended under the direction of the Town Manager and the Chief of Police for the purchase of two police vehicles pursuant to the Police Fleet Replacement Plan and one Parking Enforcement vehicle; and costs related thereto;

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

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

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

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

**Shellfish Committee Recommends: 5-0-0**

**Motion Passed.**

***Article 10-3. CAPITAL IMPROVEMENT ARTICLES FUNDED FROM FREE CASH and TRANSFER FROM UNEXPENDED FUNDS OF PREVIOUSLY APPROVED TOWN MEETING APPROPRIATIONS***

David Panagore moved that the Town vote to transfer

- \$26,856.47 in unused funds from April 2016 Annual Town Meeting Article 18-12, Street Sweeper; and
- \$1,568,143.53 from Free Cash

for a total of \$1,595,000 to fund the following capital improvement articles:

7. Public Works Fleet Replacement - \$125,000 to be expended under the direction of the Town Manager and the Director of Public Works for the replacement of a Highway Department backhoe; and costs related thereto;

8. DPW Street and Sidewalk Maintenance and Repair - \$55,000 to be expended under the direction of the Town Manager and the Director of Public Works for maintenance and repair of streets and sidewalks; and costs related thereto;

9. Commercial Street Reconstruction - \$1,075,000 to be expended under the direction of the Town Manager and the Director of Public Works to fund the design and construction of Phase IV Reconstruction of Commercial Street; and costs related thereto;

10. Bradford/Prince Street Intersection Rehabilitation - \$340,000 to be expended under the direction of the Town Manager and the Director of Public Works to fund design and construction for the rehabilitation of the Bradford Street and Prince Street intersection; and costs related thereto;

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

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

**Motion Passed.*****Article 10-4. CAPITAL IMPROVEMENT ARTICLES FUNDED FROM CAPITAL IMPROVEMENT STABILIZATION FUND***

David Panagore move that the Town vote to transfer \$525,000 from the Capital Improvement Stabilization Fund to fund the following Capital Improvement articles:

11. Pier Infrastructure Maintenance - \$200,000 to be expended under the direction of the Town Manager and the Provincetown Public Pier Corporation for the Maintenance and Improvement Program for MacMillan Pier; and costs related thereto;
12. Storm Water Management - \$100,000 to be expended under the direction of the Town Manager and the Director of Public Works to be used for ongoing improvements to the Town's drainage system in conjunction with applying for various grants that may become available; and costs related thereto;
13. Pavement Management Plan - \$225,000 to be expended under the direction of the Town Manager and the Director of Public Works to continue additional roadway paving maintenance as outlined in the Town-wide Pavement Management Plan; and costs related thereto;

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

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

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

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

**Requires a Two-Thirds Vote**

**Majority Declared, Motion Passed**

***Article 10-4A. CAPITAL IMPROVEMENT ARTICLES FUNDED FROM CAPITAL IMPROVEMENT STABILIZATION FUND and TRANSFER FROM UNEXPENDED FUNDS OF PREVIOUSLY APPROVED TOWN MEETING APPROPRIATIONS***

Cheryl Andrews moved that the Town vote to transfer

- \$1,132 in unused funds from April 2013 Annual Town Meeting Article 11-16, School Fence Replacement;
- \$450 in unused funds from April 2012 Special Town Meeting Article 9, Main Fire Station Repair; and
- \$73,418 from the Capital Improvement Stabilization Fund

for a total of \$75,000 to fund the following Capital Improvement articles:

14. Public Works Building Maintenance - \$75,000 to be expended under the direction of the Town Manager and the Director of Public Works for fire suppression system upgrades in the computer server rooms of Town Hall, Veterans Memorial Community Center and the Provincetown Public Library; and costs

related thereto;

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

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

**Requires a Two-Thirds Vote**

**Majority Declared, Motion Passed**

*Article 10. FY 2019 Capital Improvements Program.* To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the following sums to defray the costs of the Fiscal Year 2019 Capital Improvements Program submitted in accordance with Chapter 9, Section 2 of the Provincetown Charter as follows, provided that one or more of the appropriations listed below shall be contingent on a Proposition 2½ capital outlay or debt exclusion ballot question:

15. Fire Department Main Station Boiler Replacement - \$105,513 to be expended under the direction of the Town Manager and the Department of Public Works for the replacement of the boiler in the Main Fire Station; and costs related thereto;

David Panagore moved that the Town vote to appropriate the sum of \$105,513 to be expended under the direction of the Town Manager and the Department of Public Works to replace the boiler at the Main Fire Station and costs related thereto, and, that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$105,513 pursuant to M.G.L. c. 44, §7(1), or any other enabling authority and to issue bonds and notes therefor; provided that this appropriation shall be contingent on the passage of a Proposition 2½ debt exclusion by the voters of the Town in accordance with M.G.L. c. 59 §21C(k); and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

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

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

**Requires a Two-Thirds Vote**

**Majority Declared, Motion Passed**

*Article 10. FY 2019 Capital Improvements Program.* To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the following sums to defray the costs of the Fiscal Year 2019 Capital Improvements Program submitted in accordance with Chapter 9, Section 2 of the Province-

town Charter as follows, provided that one or more of the appropriations listed below shall be contingent on a Proposition 2½ capital outlay or debt exclusion ballot question:

16. Marine Department Shoreline Protection Projects - \$200,000 to be expended under the direction of the Town Manager for funding and grant requests for beach nourishment and shoreline protection projects; and costs related thereto;

David Panagore moved that the Town vote to appropriate the sum of \$200,000 to be expended under the direction of the Town Manager and Harbormaster for funding and grant requests for beach nourishment and shoreline protection projects and costs related thereto, and, that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$200,000 pursuant to M.G.L. c. 44, §7(1), or any other enabling authority and to issue bonds and notes of the Town therefor; provided that the appropriation shall be contingent on the passage of a Proposition 2½ debt exclusion by the voters of the Town in accordance with M.G.L.c. 44 §21C(k); and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

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

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

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

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

**Requires a Two-Thirds Vote**

**Majority Declared, Motion Passed.**

***Article 10-6. CAPITAL IMPROVEMENT ARTICLE FUNDED FROM THE TOURISM FUND***

David Panagore moved that the Town vote to transfer \$200,000 from the Tourism fund to fund the following capital improvement article:

17. Pilgrims' First Landing Park - \$200,000 to be expended under the direction of the Town Manager and the Director of Public Works to fund the rehabilitation of Pilgrims' First Landing Park; and costs related thereto;

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

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

**Motion Passed.**

***Article 10. FY 2019 Capital Improvements Program.*** To see if the Town will

vote to raise and appropriate, borrow, or transfer from available funds the following sums to defray the costs of the Fiscal Year 2019 Capital Improvements Program submitted in accordance with Chapter 9, Section 2 of the Provincetown Charter as follows, provided that one or more of the appropriations listed below shall be contingent on a Proposition 2½ capital outlay or debt exclusion ballot question:

David Panagore moved that the Town vote to transfer

- \$50,000 in unused funds from April 2016 Annual Town Meeting Article 18-14 Parking AIMS Software;
- \$2,714.90 in unused funds from April 2017 Annual Town Meeting Article 8-13 Parking Kiosk; and
- \$397,285.10 from the Parking fund for a total of \$450,000 to fund the following capital improvement article:

18. Use of Parking Funds for Municipal Lot Equipment Upgrades - \$450,000 from the Parking Fund to be expended under the direction of the Town Manager for the Parking Control System and Revenue Collection System for the Town Parking Lots; and costs related thereto;

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

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

**Motion Passed.**

***Article 10-8. CAPITAL IMPROVEMENT ARTICLE FUNDED FROM THE WATER ENTERPRISE FUND***

David Panagore moved that the Town vote to appropriate from Water Enterprise Fund Retained Earnings a total of \$480,000 to fund the following capital improvement articles:

19. Water Department-Fleet Replacement - \$30,000 to be expended under the direction of the Town Manager and the Water Superintendent for the replacement of a Water Department pickup truck pursuant to the Water Fleet Replacement Plan; and costs related thereto;

20. Water Department-Winslow Water Tank Maintenance - \$450,000 to be expended under the direction of the Town Manager and the Water Superintendent to fund routine maintenance of the Winslow Water Tank to avoid structural problems and maintain water quality; and costs related thereto.

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

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

**Water & Sewer Board Recommends: 4-0-0**

**Motion Passed.**

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**Article 11. General Purpose Stabilization Fund Reserves.** To see if the Town will vote to raise and appropriate or transfer from available funds \$290,000 to fund the General Purpose Stabilization Fund.

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

David Panagore moved that the Town vote to transfer \$290,000 from Free Cash to fund the General Purpose Stabilization fund reserves.

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

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

**Motion Passed.**

**Article 12. OPEB Funding.** To see if the Town will vote to raise and appropriate or transfer from available funds \$427,532 to fund a contribution to the OPEB trust fund; or to take any other action relative thereto.

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

Tom Donegan moved that the Town vote to transfer \$427,532 from Free Cash to fund a contribution to the Town's Other Post Employment Benefits (OPEB) Trust fund.

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

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

**OPEB Trust Committee Recommends: 3-0-0**

**Motion Passed.**

**Article 13. Petitioned Article – No Neonics.** To see if the Town will vote to ban the sale and import of all Neonicotinoids, including the import of plants treated with said ingredient, in the Town of Provincetown effectively immediately.

*(Requested by Tracy Kachtick-Anders and others)*

Tracy Kachtick-Anders moved that the Town vote to approve a non-binding resolution as printed in the warrant under Article 13.

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

**Conservation Commission Recommend: 3-0-0**

**Board of Health Recommends: 3-0-0**

**Motion Passed.**

**Article 14. Petitioned Article – General Bylaw Amendment – Chapter 4, Town Meeting and Town Elections.** Limitation on Duration of Speeches. (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown General Bylaw Section 4-3-2,

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Limitation on Duration of Speeches as follows:

4-3-2. Limitation on duration of speeches.

No person shall speak for more than ~~five (5)~~ three (3) minutes on any question unless the time shall be extended by vote of the meeting; or take any other action relative thereto.

*(Requested by Jennifer Cabral and others)*

Jennifer Cabral moved that the Town vote to amend the Provincetown General Bylaw as printed in the warrant under Article 14.

**Board of Selectmen Recommends: 4-1-0  
Motion Passed.**

***Article 15. Petitioned Article – A Non-Binding Resolution- Regarding Designation of Tiny House Village.*** To see if the Town shall instruct the Planning Board to work with all other relevant boards and committees, as well as hold open citizen meetings, to develop zoning and other related bylaw changes, additions, and/or deletions and return to the next Town Meeting with one or more articles regarding “Tiny House Villages.” If, however, obstacles (whether legal, zoning, etc.) are identified, rather than submit one or more articles, the Planning Board shall instead present a written and oral report within eight months to the BOS and public in an open forum explaining how the Town might overcome obstacles related to permitting for year-round owner-occupied Tiny Houses. The report of the Planning Board should include the following:

- 1) To recommend to Town Meeting amendments to zoning bylaws to create a new designation of “Tiny House Village,” consisting of a lot with multiple year-round occupied Tiny House dwellings (defined as a detached structure of less than 500 square feet containing a single dwelling unit on an approved foundation). The Tiny House owner will sign a land lease (or similar vehicle for use of the land). If the Tiny House owner chooses, the owner will be able to remove the Tiny House from the foundation for transport.
- 2) To review the MA Attorney General ruling approving the Town of Nantucket articles on Tiny Houses, as well as the articles themselves, and determine implications and possible opportunities for Provincetown.
- 3) To assess the VFW property, and if possible other Town-owned properties, for the creation of a Tiny House Village. To determine the maximum allowable density for the site, either as a Tiny House Village or sharing the site with units based upon Town housing needs whether studio, 1 bedroom or family-sized units. Items to consider include ideal density to balance green space, a buffer zone for neighboring properties, sufficient room for parking, and other

needs.

- 4) To survey Town residents to determine the number of people interested in living in an off-grid tiny house or on-grid tiny house, as an owner, renter, or in a rent-to-own scenario, as well as learn how soon they would be ready to move into a Tiny House.
- 5) To direct the appropriate Town boards or personnel to continue to identify Town-owned properties that may be suitable for Tiny House use.
- 6) To explore avenues to allow for year-round use of Tiny Houses built on moveable trailers. Or take any other action relative thereto.  
*(Requested by Stephan Cohen and others)*

Stephan Cohen moved that the Town vote to approve a non-binding resolution as printed in the warrant under Article 15.

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

**Planning Board Recommends: 5-0-0**

**Community Housing Council Recommends further discussion: 3-0-0**

**Motion Passed.**

*Article 16. Petitioned Article – Non-binding Resolution on Tiny Houses in the Commonwealth of Massachusetts.* To see if the Town will vote to approve the following resolution:

Be it resolved, that the Town of Provincetown through this resolution, call on the Governor and General Court to take all necessary regulatory and legislative action necessary to accommodate “tiny houses” in the Commonwealth.

And furthermore be it resolved the Board of Selectmen and Town Manager take any appropriate action to advocate for changes in state legislation, building codes, and regulations to accommodate tiny houses.

And finally be it resolved the Town Clerk shall deliver a certified copy of this resolution to our state representative, state senator and the Governor of the Commonwealth forthwith. Or take any other action relative thereto.

*(Requested by Stephan Cohen and others)*

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

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

**Planning Board Recommends: 5-0-0**

**Community Housing Council Recommends further discussion: 3-0-0**

**Motion Passed.**

Mark Hatch moved to adjourn the Annual Town Meeting at 9:48 pm  
**Motion Passed.**

Town Moderator Mary-Jo Avellar convened the Annual Town Meeting at 6:00 p.m. on Tuesday, April 3, 2018 in the Town Hall Auditorium.

**Article 17. Petitioned Article –Non-binding Resolution - Temporary Use of the VFW property.** To see if the Town will vote to temporarily allow the lease at a rate of \$300 on a monthly basis of designated “lots” on the VFW property for owner-occupied year-round off-grid Tiny Houses constructed on a trailer until a permanent plan is enacted for the VFW property with this use to be reviewed and renewed annually at Town Meeting. Tiny House placement shall be at least 20 feet from the property line where there are neighboring residences. Or take any other action relative thereto.

*(Requested by Stephan Cohen and others)*

Stephan Cohen moved that the Town vote to approve a non-binding resolution as printed in the warrant under Article 17.

**Board of Selectmen Does NOT Recommend: 5-0-0**

**Community Housing Council Reserves Recommendation: 3-0-0**

**Motion Does Not Passed.**

**Article 18. Petitioned Article –Non-binding Resolution - Petition for Safe Communities Act.** To see if the Town will vote to request that Selectmen authorize all Town officials to refrain from using Town funds and other Town resources for the enforcement of federal immigration laws to the extent permissible by law, and unless presented with a criminal warrant or other evidence of probable cause as required by the 4th Amendment of the US Constitution (non-binding resolution). And, furthermore to see if the Town will vote to request that the Selectmen protect the civil liberties and human rights of all residents and visitors regardless of race, ethnicity, religion, ability, sexual and gender identity, national origin or citizenship and immigration status. Or take any other action relative thereto.

*(Requested by Alison Dwyer and others)*

Allison Dwyer moved that the Town vote to approve a non-binding resolution as printed in the warrant under Article 18.

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

**Motion Passed.**

**Article 19. Petitioned Article –Non-binding Resolution - Name Change for**

**Selectmen.** To see if the Town will vote to change the name from “Board of Selectmen” to “Select Board/Board of Select” to exhibit gender neutrality as do all other boards representing Provincetown. Or take any other action relative thereto.

*(Requested by Tracy Kachtick-Anders and others)*

Tracy Kachtick-Anders moved that the Town vote to approve a non-binding resolution as printed in the warrant under Article 19.

**Board of Selectmen Recommends: 4-0-1  
Motion Passed.**

**Article 20. *Petitioned Article – General Bylaw Amendment. Polystyrene Reduction Bylaw.*** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown General Bylaw Chapter 13 Prohibited Activities as follows:

13-7. Polystyrene Reduction Bylaw

13-7-1. Purpose and Intent

The use and disposal of polystyrene has significant impacts on our Town and our environment, including but not limited to:

1. Harm to marine and terrestrial animals through ingestion.
2. Pollution and degradation of the terrestrial and coastal environment.
3. Human exposure to styrene, which is derived from benzene and used in the manufacture of polystyrene. Occupational studies have shown risks for leukemia and lymphoma, and genetic damage to white blood cells. Styrene is “reasonably anticipated to be a human carcinogen” (US Department of Health and Human Services, 2016).
4. Disposal burdens of difficult to recycle plastics for solid waste collection and recycling facilities.

With the goal of protecting the health of its citizens and the unique natural beauty and irreplaceable natural resources of the Town of Provincetown, and given that inexpensive, safe alternatives to polystyrene are easily obtained, the Town will phase out the use of certain polystyrene plastics by June 1, 2019.

13-7-2. Definitions

“Polystyrene Disposable Food Services Containers and Cutlery” shall mean single-use disposable products for serving or transporting food or beverages, including without limitation take-out foods and/or leftovers from partially consumed meals prepared by a restaurant and/or retail food establishment.

This includes but is not limited to plates, cups, bowls, trays, hinged or lidded containers, straws, cup lids, and cutlery. It shall also include single-use disposable packaging for uncooked foods prepared on the premises, as well as disposable catering trays.

“Expanded or Foam Polystyrene” and “Polystyrene” shall mean blown polystyrene (polystyrene that has been expanded or blown using a gaseous blowing agent into a solid foam) and expanded and extruded forms, which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including but not limited to fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion blown molding (extruded foam polystyrene), sometimes called Styrofoam, a Dow Chemical Co. trademarked form of polystyrene foam. It bears the recycling number 6.

“Food Establishments” shall mean any operations, including without limitation schools, farmers markets and other public venues that store, prepare, package, serve, vend or otherwise provide food for human consumption. Any establishment requiring a permit to operate in accordance with the State Food Code, 105 CMR 590.000, et. seq., shall be considered Food Establishments for the purpose of this bylaw.

“Retail Establishments” shall mean any commercial business facility that sells goods directly to consumers including but not limited to grocery stores, pharmacies, liquor stores, convenience stores, retail stores and vendors selling clothing, food, and personal items, dry cleaning services, theaters and all other food services establishments.

“Public Venues” shall mean operations including but not limited to meeting halls, churches, Town offices, the Senior Center, Recreation Department, Library and Provincetown Elementary School.

### 13-7-3. Use Regulations

Polystyrene disposable food service containers, cutlery, and new polystyrene packing peanuts shall not be used or sold by food establishments and/or retail establishments within the Town of Provincetown on or after June 1, 2019. Any stock remaining after that date shall be accepted for disposal free of charge, through June 30, 2019, at the Provincetown Transfer Station/Recycling Center.

This bylaw shall not apply to:

1. Polystyrene packing peanuts and foam packaging reused from shipments coming to Provincetown.
2. Prepackaged meat and produce trays, egg cartons, and other food or beverage products bought from wholesaler or out of

Town supplier.

3. Polystyrene foam freezer chests.

13-7-4. Administration And Enforcement

This Bylaw may be enforced by any agent of the Board of Health through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to MGL Chapter 40, Section 21D and Article VII General Section 37. Penalties And Enforcement of the Town’s General Bylaws. If non-criminal disposition is elected, then any establishment which violates any provision of this bylaw shall be subject to the following penalties:

- First Offense: \$100 fine
- Second Offense: \$200 fine
- Third and Subsequent Offenses: \$300 fine for each offense

Offenses occurring within two years of the date of first reported offense will be considered as subsequent offenses. Each day or portion thereof shall constitute a separate offense, to do or act anything thereon.

The Board of Health, after a hearing conducted in accordance with the procedures set forth in 105 CMR 590.14 and 590.15, may suspend or revoke the food service permit for any establishment failing to comply with this bylaw.

13-7-5. Severability

If any provision of this Bylaw is declared invalid, or unenforceable, the other provisions shall not be affected thereby. Or take any other action relative thereto.

*(Requested by Anne Stott and others)*

Anne Stott moved that the Town vote to amend the Provincetown General Bylaw as printed in the warrant under Article 20 with the following amendment: Delete the words in Section 13-7-4, “~~Article VII General Section 37~~” and replace with “Chapter 2 of the Town’s General Bylaws”

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

**Conservation Commission Recommend: 3-0-0**

**Board of Health Recommends: 3-0-0**

**Recycling and Renewable Energy Committee Recommends: 4-0-1**

**Motion Passed.**

*Article 21. Petitioned Article – General Bylaw Amendment. Single Use Plastic Straw Ban Bylaw. (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown General Bylaw Chapter 13 Prohibited Activities as follows:*

### 13-8. Single Use Plastic Straw Ban

#### 13-8-1. Intentions and Findings.

It has been found that:

1. Plastic straws are rarely recycled.
2. Provincetown's proximity to the ocean means that plastic straws that go uncollected by DPW have a high chance of ending up on the beaches or in the bay.
3. Plastic straws take up to 200 years to degrade and are never fully absorbed by the planet.
4. The degrading of plastic straws releases chemicals toxic to wildlife and the environment the United States uses 500 million straws per day.
5. There is currently a national movement to reduce and ban the use of plastic straws and reasonable affordable alternatives are available.

Because Provincetown has a duty to protect the natural environment, the economy, and the health of its citizens, this amendment proposes to ban the sale or dispensing of single use plastic straws, including those made from polyethylene, polypropylene, and polystyrene, by any food establishment, retail establishment, or public venue in the Town of Provincetown.

#### 13-8-2. Definitions

"Plastic straw" shall mean any single use plastic straw including but not limited to those made from polyethylene, polypropylene, and polystyrene.

"Food Establishments" shall mean any operations including without limitation schools, farmers markets and other public venues that store, prepare, package, serve, vend or otherwise provide food for human consumption. Any establishment requiring a permit to operate in accordance with the State Food Code, 105 CMR 590.000, et. seq., shall be considered Food Establishments for the purposes of this bylaw.

"Retail Establishments" shall mean any commercial business facility that sells goods directly to consumers including but not limited to grocery stores, pharmacies, liquor stores, convenience stores, retail stores and vendors selling clothing, food, and personal items, dry cleaning services, theaters and all other food services establishments.

"Public Venues" shall mean operations including but not limited to meeting halls, churches, Town offices, the Senior Center, Recreation Department, Library, and the Provincetown Elementary School.

#### 13-8-3. Use Regulations

Plastic straws shall not be used, dispensed, or sold by food establishments and/or retail establishments within the Town of Provincetown on or after June 1, 2019. Any stock remaining after that date shall be accepted for disposal free of charge, through June 30, 2019, at the Provincetown Transfer Station/Recycling Center.

13-8-4. Administration And Enforcement

This Bylaw may be enforced by any Town Police Officer or agent of the Board of Health through any lawful means in law or in equity, including but not limited to non-criminal disposition pursuant to MGL Chapter 40 Section 21D and Article VII General Section 37. Penalties And Enforcement of the Town’s General Bylaws. If non-criminal disposition is elected, then any Establishment which violates any provision of this Bylaw shall be subject to the following penalties:

<u>First Offense:</u>	<u>\$100 fine</u>
<u>Second Offense:</u>	<u>\$200 fine</u>
<u>Third and Subsequent Offenses:</u>	<u>\$300 fine for each offense</u>

Offenses occurring within two years of the date of first reported offense will be considered as subsequent offenses. Each day or portion thereof shall constitute a separate offense, to do or act anything thereon.

The Board of Health, after a hearing conducted in accordance with the procedures set forth in 105 CMR 590.14 and 590.15, may suspend or revoke the food service permit for any establishment failing to comply with this Bylaw.

13-8-5. Severability

If any provision of this bylaw is declared invalid, or unenforceable, the other provisions shall not be affected thereby. Or take any other action relative thereto.

*(Requested by Anne Stott and others)*

Anne Stott moved that the Town vote to amend the Provincetown General Bylaw as printed in the warrant under Article 21 with the following amendment: Delete the words in Section 13-7-4, “~~Article VII General Section 37~~” and replace with “Chapter 2 of the Town’s General Bylaws”; and Delete the words in Section 13-8-4, “~~Town Police Officer or~~” so as to read, “...This Bylaw may be enforced by any agent of the Board of Health...”

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

**Conservation Commission Recommends: 3-0-0**

**Board of Health Recommends: 3-0-0**

**Recycling and Renewable Energy Committee Recommends: 4-0-0**

**Motion Passed.**

**Article 22. Home Rule Petition/Charter Amendment/Additional Alternate on Conservation Commission.** To see if the Town will vote to instruct its senator and representative in the General Court to file a home rule petition for a special act to read as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition, and provided further that if the revised charter is approved by the voters at the May 1, 2018, Annual Town Election, no such petition pursuant to a vote in favor of this article shall be submitted to the General Court, and provided further that if the revised charter is approved by the voters at the May 1, 2018 Annual Town Election, no such petition pursuant to a vote in favor of this article shall be submitted to the General Court.

The Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by changing Chapter 6, Section 6-1, to add a second alternate member to the Conservation Commission, for a total of five regular members and two alternate members, to read as follows:

6-6-1 There shall be a conservation commission as provided by G.L. c. 40 s 8C, consisting of five regular members and ~~one~~ two alternate members appointed by the town manager with the approval of the board of selectmen for three-year overlapping terms so arranged that the term of at least one regular member shall expire each year; or to take any other action relative thereto.

*[Requested by the Conservation Commission]*

Tim Famulare moved that the Town vote to approve Article 22 as printed in the warrant.

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

**Conservation Commission Recommends: 3-0-0**

**Motion Passed.**

**Article 23. Residential Exemption Increase– A Non-Binding Resolution.**

To see if the Town will vote a non-binding resolution to direct the Board of Selectmen to raise the residential exemption from 20% to 23%; or to take any other action relative thereto.

*[Requested by the Finance Committee]*

Mark Hatch moved that the Town vote to approve a non-binding resolution as

printed in the warrant under Article 23.

**Finance Committee Recommends: 4-1**  
**Board of Selectmen Recommends: 3-2-0**  
**Louise Verde Minority Report**  
**Motion Passed.**

*Article 24. Development Consultant.* To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds \$75,000 to be used to hire a development consultant to assist with financing, cost estimating, site planning, other related actions and development options up to and including entering into one or more development agreements for housing on the Town-owned property located at 3 Jerome Smith Road and the property at 26 Shank Painter Road for housing and/or commercial space.

*[Requested by the Finance Committee and the Board of Selectmen]*

Mark Hatch moved that the Town vote to transfer \$75,000 from Free Cash to hire a development consultant to assist with financing, cost estimating, site planning, other related actions and development options up to and including entering into one or more development agreements for housing on the Town-owned property located at 3 Jerome Smith Road and the property at 26 Shank Painter Road for housing and/or commercial space; or to take any other action relative thereto.

**Finance Committee Recommends: 5-0-0** **Board**  
**of Selectmen Recommends: 5-0-0**  
**Community Housing Council Recommends: 3-0-0**  
**Motion Passed.**

*Article 25. General Bylaw Amendment: Anti-discrimination Policy.* (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown General Bylaws by amending §6-4-7, as set forth below:

6-4-7. Anti-discrimination ~~clause~~ Policy. It is the policy of the Town of Provincetown to uphold the human rights of all persons in Provincetown and the free exercise and enjoyment of any and all rights and privileges secured by the Constitution, Law, Bylaws and Regulations of the United States, the Commonwealth of Massachusetts, and the Town of Provincetown. As such, actions that may deny or tend to deny or intend to deny to an individual equal access or opportunity in matters of housing, employment, education, municipal services, contracts, purchasing or public accommodations on the basis of age, ancestry, color, disability, family status, gender identity or expression, military status,

marital status, national origin, race, religion, sex or sexual orientation, are hereby prohibited. No lease or contract for services or public works and public building construction contracts shall be entered into by any Town authority without an anti-discrimination clause “that no person shall, on the grounds of race, color, national origin, sex or sexual preference, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any form.”<sup>22</sup> certification signed by the contractor as follows:

The contractor hereby certifies that the Contractor will not discriminate against any employee or applicant for employment on the basis of age, ancestry, color, disability, family status, gender identity or expression, military status, marital status, national origin, race, religion, sex or sexual orientation. The contractor has taken and will continue to take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to age, ancestry, color, disability, family status, gender identity or expression, military status, marital status, national origin, race, religion, sex or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination.

*[Requested by the Finance Committee]*

Mark Hatch moved that the Town vote to amend the Provincetown General Bylaw as printed in the warrant under Article 25.

- Finance Committee Recommends: 5-0-0**
- Board of Selectmen Recommends: 5-0-0**
- Personnel Board Recommends: 5-0-0**
- Motion Passed.**

*Article 26. Visitor Services Board – Amendments to Board Composition.* To see if the Town will vote to amend its previous vote under Article 64 of the April 5, 1999, Annual Town Meeting relative to the composition of the seven member Visitor Services Board by deleting representative appointments and replacing with the following:

The Visitor Services Board shall consist of seven regular members appointed at large by the Board of Selectmen for three-year overlapping terms so arranged that the term of at least one regular member shall expire each year.

*[Requested by the Board of Selectmen]*

Louise Venden moved that the Town vote to approve Article 26 as printed in

the warrant.

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

**Visitor Services Board Does NOT Recommend: 5-1-0**

**Richard Murray Majority Report**

**Jay Gurewitsch Minority Report**

**Robert Anthony Report**

**Motion Does Not Passed.**

*Article 27. Human Resources Expert.* To see if the Town will vote to raise and appropriate the sum of \$20,000 to hire an expert human resources consultant per the Town's proposed Charter Amendments provided that this appropriation shall be contingent on the passage of a Proposition 2 ½ override vote in accordance with MGL c. 59, Section 21 C(m) and passage of the Charter Amendments ballot vote; or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Tom Donegan moved that the Town vote to raise and appropriate the sum of \$20,000 to hire an expert human resources consultant per the Town's proposed Charter Amendments, provided that this appropriation shall be contingent on the passage of a Proposition 2 ½ override vote in accordance with General Laws Ch. 59 Section 21C (m).

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

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

**Charter Commission Recommends: 5-0-0**

**Cheryl Andrews Minority Report**

**Motion Does Not Passed.**

*Article 28. General Bylaw Amendment: Chapter 5, Section 15 Economic Development Permits.* (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown General Bylaws by amending Section 5-15 as follows:

Provincetown General Bylaw 5-15. Economic Development Permits

1. The Board of Selectmen is hereby authorized to issue economic development permits. The Board shall adopt guidelines, hereinafter referred to as "Permit Guidelines," for such economic development. Applications for an economic development permit shall be filed in the Office of the Board of Selectmen. The Board shall consider its guidelines with respect to each permit application. Economic development permits may be used to qualify for such preferences and permits as may be established by the Town or its boards or officers by guidelines, regulations or bylaws having as their purpose foster-

ing year-round economic development. Each property for which an economic development permit is granted shall be deemed a public service use under Section 3 of Chapter 15 of the Acts of 2000. Economic development permits may require the execution of an agreement, a covenant or other recordable instrument that ensures the continued use of the property in question for purposes consistent with the Permit Guidelines and the conditions pursuant to which the economic development permit was issued.

2. The Board of Selectmen may acquire in the name of the Town by gift or grant, or by purchase with funds that may be appropriated or otherwise available for such purpose, covenants with respect to real property, for such term of years as the Selectmen deem appropriate, the purpose of which is to ensure that said property shall be used for purposes consistent with the Permit Guidelines and the conditions pursuant to which the economic development permit was issued. Such agreements or covenants shall be enforceable by the Board of Selectmen, which may amend or release any such agreement or covenant if the Board of Selectmen deems such amendment or release to be in the best interest of the Town.

3. The Town's remedies shall include, without limitation, revocation of an Economic Development Permit by order of the Board of Selectmen, which order may be made 30 days after the date notice is given by mail to the property owner if the Selectmen's determination, after a public hearing, that the owner has failed to continuously maintain the approved use, or that the owner has commenced a use on the premises other than, or in addition to, the approved use, unless an additional use is otherwise permitted under the Town zoning bylaws and is merely de minimus in nature, whereupon all rights arising from this Economic Development Permit shall be forfeited, including without limitation, any Growth Management Permit or increased sewage flow allocation that may have been granted with respect to the premises, notwithstanding that the premises may have been assessed a betterment or special assessment relating to the increased sewage flow allocation and the allowed use shall be deemed to be expressly abandoned by the property owner, pursuant to Section 6200-3 of the Growth Management Bylaw of the Town.

4. A non-criminal disposition penalty will be assessed on any holder of an Economic Development Permit if found to not continuously maintain the approved use of the premises for which the permit was sought, or if found in violation of the conditions of the permit, in the amount of one hundred dollars (\$100) for the first offense, two hundred dollars (\$200) for the second offense and three hundred dollars (\$300) for the third offense. Each violation shall be deemed to be a separate offense. Repeat violations may be deemed a failure by the holder to continuously maintain the approved use and therefore may be grounds for revocation of the permit. Or to take any other action relative

thereto.

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

David Gardner moved that the Town vote to amend the Provincetown General Bylaw as printed in the warrant under Article 28.

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

**Board of Health Recommends: 3-0-0**

**Motion Passed.**

**Article 29. General Bylaw Amendment: Chapter 6, Section 2: Employment.** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown General Bylaws by amending Section 6-2-1 as follows:

6-2-1. Solicitation of candidates. No employee shall be hired by any agency of the Town without there first being solicitation of candidates for the position in a newspaper of general circulation in the Town for at least two consecutive weeks. Except, however, where the Town Manager determines that one or more internal candidates exist who exhibit qualifications, ability, and reliability, and are worthy of consideration and promotion then an internal posting of the vacancy for a minimum of seven (7) working days shall be posted in a conspicuous place listing the pay, duties and qualifications. Interested employees shall apply in writing to the Town Manager within the seven (7) working day period; or to take any other action relative thereto.

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

David Panagore moved that the Town vote to amend the Provincetown General Bylaw as printed in the warrant under Article 29.

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

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

**Personnel Board No Recommendation**

**Motion Passed.**

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

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

public or private way, without an associated 8 1/2 inch surface on which to set food and drink, and which are available as a public amenity, shall not be considered seats.; or to take any other action relative thereto.

*Two-Thirds Vote; Planning Board public hearing and report under MGL Chapter 40A, Section 5*

*[Requested by the Planning Board]*

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

**Planning Board Recommends: 5-0-0**  
**Board of Selectmen Recommends: 5-0-0**  
**Board of Health Recommends: 3-0-0**  
**Requires a Two-Thirds Vote**  
**Unanimous, Motion Passed**

**Article 31. Zoning Bylaw Amendment: Accessory Dwelling Units.** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulations, Section 2440 Table of Permitted Uses and Section 2450 as follows:

2440 Permitted Principal Uses

A.	Residential	Res1	Res2	Res3 ResB	TCC	GC	S	M
A1a	Single Family Dwelling							
	1. one per lot	YES	YES	YES	YES	YES	NO	NO
	2. two per lot (each separate structure)	PB20 <u>NO</u>	PB(20)	PB (21)	PB(21)	PB(21)	NO	NO
	3. three per lot	NO	PB20 <u>NO</u>	PB (21)	PB(21)	PB(21)	NO	NO
	4. four or more per lot	NO	NO	PB	PB	PB	NO	NO
A1b	Two Family Dwelling							
	1. one per lot	PB20 <u>NO</u>	PB(20)	PB (21)	PB(21)	PB(21)	NO	NO
	2. two per lot (each separate structure)	NO	NO	PB	PB	PB	NO	NO
	3. three per lot	NO	NO	PB	PB	PB	NO	NO
	4. four or more per lot	NO	NO	PB	PB	PB	NO	NO

2450 Permitted Accessory Uses

G.	Residential	Res1	Res2	Res3 ResB	TCC	GC	S	M
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G17	Accessory Dwelling Unit <sup>4</sup>	BA YES <sup>20</sup>	NO	NO				
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And Delete Footnote 4 in its entirety..

~~4Subject to the requirements of Article 4 Section 4800 of these By-Laws.~~

And Amend Footnote 20 as follows:

Footnote 20: ~~By Special Permit from the Planning Board, o~~One accessory dwelling unit may be allowed in the Res1 Zoning District, for a total of two dwelling units per lot; in Res2 Zoning District for a total of three dwelling units per lot; and in the Res3, ResB, TCC and GC Zoning Districts when the lot area limits the number of dwelling units to one or two, and there are no more dwelling units on the lot than the number allowed under this Bylaw, for a total of no more than three dwelling units per lot. only if the All accessory dwelling units shall meet the following criteria are met: the accessory dwelling unit is deed restricted for year-round rental only; it is limited in size to 600 square feet if it is a free-standing dwelling unit or 40% of the gross floor area if it is located within the principal residence.

And Delete Footnote 21 in its entirety:

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

And

To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulations, Section 2472 Parking Requirements as follows:

2472 All Districts The following minimums must be complied with in all districts:

USE	NUMBER OF SPACES
Residential	1 space/dwelling unit (studio or 1 bedroom); 1.5 spaces /dwelling unit (2 bedrooms or more) (applies to new units, existing development is grandfathered. Required spaces shall be rounded up to the nearest whole number.) <u>Accessory Dwelling Units are exempt.</u>

And Delete Section 4800 Affordable Housing ByLaw in its entity.

And amend Article 1 Definitions as follows:

**Accessory Dwelling Units** A dwelling unit, which is subordinate in use and area to that of the principal structure and is located on the same lot therewith and subject to the requirements of Article 4 Section 4800 of these By-laws.; or to take any other action relative thereto.

Two-Thirds Vote; Planning Board public hearing and report under MGL Chapter 40A, Section 5

*[Requested by the Planning Board]*

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

**Planning Board Recommends: 5-0-0**

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

**Requires a Two-Thirds Vote**

**Unanimous, Motion Passed.**

**Article 32. Zoning Bylaw Amendment: Growth Management.** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 6, Growth Management, Section 6600 Growth Limit Goal Allocations as follows:

3. Growth Management Review. Annually, by January ~~15~~ 31st, the Town Manager, in consultation with the DPW Director, Water Superintendent, Permit Coordinator, Planning Board, Board of Health, Water & Sewer Board, and Provincetown Community Housing Council (PCHC) shall evaluate the effects of growth on our resources over the past year, including but not limited to potable water supply, solid waste disposal, wastewater disposal, and the inventory of affordable housing and a review of the demand for Category 4a and issue an Annual Growth Management Report to the Board of Selectmen on those impacts and their recommendations therefor. The Board of Selectmen shall hold a Public Hearing on the Report within 30 days, and make a determination as to the amount of the Growth Limitation Goal Allocations, not to exceed the assigned allocations in Section 6600 for the upcoming year.

*[Requested by the Planning Board]*

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

**Planning Board Recommends: 5-0-0**

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

**Board of Health Recommends: 3-0-0**

**Requires a Two-Thirds Vote**

**Unanimous, Motion Passed.**

**Article 33. Zoning Bylaw Amendment: *Overlay Districts Harborfront.***

(Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulations, Section 2312 Applicability as follows:

2312 Applicability The following requirements apply to the “Harborfront Area”, defined as all that area which is either more than 195 feet seaward (i.e., southward) from the northern edge of the traveled ways of Commercial Street in the ~~Class GC TCC, Town Center Commercial~~ zone or seaward of mean high water, or both.; or to take any other action relative thereto.

Two-Thirds Vote; Planning Board public hearing and report under MGL Chapter 40A, Section 5

*[Requested by the Planning Board]*

David Gardner moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in Article 33 of the warrant.

**Planning Board Recommends: 5-0-0**

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

**Requires a Two-Thirds Vote**

**Unanimous, Motion Passed.**

**Article 34. Zoning Bylaw Amendment: *Building Scale.*** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulations, Section 2640, Building Scale as follows:

### 2640 Building Scale

A. Applicability. This Section is applicable to all new buildings and all additions in all zoning districts in Provincetown. ~~This Section does not apply to:~~

1. remodeling where the total volume of the building is to be reduced;
2. structures destroyed by fire or other similar casualty which may be rebuilt so long as the scale, volume and capacity is not increased and so long as it conforms to all other provisions of these Bylaws including Growth Management, Height and Roof Pitch Regulations or where the proposed addition to an existing structure is less than three hundred twenty-four (324) cubic feet of space; or structures existing prior to April 1, 2018, which are located in the FEMA established A and V zones that are required to raise their buildings above base flood elevation so long as the envelope of the building is not also being increased;
3. for structures in the FEMA established A and V zones that

are required to be raised above base flood elevation where there will be an increase in footprint or volume, then only the portion of the building below base flood elevation will be exempted from the scale calculation; or to take any other action

relative thereto.

*Two-Thirds Vote; Planning Board public hearing and report under MGL Chapter 40A, Section 5*

*[Requested by the Planning Board]*

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

**Planning Board Recommends: 5-0-0**  
**Board of Selectmen Recommends: 5-0-0**  
**Requires a Two-Thirds Vote**  
**Unanimous, Motion Passed.**

***Article 35. Zoning Bylaw Amendment: Commercial Accommodations.***

(Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 1, Definitions:

~~**Boarding, Lodging or Tourist Home**~~ A dwelling with a resident manager on the premises or associated with the business when the business occupies more than one parcel, plus accommodations, with or without meals, renting more than three but fewer than twenty separate guest units.†

~~**Hotel, Motel, Dormitory Housing**~~ shall mean a building or group of buildings providing sleeping accommodations (but not individual cooking facilities) for persons lodged with or without meals on a transient basis for compensation, but not meeting the definition of “Boarding, Lodging or Tourist Home or Inn.” Dormitory housing may be on a seasonal or year round basis, but must be for more than a month, and may be related to employment, educational or cultural purposes.

~~**Inn**~~ shall mean a building or group of buildings with a minimum of twenty (20) separate guest units all situated upon one parcel of land and providing food and sleeping accommodations (but not individual cooking facilities) for persons lodged on a transient basis for compensation and offering as well off-street parking for the convenience of guests as specified elsewhere in these By-Laws.

Commercial Accommodations shall mean boarding, lodging, tourist homes, dormitory, motel, hotel or inn.

Tourist House, Guest House or Bed and Breakfast means a building housing a dwelling unit with a resident manager on the premises or associated with the business when the business occupies more than one parcel, in which overnight rooming accommodations are provided or offered for transient guests for a fee.

Boarding, Lodging or Rooming House means a dwelling or part thereof, in which rental living quarters are provided with or without meals by the owner occupant. The term shall not include “tourist homes” or “bed and breakfast” which provide transient accommodations for a fee.

Dormitory or Employee Housing means a building used as living quarters for a group of unrelated individuals with common kitchen and living facilities on a seasonal or year-round basis, but must be for more than one month, and may be related to employment, educational or cultural purposes.

Hotel, Motel and Inn means a building or group of buildings providing transient lodging for a fee, and may include food, retail and other ancillary services.

And further

To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulations, Section 2440 Table of Permitted Uses as follows:

A.	Residential	Res1	Res2	Res3 ResB	TCC	GC	S	M
A3	<u>Boarding, lodging or Rooming House; Tourist House, Dormitory or Employee Housing</u>	<del>NO</del> BA	YES	YES	YES	YES	NO	NO
A7	<u>Tourist House, Guest house or Bed and Breakfast</u>	<del>NO</del>	YES	YES	YES	YES	NO	NO
B.	Business	Res1	Res2	Res3 ResB	TCC	GC	S	M
B3	Hotel, motel or inn <sup>2</sup>	BA	BA	YES <sup>3</sup>	YES <sup>3</sup>	YES <sup>2</sup>	NO	NO

And further to delete footnote 2 and 3:

2. Except “NO” if serving alcoholic beverages and containing fewer than twenty guest units;
3. Except “BA” if serving alcoholic beverages and containing fewer than twenty guest units.;

And add new footnote 2:

2. Food service, retail and other ancillary services commonly associated with

a hotel, motel or inn use may be permitted by BA within an establishment; or to take any other action relative thereto.

Two-Thirds Vote; Planning Board public hearing and report under MGL Chapter 40A, Section 5

*[Requested by the Planning Board]*

David Gardner moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in Article 35 of the town meeting warrant.

**Planning Board Recommends: 4-0-1**  
**Board of Selectmen Recommends: 5-0-0**  
**Requires a Two-Thirds Vote**  
**Majority Declared, Motion Passed.**

*Article 36. Zoning Bylaw Amendment: Marijuana Establishments.* (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 1, Definitions, by adding the following:

Marijuana Establishment -Retailer means an entity licensed to purchase and deliver marijuana and marijuana products from Marijuana Establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to Marijuana Establishments and to consumers. Shall include those institutions authorized to dispense medical marijuana.

Marijuana Establishment -Industrial means a marijuana cultivator, independent testing laboratory, marijuana product manufacturer, or any other type of licensed marijuana-related business.

~~Medical Marijuana Treatment Center (MMTC) means a not-for-profit entity registered under 105 CMR 725.100, that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana-infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, MMTC refers to the site(s) of dispensing, cultivation, and preparation of marijuana.~~

And

To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulations, Section 2440 Table of Permitted Uses as follows:

B.	Business	Res1	Res2	Res3 ResB	TCC	GC	S	M
B14	<u>Marijuana Establishments, Retail</u> <sup>19</sup>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>PB</u>	<u>PB</u>	<u>NO</u>	<u>NO</u>
B15	<u>Marijuana Establishments, Industrial</u> <sup>19</sup>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>PB</u>	<u>PB</u>	<u>NO</u>	<u>NO</u>

D.	Institutional	Res1	Res2	Res3 ResB	TCC	GC	S	M
D7	<u>Medical Marijuana Treatment- Center</u> <sup>19</sup>	<u>NO</u>	<u>NO</u>	<u>PB</u>	<u>NO</u>	<u>PB</u>	<u>NO</u>	<u>NO</u>

And further to amend footnote 19 as follows:

19. The Planning Board shall be the Special Permit Granting Authority for ~~Medical Marijuana Treatment Centers~~ Marijuana Establishments. Except no ~~MMTC facility or business~~ shall be permitted within a radius of 100 feet of a school or daycare center. The 100 foot distance is measured in a straight line from the nearest point of the ~~facility in question~~ parcel of the school or daycare center to the nearest point of the proposed ~~MMTC~~ parcel of the facility or business; or to take any other action relative thereto.

Two-Thirds Vote; Planning Board public hearing and report under MGL Chapter 40A, Section 5

*[Requested by the Planning Board]*

David Gardner moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in Article 36 of the town meeting warrant.

**Planning Board Recommends: 4-0-1**

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

**Requires a Two-Thirds Vote**

**Majority Declared, Motion Passed.**

*Article 37. Zoning Bylaw Amendment: Inclusionary Bylaw.* (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 4, Special Regulations, Section 4180 Inclusionary and Incentive Zoning Bylaw as follows:

4. (a) (2) The Payment in Lieu shall be made at and upon the sale or certificate of occupancy of ~~the final~~ each unit, whichever occurs sooner.; or to take any other action relative thereto.

Two-Thirds Vote; Planning Board public hearing and report under MGL Chapter 40A, Section 5

*[Requested by the Planning Board]*

David Gardner moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in Article 37 of the town meeting warrant.

**Planning Board Recommends: 5-0-0**  
**Board of Selectmen Recommends: 5-0-0**  
**Requires a Two-Thirds Vote**  
**Unanimous, Motion Passed.**

*Article 38. Zoning Bylaw Amendment: Dimensional Schedule.* (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulations, Section 2560 Dimensional Schedule as follows:

2560 Dimensional Schedule (See Section 4100 for additional multi-family and commercial accommodation requirements)

	Residential	Commercial	Seashore	Public Use			
Requirements	Res1	Res2	Res3 ResB	TCC	GC3	S	M
Min. Lot Area (square feet)	<del>8,000</del> <u>16,000</u>	5,000	5,000	5,000	7,000	120,000	--
Min. Lot Frontage (linear feet)	<del>50</del> <u>100</u>	50	50	50	70	--	--
Min. Front Yard (feet)	30	20 <sup>1</sup>	20 <sup>1</sup>	10 <sup>1</sup>	<del>30</del> <u>10</u>	50	--
Min. Side Yard (feet)	15	6	6	5 <sup>2</sup>	<del>15</del> <u>10</u>	25	--
Min. Rear Yard (feet)	20	15 <sup>1</sup>	10 <sup>1</sup>	10	25	25	--
Max. Lot Coverage (%)	40	40	40	40	40	--	--
Max. Number of Stories <sup>4</sup> (Refer to Story in Definitions)	2 ½	2 1/2	2 1/2	2 1/2	2 1/2	2 1/2	2 1/2
Max. Building Heights <sup>5</sup>							
Hip, gable and Shed roofs (feet) <sup>6</sup>	33	33	33	33	33	33	33
Mansard, gambrel, arch, or dome roofs (feet)	28	28	28	28	28	28	28
Flat roof defined as less than 3/12 pitch (feet)	23	23	23	23	23	23	23
Harborfront setback (see above)							

1. Or, if smaller, the average of the setbacks of the buildings on the lots thereto on either side, a vacant lot being counted as though occupied by a building set back the minimum required distance.
2. May be reduced to zero with a party wall (jointly owned by owner or abutting properties) meeting the requirements of the State Building Code, provided that access to the rear of the property is maintained for emergency vehicles.
3. Residential uses shall comply with requirements of the Res3 District.; or to take any other action relative thereto.

Two-Thirds Vote; Planning Board public hearing and report under MGL Chapter 40A, Section 5

*[Requested by the Planning Board]*

David Gardner moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in Article 38 of the town meeting warrant.

**Planning Board Recommends: 4-1-0**

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

**Requires a Two-Thirds Vote**

**Unanimous, Motion Passed.**

**Article 39. Zoning Bylaw Amendment: Section 2360 Formula Business Regulated District.** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws by amending Section 2360 to read as follows:

2360 Formula Business Regulated District.

2361 Definition.

“Formula Business” means a type of retail sales establishment, restaurant, tavern, bar, or take-out food establishment, which is under common control or is a franchise, and is one of ten or more businesses or establishments worldwide maintaining ~~three~~ two or more of the following features:

- (a) Standardized menu or standardized array of merchandise with 50% or more of in-stock merchandise from a single distributor bearing uniform markings.
- (b) Trademark or service mark, defined as a word, phrase, symbol or design, or a combination of words, phrases, symbols or designs that identifies and distinguishes the source of the goods from one party from those of others, on products or as part of the store design, such as cups, napkins, bags, boxes, wrappers, straws, store signs or advertising devices.
- (c) Standardized signage and color scheme used throughout the interior ~~or~~ exterior of the establishment.
- (d) Standardized uniform, including but not limited to, aprons, pants, shirts, smocks or dresses, hat and pins (other than name tags).
- (e) Standardized façade, ~~and~~ signage or color scheme used on the exterior of

the establishment.

#### 2362 Purpose.

The purpose and intent of the Formula Business Regulated District (FBRD) are to address the adverse social and economic impact of standardized businesses on Provincetown's community character. Formula Business uses are regulated in the FBRD in order to maintain a unique retail and dining experience. Formula Businesses frustrate this goal by detracting from Provincetown's overall historic experience and threatening its tourist economy. The proliferation of Formula Businesses will have a negative impact on the Town's economy, historical relevance, unique character and economic vitality.

#### (1) Location

The location of the Formula Business Regulated District (FBRD) shall encompass the Town of Provincetown General Commercial (GC) and Town Commercial Center (TCC) zoning districts. Formula businesses are prohibited in all other districts.

#### (2) Permitted Uses

Any use permitted in the underlying zoning district shall be permitted, except for those specifically prohibited below in Section 3. Drive-through facilities are not allowed.

#### (3) Regulated Uses

The proposed use of any building or structure for a Formula Business establishment shall require both a Special Permit from the Zoning Board of Appeals and a site plan approval of the Planning Board as well as the business license. The impact on the neighborhood and Town visual character of any Formula Business establishment shall be a criteria for approval.

Criteria for establishment, expansion, or relocation of a Formula Business:

(a) The Formula Business is designed and operated in a manner that preserves the community's distinctive small-town character;

(b) The Formula Business contributes to the diversity of uses to assure a balanced mix of businesses available to serve residents and visitors;

(c) The Formula Business use, together with the design and any improvements, is compatible with the existing architecture and unique aesthetic appearance of the Town; and

(d) The Formula Business shall not increase the intensity of use on the site to a level that will adversely impact land uses in the area; pedestrian, bicycle, or motor vehicle traffic; or the public welfare.

#### (4) Determination

A business which meets the initial consideration but does not meet a minimum of 2 of the five required features will need to demonstrate that in writing to the

Building Commissioner prior to applying for a business license. A Formula Business may adapt its business activities in consultation with the Building Commissioner so that the proposed establishment no longer qualifies as a Formula Business.

(5) Scope and Validity of the Bylaw.

The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision hereof, nor shall it invalidate any building permit, occupancy permit or special permit issued in reliance on said section or provision prior the determination of its invalidity.

And

To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulations, Section 2440 Table of Permitted Uses as follows:

B.	Business	Res1	Res2	Res3 ResB	TCC	GC	S	M
B11	Formula Businesses	NO	NO	BA <u>NO</u>	BA	BA	NO	NO

And,

To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 1, Definitions, by adding the following:

Façade: The face of a building as seen from a public way or other public space, typically the principal or front elevation of a building; or to take any other action relative thereto.

Two-Thirds Vote; Planning Board public hearing and report under MGL Chapter 40A, Section 5

*[Requested by the Planning Board]*

David Gardner moved that the Town vote to amend the Provincetown Zoning Bylaw as printed in Article 39 of the town meeting warrant.

**Planning Board Recommends: 5-0-0**

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

**Requires a Two-Thirds Vote**

**Unanimous, Motion Passed.**

**CONSENT AGENDA - The consent agenda is a meeting practice which groups routine and other non-controversial articles not necessarily requiring discussion or independent vote as separate articles. Using a consent agenda can save precious time by allowing Town Meeting to approve this**

**‘package’ of articles together in one motion. Articles under the consent agenda can only be grouped together if the Town Meeting body agrees. If a voter selects a specific article for discussion, it must be removed and placed on the regular agenda for discussion and separate vote by the Town Meeting body.**

**The Consent Agenda for the Annual Town Meeting includes Articles 40 through 46.**

Without objection, David Gardner moved to approve articles 40, 41, 42, 44, 45 and 46 as printed in the warrant by unanimous consent.

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

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

**Motion Passed Unanimously**

*Article 40. Room Occupancy Tax - A Home Rule Petition.* To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation applying the local room occupancy tax to seasonal rentals as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

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

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

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

“Occupancy,” the use or possession, or the right to the use or possession, of

any room or rooms in a bed and breakfast establishment, bed and breakfast home, hotel, lodging house, motel, seasonal rental property or other transient accommodation designed and normally used for sleeping and living purposes, or the right to the use or possession of the furnishings or the services and accommodations, including breakfast in a bed and breakfast establishment or bed and breakfast home, accompanying the use and possession of such room or rooms, for a period of 90 consecutive calendar days or less, regardless of whether such use and possession is as a lessee, tenant, guest or licensee.

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

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

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

Section 5. This act shall take effect upon its passage; or to take any other action relative thereto.

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

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

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

**Board of Health Recommends: 3-0-0**

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

**Motion Passed.**

**Article 41. 0.5% Real Estate Transfer Fee - A Home Rule Petition.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation authorizing the Town to impose a 0.5% real estate transfer fee as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

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

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

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

A. First time homebuyers who live in the home for at least 5 years. A lien shall accompany the deed stating that "There is running with the land a lien equal to the amount of fee exempted, plus accumulated interest and penalties until such time as all conditions of this sub-section are met."

B. Transfers to the government of the U.S., the Commonwealth, the Town of Provincetown and any of their instrumentalities, agencies or sub-divisions, such as the Provincetown Housing Authority.

C. Transfers made without additional consideration to confirm, correct, modify or supplement a transfer previously made.

D. Transfers of convenience with consideration under \$100 which include: name change, into trusts, out of trust, etc.

E. Transfers to any charitable organization as defined in Clause 3 of Section 5 of Chapter 59 of the General Laws or any religious organization providing that the real property interests so transferred will be held solely for public charitable or religious purposes.

F. Transfers between family members, marriage partners, parents and children, grandchildren, stepparents and stepchildren, brothers and sisters.

Section 3.

A. The fee imposed shall be due at the time of the transfer of the real property interest.

B. The buyer shall pay interest on any unpaid amount of the fee at the rate the Town collects on unpaid real estate taxes.

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

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

Section 4. This Act shall take effect on passage;

or to take any other action relative thereto.

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

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

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

**Motion Passed.**

**Article 42. Cape Cod Greenhead Fly Control District Assessment.** To see if the Town will vote to raise and appropriate \$1,438.75 for Greenhead Fly Control as authorized by Section 24, Chapter 252 of the General Laws; and to authorize the Town Treasurer to pay said appropriation into the State Treasury; or to take any other action relative thereto.

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

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

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

**Board of Health Recommends: 3-0-0**

**Motion Passed.**

**Article 44. Expenditures from the Tourism Fund.** To see if the Town will vote to transfer from the Tourism Fund the sum of \$750,000 to be expended under the direction of the Board of Selectmen and the Visitor Services Board to fund the following expenditures which market, beautify or enhance tourism in Provincetown pursuant to Chapter 178 of the Acts of 1996:

1. \$140,000 for coordination/support of the Visitor Services Board and the Tourism Department, and costs related thereto;
2. \$400,000 for marketing, and costs related thereto;
3. \$50,000 for municipal projects, and costs related thereto;
4. \$150,000 for tourism grants, and costs related thereto;
5. \$10,000 for Beautification Committee, and costs related thereto;

or to take any other action relative thereto.

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

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

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

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

**Motion Passed.**

**Article 45. FY 2019 Human Services Grant Program.** To see if the Town will vote to raise and appropriate the sum of \$76,750 to be expended under the direction of the Board of Selectmen, to fund grants to assist nonprofit agencies and organizations to maximize available resources to meet needs identified

by the community by providing services to local residents, particularly those of low and moderate income and those who are uninsured or underinsured, as follows:

Alzheimer’s Family Caregiver Support	\$8,000
Cape Cod Children’s Place	\$6,000
Cape Cod Dispute Resolution Center	\$1,700
Consumer Assistance Council	\$550
Food4Kids Program/Church of the Holy Spirit	\$2,000
Gosnold on Cape Cod	\$10,000
Helping Our Women	\$8,500
Homeless Prevention Council	\$6,000
Independence House	\$5,500
Lower Cape Outreach Council, Inc.	\$6,000
Outer Cape Health Services	\$10,000
Sight Loss Services, Inc.	\$600
Soup Kitchen in Provincetown	\$7,000
South Coast Counties Legal Services	<u>\$4,900</u>
Total	<u>\$76,750</u>

or to take any other action relative thereto.

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

- Board of Selectmen Recommends: 5-0-0**
- Finance Committee Recommends: 4-0-1**
- Board of Health Recommends: 3-0-0**
- Human Services Committee Recommends: 5-0-0**
- School Committee Recommends: 3-0-0**
- Motion Passed.**

**Article 46. FY2019 Revolving Fund Spending Limits.** To see if the Town will vote to establish spending limits for FY 2019 for the following revolving funds established pursuant to MGL Chapter 44, Section 53E½:

1. Preservation of Town Hall Auditorium: up to a limit of \$75,000 annually, to be expended for the repair, updating, refurbishing, operations and maintenance of the Town Hall auditorium under the direction of the Town Manager and the Board of Selectmen;
2. Shellfish Grants: up to a limit of \$2,500 annually, to be expended under the direction of the Shellfish Warden and the Harbormaster for the purpose of shellfish seeding and cultivation on public shellfish areas;
3. B-Street Garden: up to a limit of \$2,500 annually, to be expended for the repair, updating and maintenance of the B-Street Garden under the direction of the Town Manager and the Conservation Commission;
4. Fuel Reimbursement: up to a limit of \$125,000 annually, to be expended for

the purchase of fuel under the direction of the Town Manager and the Director of Public Works;

5. Council on Aging Transportation: up to a limit of \$10,000 annually, to be expended for the transportation cost under the direction of the Town Manager and the Director of the Council on Aging;

6. Affordable Housing: up to a limit of \$10,000 annually, to be expended for costs associated with the administration, management and support of affordable housing in the Town, including, without limitation, cost of marketing and conducting lotteries under the direction of the Town Manager and the Housing Specialist;

7. Facilities and Grounds Rental Revolving Fund: up to a limit of \$10,000 annually, for janitorial hired staffing and other costs related to rental costs under the direction of the Town Manager; or to take any other action relative thereto.

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

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

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

**Motion Passed.**

**Article 43. Amendments to Personnel Bylaw/Classification and Compensation Plan.** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend Schedules A, B and C of the Town’s Classification and Compensation Plan as follows:

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

Grade	Compensation Range						Position
	FY2018			FY2019			
							Town Manager [exempt MGL C.41,§108N]
							Chief of Police [exempt MGL C.41,§108O]
14	\$95,102	-	\$117,699	\$97,004	-	\$120,053	Finance Director <u>DPW Director</u>
13	\$88,057	-	\$109,487	\$89,818	-	\$111,677	<del>DPW Director</del>
							Staff Lieutenant <u>Assistant Town Manager</u>
12	\$81,906	-	\$101,837	\$83,544	-	\$103,874	Assistant Town Manager
11	\$76,185	-	\$94,743	\$77,709	-	\$96,638	Building Commissioner



							Assistant Tourism Director
3	\$42,689	-	\$53,104	\$43,543	-	\$54,166	COA Outreach Coordinator
							Principal Accounting Clerk
2	\$39,710	-	\$49,375	\$40,504	-	\$50,363	no positions assigned
1	\$36,949	-	\$45,925	\$37,688	-	\$46,844	no positions assigned

Schedule B: To amend Schedule B, “Fire Department Positions,” effective July 1, 2018, as requested by the Board of Fire Engineers, as follows:

Annual Stipends for Reimbursement of Expenses

Annual Salary:	FY18 Current	FY19 Proposed	% change
Fire Chief	\$55,000	\$57,750	5.0%
Positions			
1st Deputy Fire Chief	\$15,000	\$16,500	10.0%
2nd Deputy Fire Chief	\$12,000	\$13,200	10.0%
District Fire Chief/Engineer	\$6,000	\$6,600	10.0%
Firefighter	\$800	\$800	0.0%
Fire Auxiliary	\$400	\$400	0.0%
Fire Captain	\$1,250	\$1,250	0.0%
Fire Lieutenant	\$500	\$500	0.0%
Engine Steward	\$880	\$880	0.0%
Station Steward	\$1,100	\$1,100	0.0%
Ladder Steward	\$1,300	\$1,300	0.0%
LaFrance Steward	\$500	\$500	0.0%
Oil Inspector	\$1,747	\$1,747	0.0%
Rescue Steward	\$3,600	\$3,600	0.0%
Rescue Captain	\$3,000	\$3,000	0.0%
Rescue Lieutenant	\$1,500	\$1,500	0.0%
Rescue Training Officer	\$3,000	\$3,000	0.0%
Radio Officer	\$800	\$800	0.0%
Air Officer	\$1,500	\$1,500	0.0%
Summer Standby Coordinator	\$3,500	<b>\$4,000</b>	14.3%
Infection Control Officer	\$800	\$800	0.0%
Non-Firefighter Positions			

First Responders	\$25.00/hr	\$25.00/hr	0.0%
EMT-Basic	\$25.41/hr	\$26.18/hr	3.0%
EMT-Intermediate	\$27.34/hr	\$28.16/hr	3.0%
EMT-Paramedic	\$30.00/hr	\$30.90/hr	3.0%
Standby	\$25.00/hr	\$25.00/hr	0.0%
Safety Inspections	\$20.00/hr	\$20.00/hr	0.0%
Rescue Squad Participation (per quarter)	\$250	\$250	0.0%

Schedule C: To amend Schedule C, “Seasonal and Part-time Non-Union Positions,” effective July 1, 2018, as follows:

<u>Grade</u>	<u>Actual FY 2018</u>	<u>Proposed FY 2019</u>	<u>Proposed Position Classifications</u>
N	\$20.32	\$20.72	Police Summer/On-call Dispatcher <u>Code Compliance Officer</u>
M	\$19.72	\$20.11	No Positions Assigned
L	\$19.17	\$19.55	Parking Lot Technical Manager Property Inspector (Assessors)
K	\$18.63	\$19.00	Assistant Harbormaster with police powers Police Officer, Summer/Auxiliary
J	\$18.08	\$18.44	No Positions Assigned
I	\$17.75	\$18.11	Parking Meter Collection/Repair <u>COA Program Coordinator</u>
			On-call van Driver
H	\$17.23	\$17.57	Police Matron
G	\$16.90	\$17.57	No Positions Assigned
F	\$16.41	\$16.74	Assistant Harbormaster w/o police powers <u>COA Program Coordinator</u>
			Parking and Traffic Officers
			Parking Lot Assistant Technical Manager
			Parking Meter Enforcement
			Part-time Clerical
			Secretary, On-call Relief
			Transfer Station Laborer
E	\$16.11	\$16.43	Part-time Library Circulation Aide

D	\$15.65	\$15.96	On-call Library Circulation Aide
			Parking Lot Attendant/Out-booth/Floater
C	\$15.19	\$15.49	Barrels & Grounds Laborer
			Restroom/Building Custodian
			Seasonal Recreation Supervisor
B	\$14.90	\$15.20	No Positions Assigned
A	\$14.67	\$14.96	Parking Lot Attendant/In-booth
			Seasonal Recreation Aides

or to take any other action relative thereto.

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

David Gardner moved that the Town vote to amend the Personnel Bylaw and Classification and Compensation Plan, as printed in the warrant under Article 43.

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

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

**Motion Passed.**

Mark Hatch moved to adjourn the April 2, 2018 Annual Town Meeting at 9:24 pm

**Motion Passed.**

<b>Special Town Meeting - October 29, 2018</b>
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**Meeting Called to Order.** Town Moderator Mary-Jo Avellar convened the Special Town Meeting at 6:00 p.m. on Monday, October 29, 2018 in the Town Hall Auditorium.

***Preliminary Motions:***

Louise Venden moved that the Town vote to waive the reading of the warrant.

**Motion passed.**

Louise Venden moved that the Town vote to grant permission to speak at the October 29, 2018 Special Town Meeting to the following persons who are not registered voters of the Town of Provincetown:

John Giorgio, Esq., and other attorneys of the firm of KP Law, P.C., Town Counsel;

Amy Davies, Provincetown Community Television;

Robert Capurso, Town Engineer

Josee Cardinal Young, Finance Director;

Morgan Clark, Director of Health;

James Golden, Chief of Police;

Michelle Jarusiewicz, Housing Specialist & Grant Administrator;

Rex McKinsey, Pier Manager/Harbormaster;

Sherry Prada, Operations Director of Public Works;

Beth Singer, Superintendent of Schools;

Mark Robinson of The Compact of Cape Cod Conservation Trusts

**Motion passed.**

Louise Venden moved that on all matters to come before the October 29, 2018 Special Town Meeting, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters.

**Motion passed.**

Louise Venden moved that notwithstanding the requirements for a public hearing on each warrant article contained in Section 2-3-g of the Town Charter, Town Meeting may consider and act on all articles on the warrant for this Town Meeting.

**Motion passed.**

**Article 1. To Hear Town Reports.** To see if the Town will vote to hear the reports of the Town Officials, Boards and Committees and to act thereon.

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

Tom Donegan moved that the Town vote to hear the reports of the Town Officials and Committees and to act thereon.

**Motion passed.**

Update on the Local Comprehensive Plan Process by Town Planner Jeffrey Ribeiro

Announcement by Town Manager David Panagore of a UMASS Boston Office of Public Collaboration Initiative on the Civic Engagement Process with a focus on Social Media and Civility

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

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

Explanation of Article 2: Invoices received after the close of the fiscal year for services rendered or goods received prior to July 1 are considered prior year bills. Per MGL Chapter 44 Section 64, prior year bills to be paid from the Town's general operating fund may only be paid by a vote of Town Meeting.

David Panagore moved that the Town vote to transfer \$6,071.47 from 910 Employee benefits and Other Insurance to pay the following unpaid bills from fiscal year 2018:

Angel Foods \$321.00  
Conwell Lumber invoices totaling \$111.96  
Lands End invoices totaling \$18.00  
Siemens invoice totaling \$145.96  
Great Minds invoices totaling \$3,237.17  
Cape & Vineyard Electric Cooperative invoices totaling \$321.38  
Learners Edge Course Reimbursements totaling \$436.00  
Tyler Technologies \$1,280.00  
Fenton Fire Equipment \$200.00

**Select Board Recommends 5-0-0**

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

**9/10's vote required.**

**Motion passed unanimously.**

**Article 3. Wastewater Expansion Authorization.** To see if the Town will vote to appropriate and borrow the sum of \$6,000,000 to be expended under the direction of the Town Manager and the Board of Selectmen, for the development of plans and specifications and for construction, optimization and expansion of the Town's sewer system including the expansion of the treatment capacity of the wastewater treatment plant and further extensions of the Town's sewer system, including without limitation all costs defined under Chapter 29C, Section 1 of the General Laws and all other costs incidental and related thereto; and to raise said appropriation the Town Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum of money under and pursuant to Chapter 44, Section 7(1) and/or Chapter 29C of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor; and that to the extent that any State, Federal or other funds are or become available for the purposes set forth above, the Board of Selectmen is authorized to apply for and accept such funds; and, further, the Town votes to authorize the Water and Sewer Board to assess one hundred percent of the project cost to the Town upon those who benefit from the project, such assess-

ments to be made by the Uniform Unit method as provided by General Laws Chapter 83, Section 15; or to take any other action relative thereto.

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

Explanation of Article 3: The Town has been in a State of Limited Capacity at the Wastewater Treatment Plant since 2015, which has limited all further connections to the sewer to the Town's priority categories. The Town conducted a feasibility study identifying three potential options for expansion. The Board of Selectmen, Water and Sewer Board and Board of Health have all voted to recommend Option 1, which is a \$6 million construction of a Peak Flow Storage Tank at the treatment plant that will free up 155,000 additional gallons of capacity for properties and uses within the existing sewer service use areas, allowing the Town to not only continue to serve its existing priority uses, but also open up the sewer for private hookups. As with previous Town Meeting authorization requests, the cost will be covered by grants and by betterment revenue from new users or additional flows from existing users.

Rich Waldo moved that the Town appropriate the sum of \$6,000,000 to be expended under the direction of the Town Manager and the Board of Selectmen, for the development of plans and specifications and for construction, optimization and expansion of the Town's sewer system including the expansion of the treatment capacity of the wastewater treatment plant and further extensions of the Town's sewer system, including without limitation all costs defined under Chapter 29C, Section 1 of the General Laws and all other costs incidental and related thereto; and to meet said appropriation the Town Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$6,000,000 under and pursuant to Chapter 44, Section 7(1) and/or Chapter 29C of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor; and that while such bonds shall be general obligations of the Town, it is intended that the principal and interest thereon shall be repaid in the first instance from Sewer Enterprise Fund revenues, state or federal grants, and other available funds of the sewer system; and that the Board of Selectmen, or any other appropriate Town official, is authorized to take any other action necessary or convenient to carry out the project; any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and that to the extent that any State, Federal or other funds are or become available for the purposes set forth above, the Board of Selectmen is authorized to apply for and accept such funds; and, further, the Water and Sewer Board is authorized to assess one hundred percent of the project cost to the Town upon those who benefit from the project, such assessments to be

made by the Uniform Unit method as provided by General Laws Chapter 83, Section 15.

**Water & Sewer Board Recommends 3-0-0**

**Select Board Recommends 5-0-0**

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

**Board of Health Recommends 5-0-0**

**2/3rd's vote required.**

**Jonathan Sinaiko report**

**Steve Katsurinis report**

**Motion passed. 2/3rd's declared.**

***Article 4. Zoning Bylaw Amendment: Article 6, Growth Management.***

(Deletions shown in strike through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 6, Growth Management Bylaw, Section 6600, Growth Limitation Goal Allocations, in order to allow a one-time increase in the number of gallons allocated to General Use Category 4 (Economic Development) that will allow for expansion of economic development in the downtown corridor due to wastewater expansion as follows:

(c) Annually, during the Growth Management Review, the Board of Selectmen may allocate up to 3,750 gpd to General Use Category 4, ~~except that in 2019, the Board of Selectmen may allocate an additional amount of up to 10,000 gpd to General Use Category 4,~~ provided that the Board of Selectmen shall have made a finding that the Town is in compliance with the water withdrawal permit issued by the Department of Environmental Protection ("DEP") pursuant to 310 CMR 36.00 and all applicable rules and regulations promulgated by DEP with respect thereto; or to take any other action relative thereto.

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

Explanation of Article 4: The Wastewater Expansion will open downtown capacity for business and economic development growth. Of the increased capacity, the Board of Selectmen allocated up to 63,000 gallons over the course of the next 10 years for economic development. This article will boost the available growth management gallons to support that level of growth for downtown businesses.

David Gardner moved that the Town vote to amend the Zoning Bylaw as printed in the warrant under Article 4.

**Planning Board Recommends 5-0-0**

**Select Board Recommends 5-0-0**  
**Finance Committee Recommends 4-0-0**  
**Board of Health Recommends 5-0-0**

**2/3rd’s vote required.**  
**Motion passed. 2/3rd’s declared.**

***Article 5. Land Bank – Pre-acquisition Expenses.***

To see if the Town will vote to transfer from the Land Bank Fund established under Chapter 293 of the Acts of 1998 the sum of \$35,000 to be expended under the direction of the Open Space Committee and the Town Manager for the funding of pre-acquisition expenses for potential Land Bank purchases, including but not limited to title searches and appraisals, updating of the Open Space Plan to qualify said purchases for state grants, and other costs associated therewith; or to take any other action relative thereto.

*[Requested by the Open Space Committee]*

Explanation of Article 5: Land Bank pre-acquisition funds allow the Open Space Committee to do the required due diligence prior to any open space purchase. In addition, the Town is required to update the Open Space and Recreation Plan by October 2019 to remain eligible for grant funds.

Dennis Minsky moved that the Town vote to approve Article 5 as printed in the warrant.

**Open Space Committee Recommends 5-0-0**  
**Select Board Recommends 5-0-0**  
**Finance Committee Recommends 4-0-0**  
**Board of Health Recommends 5-0-0**

**Motion passed.**

***Article 6. Land Bank – Acquisition of the Hall Property, 387-395A Commercial Street.***

To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, on such terms and conditions as the Board of Selectmen deems in the best interests of the Town, a parcel of land located at 387-395A Commercial Street, identified on Assessors Map 12-2 as Parcel 2-15, containing 13,127 square feet, more or less, and described in a deed recorded with the Barnstable County Registry of Deeds in Book 7440, Page 128, for active recreational purposes under the provisions of G.L. c. 45, §3, as the same may be amended, and other Massachusetts statutes related to recreation, to be managed and controlled by the Recreation Commission; and to raise and appropriate, transfer from available funds, including, without limitation, the Cape Cod Land Bank Act and/or Community Preserva-

tion Act, the sum of \$1,400,000 for the purpose of said acquisition and costs incidental and related thereto; to authorize the Board of Selectmen and the Town Manager, at the Board of Selectmen's discretion, to apply for, accept and expend, on behalf of the Town, any and all funds that may be provided by the Commonwealth or other public or private sources to defray all or a portion of the costs of said acquisition, including, but not limited to, grants and/or reimbursement from the Commonwealth of Massachusetts under the Urban Self-Help Act (301 CMR 5.00), and/or any other federal, state or other grants or reimbursement programs in any way connected with the scope of this acquisition, and to enter into any and all agreements and execute any and all instruments on behalf of the Town as may be necessary or convenient to effectuate said acquisition; and, further, to authorize the Board of Selectmen to convey to the Provincetown Conservation Trust or other qualified organization a restriction on said land meeting the requirements of G.L. c. 184, §§31-33, in accordance with said Land Bank and Community Preservation Acts, limiting the use of said land to the aforesaid purposes in perpetuity; or to take any other action relative thereto.

*[Requested by the Open Space Committee]*

Explanation of Article 6: The Open Space Committee recommends this article to the Town to acquire the property at 387-395A Commercial Street (approximately 1/3-acre) for park and outdoor recreation purposes. The subject property has no structures on it, and is presently used as a surface parking lot. The potential acquisition of this property represents a unique opportunity to provide public access to Provincetown Harbor, establish a new public beach and waterfront park, and preserve a view of the harbor from Commercial Street. Land Bank funds would be used for the purchase, and the Town has applied for state PARC grant assistance which, if awarded, would reimburse the Town up to \$400,000 of the purchase price. Even if the Town is not awarded this grant, there are sufficient funds in the Land Bank to acquire this parcel without any need to finance the purchase. Acquisition of this property is consistent with several goals of the Town's Open Space and Recreation Plan, including the use of Land Bank funding to purchase land to ensure harbor access and protect harbor views. The Seller has placed two contingencies on the sale: 1) that hours of prohibited park use between midnight and 6:00 a.m. be posted, and 2) that no parking be allowed on the property, except that not more than two (2) handicap-accessible parking spaces may be allowed to enable the Town to qualify for park development grant assistance that may require such parking for handicap access to the park.

Dennis Minsky moved that the Town vote to approve Article 6 as printed in the warrant and that \$1,400,000 be transferred from the Land Bank for this purpose.

**Open Space Committee Recommends 5-0-0**

**Select Board Recommends 5-0-0**

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

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

**Harbor Committee Recommends 4-0-0**

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

**Board of Health Recommends 5-0-0**

**Recycling & Renewable Energy Committee Recommends 3-0-0**

**Motion passed.**

**Article 7. Land Bank – Acquisition of the Dwyer Property 264-268 Bradford Street.** To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, on such terms and conditions and subject to such easements and/or restrictions as the Board of Selectmen deems in the best interests of the Town, a portion of the parcel of land located at 264-268 Bradford Street (Rear) and identified on Assessors Map 15-2 as Parcel 51, which portion contains five acres, more or less, and is approximately shown as “Lot 1” on a sketch plan entitled “Site Plan Depicting a 4 Lot Subdivision”, a copy of which is on file with the Town Clerk, for conservation and passive recreation purposes under the provisions of G.L. c. 40, §8C, as the same may be amended, and other Massachusetts statutes related to conservation, to be managed and controlled by the Conservation Commission; and to raise and appropriate, transfer from available funds, including, without limitation, the Cape Cod Land Bank Act, and/or borrow, the sum of \$1,000,000 for the purpose of said acquisition and costs incidental and related thereto; to authorize the Board of Selectmen, the Conservation Commission and/or their designees to apply for, accept and expend any funds that may be provided by the Commonwealth or other public or private sources to defray all or a portion of said costs of acquisition, including, but not limited to, grants and/or reimbursement from the Commonwealth of Massachusetts under G.L. c.132A, §11 (the so-called LAND Grants) and/or any other federal, state or other grants or reimbursement programs in any way connected with the scope of this acquisition, and to enter into all agreements and execute on behalf of the Town any and all instruments as may be necessary or convenient to effectuate said acquisition; and further, to authorize the Board of Selectmen to convey to the Trustees of the Provincetown Conservation Trust or any other qualified organization a conservation restriction on said land meeting the requirements of G.L. c. 184, §§31-33, in accordance with said Land Bank Act, limiting the use of said land to the aforesaid purposes in perpetuity; or to take any other action relative thereto.

*[Requested by the Open Space Committee]*

Explanation of Article 7: The Open Space Committee recommends this

article to the Town to acquire approximately 5.5 acres of the rear portion of the property at 264-268 Bradford Street for conservation and public passive recreational use. The subject property is thickly wooded with large American beech, red maple, white and black oaks and pitch pine. It is designated as endangered species habitat, and contains a one-acre maple swamp and steep, forested dunes. The parcel is adjacent to the Old Colony Nature Pathway, and, if acquired, would be contiguous with other open space properties along the Provincetown Greenway, which is a swath of Atlantic white cedar swamps and forested dune-scape straddling the Old Colony Pathway and Route 6, running from the Truro town line into downtown Provincetown. Acquisition of this property is consistent with several goals of the Town's Open Space and Recreation Plan. Land Bank funds would be used for the purchase, and the Town has applied for state LAND grant assistance which, if awarded, would reimburse the Town up to \$400,000 of the purchase price. Even if the Town is not awarded this grant, there are sufficient funds in the Land Bank to acquire this parcel without any need to finance the purchase.

Celine Gandolfo moved that the Town vote to approve Article 7 as printed in the warrant and that \$1,000,000 be transferred from the Land Bank for this purpose.

**Open Space Committee Recommends 4-0-0**

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

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

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

**Board of Health Recommends 5-0-0**

**Recycling & Renewable Energy Committee Recommends 3-0-0**

**Motion passed unanimously.**

**Article 8. Zoning Bylaw Amendment: Public Utilities.** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 1, Definitions, and Article 2, Districts and District Regulations, Section 2440 Table of Permitted Uses as follows:

Add the following definition to Article 1:

**Public Utility** shall mean an organization, subject to public control and regulation, that maintains the infrastructure for a public service, including: electricity, natural gas, water, sewage, telephone, and broadband internet telecommunications.

And amend the use table for C8 Public Utility as follows:

2440 Permitted Principal Uses

C.	Industrial	Res1	Res2	Res3 ResB	TCC	GC	S	M
C8	Public Utility	<del>NO</del> <u>BA</u>	<del>NO</del> <u>BA</u>	BA	BA	BA	<del>NO</del> <u>BA</u>	<del>NO</del> <u>BA</u>

or to take any other action relative thereto.

*[Requested by the Planning Board]*

Explanation of Article 8: This amendment provides a definition of public utilities and amends the use table to recognize that the Town’s existing infrastructure for water, sewer, electric and telephone are all located on existing Town parcels in residential zones and therefore will remove the non-conforming status for those properties allowing us to maintain and expand those facilities within zoning.

Jeffrey Ribeiro moved that the Town vote to amend the Zoning Bylaw as printed in the warrant under Article 8.

- Planning Board Recommends 5-0-0**
- Board of Selectmen Recommends 5-0-0**
- Finance Committee Recommends 4-0-0**

**2/3rd’s vote required**  
**Motion passed. 2/3rd’s declared.**

**Article 9. Zoning Bylaw Amendment: Dimensional Schedule.** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulation, Section 2560 Dimensional Schedule as follows:

Amend Footnote 5 (Building Heights) as follows:

5. Height limitations shall not apply to chimneys, TV antennae with poles of ten (10) feet or less, or spires, cupolas and widow walks that do not enclose more than thirty-five (35) square feet of floor space or exceed ten (10) feet in height or occupy more than five (5) percent of the roof area. If the roof is composed of multiple forms, the maximum height for each type of roof shall apply to each respectively. For Building Height allowed in High Elevation District, see Section 2320 High Elevation District. Municipal and Public Safety facilities may exceed height limitations when authorized by a Special Permit issued by the Zoning Board of Appeals as provided in Section 5300 with additional findings that the proposed height:  
1) is influenced by unique design characteristics or constraints necessitated by

the particular use, purpose or program of the structure, and 2) where it would be beneficial to the general public by decreasing costs, providing greater functionality, or enhanced public safety.

Or to take any other action relative thereto.

*[Requested by the Planning Board]*

Explanation of Article 9: This amendment recognizes that municipal buildings have unique purposes or constraints that necessitate that they might not comply with the height requirements for structures. This amendment will allow the Town to receive a Special Permit from the Zoning Board of Appeals to exceed height whenever it can demonstrate findings that are specific to municipal and public safety facilities.

Jeffrey Ribeiro moved that the Town vote to amend the Zoning Bylaw as printed in the warrant under Article 9.

**Planning Board Recommends 5-0-0**

**Select Board Recommends 4-1-0**

**2/3rd's vote required.**

**Motion passed unanimously.**

**Article 10. Zoning Bylaw Amendment: Harborfront Overlay.** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulations, Section 2300 Overlay Districts as follows:

Section 2300 Overlay Districts

2310 Harborfront Regulation

2311 Purpose The purpose of this section is to regulate the uses permitted in the harborfront area in order to promote appropriate waterfront activities and efficient use of the harbor frontage while minimizing adverse impacts to pedestrian and visual access and protecting harbor water quality.

2312 Applicability The following requirements apply to the "Harborfront Area", defined as all that area which is ~~either~~ more than 160 feet seaward (i.e., southward) from the northern edge of the traveled ways of Commercial Street in the Class TCC, Town Center Commercial zone ~~or seaward of mean high water, or both.~~

2313 Allowed Uses Any of the following uses is allowed in the Harborfront Area without necessity of a Special Permit unless it is prohibited or requires a Special Permit in the underlying district:

Use Item	Name
B4d	Marine service, boat sales
C1	Seafood processing
C2	Boatbuilding, repair, overhaul
C3	On-shore boat storage
D1a	Religious or educational use exempt from zoning prohibition
E3b	Picnic area, commercial beach, bathhouse
F1 (part)	Aquaculture
F2	Other farms, nurseries, greenhouses
G3	Home occupation (see Section 4400)
G4	Sale of seafood caught by a resident of the premises
G6	Temporary construction office or shelter

2314 Special Permit Uses ~~The following~~ All other uses are allowed in the Harborfront Area on Special Permit from the ~~Zoning Board of Appeals~~ Planning Board unless prohibited in ~~an~~ the underlying district, except that Residential Uses as listed in Section 2440 shall not occupy more than 20% of the gross floor area of any structure or portion thereof within the Harborfront Area.

Use Item	Name
B4a	Neighborhood
B4b	Art Gallery
B4e	Package Store
B4f	All other retail
B5	Restaurant, Bar
B7	Parking Lots

Such use shall be authorized with a Special Permit from the ~~Zoning Board of Appeals~~ Planning Board as provided for in Section 5300 and after considering the degree to which the proposal would:

- a. Interrelate productively with, and help promote, other waterfront activities;
- b. Make efficient use of harbor frontage in relation to jobs supported or taxes contributed or other public benefits conferred;
- c. Improve opportunities for visual and pedestrian access to the waterfront; and
- d. Does not adversely Impact harbor water quality.

2315 Waterfront Special Permit Uses The following uses are allowed in the Harborfront Area on Special Permit from the Zoning Board of Appeals unless prohibited in an underlying district:

Use Item	Name
C9	Transportation terminal
C10	Warehouse
D3	Municipal Use
D4	Non-profit club without entertainment
D5	Museum
E2	Indoor Recreation
E3f	All other commercial outdoor recreation
F7	Scientific research or development
G11	Other customary accessory uses

Such Special Permit shall be granted only if the Board of Appeals determines that operating costs of the proposed use would be substantially greater for any but a waterfront location, and after considering the degree to which the proposal would:

- a. Interrelate productively with other waterfront activities;
- b. Make efficient use of harbor frontage in relation to jobs supported or taxes contributed;
- c. Improve opportunities for visual and pedestrian access to the waterfront;
- d. Affect the ability of the town’s utilities, roads and public services to service others;
- e. Improve or maintain harbor water quality.

2316 Prohibited Uses Any use not listed in subsections 2313 or 2315 is prohibited in the Harborfront Area.

And further to delete Section 2540 in its entirety.

2540 Harbor Setback No structure other than a pier, wharf or other facility requiring waterfront contact shall be constructed within 35 horizontal feet of mean high-water of any salt water body.

And delete reference to the Harbor setback in the Dimensional Schedule under Section 2560.

Or to take any other action relative thereto.

*[Requested by the Planning Board]*

Explanation of Article 10: The amendment combines two conflicting provi-

sions of the Bylaws – the Harbor Setback and the Harborfront Overlay – to create a clear jurisdictional boundary and clear standards of review, and allow for the responsible re-development of the harborfront. The current provisions also conflict with Chapter 91 uses and the Town’s Draft of the Harbor Plan. The Harbor Setback dates at least to the first iteration of the Bylaws as adopted under the Zoning Act in 1978. The provision bans the construction of any structure within the area 35’ landward of the “Mean High Water” (MHW). Staff estimates that roughly 80% of parcels along the harborfront have pre-existing, non-conforming structures within this setback, meaning they are allowed to expand with a Special Permit. The remaining 20% are not able to utilize any of this area. The Harborfront Overlay allows certain uses seaward of the Harbor Setback, a conflict as the latter does not allow structures. Additionally, the Harborfront Overlay does not allow for economically viable uses, effectively stopping re-development and limiting public access via public-facing private uses such as hotels, restaurants, and piers. The proposal would allow all commercial uses within the Harborfront Overlay so long as they improve public access and are not environmentally detrimental. It would also allow for limited residential development to further encourage re-development that would meet the aforementioned goals.

Jeffrey Ribeiro moved that the Town vote to amend the Zoning Bylaw as printed in the warrant under Article 10.

**Planning Board Recommends 5-0-0**

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

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

**Harbor Committee Recommends 4-0-0**

**2/3rd’s vote required.**

**Motion passed. 2/3rd’s declared.**

*Article 11. Zoning Bylaw Amendment: Site Plan Review.* (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 4, Special Regulations, Section 4000 Site Plan Review as follows:

4010. Administrative Site Plan Review

4011. Projects requiring Administrative Site Plan Review by the Planning Board. Except as exempted by Section 4012 or requiring review under Section 4015, all alteration of land, construction, exterior structural alteration, structural relocation, addition of parking, or and change in use of any building or land residential, commercial, industrial, cultural or institutional uses shall require Administrative Site Plan Review.

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**4012. Projects exempted from Administrative Site Plan Review**

a. The construction or enlargement of any residential single-family, two-family dwelling, building(s) on a parcel so long as said parcel contains no more than one or two principal dwelling units on one lot, or building accessory to such dwelling unit(s) including Accessory Dwelling Units,

1) except where such dwellings are located in the High Elevation District; or  
2) except where the development of such dwellings requires the excavating or grading of an area greater than the minimum lot size in the zone in which the parcel is located.

b. Any construction or alteration which has no effect on the footprint of an existing residential building or accessory structures, and does not add parking.

c. Any construction or alteration which has no effect on the footprint of an existing commercial or mixed use building (s) or accessory structures, and does not add parking, except if the alteration of premises containing such uses is greater than 50% of the floor area for developments of more than 2000 square feet of total commercial space, interior and exterior.

d. Any use specifically exempted from regulation pursuant to the Massachusetts General Laws c.40A §3.

**4015. Site plan Review by Special Permit**

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

(1) ¶Developments consisting of the aggregate an increase of residential units that will result in two three or more residential units on any parcel;

(2) ¶Developments consisting of more than 2,000 square feet of new commercial area;

(3) ¶Development of properties consisting of an existing or proposed drive-through facility or raised loading dock;

(4) ¶Development of commercial properties that have curb cuts greater than 25% of their existing or proposed street frontage;

(5) All new construction or additions or any excavation, land removal or earth moving of more than 750 cubic yards that will alter the topography from natural grade, whether or not subject to a building permit;

The Planning Board may, at its discretion, require a surety to guarantee completion of the elements and conditions of plans approved by Site Plan Special Permit.

Or to take any other action relative thereto.

*[Requested by the Planning Board]*

Explanation of Article 11: The amendment modifies the Site Plan Review

thresholds to create clear and enforceable review thresholds, clarifies conflicting language (including the provision of by-right Accessory Dwelling Units), and standardizes the terminology. Under Section 4010, the changes create reasonable and enforceable thresholds consistent with the land use modifications reviewed under zoning. As currently written the section likely extends beyond that legally allowed to be reviewed under zoning. Under Section 4012, the changes standardize the use of the term “residential building(s)” among the exemption criteria and clarify that ADUs are a by-right use. They also address mixed-use development which is not currently addressed. Under Section 4015, the changes create a clear threshold for the increase in residential units. The existing language does not reference an action and is in potential conflict with various other sections of the Bylaws.

Jeffrey Ribeiro moved that the Town vote to amend the Zoning Bylaw as printed in the warrant under Article 11.

**Planning Board Recommends 5-0-0  
Board of Selectmen Recommends 4-0-1**

**2/3rd’s vote required  
Motion passed unanimously.**

*Article 12. Zoning Bylaw Amendment: Dimensional Schedule.* (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2, Districts and District Regulation, Section 2560 Dimensional Schedule as follows:

2560 Dimensional Schedule

	Residential	Commercial	Seashore	Public Use			
Requirements	Res1	Res2	Res3 ResB	TCC	GC <sup>3</sup>	S	M
Min. Lot Area (square feet)	16,000 <sup>2</sup>	5,000	5,000	5,000	7,000	120,000	--
Min. Lot Frontage (linear feet)	100 <sup>2</sup>	50	50	50	70	--	--

And add footnote 7 as follows:

Except parcels legally created prior to April 2, 2018 shall conform with a minimum lot area of 8,000 sf and minimum lot frontage of 50 ft.

Explanation of Article 12: In April we amended the minimum lot size and minimum lot frontage for properties in the RES 1 zone. The intended purpose was to discourage future subdivision of land on the outskirts of Town to prevent further tree loss and to discourage our large older hotels in the RES 1

zone from converting to residential estate lots. The article was not intended to impact existing property owners as the law allows an exemption for existing lots in the single family zone to be considered legally non-conforming, but only if they are not contiguous and under common ownership. It was never our intention to make existing parcels unbuildable. By adding the grandfathering date, the bylaw makes it clear that the new standard only applies to future subdivisions, not those parcels already legally created at the time. Clarifying this point could prevent potential litigation against the Town.

David Gardner moved that the Town vote to amend the Zoning Bylaw as printed in the warrant under Article 12.

**Planning Board Recommends 5-0-0**  
**Board of Selectmen Recommends 4-1-0**

**2/3rd's vote required**  
**Motion passed. 2/3rd's declared.**

**Article 13. Charter Amendment – Reinstates Term Limits for All Elected and Appointed Boards.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that within the Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Section 6 of Chapter 5 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by striking out subsection (c).

SECTION 2. Section 7 of said Chapter 5 of said Charter is hereby amended

by striking out subsection (f).

SECTION 3. Section 4 of said Chapter 5 of said Charter is hereby amended by inserting after subsection (f), the following subsection: (g) An elected member of a Town board shall not serve on that board for more than three consecutive terms. An appointed member of a Town board shall not serve on that Town board for more than four consecutive terms. For the purposes of this section, service to complete the term of another member shall constitute service for one term if the balance of said term being completed is more than fifty percent of the original term. A person who has been prohibited from serving on a Town board by this section may be reelected or reappointed to the board after two years have elapsed from the ending date of his or her previous service.

SECTION 4. This act shall take effect upon its passage; or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Explanation of Article 13: The 2017 Revised Charter, which took effect on July 1, 2018, deleted term limits for all Town boards except for regulatory boards. The intent of this amendment is to restore term limits for all elected and appointed board members that existed in the prior 1990 Charter as amended. Term limits for elected officials will be three terms. Appointed officials will have a term limit of four terms.

The General Court has specific requirements for the form of Charter amendments in special acts. These requirements do not allow for the reader to see the actual effect of the Charter change. As an aid to the voters, the Board of Selectmen is providing a guide after each article by showing the deletions and new text to each Charter provision being changed. If this amendment is approved, the 2017 Revised Charter will be changed to read as follows (with deletions shown in strike through and new text shown as underlined):

Chapter 5 THE TOWN BOARDS

Section 6. Rules Specific to the Regulatory Town Boards

~~e. Members of Regulatory Town Boards may serve for only three three-year overlapping full terms. When a member is appointed to complete the term of another, it shall count as a full term if it exceeds 18 months. Members may be re-appointed after an absence of one year.~~

Section 7. Rules Specific to Appointed Town Boards

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

Section 4. Membership on Town Boards

g. An elected member of a Town board shall not serve on that board for more than three consecutive terms. An appointed member of a Town board shall not serve on that Town board for more than four consecutive terms. For the purposes of this section, service to complete the term of another member shall constitute service for one term if the balance of said term being completed is

more than fifty percent of the original term. A person who has been prohibited from serving on a Town board by this section may be reelected or reappointed to the board after two years have elapsed from the ending date of his or her previous service.

Cheryl Andrews moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant under Article 13.

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

**Finance Committee Does NOT Recommend 4-0-0**

**Charter Compliance Commission Does NOT Recommend 3-0-0**

**Julia Perry report**

**Motion does not pass.**

*Article 14. Charter Amendment – Restores and Clarifies Contracting Authority of the Board of Selectmen.* To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that within the Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Section 3 of Chapter 4 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by striking out subsection (k) and inserting in place thereof the following subsection: k. The Town Manager is the Chief Procurement Officer of the Town.

SECTION 2: Section 2 of Chapter 3 of said Charter is hereby amended by inserting after subsection (f) the following subsection: (g) The Board of Select-

men has the exclusive authority to award and execute contracts for all Town Departments and offices and, if requested, for the School Committee and for the Board of Library Trustees.

SECTION 3. This act shall take effect upon its passage.

Or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Explanation of Article 14: The 2017 Revised Charter designates the Town Manager as the official authorized to execute contracts on behalf of the Town. This amendment would eliminate that provision and restore the contracting authority from the 1990 Charter to the Board of Selectmen. Pursuant to Section 3-2-a of the 2017 Revised Charter, the Board of Selectmen will have the authority to delegate contracting authority to the Town Manager for designated classes of contracts.

If this amendment is approved, the 2017 Revised Charter will be changed to read as follows (with deletions shown in strike through and new text shown as underlined), except that all references in the 2017 Revised Charter to Board of Selectmen will be changed to Board of Selectmen should Article 12 be approved by the General Court:

Chapter 4. THE TOWN MANAGER

Section 3. Powers and Duties

~~k. The Town Manager is the Chief Procurement Officer of the Town, with authority to award and execute contracts for the purchase of all supplies and services for all Town Departments and offices, and, if requested, for the School Committee and for the Board of Library Trustees.~~ The Town Manager is the Chief Procurement Officer of the Town.

Chapter 3. THE BOARD OF SELECTMEN

Section 2. General Powers and Responsibilities

g. The Board of Selectmen has the exclusive authority to award and execute contracts for all Town Departments and offices and, if requested, for the School Committee and for the Board of Library Trustees.

Louise Venden moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant under Article 14.

**Select Board Recommends 5-0-0**

**Charter Compliance Commission takes no position 3-0-0**

**Motion passed.**

*Article 15. Charter Amendment – Changes the Date of the Annual Town*

**Election.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that within the Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Subsection (b) of Section 5 of Chapter 2 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by striking out the words “third Tuesday in June”, and inserting in place thereof the following words: second Tuesday in May.

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

Or to take any other action relative thereto.

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

Explanation of Article 15: The 2017 Revised Charter changed the date of the Annual Town Election from the first Tuesday in May (1990 Charter) to the third Tuesday in June. The purpose of this amendment is to establish the date of the Annual Election as the second Tuesday in May. The change is being recommend because waiting until the third Tuesday in June to vote on ballot questions such as Proposition 2 ½ questions does not provide sufficient time to potentially adjust the operating budget before the start of the new fiscal year on July 1st. Rather than returning to the first Tuesday in May to hold the election, this amendment is proposing to set the election for the second Tuesday in May in order to provide sufficient time so that the only Proposition 2½ questions that will appear on the ballot would be limited to corresponding appropriations that were approved at the Annual Town Meeting, thereby avoiding a vote on ballot questions that have become moot based on the final action of Town Meeting. The Annual Town Meeting will continue to be held on the first Monday in April.

If this amendment is approved, the 2017 Revised Charter will be changed to

read as follows (with deletions shown in strike through and new text shown as underlined):

Chapter 2. TOWN MEETING, THE MODERATOR, AND TOWN ELECTIONS

Section 5. Elections

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

Lise King moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant under Article 15.

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

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

**Charter Compliance Commission Does NOT Recommend 3-0-0**

**Julia Perry report**

**Motion passed.**

*Article 16. Charter Amendment - Powers and Duties of the Board of Selectmen - Removes Review of Personnel Decisions by the Board of Selectmen – Removes Requirement to have Person with Human Resource Expertise in the Room.* To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that within the Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Subsection (d) of Section 3 of Chapter 4 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General

Laws, is hereby amended by striking out the word “action”, the first time it appears, and inserting in place thereof the following words: hiring decision by the Town Manager; and further by striking out the word “action”, the second time it appears, and inserting in place thereof the following words: hiring decision.

SECTION 2. Said Section 3 of said Chapter 4 of said Charter is hereby amended by deleting the last sentence in subsection (h).

SECTION 3. This act shall take effect upon its passage.

Or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Explanation of Article 16: The 2017 Revised Charter subjects all decisions by the Town Manager regarding hiring, promoting, and removal of certain Town Staff to confirmation by the Board of Selectmen. This amendment would limit confirmation by the Board of Selectmen to hiring decisions only. The purpose of this change is to remove the potential for any political influence in any decision by the Town Manager to promote or discharge employees. In addition, this amendment would eliminate the requirement that the discharge of a Town employee by the Town Manager only be done if a person with HR expertise is present. This requirement could lead to legal challenges in connection with the discharge of an employee.

If this amendment is approved, the 2017 Revised Charter will be changed to read as follows (with deletions shown in strike through and new text shown as underlined):

#### Chapter 4. THE TOWN MANAGER

##### Section 3. Powers and Duties

d. The Town Manager may hire, promote and remove all Town Staff, except the secretary to the Board of Selectmen. Any ~~action~~ hiring decision by the Town Manager with regard to the following positions shall be subject to confirmation by the Board of Selectmen except that if the Board of Selectmen fails to confirm or object within fifteen (15) days of the notice of such proposed ~~action~~ hiring decision, such failure shall constitute implied confirmation:

- 1) Assistant Town Manager
- 2) Finance Director
- 3) Police Chief
- 4) Town Clerk

h. In addition, the Town Manager may discharge any Town employee not subject to a collective bargaining agreement for good cause if the action is taken in accordance with all applicable personnel policies and laws. ~~The discharge shall be done in person, in private, and with a person with HR expertise in attendance.~~

Louise Venden moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant

under Article 16.

**Board of Selectmen Recommends 5-0-0  
Charter Compliance Commission takes no position 3-0-0**

**Julia Perry report  
Motion passed.**

*Article 17. Financial Procedures – Provides Improved Procedures for Development of the Operating Budget.* To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that within the Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Subsection (b) of Section 4 of Chapter 6 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by striking out the word “third”, and inserting in place thereof the following word: “second”.

SECTION 2. Subsection (e) of said Section 4 of said Chapter 6 of said Charter is hereby amended by striking out the words “January 31st”, and inserting in place thereof: “the first Tuesday in February”.

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

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

Explanation of Article 17: This proposed change allows staff to submit the budget after the second quarter has closed and will provide the Board of Selectmen with two weeks to review the Town Manager’s proposed budget

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before submitting it to the Finance Committee, rather than one week in the 2017 Revised Charter.

If this amendment is approved, the 2017 Revised Charter will be changed to read as follows (with deletions shown in strike through and new text shown as underlined):

## CHAPTER 6. FINANCE

### Section 4. Financial Procedures - The Annual Budget.

b. On or before the ~~third~~ second Tuesday in January each year, the Town Manager shall submit to the Board of Selectmen a careful, detailed estimate in writing of the probable expenditures of the Town government for the ensuing fiscal year, stating the amount required to meet the interest and maturing bonds and notes or other outstanding indebtedness of the Town, and showing specifically the amount necessary to be provided for each Fund and Department. The Town Manager must also submit a statement of the expenditures of the Town for the same purposes in the two preceding years and an estimate of the expenditures for the current year.

e. The Board of Selectmen shall consider the proposed Budget submitted by the Town Manager and make such recommendations as it deems expedient and proper in the interests of the Town. On or before ~~January 31<sup>st</sup>~~ the first Tuesday in February, the Board of Selectmen shall transmit a copy of the Budget, together with its recommendations, to the Finance Committee. Selectmen shall act on it. Then they shall submit it to the Finance Committee, which shall issue its recommendations as part of its printed report on the Annual Budget.

Tom Donegan moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant under Article 17.

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

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

**Charter Compliance Commission takes no position 3-0-0**

**Julia Perry report**

**Motion passed.**

**Article 18. Charter Amendment – Financial Procedures – Provides Improved Procedures for Developing the Capital Improvement Plan.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that within the Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submit-

ted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Subsection (b) of Section 6 of Chapter 6 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by striking out the word “third” and inserting in place thereof the following word: “second”.

SECTION 2. Subsection (b) of said Section 6 of said Chapter 6 of said Charter is hereby further amended by striking out the words “January 31st” and inserting in place thereof the following words: “the first Tuesday in February”.

SECTION 3. This act shall take effect upon its passage.

Or to take any other action relative thereto.

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

Explanation of Article 18: This proposed change will provide the Board of Selectmen with two weeks to review the Town Manager’s proposed Capital Improvement Plan before submitting it to the Finance Committee, rather than one week in the 2017 Revised Charter.

If this amendment is approved, the 2017 Revised Charter will be changed to read as follows (with deletions shown in strike through and new text shown as underlined):

CHAPTER 6. FINANCE

Section 6. Financial Procedures - The Capital Improvements Program.

b. The Town Manager shall submit the Capital Improvements Program to the Board of Selectmen and the Finance Committee by the ~~third~~ second Tuesday of January prior to the Annual Town Meeting. On or before January 31st the first Tuesday in February, the Board of Selectmen shall act on it. Then they shall submit it to the Finance Committee, which shall issue its recommenda-

tions as part of its printed report on the Annual Budget.

Tom Donegan moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant under Article 18.

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

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

**Charter Compliance Commission takes no position 3-0-0**

**Motion passed.**

***Article 19. Charter Amendment – Investigatory Powers – Restore Language from Former Charter – Removes Detailed Requirements for Conducting Investigations.*** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that within the Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Section 5 of Chapter 3 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by striking out subsections (b), (c), (d), and (e), in their entirety, and inserting in place thereof the following subsection: b. For purposes of this section, the Board of Selectmen may subpoena witnesses, administer oaths, take testimony, and require the production of evidence.

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

Or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Explanation of Article 19: The 2017 Revised Charter provides a very detailed procedure for the investigation of complaints by the Town Manager and the Board of Selectmen. The procedures are cumbersome and could have the effect of substantially impeding the ability of the Town Manager and the Board of Selectmen to conduct required investigations. The change to this provision will restore the investigation language to the 1990 Charter, and remove from the Charter the detailed procedures that are not appropriate for a Charter. If this amendment is approved, the 2017 Revised Charter will be changed to read as follows (with deletions shown in strike through and new text shown as underlined):

Article 7. Charter Amendment – Investigatory Powers – Restore Language from Former Charter – Removes Prohibition on Acting on Anonymous Complaints.

Chapter 3. THE BOARD OF SELECTMEN

Section 5. Investigatory Powers

b. For purposes of this section, the Board of Selectmen may subpoena witnesses, administer oaths, take testimony, and require the production of evidence.

~~b. Any criminal matter shall be referred to the Police or the Attorney General's Office for action after an initial investigation to determine if criminal behavior may have occurred.~~

~~c. Investigations shall be based only upon factual allegations that can be confirmed or denied. If allegations are received from an individual, that person must be identified and the allegations must be in writing and must be specific. Any anonymous allegation or one of general behavior shall not be responded to.~~

~~d. The individual who is the subject of an investigation shall be informed in writing of the investigation and shall have the right to a Public Hearing.~~

~~e. The Board of Selectmen shall identify sanctions if the conduct is determined to be inappropriate. Sanctions may include an oral reprimand and guidance for future action at a Board of Selectmen open meeting, removal in accordance with procedures set forth in this Charter, or referral to an appropriate body for action.~~

Tom Donegan moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant under Article 19.

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

**Charter Compliance Commission Does NOT Recommend 3-0-0**

**Bobby Anthony report****Julia Perry report****Motion does not pass.**

**Article 20. Charter Amendment – Removes Provision Allowing Part-Time Residents To Serve as Alternates on Non-Regulatory Boards.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that the within Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Section 7 of chapter 5 of the Charter of the Town of Provincetown, which is on file in the office of the archivist of the commonwealth as provided in section 12 of chapter 43B of the General Laws, is hereby amended by striking out subsection (c), in its entirety.

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

Or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Explanation of Article 20: The 2017 Revised Charter included a provision that allows part-time residents to be appointed as alternates to non-regulatory boards under certain circumstances. The change proposed in this warrant article removes this provision completely.

If this amendment is approved, the 2017 Revised Charter will be changed to remove the language of Section c. and renumber the sections to follow (with deletions shown in strike through and new text shown as underlined):

## Chapter 5 THE TOWN BOARDS

### Section 7. Rules Specific to Appointed Town Boards

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.

Louise Venden moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant under Article 20.

**Board of Selectmen Does NOT Recommend 3-2-0**

**Finance Committee Does NOT Recommend 4-0-0**

**Charter Compliance Commission Does NOT Recommend 3-0-0**

**Recycling & Renewable Energy Committee Recommends 3-0-0**

**Tom Donegan minority report**

**Julia Perry report**

**Cheryl Andrews report**

**Motion does NOT pass**

***Article 21. Charter Amendment – Streamlines Qualifications of the Town Manager.*** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that within the Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

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AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Section 2 of Chapter 4 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by striking out subsection (a), in its entirety, and inserting in place thereof the following: a. The Town Manager shall be a person especially fit by education, training, or previous experience in public administration, to perform the powers and duties of the office.

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

Or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Explanation of Article 21: The 2017 Revised Charter included very detailed requirements for determining the qualifications of the Town Manager. Such detail could lead to unnecessary disputes as to whether an otherwise qualified candidate appointed by the Board of Selectmen would be able to serve. This amendment returns to the language of the 1990 Charter by streamlining the qualification requirements for the Town Manager in order to provide more discretion to the Board of Selectmen when filling the position of Town Manager.

If this amendment is approved, the 2017 Revised Charter will be changed to read as follows (with deletions shown in strike through and new text shown as underlined):

#### Chapter 4. THE TOWN MANAGER

##### Section 2. Qualifications

a. ~~The Town Manager shall be hired on the basis of education and experience. The minimum education requirement for a candidate for the position of the Town Manager is a bachelor's degree, preferably in Public Administration, from an accredited degree-granting college or university. In addition, the candidate must have at least three years compensated service in public administration at a managerial level. If the educational qualification is waived by the Board of Selectmen, the professional qualification must include at least nine years compensated service in public administration with at least six at a managerial level.~~ The Town Manager shall be a person especially fit by education, training, or previous experience in public administration, to perform the powers and duties of the office.

Louise Venden moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant under Article 21.

**Board of Selectmen Recommends 5-0-0  
Charter Compliance Commission does NOT Recommend 3-0-0**

**Julia Perry report  
Motion passed.**

*Article 22. Charter Amendment – Membership on Town Boards – Provides for 5 Alternates for Regulatory Boards.* To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that within the Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Section 4 of Chapter 5 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by striking out subsection (a), in its entirety, and inserting in place thereof the following: a. Unless otherwise specified in Massachusetts General Laws or this Charter, each Town Board consists of five regular members and two alternate members, except for the Zoning Board of Appeals and the Planning Board, which may have up to five alternate members, and the Finance Committee, which shall have seven regular members and two alternate members. New members shall not participate in a Board meeting until they have been sworn in by the Town Clerk. Alternate members shall have the right in order of seniority on the Board to vote at a Board meeting in place of a regular member who is absent.

SECTION 2. This act shall take effect upon its passage.  
Or to take any other action relative thereto.

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*[Requested by the Board of Selectmen]*

Explanation of Article 22: The 2017 Revised Charter set membership on all Town boards to five regular members and two alternate members. This amendment restores the provisions of the 1990 Charter by allowing the Zoning Board of Appeals to have five alternates and the Finance Committee to have seven regular members and two alternate members. In addition, this amendment would permit the Planning Board to have five alternate members as well. Given the responsibilities and caseloads of the Zoning Board of Appeals and the Planning Board, having five alternates will provide more flexibility in their decision making and potentially avoid the consequence of a constructive grant. Restoring the Finance Committee to seven members will facilitate the ability of the Finance Committee to more effectively fulfill its financial oversight responsibilities.

If this amendment is approved, the 2017 Revised Charter will be changed to read as follows (with deletions shown in strike through and new text shown as underlined):

## Chapter 5 THE TOWN BOARDS

### Section 4. Membership on Town Boards

a. ~~Unless otherwise specified in Massachusetts General Laws or this Charter, each Town Board consists of five regular members and two alternate members. New members shall not participate in a Board meeting until they have been sworn in by the Town Clerk. Alternate members shall have the right in order of seniority on the Board to vote at a Board meeting in place of a regular member who is absent.~~ Unless otherwise specified in Massachusetts General Laws or this Charter, each Town Board consists of five regular members and two alternate members, except for the Zoning Board of Appeals and the Planning Board, which shall have five alternate members, and the Finance Committee, which shall have seven regular members and two alternate members. New members shall not participate in a Board meeting until they have been sworn in by the Town Clerk. Alternate members shall have the right in order of seniority on the Board to vote at a Board meeting in place of a regular member who is absent.

Cheryl Andrews moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant under Article 22.

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

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

**Charter Commission takes no position 3-0-0**

**Motion passed.**

**Article 23. Charter Amendment – Rules Specific to Elected Boards - Restores Recall Language.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to provide as set forth below; and further, that within the Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or to take any other action relative thereto.

AN ACT RELATIVE TO THE CHARTER  
OF THE TOWN OF PROVINCETOWN.

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

SECTION 1. Subsection (e) of Section 8 of Chapter 5 of the Charter of the Town of Provincetown, which is on file in the office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by striking out clause (11), in its entirety, and inserting in place thereof the following: (11) A majority of registered voters is required to recall an elected Official, but shall not be effective unless a total of at least twenty-five percent (25%) of the registered voters entitled to vote on the question shall have voted for Recall. If such total is not achieved, then the ballots for candidates need not be counted.

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

Or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Explanation of Article 23: The 2017 Revised Charter substantially reduces the threshold requirement for recalling an elected official. Under the 1990 Charter, an elected official could not be recalled unless at least 25% of the registered voters voted to recall the official. The 2017 Revised Charter established the threshold by stating that a majority of at least 25% of registered voters was all that is required. The purpose of this amendment is to restore the language from the 1990 Charter. All other thresholds are the same in both the 1990 Charter and the 2017 Revised Charter.

If this amendment is approved, the 2017 Revised Charter will be changed to read as follows (with deletions shown in strike through and new text shown as underlined):

## Chapter 5 THE TOWN BOARDS

### Section 8. Rules Specific to Elected Town Boards

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:

11) ~~A majority vote of at least twentyfive 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.~~ A majority of registered voters is required to recall an elected Official, but shall not be effective unless a total of at least twenty-five percent (25%) of the registered voters entitled to vote on the question shall have voted for Recall. If such total is not achieved, then the ballots for candidates need not be counted.

Cheryl Andrews moved that the Town vote to indefinitely postpone Article 23.  
**Motion to indefinitely postpone passed.**

***Article 24. Charter Amendment – Name Change from Board of Selectmen to Select Board.*** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to amend the Town Charter by striking out the words “Board of Selectmen”, each time they appear, and inserting in place thereof, in each instance, the words “Select Board”; and to insert a new subsection in the Charter to provide that the Select Board shall have the full role of and all powers and authorities of a Board of Selectmen under any general or special laws, and its members and officers shall have the full role of and all of the powers and authority of the members and officers of a Board of Selectmen under any general or special laws; and further, that the within Charter amendment, if approved, may be combined with any other Charter amendments approved at this meeting into a single bill to be submitted to the General Court and, in connection therewith, to authorize the Town Clerk, in consultation with the Town Manager, to finalize the form of the special legislation for these purposes, including making any non-substantive changes made or required by the proposed amendments with respect to lettering or numbering of the sections of the Town Charter so amended; provided, however, that the General Court may make clerical or editorial changes of form only to the bill so submitted, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or to

take any other action relative thereto.

*[Requested by the Board of Selectmen]*

Explanation of Article 24: At the 2018 Annual Town Meeting a citizens' petitioned article was voted favorably to change the name of the Board of Selectmen to the Select Board. In order to effectuate this change legally, the Charter must be amended. This article, if approved by the General Court, will change all references to the Board of Selectmen in the 2017 Revised Charter, including any changes approved at this Special Town Meeting. Depending on which articles are approved at the Special Town Meeting, the Board of Selectmen intends to submit a single home rule petition which will include all of the changes, including changing the name of the Board of Selectmen to Select Board throughout the Charter.

Lise King moved that the Town vote to authorize the Board of Selectmen to file a Home Rule Petition to amend the Charter as printed in the warrant under Article 24.

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

#### **Charter Compliance Commission does NOT Recommend 3-0-0**

#### **Motion passed.**

**Article 25. Personnel Bylaw Amendment.** (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend Section 3-1 of the Personnel Bylaw, to read as follows:

3.1 The personnel system shall be based on merit principles, and shall include Personnel Rules adopted ~~under Section 6-11-2 of the Charter~~ pursuant to Section 4-1 of this Bylaw, an Appraisal System for evaluating the performance of all ~~Town employees~~ positions covered under this Personnel Bylaw; and a classification plan and compensation plan which shall (1) classify all non-union paid Town positions into groups and classes doing substantially similar work or having substantially equal responsibilities; and (2) establish minimum and maximum salaries to be paid to employees in positions so classified; which plan shall be a part of this by-law.

And by deleting the existing Section 4 and replacing it with a new Section 4, to read as follows:

#### 4. Administration of the Personnel System

~~4-1 — The classification and compensation plan and appraisal system shall be administered in accordance with Personnel Rules adopted pursuant to Section 6-11-2 of the Charter.~~

4-2 The Personnel Board shall review any proposed amendment to the classification and compensation plan proposed, and issue its report and recommendation thereon to the town meeting on whose warrant such amendment shall appear.

4-1 The Town Manager is authorized to adopt personnel rules and policies, to be known as "Personnel Rules", applicable to all positions covered under the Personnel Bylaw, after consultation with the Personnel Board.

4-2 The classification and compensation plan and appraisal system shall be administered in accordance with the Personnel Rules adopted by the Town Manager, pursuant to Section 4-1, above.

4-3 The Personnel Board shall review any proposed amendment to the classification and compensation plan proposed, and disuse its report and recommendations thereon to the Town Meeting on whose warrant such amendment shall appear.

Or to take any other action relative thereto.

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

Explanation of Article 25: The new Charter is unclear as to how personnel rules are adopted or revised with respect to Town staff, moving forward, since the new Charter eliminated any reference to the adoption of such rules/policies. This proposed amendment clarifies that confusion, as well as address references to the old charter contained in the Personnel Bylaw.

David Panagore moved that the Town vote to amend the Personnel Bylaw as printed in the warrant under Article 25.

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

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

**Charter Compliance Commission takes no position 3-0-0**

**Motion passed.**

***Article 26. Acquire Sidewalk Easements for Bradford and Standish Street Intersection.*** To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, permanent and/or temporary easements in, on and under parcels of land located at 130, 132, and 137 Bradford Street, for public way, public sidewalk, utility and/or other related purposes; or to take any other action relative thereto.

*[Requested by the Town Manager]*

Explanation of Article 26: The Bradford and Standish Street Intersection Improvement Plan calls for the installation of sidewalks and crosswalks throughout the intersection. The plan calls for the private property owner to construct the public improvements, including the sidewalks, in front of their properties.

In several locations the public sidewalk encroaches on the private property and an easement is necessary to ensure public access and to allow the Town to provide maintenance, repair and replacement in the future as needed.

David Gardner moved that the Town vote to approve Article 26 as printed in the warrant.

### Board of Selectmen 5-0-0

### Finance Committee Recommends 4-0-0

### Motion passed

Motion to adjourn the Special Town Meeting at 9:45 pm

## Annual Town Election - May 1, 2018

**Registered Voters =2882 Ballots Cast = 1047**

<b>Moderator (3 yr)</b>		Write-In	0
Mary-Jo Avellar <i>Elected</i>	773	<b>Total</b>	<b>2094</b>
Blank	240		
Write-In	34	<b>School Committee (1 yr)</b>	
<b>Total</b>		Cassandra Benson <i>Elected</i>	803
<b>1047</b>		Blank	242
		Write-In	2
<b>Charter Enforcement (1 yr)</b>		<b>Total</b>	<b>1047</b>
Michael A. Chute <i>Elected</i>	637		
Blank	410	<b>Bd Library Trustees (3yr)</b>	
Write-In	0	Stephen H. Borkowski <i>Elected</i>	670
<b>Total</b>		Barbara Klipper <i>Elected</i>	624
<b>1047</b>		Blank	800
		Write-In	0
<b>Selectman (3 yr)</b>		<b>Total</b>	<b>2094</b>
Lise King <i>Elected</i>	774		
Mark B. Hatch	236	<b>Bd Library Trustees (1yr)</b>	
Blank	31	Blank	1030
Write-In	6	Write-In	17
<b>Total</b>	<b>1047</b>	<b>Total</b>	<b>1047</b>
<b>School Committee (3 yr)</b>		<b>Charter Enforcement (3 yr)</b>	
Eva Enos <i>Elected</i>	668	Blank	2077
Ngina Lythcott <i>Elected</i>	604	Write-In	17
Blank	822	<b>Total</b>	<b>2094</b>

**Annual Town Election - May 1, 2018 Continued**

**Charter Enforcement (2 yr)**

Blank	1041
Write-In	6
<b>Total</b>	<b>1047</b>

**Ballot Ques. 4 - Prekindergarten \$**

Yes	597
No	402
Blank	48
<b>Total</b>	<b>1047</b>

**Housing Authority (5 yr)**

Keith A. Hunt *Elected*

Blank	652
Write-In	395
<b>Total</b>	<b>1047</b>

**Ballot Ques. 5 - Preschool \$**

Yes	580
No	422
Blank	45
<b>Total</b>	<b>1047</b>

**Housing Authority (2 yr)**

Frances M. Coco *Elected*

Blank	642
Write-In	400
<b>Total</b>	<b>1047</b>

**Ballot Ques. 6 - Wee Care \$**

Yes	544
No	456
Blank	47
<b>Total</b>	<b>1047</b>

**Ballot Ques. 1 - Charter Revision**

Yes	599
No	343
Blank	105
<b>Total</b>	<b>1047</b>

**Ballot Ques. 7 - Fire Trucks**

Yes	780
No	205
Blank	62
<b>Total</b>	<b>1047</b>

**Ballot Ques. 2 - Cape Cod Tech**

Yes	580
No	309
Blank	158
<b>Total</b>	<b>1047</b>

**Ballot Ques. 8 - Fire Station Boiler**

Yes	786
No	197
Blank	64
<b>Total</b>	<b>1047</b>

**Ballot Ques. 3 - Beach Nourishment**

Yes	715
No	251
Blank	81
<b>Total</b>	<b>1047</b>

<b>State Primary Election - September 4, 2018</b>
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<p><b>Democratic Party</b></p> <p><b>Senator in Congress</b></p> <p>Elizabeth A. Warren 729</p> <p>Blank 32</p> <p>Write-in 0</p> <p><b>Total 761</b></p> <p><b>Governor</b></p> <p>Jay M. Gonzalez 474</p> <p>Bob Massie 159</p> <p>Blank 128</p> <p>Write-in 0</p> <p><b>Total 761</b></p> <p><b>Lieutenant Governor</b></p> <p>Quentin Palfrey 334</p> <p>Jimmy Tingle 300</p> <p>Blank 127</p> <p>Write-in 0</p> <p><b>Total 761</b></p> <p><b>Attorney General</b></p> <p>Maura Healey 699</p> <p>Blank 61</p> <p>Write-in 1</p> <p><b>Total 761</b></p> <p><b>Secretary of State</b></p> <p>William Francis Galvin 433</p> <p>Josh Zakim 279</p> <p>Blank 49</p> <p>Write-in 0</p> <p><b>Total 761</b></p> <p><b>Treasurer</b></p> <p>Deborah B. Goldberg 637</p> <p>Blank 124</p> <p>Write-in 0</p> <p><b>Total 761</b></p>	<p><b>Auditor</b></p> <p>Suzanne M. Bump 628</p> <p>Blank 133</p> <p>Write-In 0</p> <p><b>Total 761</b></p> <p><b>Representative in Congress</b></p> <p>Bill Keating 611</p> <p>Bill Cimbrello 107</p> <p>Blank 43</p> <p>Write-In 0</p> <p><b>Total 761</b></p> <p><b>Democratic Party</b></p> <p><b>Senator in Congress</b></p> <p>Elizabeth A. Warren 729</p> <p>Blank 32</p> <p>Write-in 0</p> <p><b>Total 761</b></p> <p><b>Governor</b></p> <p>Jay M. Gonzalez 474</p> <p>Bob Massie 159</p> <p>Blank 128</p> <p>Write-in 0</p> <p><b>Total 761</b></p> <p><b>Lieutenant Governor</b></p> <p>Quentin Palfrey 334</p> <p>Jimmy Tingle 300</p> <p>Blank 127</p> <p>Write-in 0</p> <p><b>Total 761</b></p> <p><b>Attorney General</b></p> <p>Maura Healey 699</p> <p>Blank 61</p> <p>Write-in 1</p> <p><b>Total 761</b></p>
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**State Primary Election - September 4, 2018 Continued**

<b>Secretary of State</b>		<b>Total</b>	<b>761</b>
William Francis Galvin	433		
Josh Zakim	279	<b>District Attorney</b>	
Blank	49	Blank	751
Write-in	0	Write-In	10
<b>Total</b>	<b>761</b>	<b>Total</b>	<b>761</b>
<b>Treasurer</b>		<b>Clerk of Courts</b>	
Deborah B. Goldberg	637	Blank	756
Blank	124	Write-In	5
Write-in	0	<b>Total</b>	<b>761</b>
<b>Total</b>	<b>761</b>	<b>Register of Deeds</b>	
<b>Auditor</b>		Blank	759
Suzanne M. Bump	628	Write-In	2
Blank	133	<b>Total</b>	<b>761</b>
Write-In	0	<b>County Commissioner</b>	
<b>Total</b>	<b>761</b>	Ronald J. Bergsgtrom	521
<b>Representative in Congress</b>		Blank	232
Bill Keating	611	Write-In	8
Bill Cimbrello	107	<b>Total</b>	<b>761</b>
Blank	43	<b>Republican Party</b>	
Write-In	0	<b>Senator in Congress</b>	
<b>Total</b>	<b>761</b>	Geoff Diehl	21
<b>Councillor</b>		John Kingston	15
Joseph C. Ferreira	581	Beth Joyce Lindstrom	10
Blank	180	Blank	1
Write-In	0	Write-in	0
<b>Total</b>	<b>761</b>	<b>Total</b>	<b>47</b>
<b>Senator in General Court</b>		<b>Governor</b>	
Julian Andre Cyr	684	Charles D. Baker	24
Blank	77	Scott D. Lively	21
Write-In	0	Blank	2
<b>Total</b>	<b>761</b>	Write-in	0
<b>Representative in General Court</b>		<b>Total</b>	<b>47</b>
Sarah K. Peake	707		
Blank	54		
Write-In	0		

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**State Primary Election - September 4, 2018 Continued**


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<b>Lieutenant Governor</b>		<b>Total</b>	<b>47</b>
Karyn E. Polito	35		
Blank	12	<b>Senator in General Court</b>	
Write-in	0	John G. Flores	35
<b>Total</b>	<b>47</b>	Blank	12
		Write-In	0
<b>Attorney General</b>		<b>Total</b>	<b>47</b>
James R. McMahon, III	25		
		<b>Representative in General Court</b>	
Daniel L. Shores	12	Blank	44
Blank	10	Write-In	3
Write-in	0	<b>Total</b>	<b>47</b>
<b>Total</b>	<b>47</b>		
		<b>District Attorney</b>	
<b>Secretary of State</b>		Michael D. O'Keefe	36
Anthony M. Amore	34	Blank	11
Blank	13	Write-In	0
Write-in	0	<b>Total</b>	<b>47</b>
<b>Total</b>	<b>47</b>		
		<b>Clerk of Courts</b>	
<b>Treasurer</b>		Scott W. Nickerson	32
Keiko M. Orrall	35	Blank	15
Blank	12	Write-In	0
Write-in	0	<b>Total</b>	<b>47</b>
<b>Total</b>	<b>47</b>		
		<b>Register of Deeds</b>	
<b>Auditor</b>		John F. Meade	33
Helen Brady	32	Blank	14
Blank	15	Write-In	0
Write-In	0	<b>Total</b>	<b>47</b>
<b>Total</b>	<b>47</b>		
		<b>County Commissioner</b>	
<b>Representative in Congress</b>		Leo G. Cakounes	32
Peter D. Tedeschi	33	Blank	15
Blank	14	Write-In	0
Write-In	0	<b>Total</b>	<b>47</b>
<b>Total</b>	<b>47</b>		
		<b>Libertarian Party</b>	
<b>Councillor</b>		<b>Senator in Congress</b>	
Thomas F. Keyes	34	Blank	0
Blank	13	Write-in	1
Write-In	0		

**State Primary Election - September 4, 2018 Continued**

<b>Total</b>	<b>1</b>	<b>Councillor</b>	
		Blank	0
<b>Governor</b>		Write-In	1
Blank	0	<b>Total</b>	<b>1</b>
Write-in	1		
<b>Total</b>	<b>1</b>	<b>Senator in General Court</b>	
		Blank	0
<b>Lieutenant Governor</b>		Write-In	1
Blank	0	<b>Total</b>	<b>1</b>
Write-in	1		
<b>Total</b>	<b>1</b>	<b>Representative in General Court</b>	
		Blank	0
<b>Attorney General</b>		Write-In	1
Blank	0	<b>Total</b>	<b>1</b>
Write-in	1	<b>District Attorney</b>	
<b>Total</b>	<b>1</b>	Blank	0
		Write-In	1
<b>Secretary of State</b>		<b>Total</b>	<b>1</b>
Blank	0		
Write-in	1	<b>Clerk of Courts</b>	
<b>Total</b>	<b>1</b>	Blank	0
		Write-In	1
<b>Treasurer</b>		<b>Total</b>	<b>1</b>
Blank	0		
Write-in	1	<b>Register of Deeds</b>	
<b>Total</b>	<b>1</b>	Blank	0
<b>Auditor</b>		Write-In	1
Daniel Fishman	0	<b>Total</b>	<b>1</b>
Blank	1		
Write-In	0	<b>County Commissioner</b>	
<b>Total</b>	<b>1</b>	Blank	0
		Write-In	1
<b>Representative in Congress</b>		<b>Total</b>	<b>1</b>
Blank	0		
Write-In	1		
<b>Total</b>	<b>1</b>		

## State Election - November 6, 2018

<b>Senator in Congress</b>		Daniel Fishman	41
Elizabeth A. Warren	1917	Edward J. Stamas	68
Geoff Diehl	171	Blank	60
Shiva Ayyadurai	39	Write-In	0
Blank	13	<b>Total</b>	<b>2140</b>
Write-in	0		
<b>Total</b>	<b>2140</b>	<b>Representative in Congress</b>	
		Bill Keating	1945
<b>Governor &amp; Lieut. Governor</b>		Peter D. Tedeschi	167
Baker and Polito	833	Blank	28
Gonzalez and Palfrey	1277	Write-In	0
Blank	28	<b>Total</b>	<b>2140</b>
Write-in	2		
<b>Total</b>	<b>2140</b>	<b>Councillor</b>	
		Joseph C. Ferreira	1909
<b>Attorney General</b>		Thomas F. Keyes	161
Maura Healey	1948	Blank	70
James R. McMahon, III	167	Write-In	0
Blank	25	<b>Total</b>	<b>2140</b>
Write-in	0		
<b>Total</b>	<b>2140</b>	<b>Senator in General Court</b>	
		Julian Andre Cyr	1943
<b>Secretary of State</b>		John G. Flores	166
William Francis Galvin	1858	Blank	31
Anthony M. Amore	136	Write-In	0
Juan G. Sanchez, Jr.	110	<b>Total</b>	<b>2140</b>
Blank	36		
Write-in	0	<b>Representative in General Court</b>	
<b>Total</b>	<b>2140</b>	Sarah K. Peake	1992
		Blank	144
<b>Treasurer</b>		Write-In	4
Deborah B. Goldberg	1886	<b>Total</b>	<b>2140</b>
Keiko M. Orrall	143		
Jamie M. Guerin	58	<b>District Attorney</b>	
Blank	53	Michael D. O'Keefe	1002
Write-in	0	Blank	1126
<b>Total</b>	<b>2140</b>	Write-In	12
		<b>Total</b>	<b>2140</b>
<b>Auditor</b>		<b>Clerk of Courts</b>	
Suzanne M. Bump	1822	Scott W. Nickerson	954
Helen Brady	149		

**State Election - November 6, 2018 Continued**

Blank	1174	<b>Question 1 - Registered Nurses</b>	
Write-In	12	Yes	957
<b>Total</b>	<b>2140</b>	No	1122
		Blank	61
<b>Register of Deeds</b>		<b>Total</b>	<b>2140</b>
John F. Meade	952		
Blank	1179	<b>Question 2 - Corps. Not People</b>	
Write-In	9	Yes	1811
<b>Total</b>	<b>2140</b>	No	252
		Blank	77
<b>County Commissioner</b>		<b>Total</b>	<b>2140</b>
Leo G. Cakounes	289		
Ronald J. Bergsgtrom	1691	<b>Question 3 - Gender Identity</b>	
Blank	160	Yes	1912
Write-In	0	No	161
<b>Total</b>	<b>2140</b>	Blank	67
		<b>Total</b>	<b>2140</b>
<b>Barnstable Assembly Delegate</b>			
Brian O'Malley	1782		
Blank	354		
Write-In	4		
<b>Total</b>	<b>2140</b>		



## General Government

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## Town Clerk

In 2018 the Town moved through 43 Articles in just two nights at the Special and Annual Town Meetings, which was held on April 2 and 3, 2018. An additional Special Town Meeting was held on October 29, 2018. A total of three elections were held in 2018: The May 1, 2018 Annual Town Election, with a 36.3% voter turnout; the September 4, 2018 State Primary Election, with a 27.8% voter turnout; and the November 6, 2018 State Election, with an outstanding voter turnout of 72.35%.

The Clerk’s Office is dedicated to maintaining a professional, efficient, and productive Department, and to that point, in June, I decided to continue my education by enrolling in the International Institute of Municipal Clerks and Certified Municipal Clerk Program. In this three-year program, points are earned through participation in extensive educational programs and involvement in a

variety of professional development activities in order to attain Certification.

Assistant Town Clerk, Ana Ruiz, has been an invaluable assistant. Her enrollment in the Massachusetts Town Clerk's Association has allowed her to receive training, which will help keep a fully functioning office at all times. Special thanks to the Election registrars and ballot counters for their important work on the three elections held in 2018, especially during the November 6, 2018 State Election where counters were working into the early morning. Once again, I would like to express my appreciation to the amazing volunteers who have worked in the Clerk's Office in 2018 and I look forward their support in the up-coming year.

**Darlene Van Alstyne**, Town Clerk

## Vital Statistics

### Births 2018

In accordance with a request from the Massachusetts Department of Public Health and in respect to the privacy rights of children, individual names of births recorded in Provincetown are not listed.

Total births recorded in 2018: **15**

Male – **6**

Female – **9**

### Marriages 2018

Total Marriage Licenses Recorded in 2018: **142**

In-State Residents: **65**

Out-of-State Residents: **77**

## Deaths 2018

Date	Name	Age
3-Jan	Olson, Richard B.	75
10-Jan	O'Rourke, Thomas Davis	71
17-Jan	Simms, Joanna T.	83
28-Jan	Fredrick, Alfred Christian	72
6-Feb	Carl, Michael J. Jr.	59
10-Feb	Macara, Norbert N.	98
11-Feb	Roderick, Ethel M.	89
15-Feb	Joseph, Anthony E.	93
25-Feb	Ranken, Jan A.	78
27-Feb	Harrison, Mary Anne	92
27-Feb	Roderick, Bernard P.	89
6-Mar	Cady, Carmel Linda	91
15-Mar	Kelly, Ero Celia	96
9-Apr	Cox, Virginia L.	85
25-Apr	Prickett, Dwayne Raymond	55
30-Apr	Casanova, Joel	39
7-Jun	Edwards, Carl Richard Godfrey	61
16-Jun	Forrest, James Leo	74
1-Jul	Seaver, Robert Cushing	89
6-Jul	Gould, Robert E.	78
10-Jul	Cook, Catherine A.	75
21-Jul	Roderick, Philbert Myron	84
24-Jul	Graybill, Samuel H., Jr.	93
26-Jul	De Groot, Patricia Richardson	88
15-Aug	Cook, Thomas J.	91
23-Aug	Lymbertos, Nicholas	75
23-Aug	Russell, Joan R.	70
24-Aug	Winter, Blanche	101
1-Sep	Harris, Michael Carl	70
12-Sep	Longson, David Beverley	85
13-Sep	Bentley, Beverly R.	88
13-Sep	Wiles, Joyce	85
23-Sep	Abelew, Paul H.	75
27-Sep	Baltivik, Katherine J.	72
16-Oct	Bates, John Elwyn	66
30-Oct	Grimm, Susan Reeve Hicks	80
24-Nov	Peters, Joseph Albert	82
25-Nov	Finn, Thomas John	72
2-Dec	Westcott, Charles Tylden	95
14-Dec	Silva, Charles W.	80
29-Dec	Reis, Emanuel Glory	67
30-Dec	Meads, Louise Smith	90
30-Dec	Rodrigues, Fatima M.	67

## Town Counsel

During 2018, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Select Board and various other Town boards. There are currently 14 active litigation cases involving the Town which are pending in various courts. Seven cases were closed in 2018.

Town Counsel spent considerable time in 2018 advising Town officials regarding the revisions to the Town Charter which were recommended by the Charter Commission in 2017 and were approved by the voters at the 2018 annual election. Thereafter, Town Counsel assisted the Select Board with proposing several targeted amendments to the new Charter which were presented to a Special Town Meeting in October 2018.

Town Counsel has been working closely with Town Administration and the Board of Selectmen to acquire the 26-unit Harbor Hill Condominium. In 2018, we assisted the Bankruptcy Trustee in terminating the time share through a Land Court petition. Once that process was completed, Town Counsel completed the property acquisition on behalf of the Provincetown Year-Round Market Rate Rental Housing Trust.

Town Counsel has also provided significant legal services to the Conservation Commission in enforcing the Wetlands Protection Act and the Town's Wetlands Bylaw regarding the mechanic dredging of clams in the harbor. Those services continued in 2018 and are reported on the Litigation Status Report.

There were three significant land use issues that continued in 2018: (1) the proposal by CVS Pharmacy to locate a store on Bradford Street; (2) the construction of a housing project at 350 Bradford Street; and (3) the proposed construction of a funicular by the Cape Cod Pilgrim Memorial Association. These three matters are reported on the Litigation Status Report.

Town Counsel continues to provide a number of training sessions to Town staff and boards and committees on compliance with the Open Meeting Law, the new Public Records Law, and the Conflict of Interest Law. We also have provided substantial legal services in connection with numerous public records requests and open meeting law complaints, and we have provided substantive training to staff and the various land use boards.

We extend our appreciation to the Select Board and the Town Manager for their confidence in retaining this firm. We also appreciate the assistance and cooperation received on all matters from the Select

Board, Town Meeting, the Town Manager, department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

**KP Law, P.C. Town Counsel**

## **TOWN OF PROVINCETOWN LITIGATION STATUS REPORT**

### **Land Use Litigation**

1. Arcuri v. Provincetown Historic District Commission et al.  
Barnstable Superior Court, C.A. No. 1872CV00518  
(24200-0413-PMD)

This is an appeal of a Historic District Commission violation notice for a fence at 206 Bradford Street, pursuant to G.L. c.40c, §12A. The fence in question was built higher than was permitted by the Historic District Commission's approval. We have filed an answer on behalf of the Historic District Commission and a counterclaim seeking to enforce the notice of violation.

2. Berarducci v. Provincetown Historic District Commission  
Barnstable Superior Court, C.A. No. 1672CV0525  
(24200-0398-AEK)

This is an appeal from the October 20, 2016, final action of the Historic District Commission to grant an after-the-fact Certificate of Appropriateness with conditions to allow a 6' lattice fence at 97 Commercial Street. Berarducci owns a condo unit on the wharf at 99 Commercial Street. The fence was originally erected without HDC approval. A pre-trial conference will be scheduled in April of 2019.

3. Binder, et al. v. Provincetown Historic District Commission  
Barnstable Superior Court, C.A. No. 1772CV00191  
(24200-0405-AEK)

This is an appeal filed in May 2017 from the denial of a Certificate of Appropriateness to remove a mounded septic system and install an addition at 242 Bradford Street. The Town has responded to plaintiff's discovery requests.

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4. Deckelbaum v. Provincetown Zoning Board of Appeals  
(Town of Provincetown Zoning Board of Appeals)  
Land Court No. 18 MISC 000512  
(24200-0416-AEK)

This is an appeal by the plaintiff/abutter regarding the Zoning Board of Appeals' September 18, 2018, decision to grant a variance to rebuild a pre-existing, non-conforming deck located in the east elevation setback on the property located at 99 Commercial Street - Residential 3 Zone. The Plaintiff has served discovery requests.

5. Deckelbaum, Trustee of the Huey Trust v. Provincetown Zoning Board of Appeals and Siobhan Carew; and Lora Papetsas, Individually and as Trustee of the Jack Papetsas Revocable Living Trust  
Land Court, 2016 MISC No. 000014-KCL  
(24200-0392-AEK)

This is an appeal by Plaintiff Deckelbaum (owner of 101 Commercial Street/holder of a parking easement between 101 Commercial Street and 99 Commercial Street) from the ZBA's December 21, 2015 action to renew/transfer a restaurant use special permit to Siobhan Carew for Unit 7, 99 Commercial Street. The ZBA found the restaurant and parking space have existed for 53 years with no public safety issues. The parties have also traded claims of trespass, licensing violations, and building safety code violations. There has been no recent activity on this matter.

6. Lookout Bay Condominium Trust v. Verdant Medical, Inc., et al. (Town of Provincetown Planning Board)  
Barnstable Superior Court C.A. No. 1872CV00506  
(24200-0412-AEK)

This is an appeal of the July 26, 2018 decision of the Planning Board granting a special permit and Administrative Site Plan Review to Defendant Verdant Medical, Inc. allowing the operation of a retail and medical marijuana dispensary at 44 Captain Berties Way abutting the Plaintiff's property. The Plaintiff Condominium Trust is the owner of the common areas of the Lookout Bay Condominium which abut the subject property at 44 Captain Bertie's Way.

7. Texeira v. Provincetown Planning Board  
Land Court, Docket No. 19MISC000008  
(24200-0242-AEK)

This matter involves an appeal of a decision by the Planning Board of a site plan approval for the construction of a new entrance to an existing monument and museum via an inclined elevator (aka a “funicular”). A Notice of Appearance has been filed and a Case Management Conference has been scheduled in the Land Court. Since this appeal is from a grant of site plan approval, the Town will defer to Cape Cod Pilgrim Memorial Association, the real party in interest, to actively defend the grant of site plan approval.

8. White Sands Beach Club v. Provincetown Zoning Board of Appeals  
Barnstable Superior Court, C.A. No. 1872CV00534  
(24200-0417-AAW)

The Plaintiff/Abutter is appealing the Zoning Board’s August 2, 2018 decision to grant a Special Permit to the property owner, Defendant Lynn Saucier, to change, extend and alter the property located at 963 Commercial Street, Unit 15. The plaintiff filed a motion for a temporary restraining order and a motion for preliminary injunction. The Court issued a decision denying the plaintiff’s motion on October 11, 2018. There has been no further activity on this matter.

9. White Sand Beach Club, Inc. v. Provincetown Zoning Board of Appeals, et al.  
Barnstable Superior Court C.A. No. 1772CV00501  
(24200-0409-AAW)

This is a zoning appeal of a special permit issued to the owner of 963 Commercial Street, Unit 28, to expand a pre-existing non-conforming cottage. The co-defendant served the plaintiff with discovery requests including interrogatories and document requests during early August 2018. The Town continues to maintain a passive-defense posture in this matter.

### **Hydraulic Dredging**

10. Hydraulic Dredge – Requests for Determination of Applicability  
Mass. Department of Environmental Protection  
(24200-0397-GJC)

The commercial clambers filed Requests for Determination of Applicability with the Conservation Commission in which they sought a determination that their activities in the Town’s waters are so insignificant

that they are not required to first file a Notice of Intent in accordance with the Wetlands Protection Act. On August 23, 2016, the Commission issued a positive determination and on September 1, 2016, the determination was appealed to the Department of Environmental Protection. No decision has been made by DEP with respect to the Requests for Determination of Applicability.

11. Town of Provincetown, by and through its Conservation Commission and Harbormaster v. Patricio A. Palacios, David L. Kelley, and Stephen F. Lozinak  
Barnstable District Court, C.A. No. 1572CV00386  
(24200-0378-GJC)

This is an action to 1) enforce the Conservation Commission's order with respect to defendants' use of a hydraulic dredge for clam fishing in the Town's waters in Cape Cod Bay, and 2) to enforce the Town's Harbor Regulations assessing dockage and usage fees upon the defendants' vessels. With respect to the Town's enforcement action, the Appeals Court's decision in the Aqua King case is conclusive on the issue of the Conservation Commission's authority to regulate pursuant to the Wetlands Protection Act. Therefore, in addition to the claim for recovery of unpaid fees, the only remaining issues to be litigated are whether the defendants were conducting hydraulic dredge in Provincetown waters on the dates found by the Commission, and whether the defendants should have to pay a civil financial penalty for such violations.

Due to these limited issues, the parties agreed to a settlement. The case has been reported to the Court as settled. It is expected that this case will be fully resolved within the next sixty days.

12. Town of Provincetown, by and through its Conservation Commission and Harbormaster v. Stellwagen Bank Fisheries Corporation  
Barnstable Superior Court C.A. No. 1572CV00387  
(24200-0377-GJC)

This is also an action 1) to enforce the Conservation Commission's order with respect to defendant's use of a hydraulic dredge for clam fishing in the Town's waters in Cape Cod Bay, and 2) to enforce the Town's Harbor Regulations assessing dockage and usage fees upon the defendant's vessel. As with the Palacios case, the underlying legal issues are now controlled by the Appeals Court's decision in Aqua King. While this case was pending, the defendant resumed the practice of hydraulic dredge in the Town's waters. At the Town's request, the Superior Court issued a preliminary injunction in favor of the Town and prohibited the defendant from engaging in the practice of hydraulic dredge in the Town's waters

and from docking at the pier until issuance of a final judgment in the case. Thereafter, the case was stayed pending the Appeals Court's decision in the Aqua King case.

Now that the Aqua King case has been decided, the Court has issued a new tracking order extending discovery. We have propounded written discovery requests upon the defendant and the defendant has requested that the Conservation Commission consider a settlement similar to the settlement in the other cases.

### **Labor Arbitrations**

13. NEPBA, Local 167 v. Town of Provincetown Police  
(24200-0302-DK)

This is an arbitration hearing regarding the Police Chief's right to change shift assignments. A hearing is currently scheduled for March 5, 2019.

### **Miscellaneous Litigation**

14. Brian M. DeLaurentis and John S. Cunningham  
Appellate Tax Board, Docket # 334622  
(24208-0011-MPM)

This is an appeal of a denial of request for an abatement for water fees. The Appellant is appealing water charges in the amount of \$1,709.70 to the Appellate Tax Board (the "Board"). A hearing before the Board was scheduled for August 1, 2018 at Barnstable Town Hall, but the Appellant asked to reschedule the hearing. We are awaiting confirmation of a new hearing date.

### **MATTERS RECENTLY CLOSED**

1. AFSCME Council 93 v. Town of Provincetown (DPW)  
(24200-0410-MER)

This was an appeal of the Town's termination of a Department of Public Works' worker.

This matter has been resolved.

2. Aqua King Fishery, LLC v. Town of Provincetown Conservation Commission

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Barnstable Superior Court, C.A. No. 1572CV00064  
(24200-0375-GJC)

This was an appeal of the Conservation Commission's enforcement order with respect to the plaintiff's use of a hydraulic dredge for clam fishing in the Town's waters in Cape Cod Bay. The Commission's enforcement order was issued pursuant to the state's Wetlands Protection Act regulations and local regulations enacted by the Conservation Commission. After the proceedings in the Lower Court, the Appeals Court held that the Town has the authority to regulate pursuant to the State Wetlands Protection Act, but that its local regulation was not enforceable due to preemption. The Appeals Court, however, found that the Superior Court erred in dismissing the Town's claim for civil financial penalty and remanded the matter to the Superior Court for further proceedings on that issue.

3. In re: Harbor Hill at Provincetown Condominium Trust  
U.S. Bankruptcy Court Case No. 16-13349-JNF  
(24200-0403-LSS)

The Provincetown Year-Round Market Rate Housing Trust (the "Trust") was the successful bidder to purchase the real property consisting of the Harbor Hill at Provincetown Condominium time-share property from the Bankruptcy Trustee. The time-share was terminated by order of the Bankruptcy Court which also authorized the sale of the property to the Trust. The closing on the acquisition of the property was completed on September 4, 2018 and as of that date, the Trust owns the property. The litigation is also concluded.

4. Kucinkas v. Provincetown Planning Board and BPJC LLC  
Barnstable Superior Court Civil Action No. 1872CV00478  
(24200-0414 AEK)

Plaintiff Kucinkas appealed a July 2018 Planning Board Decision granting a modification to the application for Site Plan Review by Special Permit for property located at 350 Bradford Street. An Answer was filed and subsequently the Plaintiff filed a Stipulation of Dismissal. This matter is now closed.

5. Sinaiko et al. v. Provincetown Zoning Board of Appeals  
Barnstable Superior Court C.A. No. BACV2015-00496  
(24200-0383-AEK)

This was an appeal of the Zoning Board of Appeals' decision to deny the

appeal of the issuance of a building permit for the property located at 294 Bradford Street which allowed a three-bedroom dwelling on the Property. Plaintiffs asserted that the proposed dwelling exceeded the Town's scale by-law (ZBL § 2640) and required a special permit because there are no existing structures within 250 feet of the center of the Property. The Zoning Board of Appeals determined that, in this instance, the scale bylaw did not apply as there is not an "average scale" to protect. The Town directed a passive defense. Judge Rufo entered summary judgment in favor of the co-defendants, ruling that the Board's interpretation of the bylaw was reasonable. On May 25, 2018, the Appeals Court reversed the decision and found that the scale bylaw does apply. An application for further appellate review was filed by the private co-defendants and was opposed by the plaintiffs. On July 30, 2018, the Supreme Judicial Court denied the application for further appellate review. The case is now concluded.

6. TMC New England LLC v. Provincetown Board of Appeals, et al.  
Docket No. 17 MISC 000430-GHP  
(24200-0408-JMS)

This matter concerned a G.L. c.40A, §17 appeal of a decision by the Board of Appeals to deny a formula business special permit by TMC New England LLC, seeking to construct a CVS Pharmacy on Bradford Street. The Plaintiff challenged the validity of the Town's formula Business Bylaws. This matter has been settled.

7. Trustees of the 19 Tremont Condominium Trust v. Raymond Trevino, as heir to the Estate of John C. Graves and Town of Provincetown  
Barnstable Superior Court, C.A. No. 1872CV000208  
(24200-0411-NJC/JTB)

This action was brought by a condominium association pursuant to enforce a lien for unpaid common expenses against the property located at Unit 2, 19 Tremont Street, Provincetown. The Town was named as an interested party. On January 1, 2019, The Court issued a judgment and order in favor of the condominium association, with a recognition that the Town holds a priority tax lien.

## Animal Welfare Committee

The mission of the Animal Welfare Committee, (AWC), whose members are appointed by the Board of Selectmen, is to advise the Board, the Animal Control Officer, or any other pertinent municipal entities on issues relative to animal welfare for domestic pets and urban wildlife in Provincetown.

The AWC orders and maintains the dog waste stations on all town landings. The recyclable bags are paid for by the town through the DPW budget. Stations that have deteriorated are ordered and paid for through the AWC budget, and private donations when necessary. We inspect and refill each station daily during the summer, less often during the shoulder season and semi-weekly in the winter. In addition, committee members are part of the Emergency Shelter team and are responsible for the pet component if the shelter, serving Provincetown and Truro, opens during a weather event or other emergency. AWC is happy to have a volunteer veterinarian on call.

Members of the AWC created numerous public service announcements that were broadcasted on WOMR, several Town Facebook pages, and published in The Banner. We continued to pass out a card sized handout to be distributed around town and in guest houses with advice for visitors on such subjects as foxes, seals on the beach, dogs in cars, emergency contact numbers, etc. Additionally this year, we printed and distributed a card addressing pet safety. The printing was paid for by an AWC member.

We continue to remain abreast of developments in state and national animal welfare policies and have officially registered our opinions on some state and national proposals to solidify regulations regarding factory farming and other measures. In addition, specifically this year, we have voiced our disapproval of the coyote-killing contest held annually in Barnstable County.

In conjunction with the Disability Commission we have drafted a handout regarding Service Animals that advises the public and business owners in town regarding what is permissible and regulated by the American Disabilities Act. This handout should be available by the end of 2018.

We receive regular updates on the status of the Cape Wildlife Center and Wildcare both of which seem to be doing well with the help of private donations. They are the two entities that will accept, for rehabilitation, injured wildlife that are transported by members of AWC. When our Animal Control Officer, who attends our meetings, calls for help with transport, AWC answers.

We have looked into, and presented to the VSB, a proposal to have qui-

et fireworks in Town. The “booms” associated with traditional fireworks have been documented as being detrimental to domestic animals, wildlife, as well as people with many with conditions such as PTSD.

We are here to address the concerns of the community regarding not feeding wildlife, indoor/outdoor cats, and dog waste compliance.

The Animal Welfare Committee meets on the third Thursday of the month at noon in the Veteran’s Community Center on Winslow Street. We welcome interested parties to attend our meetings.

**Sherry Brec**, *Chair*

## Art Commission

The Art Commission has completed the short term loans of materials to local institutions and accomplished significant conservations efforts in the last year. In addition, some works at the library have been moved for major exposure.

The Commission will review and continue to chart the future course of conservation and storage for the remainder of the collection not currently on view and in storage.

In addition, an ongoing review of works requiring photography and addition to the Provincetown History Project will insure that the holdings of the Town are fully available for view by the public.

The five member commission, currently consisting of four regular members and one alternate, continues to meet as needed.

**Stephen Borkowski**

## Barnstable Assembly of Delegates

I am pleased to report on the Barnstable County Assembly of Delegates for 2018. This was the second year of my second two-year term, and I am grateful for your confidence in re-electing me last November as your Delegate.

Once again, I served on the Human Services and Natural Resources Committees- as Chair of the latter. I missed only one of the Assembly's twice monthly meetings, when I was away.

As a part of this responsibility, I traverse the Cape, and both islands, for monthly meetings of the Cape and Islands Counselors and Selectmen's Association. And I held Constituent Hour every month in Town Hall, to be available for questions, suggestions and just talk!

The year began with controversy surrounding my proposed Resolution in opposition to a contract between the County Sheriff and federal immigration enforcement (ICE.). Many members of the public came and spoke at the hearing. The proposal was supported by 9 of our 15 towns- but failed to gain a weighted-vote majority.

I consider this effort a success, despite the vote, in that it gave an opportunity for the community to read, hear and talk about a significant federal in-road here that would otherwise not have been openly discussed. It positively reflects the power of having a forum where we can help shape our own future, in our local legislature. In challenging times now and to come, engaging more and increasingly diverse voices in the conversation of governance will help build the spirit of collaboration we'll be needing.

With its basis of non-partisan representation by Delegates from each of the fifteen Cape towns, the Assembly is indeed "the people's legislature." County government is responsible for a large and diverse set of services which support every town. Our key mandated responsibilities are annual county budget review and approval of all Cape Cod Commission structural and regulatory changes.

Under our Home Rule Charter, however, is the broad latitude to enact any appropriate legislation, not in conflict with state or federal law, that would be of benefit to the well-being and quality of life, now and into the future, for all of Cape Cod.

The Barnstable County website ([www.barnstablecounty.org](http://www.barnstablecounty.org)) has meeting agendas, videos, transcripts and contact information. I encourage citizen communication and engagement.

**Brian O'Malley MD**

## Cape Cod Commission

It is my privilege as the current Provincetown Representative on The Cape Cod Commission to submit this annual report to the townspeople.

I was appointed by the Board of Selectmen to serve in this position on March 26, 2018. The Commission was created by an Act of the State Legislature in 1989 following a county-wide referendum as the regional planning and land use commission for Barnstable County.

The 19-member appointed Cape Cod Commission board represents a wide spectrum of the region and provides oversight for a staff of approximately 40 professionals.

The Act states that the purpose of the Commission is to protect Cape Cod's "unique natural, coastal, scientific, historical, cultural, architectural, archaeological, and recreational values and that these values are being threatened and may be irreparably damaged by uncoordinated or inappropriate uses of the region's land and other resources."

Further, the ACT gives authority to the Commission to prepare and oversee the implementation of a regional land-use policy plan for Cape Cod, to recommend the designation of specific areas of Cape Cod as districts of critical planning concern, and to review and regulate developments of regional impact.

The Cape Cod Commission meets twice a month. This year, staff working with a sub-committee developed a draft update to the Regional Policy Plan along with over a dozen technical bulletins designed to provide guidance to staff and commissioners when reviewing Developments of Regional Impact. I did not support the new Plan. A number of Outer Cape officials attended the sub-committee hearing held in Truro last fall, along with the leadership of the APCC (Association for the Protection of Cape Cod). Like many in the room including APCC, the Board of Selectmen are concerned that the new Plan represents a diminution of the Regulatory Role that the Commission has played since the Act was passed. The draft document fails to include the Minimum Performance Standards that have been an integral part of the Plan since it was first adopted. I look forward to hearing more from the Barnstable County Assembly of Delegates as they debate the merits of this updated and revised Plan. Under the County Charter, the Assembly must vote to approve the new plan, for its legal adoption by the Commission.

I participated in a number of project hearings this year. Some examples: the Wireless Tower (monopole) proposal in a residential area of Mashpee. I voted NO. Neighbors objected to the 150 foot tower and advocated for a 125 ft tower with additional technology to boost the signal. I was persuaded. It did

receive approval by the Commission; the Limited DRI scoping request for Tradesman's Park South Truro. I voted Yes, along with the rest of the members; the Commission exempted a 42 acre purchase of land in Brewster from review. The site development was limited to a 2-3 car parking area. I voted no on a DRI application for the Expansion of the 74 acre Bourne Landfill. The proposal was thorough and made the case for the need but project opponents argued that we are kicking the proverbial can down the road, by continuing to expand landfills. The Conservation Law Foundation submitted written testimony strongly opposing the expansion, and I agreed. An application to create a new District of Critical Planning Concern along the Eastham highway corridor was approved. The Town of Eastham made a compelling case for the need to update its zoning bylaw using the tools provided in the DCPC regulatory framework. I voted yes, along with the rest of the commission members.

Cape Cod Commission staff provides technical expertise to all 15 towns of Barnstable County in the areas of water supply resource management, transportation, housing, economic development, wastewater management, stormwater management and coastal resiliency planning. The work is extensive and I would recommend a visit to the Commission website at [capecodcommission.org](http://capecodcommission.org) to learn more.

### **Cheryl L Andrews**

*Provincetown Representative to the Cape Cod Commission*

## **Cape Light Compact**

Cape Light Compact JPE is an intergovernmental organization consisting of the 21 towns on Cape Cod and Martha's Vineyard and Duke's County. The Compact's mission is to serve our 205,000 customers through the delivery of proven energy efficiency programs, effective consumer advocacy, and renewable competitive electricity supply.

Effective July 1, 2017, the Cape Light Compact reorganized and reconstituted itself as a joint powers entity pursuant to Massachusetts General Law Chapter 40 Section 4A1/2, becoming the first joint powers entity in Massachusetts. Reorganizing as a joint powers entity protects member towns from potential liabilities and mandates greater financial accountability through expanded reporting requirements to the Massachusetts Department of Revenue and member Towns, and designation of Treasury functions to an independent entity.

### **POWER SUPPLY**

During 2018, the Compact's power supplier for all residential, commercial,

and industrial customers was NextEra Energy Services of Massachusetts (NextEra). The Compact is pleased that our residential price in 2018 was lower than Eversource's basic service residential, while also being 100% renewable.

The Compact has been a green aggregation since January 2017, meaning 100% of Compact's power supply customers' annual electricity usage is met with renewable energy certificates (RECs). Each REC represents the generation of 1 megawatt hour (1,000 kilowatt hours) of electricity produced by a renewable resource, such as wind or solar. By retiring RECs to match the Compact's customers' usage, Compact customers are financially supporting renewable energy resources, including resources located on Cape Cod and southeastern Massachusetts. In addition, NextEra pledged to deposit all premiums paid for voluntary RECs, plus their supplier and retail fees (expected to total over \$3 million per year), into a trust fund to be used solely for the development of new renewable energy resources. In December 2018, the Compact also announced that it had entered in to a long-term power purchase agreement (PPA) for both energy and RECs from a solar facility under development in Farmington, Maine, which is scheduled to begin delivering energy to Compact customers in 2021. Now, by purchasing electricity through the Compact, all Compact power supply customers are supporting renewable energy and acting locally to combat climate change. To be more clear, as a result of the new contacts, the Compact has provided Provincetown greener energy at lower costs than Eversource.

At a regional level, New England continues to face electricity pricing challenges during the winter months. Over the last fifteen years, New England has greatly increased its reliance on natural gas for electricity production, and now over fifty (50) percent of New England's electricity is generated with natural gas. However, natural gas pipeline capacity has not substantially increased during that same period. As a result, during winter cold snaps, demand for natural gas to generate electricity competes with natural gas demand for heating purposes. Allocation of natural gas for heating has priority over natural gas for generating electricity. This creates a supply shortage of natural gas for electricity production, and therefore increases prices for electric generators, which is passed on to all New England power supply customers. Massachusetts has taken a major step to address this issue through the execution of long-term contracts for off-shore wind energy, and continues to negotiate contracts for additional renewable energy resources; however, until such time as this issue is fully resolved, either through additional infrastructure, demand reduction or other targeted programs, the possibility of future high winter pricing remains, and as such, consumers should still expect seasonal pricing fluctuations for the foreseeable future. The Compact will continue to seek ways to help customers reduce their electricity costs through innovative energy efficiency programs to mitigate the impacts of higher winter electricity pricing.

As of December 2018, the Compact had approximately 4,481 electric accounts in the Town of Provincetown on its power supply.

### *CONSUMER ADVOCACY*

Since 1997, Cape Light Compact has advocated for the ratepayers of Cape Cod and Martha's Vineyard at the local and state level. In 2018, the Compact continued its focus on grid modernization, reviewing the plans submitted by the utilities in August 2015. The Compact held community and stakeholder meetings about what is being proposed and the implications for the energy future of Cape Cod and Martha's Vineyard. There were several key areas of concern that the Compact and engaged stakeholders identified, mainly centered around the fact that Eversource's grid modernization plan was mostly grid-facing and did not offer many opportunities to engage customers with a modernized grid. The Compact was an active participant in the DPU docket and retained experts to analyze Eversource's plan and present expert witness testimony, submitted information requests to Eversource, and submitted briefs. The DPU issued their grid modernization orders in May 2018, approving some of the utilities' requests but deferring decisions on customer-facing technologies (such as advanced metering infrastructure) to future proceedings. The Compact will seek to participate in future grid modernization proceedings at the DPU to advocate for the interests of Cape and Vineyard customers.

In December 2017, the DPU issued an order on Eversource's rate case, which was filed in January 2017. This was Eversource's first fully-litigated rate case since the 1980's. Rate case proceedings determine the charges that Eversource is allowed to impose on the distribution side of the electric bill, which affect all residents and businesses on Cape Cod and Martha's Vineyard. The Compact was an active participant in this proceeding as well. The Compact's concerns with the proposal were: (1) the proposal to increase customer charges and impose new demand charges, which decrease customers' ability to manage their bills; (2) the 10.5% return on equity sought by the company, which is higher than the national average for a regulated utility; (3) the proposal to shift approximately \$30 million per year of costs from Western MA customers (and Eastern MA commercial customers) on to Eastern MA residential customers, which includes the Cape and Vineyard. Unfortunately, the DPU approved increased customer charges and demand charges, a 10% rate of return, and the cost shift from Western MA and Eastern MA commercial customers on to Eastern MA residential customers. However, the participation of the Compact and other intervenors resulted in a lower approved customer charge than Eversource proposed, a rejection of consolidated Transition charges (saving Cape & Vineyard customers approx. \$8M/year), and rejection of the consolidation of commercial and industrial rate classes which would have had steep bill impacts for some Cape & Vineyard customers. Since the December 2017 Order, the Department has opened two related

proceedings that the Compact is participating in regarding performance metrics and the Monthly Minimum Reliability Charge (MMRC) outreach and education plan. Additionally, the Compact filed an amicus brief with the MA Supreme Judicial Court (SJC), supporting other parties’ appeals of the approved return on equity rate and MMRC. The SJC has not ruled on the appeals as of December 2018.

The Compact also participated in regulatory proceedings at the DPU related to the retail electric market, pushing for policies that promote a competitive power supply market while ensuring common-sense protections for consumers.

ENERGY EFFICIENCY

Jan – Nov 2018	# of Participants	Customer Savings	kWh Saved	Rebates/Incentives Paid to Customers
Low Income	12	\$2,540	12,700	\$18,593.51
Residential	1,150	\$79,015.40	395,077	\$296,463.97
Commercial	39	\$58,679.20	293,396	\$108,375.82
Total	1,201	\$140,234.60	701,173	\$423,433.30

\*Please note that this data does not include activity that occurred in December 2018. Please visit [www.capelightcompact.org/reports](http://www.capelightcompact.org/reports) for complete information.\*

Funding for the energy efficiency programs (i.e. energy audits for homes and businesses, rebates on the purchase of energy efficient appliances and energy education in our schools) comes from the monthly customer “energy conservation” charge on each customers’ electric bill, which is multiplied by the number of kilowatt hours used during the month (\$0.02109 for residential customers and \$0.0078 for commercial and industrial customers).

Other Cape Light Compact Efforts Include:

12 ENERGY STAR® qualified homes were constructed in the Town of Provincetown.

The Cape Light Compact continued to support energy education to the Provincetown IB School through teacher workshops and science-based energy education materials aligned with the national and state science education standards.

It’s been my honor to serve on the Compact Board on behalf of Provincetown.

**Tom Donegan**

## Charter Compliance Commission

The Charter Compliance Commission (renamed from the Charter Enforcement Commission in the new Charter approved by the Town at the Election in May 2018) addressed twelve Warrant articles which proposed changes to the new Charter at a Special Town Meeting held on October 29, 2018.

**Robert Klytta**, Chair

## Community Preservation Committee

The Community Preservation Committee (CPC) is a unique committee in that its 9 person membership is comprised of representatives of seven important town Boards and also includes two At-Large members. As such, informed and spirited debate occurs surrounding grant requests and thoughtful consideration is given to each CPA application. The CPC is the gatekeeper of funds allotted by the Massachusetts Community Preservation Act (CPA) dedicated for open space, affordable housing, and historic preservation. The expenditure of Community Preservation Act funds in Provincetown is a public process and the CPC strongly encourages broad participation from all residents.

In 2018 CPC members Kristin Hatch (Recreation), Dennis Minsky (Open Space), Brandon Quesnell (Planning), Susan Cook (Community Housing), Polly Burnell (Historic District), and Alfred Famiglietti (Conservation), Keith Hunt (Housing Authority), Michelle DeMarco (At Large), made recommendations for the expenditure of Community Preservation Act funds.

Community Preservation Act (CPA) Funds come from a 3% property tax surcharge that can be matched with state funds from a real estate transaction stamp tax. The Act requires funds be used on Affordable Housing, Historic Preservation, and Open Space/Recreation preservation initiatives in Massachusetts communities with a minimum of at least 10% of funds going to each of these three categories. The Town of Provincetown adopted the CPA at its May 4, 2004 Annual Town Election as well as a bylaw designating that 80% of the CPA revenues is directed to community housing. On November 3, 2008, Special Town Meeting revised the bylaw to reflect the standard of the Commonwealth and to allow for greater flexibility. The revision allotted 10% for each category, community housing, historic preservation, and open space/

recreation, with 70% remaining undesignated and available for any category. Once again at the April 7, 2014 annual town meeting, the Town amended the split to reflect the priority for community housing to 60% of the CPA revenues for community housing, 10% each for historic preservation and open space/recreation, and 20% remaining undesignated and available for any category.

The Community Preservation Committee recommended the following grants for approval by the town body in 2018:

Cape Housing Institute \$15,000  
Down Payment Assistance \$50,000  
Housing Office: Housing Specialist \$50,853  
TOTAL REQUESTS \$115,853

Cape Housing Institute- Community Development Partnership's requested \$15,000 for the Cape Housing Institute, a six-week education and training program at various locations on the Cape. The CDP and partners presented the first Cape Housing Institute in the fall of 2017. In 2018 the CDP asked each Lower and Outer Cape towns to contribute to another round of ongoing training. These dollars will leverage other funds from the State and additional funding from United Way and Cape Cod 5 Bank. Total costs of the Housing Institute, the training of advocates, and the public media campaign is about \$170,000.

Down Payment Assistance Program- Down Payment Assistance: The request is for an additional \$50,000 for this program. Town meeting approved \$50,000 last spring and there has been a lot of interest. The program provides up to \$10,000 in assistance per household in a deferred payment forgivable loan.

Housing Office- Last year for the first time half of the Housing Office budget which formerly had been fully funded with CPA funds was incorporated into the town operating budget. \$63,271 in CPA funds were approved which represents a 50/50 split between CPA funds and the Town budget.

The CPC makes its' recommendations to Town Meeting for any use of the Community Preservation Funds. No funds can be expended for CPC recommended projects without Town Meeting approval.

Respectfully Submitted,  
**Kristin Hatch**, *Chair*

## Cultural Council

The Provincetown Cultural Council is a Local Cultural Council (LCC) and an affiliate of the Massachusetts Cultural Council headquartered in Boston, MA. The Local Cultural Council program is a grassroots cultural funding network that supports thousands of community based projects in the arts, humanities, and sciences annually. The program promotes the availability of rich cultural experiences for every Massachusetts citizen. Administered by 2,400+ municipally appointed volunteers, the LCC network consists of 329 councils serving all 351 Massachusetts cities and towns. Each year, local councils award more than \$2 million in grants to more than 5,000 cultural programs statewide. These include school field trips, after school programs, concerts, festivals, lectures, theater, dance, music, and film. LCC projects take place in schools, community centers, libraries, elder care facilities, town halls, parks, and wherever communities come together.

Our Local Council awarded \$7,739.00 in 2018 to the following recipients:

Song Keepers, Ltd	The Phunk Hits	\$400
Ian Edwards	Broto: Art & Science Collaborations	\$720
Amy Lynn Barber and Sam Holmstock	Out of Africa - A Marimba and Drumming Performance	\$500
Truro Center for the Arts at Castle Hill	Paint the Race	\$1,000
Cape Cod Commercial Fishermen's Alliance	Voices from the Wheelhouse II	\$709
Alzheimer's Family Support Center of Cape Cod	Alive Inside: Free screening and Conversation	\$300
John Root	Attracting Birds, Butterflies, and Other Beneficia	\$550
Sustainable CAPE- Center for Agricultural Preservation & Education	Provincetown Elementary Meet the Farmer Program	\$500
Outer Cape Chorale	Outer Cape Chorale Concerts and Lecture Series	\$250
Mass Audubon/Wellfleet Bay Wildlife Sanctuary	In-class lessons and field trip for Provincetown p	\$360

Provincetown Art Association and Museum, Inc.	The Provincetown Print: History and How To--Curri	\$550
Tracey Anderson	YOUNG ENGINEERS CLUB	\$1,500
Auburn Hall	Arts Day with P.A.A.M.	\$400

After many years of tireless effort, the Provincetown Cultural Council dedicated the Provincetown AIDS Memorial at Town Hall. The AIDS Memorial and all the benefits provided to Provincetown would not be possible without the volunteers that served during 2018: Robert Speiser, Brian O'Malley, Christopher Busa, Cherie Mittenthal, Francine D'Olimpio, Ray Wiggs, Dawn Walsh, Bill Burton and Don German.

Respectfully submitted,  
**Don German**, *Chair*

## Historical Commission

The Provincetown Historical Commission is responsible by authority of State law for the preservation of historic artifacts and Town-owned historic buildings in the Town of Provincetown. The members of the Historical Commission are appointed by the Town Manager. This year the Historical Commission:

- was responsible for the restoration of the Walling Map - a three-color representation of the Cape from 1858;
- arranged for the creation of replacements for the historic signs directing visitors to the restrooms in Town Hall
- set policy for the cleaning, use, and preservation of the Rose Dorothea model in the Public Library;
- received documents created by Dale Fanning when he served as Chair of the Heritage Museum, which were presented by his widow to the Historical Commission for incorporation into the archives of the History Project;
- sent representatives to serve on the Bas Relief Restoration Project Committee;
- voted in favor of purchasing the Elena Hall parking lot and converting it to a Town park with educational signs about its history; and
- submitted an application to the Community Preservation Committee to restore an original Quadrant Map from 1835.

**Julia Perry**, *Chair*

## Historic District Commission

The Historic District Commission is pleased to report on its regulatory activities during 2018.

The Historic District Commission continued to ensure the promotion of the cultural, economic, education and general welfare of the members of the Town through three mandates. First, to preserve and protect the distinctive characteristics of the buildings and places significant to the history of Provincetown. Second, to maintain and improve the settings of our buildings and maintain our historic streetscape. Third, to encourage design compatible with the buildings existing in the area and to help maintain the historic village, fishing, and artistic, cultural, commercial and residential character which distinguishes Provincetown as a desirable community for residents and visitors.

The Historic District Commission worked on countless residential and commercial projects during 2018 to maintain the historic nature of these buildings. We worked to guide and regulate proposed changes to legally conform to the Historic District Guidelines. We are committed to the architectural history of Provincetown and continually worked to maintain the unique characteristics that continue to make Provincetown's Historic District distinctive.

We want to report that the Historic District Commission's work during 2018 was highly significant and involved issuing over 300 Certificates of Appropriateness and more than 450 Administrative Reviews. We stand as one of the busiest Historic District Commissions in Massachusetts.

This year Thomas Biggert continued to serve as Chair and Marcene Marcoux, again, was Vice Chair. There were many changes in the make-up of the Commission that occurred in 2018. We welcomed Theodore "Ted" Jones as the new representative of the Provincetown Art Association and Museum. His contributions and knowledge of historic renovations has been immense. To our chagrin, Ted Jones did resign and was replaced at the end of this year by Christopher Mathiesen. Martin Risteen, as the new Provincetown Business Guild representative, provided immense knowledge of the history and architecture of many structures in the Historic District. His attention to historic details and his comprehensive work on writing Certificates of Appropriateness (COA) was simply remarkable. However, to our regret, Martin Risteen resigned. We thank him immensely for his dedication and hard work that helped the Historic District Commission be so successful. He was replaced by John Dowd who has now returned to the HDC after having been a past member for many years. We also welcomed a new and dynamic Alternate in Michela Carew-Murphy who brings her legal knowledge and appreciation for historic homes

to our Commission. The remaining Commissioner is Laurie Delmolino who remains an extremely valuable member of the Commission. We also appreciated the work and insight of Alternate Rita“ Hersh” Schwartz. We are exceedingly pleased to have such a dedicated and professional Historic District Commission.

Due to term limits, Marcene Marcoux’s service to the HDC finished at the end of December 2018. We thank Marcene Marcoux for her 14 years of dedicated service as the Chamber of Commerce’s key representative. We wish her well in all future endeavors.

Presently, the work of the Historic District Commission is helped by the efforts of our Building Commissioner Annie Howard who serves as our staff liaison. We appreciate her involvement in the Historic District Commission and the time she contributes to our efforts. We also have Ellen Battaglino as Permit Coordinator who handles applications and coordinates the paperwork involved in carrying out our work in the Historic District. We also have been helped by Jody O’Neill, our secretary, and his serious attention to writing detailed minutes and keeping us current. Jody O’Neill has contributed much and we thank him for his highly professional work.

We do want to mention new areas that the Historic District Commission , in 2018, engaged in and, especially, Green Community concerns and cutting-edge issues related to the Federal Emergency Management Agency (FEMA). Engaging Federal and State contacts, we organized a key meeting on November 5, 2018 to gain knowledge on FEMA rules exempting Historic Homes from being elevated. Then, on December 11, 2018 we held a well-attended meeting on Historic Homes and FEMA Relief with presentations by Sarah Korjeff, Historic Specialist/Planner, Cape Cod Commission; Shannon Jarbeau, CRS & Flood Plain Coordinator; and Lisa Hassler, Realtor, Historic Homes of Cape Cod. The public was informed that many local properties in Flood zones may be exempt from having to be elevated given this new interpretation of FEMA rules. If a Historic property is listed in the National Register of Historic Places and is a Contributing structure, it may now be exempt from having to be elevated. This is good and exciting news for all residential and commercial owners of structures in the Historic District. We thank the Cape Cod Commission and FEMA personnel for their insights and knowledge and look forward to future presentations on leading topics affecting Provincetown residents.

The Historic District Commission continues to encourage feedback from the public and our dedicated members stand ready to offer advice and comments. Our meetings are held on the First and Third Wednesdays of the month at the Judge Welsh Room at Town Hall. We hold Administrative Review meetings at 3:30 p.m. when contractors and residents can gain information on projects and, importantly, can gain approval for siding, roofing, and in-kind replacements of

windows, doors and smaller structural changes. We also are open for Public Statements during this time. Our formal meetings begin at 4 p.m. for projects that have been publicly noticed out. The public is invited to attend our meetings.

We look forward to seeing you there!

**Thomas Biggert**, *Chair*

**Marcene Marcoux**, *Vice Chair*

## **Scholarship & Trust Administration Committee**

The Scholarship and Trust Administration Committee is responsible for the administration of Scholarships established by the Town and by the Estates of former citizens of Provincetown. This year the Committee awarded eight (8) scholarships to six (6) former students totaling \$34,000.

**Julia Perry**, *Chair*

## **Management Information Systems**

The MIS Department was very busy in 2018, and participated in several major initiatives. Highlights include the implementation of additional modules in Munis, the Town's financial software; several physical and virtual server upgrades on both the municipal and school sides; a WiFi upgrade at the public library; and the implementation of ArchiveSocial, which captures the Town's social media presence for archival purposes.

As always, MIS staffers Lynne Martin and Tyler Keyes rose to occasion and applied their expertise to both short-term and long-term projects.

At Provincetown Schools, MIS performed the following tasks:

- Filed E-Rate papers to assist with the funding of the school's internet connectivity
- Completed file server migration from outdated hardware to new
- Optimized local print sharing among administrators, as well as cloud sharing among all staff

- 
- Expanded the fleet of interactive classroom displays and revised the policy by which they operate
  - Upgraded the school's financial software
  - Upgraded all school administration computers to the Windows 10 operating system
  - Configured a new fleet of Apple iPads for use during the school trip to Costa Rica
  - Configured the school information system's discipline module
  - Assisted with the setup of the school's local test environment, which will prevent downtime during online standardized testing

On the municipal side, MIS coordinated the following activities:

- Migrated the public library to a new Wi-Fi platform
- Configured Google Analytics for the library's Wi-Fi usage
- Implemented ArchiveSocial, which captures the Town's social media presence
- Completed file server migrations
- Deployed new and improved rugged laptops/tablets for the rescue vehicles
- Assisted in the installation and configuration of new security cameras and software at the Provincetown Municipal Airport
- Completed the implementation of a document management adapter for Accela, the Town's online permitting and licensing portal
- Completed mapping updates to structure and parcels
- Completed the following implementations for Munis
  - Dashboard for web-based access
  - Purchase orders
  - Content management for scanned documents
  - Security updates
  - Payroll conversion from legacy system
  - Utility billing conversion from legacy system
- Completed the following implementations for OpenGov, the Town's online portal for financial transparency:
  - Reports
  - Stories
  - Performance measures
  - Budget Builder
  - Budget Book
- Completed the following implementations of online forms:
  - Town Hall rental database
  - Water Department updates
- Completed the following Accela implementations:
  - Database updates and cleanup

- Reports
- Inspections workflow for Building Department

We have a few exciting things lined up for 2019. Some initiatives include:

- Entering into a service level agreement with Barnstable County to assist the Town with migrating certain on-premise applications to the cloud
- Connecting several Town buildings to the OpenCape fiber optic network
- The continued expansion of our asset management solution to include mobile devices, tablets, printers, copiers, and other technology equipment
- The replacement of several servers
- The continued implementation of Accela

MIS is prepared to face the new challenges 2019 will bring. As always, we look forward to identifying and implementing solutions that increase efficiency and productivity.

**Beau S. Jackett**, *Director*

## Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is charged with hearing and deciding appeals for relief from the Zoning By-Laws via special permits and variances, as well as appeals from those aggrieved by a decision or action of the Building Commissioner. The ZBA usually meets on the first and third Thursdays of the month for a work session and public hearing. The meetings are posted and open to the public, with the rare exception when the Board convenes an Executive Session. A full board consists of five regular members and five alternate members. Zoning appeals are usually heard by five members and require a super-majority of four votes in favor to grant a special permit or variance. The ZBA makes every attempt to serve the community by hearing applications as scheduled, but this is not always possible, especially when there is not a full complement of members. A ZBA member may have a scheduling conflict from time to time, may be absent due to illness or may need to recuse themselves due to a conflict of interest. As a courtesy to applicants, the ZBA gives the applicants the option of waiting until a full complement of five members is assembled to hear the case. By right, the ZBA may proceed to hear the application with only four members, which is a quorum. The applicant is advised that in such cases any motion by the ZBA would require a unanimous vote for passage. There were a few occasions this year when applicants preferred to be

heard by the full ZBA, requesting that their application be postponed until the following hearing, when it was expected that five members would be available to hear the case. It is an unfortunate inconvenience for all concerned when this happens and the ZBA endeavors to minimize it as best they can by notifying applicants of the situation as soon as possible, giving them the option of postponement until the next scheduled hearing. This can almost assuredly be avoided by having a full roster of ZBA members. We closed calendar year 2018 with a total of five volunteers to the board. The ZBA calls on volunteers interested in serving on the board to contact the Town Clerk's office for information.

The Board heard 71 cases during 2018. The majority were Special Permit applications. The Zoning By-Laws provide specific criteria for the granting of a Special Permit. Namely, that the applicant must show (and the ZBA must find, in writing) that the benefits of the proposal to the Town or the neighborhood outweigh any adverse effects such as congestion, hazard, or environmental degradation. There are very strict criteria for granting a Variance: in part, a literal enforcement of the provisions of the by-law would involve substantial hardship, financial or otherwise, to the petitioner and must owe, among other things, to the soil conditions, shape, or topography of the land. The ZBA considers each application on its own merits without any benefit of precedence. The ZBA strongly believes in the rights of property owners to use their property as they wish, but encourages them to do so within the confines of the Zoning By-Laws. ZBA members Jeremy Callahan, Rob Anderson, Daniel Wagner and Steven Latasa-Nicks and Peter Okun would like to thank David Gardner, Assistant Town Manager, and Ellen Battaglini, Permit Coordinator, for assisting the Board. The work they do with applicants and the public in preparing their applications and the technical expertise provided to the Board regarding the Zoning Bylaws and M.G.L. Chapter 40A is much appreciated by the Board. We would also like to thank Anne Howard, Building Commissioner and Zoning Enforcement Officer, for her work enforcing the regulations in the Zoning Bylaw and the decisions made by the ZBA.

**Jeremy Callahan, *Chair***



## Municipal Finance



## Municipal Finance Director

I thank the Board of Selectmen, Town Manager David Panagore, Assistant Town Manager David Gardner, Department Heads and staff, Boards and Committees, citizens and especially the Finance Department for their patience and support in my first two years. I am very fortunate to work with such a dedicated group of people. Over the past year, the finance department has continued to focus on making improvements in efficiency and operations via adding MUNIS (the Town's financial software system) modules that work with the Town's accounting software and creating and updating financial policies.

The finance department strives for widespread transparency of the Town's finances by posting operating results on OPENGOV and listing additional financial information on the Town's website. We encourage all residents to visit our web page where the budget, capital improvement plan and other miscellaneous schedules are located.

In accordance with the provisions of Chapter 41 §61 of the Massachusetts General Laws, I hereby submit the following as reported by the Treasurer and Town Accountant: Combined Balance Sheet; Report of Appropriations & Expenditures; Appropriations Balance as of 12/31/18, Summary of Receipts; Debt Schedule; Salaries and Wages. All reports are for the Fiscal Year ending June 30, 2018 unless otherwise stated.

**Josee Cardinal Young**, *Assistant Town Manager for Finance and Administration*



**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**Combined Balance Sheet - All Fund Type and Account Groups**  
**as of June 30, 2018**  
**(Unaudited)**

Due from other governments		191,610.69								191,610.69
Pier Corp Petty Cash	100.00									100.00
Amounts to be provided - payment of bonds									55,098,421.38	55,098,421.38
Total Assets	10,650,840.18	8,747,474.90	10,265,498.46	22,906,247.06	9,464,478.46	55,098,421.38				117,132,960.44
<b>LIABILITIES AND FUND EQUITY</b>										
Liabilities:										
Deferred revenue										
Real and personal property taxes	25,718.53									25,718.53
Deferred taxes	47,678.86									47,678.86
Special assessments				16,462,707.24						16,462,707.24
Tax liens	441,691.61									441,691.61
Motor vehicle excise	93,482.34									93,482.34
Other excises	25,979.22									25,979.22
Utility Charges				450,773.85						450,773.85
Departmental	59,376.96									59,376.96
Other receivables				2,803.41						2,803.41



**Fiscal Year 2018 Appropriations/Expenditures**

	<i>Original</i> Approp.	<i>Transfers</i> Adjustments	<i>Revised</i> Budget	<i>FY 2017</i> Expended	<i>FY 2017</i> Encumbered	Unexpended
Election Town Meeting 11,285		- 11,285	7,837	-	3,448	
Board of Selectmen Personnel	67,339	1,098	68,437	68,157	-	281
Board of Selectmen	12,982	(1,098)	11,884	8,915	-	2,968
Town Manager Personnel	309,438	13,064	322,502	322,502	-	-
Town Manager	39,595	22,791	62,386	62,386	-	-
Finance Committee Expense	98,890	(90,462)	8,428	2,109	-	6,318
Town Ac- countant Personnel	223,309	6,222	229,531	229,531	-	-
Town Ac- countant	63,100	23,463	86,563	85,221	-	1,343
MIS Co- ordinator Personnel	206,337	2,061	208,398	208,398	-	(0)
MIS Coord- inator	335,000	17,832	352,832	352,832	-	-
Board Assessors Personnel	197,539	-	197,539	163,084	-	34,455
Board As- sessors	59,285	(9,800)	49,485	28,102	3,000	18,383
Treasurer/ Collector Personnel	173,467	2,000	175,467	175,467	-	(0)
Treasurer/ Collector	42,665	(2,000)	40,665	40,009	43	613
Legal Services	210,000	(14,288)	195,712	174,377	21,335	-
Adminstra- tion	59,590	(5,365)	54,225	48,896	1,019	4,310

	<i>Original</i> Approp.	<i>Transfers</i> Adjustments	<i>Revised</i> Budget	<i>FY 2017</i> Expended	<i>FY 2017</i> Encumbered	Unexpended
Land Bank	69,716	-	69,716	-	-	69,716
Land Bank	58,888	-	58,888	58,888	-	1
Town Clerk Personnel	128,386	-	128,386	96,500	-	31,886
Town Clerk	4,845	-	4,845	4,234	-	611
Building Committee	1,000	-	1,000	-	-	1,000
Economic Development Council	26,000	-	26,000	23,998	1,000	1,002
Buildings & Grounds Payroll	823,078	(29,918)	793,160	714,560	-	78,600
Bldgs & Grounds-Operating	-	183,418	183,418	63,708	77,825	41,885
Bldgs & Ground	78,658	(3,988)	74,670	64,235	137	10,297
Bldgs & Grounds-Town Hall	115,260	7,815	123,075	112,074	3,094	7,908
Bldgs & Grounds-VMCC	95,750	(12,758)	82,992	71,504	225	11,262
Bldgs & Grounds-Library	84,900	(16,946)	67,954	52,845	603	14,506
Bldgs & Grounds-Cemetery	3,500	2,000	5,500	4,171	-	1,329
Bldgs & Grounds Comfort Station	63,000	556	63,556	48,236	207	15,113
Bldgs & Grounds Police Station	42,000	(1,317)	40,683	31,125	76	9,482
Bldgs & Grounds Freeman St	22,400	1,624	24,024	18,916	-	5,107

	<i>Original Approp.</i>	<i>Transfers Adjustments</i>	<i>Revised Budget</i>	<i>FY 2017 Expended</i>	<i>FY 2017 Encumbered</i>	<i>Unexpended</i>
Bldgs & Grounds-Other	147,500	(124,675)	22,825	8,957	-	13,868
Police Personnel	2,461,575	-	2,461,575	2,438,055	-	23,520
Police	166,875	9,000	175,875	171,881	230	3,764
Fire Personnel	571,742	40,000	611,742	583,486	-	28,256
Fire	267,535	(40,000)	227,535	217,183	8,291	2,061
Ambulance Service	848,000	-	848,000	848,919	-	(919)
Community Development Personnel	109,768	(3,968)	105,800	97,186	-	8,614
Community Development	4,300	900	5,200	5,193	-	7
Building Department Personnel	189,455	(1,200)	188,255	185,009	-	3,246
Building Department	7,310	1,200	8,510	5,380	281	2,849
Planning & Dev. Personnel	182,951	(6,602)	176,349	158,209	-	18,140
Planning & Dev.	6,525	2,352	8,877	6,192	-	2,685
Health Department Personnel	110,082	-	110,082	104,039	-	6,043
Health Department	125,250	-	125,250	118,124	428	6,698
Licensing Personnel	48,711	4,250	52,961	52,956	-	5
Licensing	2,300	-	2,300	2,299	-	2
Housing & Economic Development Personnel	60,290	-	60,290	59,341	-	949

	<i>Original Approp.</i>	<i>Transfers Adjustments</i>	<i>Revised Budget</i>	<i>FY 2017 Expended</i>	<i>FY 2017 Encumbered</i>	<i>Unexpended</i>
Housing & Economic Development	20,000	-	20,000	-	20,000	-
Conservation Committee	3,891	-	3,891	3,623	-	268
Planning Board Expenses	15,240	-	15,240	7,999	-	7,241
Zoning Board Appeals	4,360	-	4,360	2,736	-	1,624
Historical Commission	600	-	600	525	-	75
Historic District Commission	3,081	-	3,081	3,806	-	(725)
Board Health	2,643	-	2,643	405	-	2,238
Emergency Management	10,750	23,068	33,818	33,818	-	-
Harbor Committee	1,400	-	1,400	771	-	629
Harbor-master MacMillan Wharf	196,950	-	196,950	196,950	-	-
Shellfish Personnel	45,820	(32)	45,788	45,739	-	48
Shellfish	11,800	32	11,832	11,545	-	287
Parking Personnel	375,072	(17,455)	357,617	338,877	-	18,740
Parking	121,300	17,455	138,755	128,302	-	10,452
DPW Admin Personnel	137,644	1,987	139,631	139,631	-	-
DPW Admin Operating	234,000	55,021	289,021	256,010	16,751	16,260
Highway Personnel	477,799	-	477,799	449,923	-	27,876

Highway	127,000	(969)	126,031	74,034	576	51,420
Snow & Ice Personnel	27,000	-	27,000	32,681	-	(5,681)
Snow & Ice	140,700	(33,073)	107,627	39,790	-	67,837
Solid Waste Recyc Personnel	489,628	-	489,628	457,865	-	31,763
Solid Waste Recycling	185,900	259,682	445,582	394,865	28,278	22,439
Recycling/ Renew Energy Committee	4,750	-	4,750	4,053	601	96
Waste Disposal	256,530	(256,530)	-	-	-	-
Airport	-	3,955	3,955	3,955	-	-
Airport	99,600	(3,955)	95,645	90,096	175	5,374
Public Health Personnel	20,926	-	20,926	17,935	-	2,991
Public Health	21,410	-	21,410	17,267	-	4,143
Council on Aging Personnel	222,310	-	222,310	199,810	-	22,500
Council on Aging	25,800	-	25,800	16,310	-	9,490
Veterans Services	43,233	-	43,233	45,307	-	(2,074)
Disability Commission	5,000	-	5,000	3,326	-	1,674
Animal Welfare Committee	300	-	300	-	-	300
Bicycle Committee	8,000	-	8,000	5,172	-	2,828
Library Personnel	249,194	-	249,194	233,130	-	16,064
Library	81,500	-	81,500	78,830	1,139	1,531

Recreation Dept Personnel	169,141	9,813	178,954	178,037	-	918
Recreation Department	21,450	(9,813)	11,637	11,637	-	-
Art Commission	8,250	-	8,250	997	-	7,253
Cultural Council	200	-	200	-	-	200
Debt Services	2,033,279	-	2,033,279	1,981,723	1,420	50,136
Tax Title	19,000	-	19,000	11,256	-	7,744
Retirement Benefits Insurance	7,221,127	(6,543)	7,214,584	6,600,795	2,476	611,313
Public Schools	3,919,163	200,554	4,119,717	3,976,376	53,794	89,547
Prior Year Encumbrances	-	102,642	102,642	95,201	-	7,441
<b>TOTAL EXPENDITURES</b>	<b>26,100,112</b>	<b>323,099</b>	<b>26,423,211</b>	<b>24,596,333</b>	<b>243,003</b>	<b>1,583,874</b>

**Fiscal Year 2019 Appropriations/Expenditures****Year to Date 12/31/2019**

	<b>FY2019 BUDGET</b>	<b>FY2019 YTD EXPENDED</b>	<b>AVAIL. BUDGET</b>
Election Town Meeting	13,196	5,787	7,409
Board of Selectmen Personnel	72,472	42,497	29,975
Board of Selectmen	14,935	4,414	10,521
Town Manager Personnel	274,240	131,451	142,789
Town Manager	50,095	7,696	42,399
Finance Committee Expense	114,325	685	113,640
Town Accountant Personnel	237,755	118,556	119,199
Town Accountant	81,875	47,334	34,541
MIS Coordinator Personnel	210,435	110,803	99,632
MIS Coordinator	406,512	249,944	156,568
Board Assessors Personnel	201,758	92,401	109,357
Board Assessors	59,285	26,293	32,992
Treasurer/Collector Personnel	185,567	92,783	92,784
Treasurer/Collector	60,550	15,993	44,557
Legal Services	210,000	82,604	127,396
Administration	62,250	22,379	39,871
Town Clerk Personnel	115,023	59,510	55,513
Town Clerk	6,177	752	5,425
Buildings & Grounds Payroll	844,327	399,183	445,144
Buildings & Grounds General	640,607	232,286	408,322
Police Personnel	2,528,132	1,228,512	1,299,620
Police	179,500	110,432	69,068
Fire Personnel	738,306	505,551	232,755
Fire	234,085	90,630	143,455
Ambulance Service	872,264	436,132	436,132
Community Development Pers.	400,426	211,280	189,146
Community Development	28,760	5,667	23,093
Building Department Personnel	195,594	93,675	101,919
Building Dept	9,620	2,890	6,730
Health Dept Personnel	114,540	58,607	55,933
Health Dept	135,525	28,531	106,994
Licensing Personnel	57,445	28,722	28,723
Licensing	2,525	1,212	1,314
Housing & Economic Dev Pers.	48,854	24,892	23,962
Housing & Economic Dev	22,000	-	22,000

Emergency Management Personnel	25,000	-	25,000
Emergency Management	10,750	122	10,628
Harbor Committee	1,400	853	547
Harbormaster MacMillan Wharf	200,889	100,445	100,445
Shellfish Personnel	46,497	23,248	23,249
Shellfish	12,050	1,013	11,037
Parking Personnel	423,458	219,995	203,463
Parking	128,500	72,590	55,910
Public Schools	4,292,790	1,633,609	2,601,575
DPW Admin Personnel	221,867	92,034	129,833
DPW Administration	232,996	168,252	64,744
Highway Personnel	485,929	213,170	272,759
Highway	124,350	38,885	85,465
Snow & Ice Personnel	27,000	759	26,241
Snow & Ice	140,700	12,218	128,482
Solid Waste Recyc Personnel	499,298	238,054	261,244
Solid Waste Recycling	432,900	252,801	180,099
Recycling/Renew Energy Comm.	11,950	6,964	4,986
Airport	157,600	51,802	105,798
Public Health Nurse Personnel	21,778	8,114	13,663
Public Health Nurse	21,410	8,174	13,236
Council on Aging Personnel	226,372	106,918	119,454
Council on Aging	26,100	4,876	21,224
Veterans Services	43,233	34,766	8,467
Disability Commission	5,000	-	5,000
Animal Welfare Committee	300	-	300
Bicycle Committee	8,000	385	7,615
Library Personnel	278,137	128,034	150,103
Library	96,850	36,136	60,714
Recreation Dept Personnel	183,252	104,223	79,029
Recreation Department	21,771	14,794	6,977
Art Commission	8,250	100	8,150
Debt Services	1,915,036	721,007	1,194,029
Intergovernmental Charges	636,650	428,228	208,422
Prior Year Encumbrances	251,122	244,631	6,490
<b>YTD Totals</b>	<b>20,648,144</b>	<b>9,537,283</b>	
11,053,255			

## Board of Assessors

The Board of Assessor's primary responsibility is the valuation and administration of 7,162 Real and Personal Property accounts. In addition, the Assessor's office is responsible for the processing of personal exemptions, property transfers, scale calculations, abutter's lists, permit and cyclical reviews, mailing address changes, motor vehicle and boat excise abatement processing as well as many other duties and responsibilities.

The Board is a five-member appointed Board, consisting of Chairperson Leslie Parsons, Vice-Chair Patty DeLuca and members Robert Sanborn and Scott Fahle. The Board has a vacancy with the resignation of Greg Muse. The Board wishes Greg well and thanks him for his many years of dedicated service to the Town of Provincetown.

Fiscal Year 2018 saw the restructuring of the Provincetown Tax Billing System. The Town of Provincetown had for many years issued 1<sup>st</sup> half preliminary tax bills with a second half actual bill. There were multiple issues with this billing system and starting in FY2018, the Town reverted to a more traditional 1<sup>st</sup> half actual tax billing system. The most significant change is that it allows abatements and exemption to be applied to the 1<sup>st</sup> half bill with the resulting adjustments appearing on the 2<sup>nd</sup> half tax bill.

Fiscal Year 2018 was an Interim valuation year for the Town of Provincetown. The total assessed value increased 4.91% from Fiscal Year 2017. The Department of Revenue certified Provincetown's assessed values on August 15<sup>th</sup> 2017. The Fiscal Year 2018 Residential tax rates of \$7.45 and the Commercial, Industrial and Personal Property tax rate of \$7.19 were certified by the Mass. Dept. of Revenue on September 1, 2017. Provincetown was eighth earliest community out of 351 Cities and Towns to have their rate certified. The FY 2018 assessed values by class were as follows: Residential Class; \$2,390,267,116, Commercial Class; \$423,541,314, Industrial Class; \$1,846,400, Personal Property; \$30,495,970; for a total assessed value of \$2,846,150,800.

On August 28, 2017, as part of the Fiscal Year 2018 Tax Rate setting process, the Provincetown Board of Selectmen voted to continue the Residential Exemption. This exemption was based on 20% of the average residential assessed value, equaling \$115,639. For Fiscal Year 2018, 712 qualified residents of Provincetown received the exemption as part of their fall 2017 tax bill. An additional 38 residents who did not receive the Residential Exemption as part of their fall 2017 tax bill received the exemption as a refund.

The Board of Assessor's granted 95 personal exemptions totaling \$76,450.41; the breakdown is as follows: Surviving Spouse/Elderly (Clause 17D) a total of 9 exemptions totaling \$2,599.92; Veteran's (Clause 22), 15 exemptions at \$6,487.73; Elderly (Clause 41 C), 20 exemptions totaling \$18,977.07; Blind (Clause 37A) 1 exemption @ \$500; Senior Work Credit (5K), 50 exemptions totaling \$47,885.69. 29 taxpayers filed Affordable Housing Tax Exemption applications. Exemptions were granted on 120 units, the total amount exempted was \$112,542.14.

As previously mentioned, 38 Residential Exemption applications not appearing on the 2017 fall tax bill were processed resulting in a refund of \$33,683.41.

The Board of Assessors received 6 real property abatements, of which 4 were granted, and additionally received 7 personal property abatements, all were granted.

During Fiscal year 2018, the Assessor's office continued its property inspection program, concentrating on residential properties. The Massachusetts Department of Revenue mandates that all properties are required to be visited at least once every ten years. The Assessor's office is greatly aided in this effort by the Town's continued funding of the two Temporary Property Inspectors positions. One position is currently vacant due to the promotion of Carol Bergen to Assistant Assessor. The other position is filled by Frank Pantano, who has filled this position for over a decade. The Town of Provincetown has benefited from his ability and experience. The seasonal inspectors and staff combined to complete 642 property reviews consisting of new construction, additions, renovations, sales reviews, & cyclical inspections in Fiscal Year 2018.

Please visit our website at [www.provincetown-ma.gov](http://www.provincetown-ma.gov) (Assessor's Department) for Online Property Record Cards, Exemptions and Deferrals, Frequently Used Forms, Frequently Asked Questions, Real Estate Sales Reports, and much more.

**Leslie Parsons**, *Chairperson, Board of Assessors*  
**Scott Fahle**, *MAA, Principal Assessor*

<b>Treasurer/Collector</b>
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**COLLECTOR'S REPORT FOR THE FISCAL YEAR 2018  
JULY 1, 2017 - JUNE 30, 20178**

	TOTAL	GRAND TOTAL
<b>COMMUNITY PRESERVATION ACT</b>		
FY 2017	9,617.06	
FY2018	<u>504,646.08</u>	
		514,263.14
<b>LANDBANK</b>		
FY 2017	10,821.47	
FY2018	<u>595,891.49</u>	
		606,712.96
<b>REAL ESTATE TAXES</b>		
FY 2016	69.81	
FY 2017	454,935.99	
FY2018	<u>19,767,824.15</u>	
		20,222,829.95
<b>SEWER BETTERMENT</b>		
FY 2017	68,502.61	
FY 2018	<u>2,041,632.17</u>	
		2,110,134.78
<b>SEWER LIENS</b>		
FY 2017	4,510.10	
FY 2018	<u>45,642.56</u>	
		50,152.66
<b>SEWER USAGE SURCHARGE LIENS</b>		
FY 2018	<u>1,187.76</u>	
		1,187.76
<b>SEPTIC LOANS</b>		
FY2018	<u>12,984.29</u>	
		12,984.29
<b>WATER LIENS</b>		
FY 2017	8,456.23	
FY 2018	<u>89,717.20</u>	
		98,173.43

**PERSONAL PROPERTY TAX**

FY 2007	39.38	
FY 2008	42.29	
FY 2009	9.14	
FY 2010	9.85	
FY 2011	10.42	
FY 2012	10.80	
FY 2013	3.34	
FY 2014	268.55	
FY 2015	543.22	
FY 2016	1,048.40	
FY 2017	6,406.27	
FY 2018	<u>213,525.83</u>	
		221,917.49

**WATER RATES**

<u>2,080,488.22</u>	2,080,488.22
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**SEWER RATES**

<u>1,326,057.85</u>	1,326,057.85
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**MOTOR VEHICLE EXCISE TAX**

FY 2010	125.00	
FY 2011	125.00	
FY 2012	65.31	
FY 2013	165.00	
FY 2014	670.74	
FY 2015	85.73	
FY 2016	2,540.49	
FY 2017	77,684.33	
FY 2018	<u>499,280.87</u>	
		580,742.47

**BOAT EXCISE TAX**

FY 2017	294.00	
FY 2018	<u>19,358.00</u>	
		19,652.00

**INTEREST, DEMANDS AND FEES**

REAL ESTATE TAX COLLECTIONS	83,944.97	
PERSONAL PROPERTY TAX COLLECTIONS	7,062.36	
MOTOR VEHICLE	15,702.12	
BOAT EXCISE	1,980.00	
WATER/SEWER USAGE RATES	<u>15,311.97</u>	
		124,001.42

**TREASURY DEPOSITS FROM COLLECTOR**

<u>27,969,298.42</u>
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**Unibank**

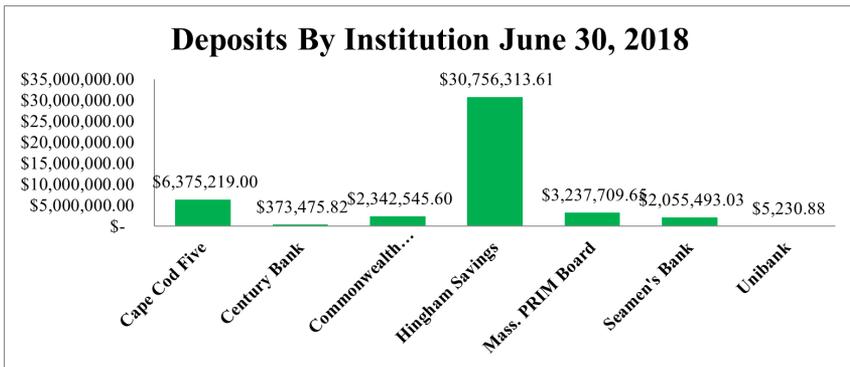
- Dance PTown Fund-raising Account \$5,230.88

<b>BANK BALANCE 06/30/2018</b>	<u>\$45,145,987.67</u>
<b>Add Deposits in Transit:</b>	\$0.00
<b>Less Outstanding Checks:</b>	<u>(\$389,460.20)</u>
<b>ACTUAL BALANCE 06/30/2018</b>	<b>\$44,756,527.47</b>

**\*Gift, Agency & Trust Account Breakdown:**

- Recreation Gift Fund \$103,833.33
- Holiday Lights Gift Fund \$5,343.94
- Skate Park Gift Fund \$15,331.73
- Marriage Defense Gift Fund \$4,681.65
- Piano Gift Fund \$3,921.67
- History Project Gift Fund \$316.84
- Town Hall Improvement Gift Fund \$19,143.17
- Pet Emergency Shelter Gift Fund \$8,414.37
- Suzanne’s Garden Gift Fund \$1,737.30
- Historical Commission Gift Fund \$38,389.66
- Auditorium Chairs Gift Fund \$1,337.16
- Recycling Gift Fund \$666.00
- Disability Commission Gift Fund \$24,421.59
- Cemetery Gift Fund \$404.88
- Special Purpose Gift Fund \$7,866.61
- Bicycle Path Gift Fund \$683.25
- AIDS Memorial Gift Fund \$21,688.69
- Auditorium Lights/Sound Gift Fund \$4,522.11
- Rose Dorothea Gift Fund \$20,282.50
- Province Lands Road Gift Fund \$48,210.18
- RMD Gift Fund \$10,021.84
- Council on Aging Gift Fund \$161,044.25
- Art & Conservation Fund \$14,450.58
- PHS Student Activity Fund \$29,083.15
- VMES Student Activity Fund \$2,375.02
- Town Scholarship Fund \$5,160.57
- Beautification Gift Fund \$8,379.76

- Education Gift Fund \$17,988.03
- Historic Preservation Gift Fund \$7,948.18
- Harbor Access Gift Fund \$119,410.56
- Capital Improvement Stabilization Fund \$626,109.64
- Local Cultural Council Grant Fund \$8,791.34
- MSCP Program Fund \$20,541.48
- Public Fountain Gift Fund \$2,271.45
- Dorothy Perry Scholarship \$26,584.33



### Outstanding Debt as of June 30, 2018

Issued Bond/Loan/Note	Description of Use:	Outstanding 06/30/2018
2005 General Obligation Bond	Heritage Museum	\$ 660,000.00
2005 General Obligation Bond	Fire Engine	\$ 15,000.00
2005 General Obligation Bond	Fire Engine	\$ 5,000.00
2005 General Obligation Bond	Land Acquisition	\$ 265,487.00
2005 General Obligation Bond	Land Acquisition	\$ 124,513.00
2006 General Obligation Bond	Soccer Field	\$ 7,000.00
2006 General Obligation Bond	Storm Water	\$ 40,000.00
2006 General Obligation Bond	Sewer Phase I	\$ 190,000.00
2006 General Obligation Bond	Sewer Design	\$ 80,000.00
2006 General Obligation Bond	Wastewater Optimization	\$ 520,000.00
2006 General Obligation Bond	School Building Repairs	\$ 740,000.00

2006 General Obligation Bond	School Building Repairs	\$ 200,000.00
2006 General Obligation Bond	School Building Repairs	\$ 50,000.00
2006 General Obligation Bond	S Hollow Well	\$ 18,000.00
2009 General Obligation Bond	Town Hall Repairs	\$ 290,000.00
2009 General Obligation Bond	DPW Transfer Station	\$ 5,000.00
2009 General Obligation Bond	CEM Building Repairs	\$ 10,000.00
2009 General Obligation Bond	Town Hall Remodeling	\$ 200,000.00
2009 General Obligation Bond	Fire Engine	\$ 30,000.00
2009 General Obligation Bond	Fire Engine	\$ 15,000.00
2009 General Obligation Bond	DPW Fleet Replacement	\$ 15,000.00
2009 General Obligation Bond	Land Acquisition	\$ 10,000.00
2009 General Obligation Bond	CEM Land Exchange	\$ 270,000.00
2009 General Obligation Bond	90 Shank Painter	\$ 495,000.00
2009 General Obligation Bond	Affordable Housing 7 Sandy	\$ 360,000.00
2009 General Obligation Bond	Land Bank 74 Harry Kemp	\$ 15,000.00
2009 General Obligation Bond	S Hollow Pump House	\$ 60,000.00
2009 General Obligation Bond	Wastewater Optimization	\$ 90,000.00
2009 General Obligation Bond	Sewer Bonds	\$ 495,000.00
2009 General Obligation Bond	SBA School Renovation	\$ 20,000.00
2009 General Obligation Bond	UDSA Pier	\$ 930,000.00
2009 General Obligation Bond	S Hollow Well Development	\$ 10,000.00
2011 General Obligation Bond	Comfort Station	\$ 10,000.00
2011 General Obligation Bond	Town Hall Repairs	\$ 34,250.00
2011 General Obligation Bond	Firehouse Repairs	\$ 215,000.00
2011 General Obligation Bond	Town Hall Restoration I	\$ 3 90,000.00
2011 General Obligation Bond	Town Hall Restoration II	\$ 30,000.00
2011 General Obligation Bond	Town Hall Restoration III	\$1,725,000.00
2011 General Obligation Bond	CPA Town Hall	\$ 35,750.00
2011 General Obligation Bond	CPA Town Hall	\$1,260,000.00
2011 General Obligation Bond	Sewer Phase I	\$ 50,000.00
2011 General Obligation Bond	Water New Source	\$ 30,000.00
2011 General Obligation Bond	Water New Source	\$ 15,000.00

2011 General Obligation Bond	USDA Water Refinance	\$ 140,000.00
2012 General Obligation Bond	Library Renovations HVAC	\$ 215,000.00
2012 General Obligation Bond	VMCC Renovations	\$ 260,000.00
2012 General Obligation Bond	Town Library Restoration	\$1,140,000.00
2012 General Obligation Bond	Affordable Housing Deed Restrictions	\$ 105,000.00
2012 General Obligation Bond	Wastewater Expansion	\$ 510,000.00
2012 General Obligation Bond	Wastewater Expansion	\$1,915,000.00
2012 General Obligation Bond	Wastewater Expansion	\$ 230,000.00
2012 General Obligation Bond	Water Main Replacement	\$ 575,000.00
2012 General Obligation Bond	Water System Improvements	\$ 480,000.00
2013 RE General Obligation Bond	Library Heritage Museum	\$ 45,000.00
2013 RE General Obligation Bond	Library Heritage Museum	\$ 10,000.00
2013 RE General Obligation Bond	Shank Painter Road Drainage	\$ 115,000.00
2013 RE General Obligation Bond	Land Acquisition	\$ 105,000.00
2013 RE General Obligation Bond	Wastewater Facilities	\$ 265,000.00
2013 RE General Obligation Bond	Wastewater Facilities	\$ 30,000.00
2013 RE General Obligation Bond	School Project	\$ 20,000.00
2013 RE General Obligation Bond	Landfill Closure Old Burn Dump	\$ 40,000.00
2013 RE General Obligation Bond	MacMillan Pier	\$ 80,000.00
2013 RE General Obligation Bond	Old Burn Dump Landfill	\$ 50,000.00
2013 RE General Obligation Bond	Old Burn Dump Closure	\$ 35,000.00
2013 RE General Obligation Bond	Water Management New Source	\$ 205,000.00
2014 General Obligation Bond	Library Renovations	\$ 20,000.00
2014 General Obligation Bond	High School Building Repairs	\$ 315,000.00

2014 General Obligation Bond	MacMillan Pier Repairs	\$ 5,000.00
2014 General Obligation Bond	Storm Water Management	\$ 65,000.00
2014 General Obligation Bond	Commercial Street Paving	\$ 540,000.00
2014 General Obligation Bond	Commercial Street Paving	\$ 660,000.00
2014 General Obligation Bond	Wastewater Expansion	\$ 795,000.00
2014 General Obligation Bond	Wastewater Expansion	\$ 680,000.00
2014 General Obligation Bond	N Union Field Land Acquisition	\$ 260,000.00
2014 General Obligation Bond	Water Main Replacement	\$ 50,000.00
2014 General Obligation Bond	Water Main Replacement	\$ 670,000.00
2014 General Obligation Bond	Water Meters	\$ 30,000.00
2016 General Obligation Bond	Municipal Pier & Docks	\$ 95,000.00
2016 General Obligation Bond	Trash Removal Trailer	\$ 5,000.00
2016 General Obligation Bond	Roadway Paving	\$ 510,000.00
2016 General Obligation Bond	Roadway Paving	\$ 170,000.00
2016 General Obligation Bond	Street Construction	\$ 60,000.00
2016 General Obligation Bond	Water Bonds	\$ 150,000.00
2016 General Obligation Bond	Sewer Bonds	\$ 670,000.00
2016 General Obligation Bond	Sewer Bonds	\$ 520,000.00
2016 General Obligation Bond	Sewer Bonds	\$ 2,250,000.00
2016 General Obligation Bond	School Project	\$ 2,700,000.00
2016 General Obligation Bond	Land Acquisition	\$ 250,000.00
2018 General Obligation Bond	Acquisition of Harbor Hill	\$10,555,000.00
Clean Water Trust Loan 1	CWT GEN FUND (Full Int. Subsidy)	\$ 60,000.00
Clean Water Trust Loan 2	CWT GEN FUND (Full Int. Subsidy)	\$ 71,248.46
Clean Water Trust Loan 3	CWT GEN FUND (Full Int. Subsidy)	\$ 10,868.00
Clean Water Trust Loan 4	CWT SEWER (Partial Int./ Prin. Subsidy)	\$ 48,988.36
Clean Water Trust Loan 5	CWT SEWER (Partial Int./ Prin. Subsidy)	\$ 4,795,000.00
Clean Water Trust Loan 6	CWT SEWER (Partial Int./ Prin. Subsidy)	\$ 30,000.00
Clean Water Trust Loan 7	CWT SEWER	\$ 997,073.00

Clean Water Trust Loan 8	CWT SEWER	\$ 3,083,652.00
Clean Water Trust Loan 9	CWT SEWER	\$ 475,274.56
USDA I	Sewer Bonds	\$ 1,289,471.00
USDA II	Water Bonds	\$ 1,073,684.00
USDA III	Water Bonds	\$ 2,076,630.00
USDA IV	Sewer Bonds	\$ 2,461,532.00
<i>2018 Bond Anticipation Note</i>	<i>School Building</i>	<i>\$ 415,000.00</i>
<i>2018 Bond Anticipation Note</i>	<i>Water</i>	<i>\$ 550,000.00</i>
<i>2018 Bond Anticipation Note</i>	<i>Police Station</i>	<i>\$ 50,000.00</i>
<b>Total Outstanding Issued Debt:</b>		<b>\$56,113,421.38</b>
Authorized & Unissued Borrowing	Open Cape Connections	\$ 200,000.00
Authorized & Unissued Borrowing	Water Meter Pits	\$ 15,000.00
Authorized & Unissued Borrowing	School Building	\$ 810,140.00
Authorized & Unissued Borrowing	MacMillan Pier FEMA	\$ 4,900,000.00
Authorized & Unissued Borrowing	Wastewater Optimization	\$ 2,250,000.00
Authorized & Unissued Borrowing	Police Station	\$ 8,575,000.00
Authorized & Unissued Borrowing	Replacement Fire Vehicles	\$ 1,000,000.00
Authorized & Unissued Borrowing	Fire Department Boiler	\$ 105,513.00
Authorized & Unissued Borrowing	Shoreline Protection	\$ 200,000.00
<b>Total Outstanding Issued &amp; Unissued Debt:</b>		<b>\$74,169,074.38</b>

TOTAL LONG TERM DEBT ISSUED NOT BOUND BY DEBT LIMIT: **\$13,611,433.46**

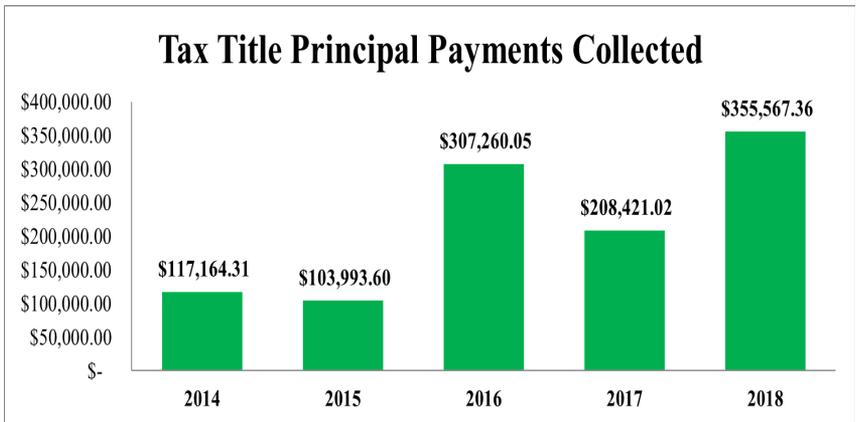
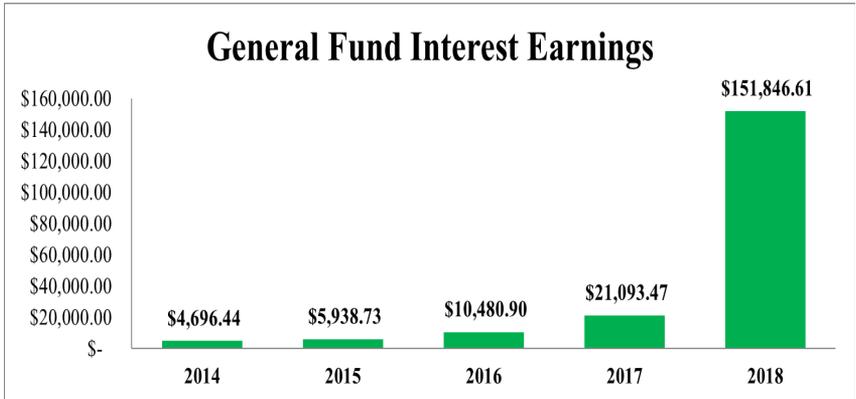
TOTAL LONG TERM DEBT ISSUED BOUND BY DEBT LIMIT: **\$41,486,987.92**

FISCAL YEAR 2018 DEBT LIMIT: **\$159,181,706.50**

PERCENTAGE OF DEBT LIMIT CURRENTLY ISSUED: **26.06%**

2018 GENERAL OBLIGATION BOND/TOWN RATING: **S&P: AA+ (Upgraded in 2018)**

**Treasurer’s General Fund Revenue**



# Employee Earnings

## Fiscal Year 2018

Employee	Position	FY18 Earnings	Subtotals	TOTALS
<b>ADMINISTRATION</b>				
Panagore, David	Town Manager	160,616.41		
Gardner, David	Assistant Town Manager	102,095.72		
Verde, Elizabeth	Exec. Asst. to Town Mgr.	59,790.12		
VanAlstyne, Darlene	Town Clerk	66,619.10		
Ruiz, Ana	Assistant Town Clerk	29,501.60		
Fiorella, Linda	Secretary to Selectmen	656.40		
Paine, Elizabeth	Secretary to Selectmen	55,830.17		475,109.52
<b>AIRPORT</b>				
Toma, Drew	Airport (Seasonal)	1,713.50		
Lisenby, Arthur W	Airport (Seasonal)	2,700.62		4,414.12
<b>COUNCIL ON AGING</b>				
Hottle, Christeny A	Public Health/COA Director	68,698.02		
Corea, Shannon	Administrative Assistant	6,480.76		
Hurst, Maureen	Admin. Assistant (Retired)	41,866.92		
Kennen, Samantha	On-Call Van Driver	1,694.25		
Lavenets, Andrea	Outreach Coordinator	47,125.00		
Mancino, Carla	On-Call Van Driver	9,580.63		
Medina, Patricia	Van Driver/Aide (Resigned)	872.62		
Szeker, Donna	Van Driver/Aide	31,815.08		
Shaw, Richard	Program Coordinator	16,188.00		
Dooley, Nancy	Cook/Meal Coordinator	15,600.00		
Peterman, David	On-Call Van Driver	5,976.18		245,897.46
<b>COMMUNITY DEVELOPMENT</b>				
Howard, Anne	Building Commissioner	77,706.09		
Rowell, David	Building Inspector	54,110.94		
Browne, John	Electrical Inspector	24,893.47		
Budnick, Lynne	Admin. Asst. (Resigned)	42,433.46		
Famulare, Timothy	Cons. Agent & Env. Planr	57,455.06		
Lorello, Stephen	Compl. Offcr (Seasonal)	1,574.37		
Velchev, Nikolay	Compl. Offcr. (Seasonal)	5,869.08		
Battaglioni, Ellen	Permit Coordinator	62,885.81		
Hautanen, Henry	Plumbing Inspector	28,255.55		
Hobart, Aaron	Licensing Agent	52,956.41		
Jarusiewicz, Michelle	Hous. Spec./Grant Adm.	95,791.20		
McPherson, Gloria	Town Planner (Resigned)	27,999.58		
Ribeiro, Jeffrey	Town Planner	20,057.66		
Sanson, Marjorie	Administrative Assistant	46,892.21		598,880.89
<b>DEPARTMENT OF PUBLIC WORKS</b>				
Waldo, Richard	DPW Director	111,687.04		
Wlodkowski, Steven	DPW Deputy Director	70,870.02		

Prada, Sherry	Operations Director	71,362.98	
Myers, Melissa	Administrative Assistant	45,068.66	
Sparks, Olin	Head Mechanic	57,661.88	356,650.58

**Building & Grounds**

Lemme, Antonio H	Working Foreman	61,616.72	
Andrade, Paulo	Custodian	20,716.36	
Andrews, Michael J	Custodian	41,593.09	
Attanasio, Peter	Maintenance	47,355.23	
Canela, Sheri	Attendant (Seasonal)	508.87	
Carreiro, Joseph	Attendant (Seasonal)	1,192.00	
Childers, James	Custodian	45,680.17	
Costa, Anika	Custodian	37,361.91	
Cowing, Brian	Custodian	58,177.17	
Gerardi, Mario	Custodian	24,658.56	
Gonsalves, Walter	Laborer (Seasonal)	17,361.83	
Gonzales, Anthony	Laborer (Seasonal)	17,096.80	
Guardino, John	Laborer (Seasonal)	13,994.49	
Hadley, Steven	Laborer (Seasonal)	15,881.60	
Hanscom, Christopher	Laborer	49,959.00	
Henry, Doreth	Attendant (Seasonal)	106.33	
Hess, Timothy	Town Hall Events Coord.	22,567.50	
Joseph, Denise	Supervising Attendant	48,653.15	
Kalantzis, Anthony J	Maintenance	54,257.73	
Peters, Carol	Attendant (Seasonal)	11,117.16	
Sangster, Dwight	Laborer (Seasonal)	3,053.21	
Santos, Cynthia	Attendant (Seasonal)	14,555.07	
Santos, Delanie	Attendant (Seasonal)	12,831.60	
Santos, Scott	Laborer (Seasonal)	8,675.05	
Silvia, Mary	Attendant (Seasonal)	12,910.47	
Straw-Campbell, Angela	Attendant (Seasonal)	7,765.10	
Stover, John D	Custodian (Seasonal)	1,374.73	
Thomas, Lawrence	Custodian	9,869.11	
Tomaselli, Armand	Attendant (Seasonal)	7,793.17	
Walker, Ronnie	Skilled Laborer	49,840.81	
White, Deborah	Attendant (Seasonal)	16,066.61	
White, Steven D.	Attendant (Seasonal)	17,403.53	
Wright, Marlene	Attendant (Seasonal)	6,323.19	
Zeitler, Sandra	Maintenance	47,848.55	806,165.87

**Highway**

Badams, Jon	Skilled Laborer	49,913.70	
Costa, David	Laborer (Seasonal)	15,961.95	
Douglas, Steven	Skilled Laborer	7,540.80	
Duarte, Ramao	Working Foreman	66,104.32	
Edwards, Phanarus	Skilled Laborer	53,220.58	
Gonsalves, David	Skilled Laborer	55,007.57	
Martin, Craig	Skilled Laborer	44,562.73	
Yanchev, Vladimir	Laborer (Seasonal)	19,308.04	
Prada, Thomas	Skilled Laborer	57,318.17	
Roderick, Paul	Skilled Laborer	58,542.58	427,480.44

**Sanitation/Transfer Station**

Allmon, Justus	Laborer (Seasonal)	1,780.30	
Bronsdon, Scott	Working Foreman	63,214.19	

Brazil, Matthew	Skilled Laborer	48,251.90	
Cook, Peter	Skilled Laborer	55,074.15	
Cox, Jeff	Skilled Laborer	56,418.94	
Hurst, Crayne	Laborer (Seasonal)	16,253.92	
Richmond, James	Skilled Laborer	56,855.43	
Roach, David	Skilled Laborer	56,786.64	
Roderick, Christopher	Skilled Laborer	61,587.53	
Edward Jason	Skilled Laborer	44,488.17	460,711.17

**Water**

Salisbury, Cody	Water Superintendant	84,113.90	
Rose, Glen	Working Supervisor	75,864.61	
Enos, Stephen	Skilled Laborer	66,446.85	
Horner, Frank	Meter Reader/Repairman	59,948.38	
Matrango, Bernard	Skilled Laborer	64,832.76	
Pettersson, Jane	Administrative Assistant	48,161.15	
Morin, Donald	Administrative Assistant	51,354.42	
Neylon, Margaret	Skilled Laborer (Retired)	52,317.82	
Peters, Adrian	Skilled Laborer	61,062.62	
Schmidt, Ryan	Skilled Laborer	51,118.36	615,220.87

**FIRE DEPARTMENT**

Trovato, Michael	Fire Chief	55,000.14	
Mathews, Joyce	Department Secretary	58,189.04	
Ainsworth, Kevin	EMT	1,602.46	
Anderson, Michael	EMT	7,200.00	
Brown, Christianne	EMT	10,933.75	
Bruce, Vinette	EMT	4,734.08	
Cabral, Vaughn	EMT	3,287.50	
Cataldo-Roda, Julie M	EMT-P	14,736.26	
Chute, Michael	EMT	599.99	
Coelho, Michael Sr.	EMT	9,995.11	
Cortes, Jennifer	EMT	406.56	
Costa, Molly	EMT	18,655.52	
Coulter, Cynthia	EMT	2,478.94	
Cullen, Dianne	EMT	19,701.57	
Douglas, Christyne	EMT	11,632.39	
Elliott, Eric	EMT	1,110.00	
Fallas, Edward	EMT	1,683.43	
Giannelli, James	EMT-P	19,031.76	
Goldstein, Zack	EMT	2,439.36	
Herrmann, Gabrielle	EMT	999.60	
LaBonte, Troy	EMT	12,608.64	
Menangas, Derek	EMT	1,080.00	
Morley, David	EMT	6,041.94	
Notaro, Daniel	EMT-P	15,905.36	
Pelkey, Nicholas	EMT	4,432.31	
Pelligrino, Rachel	EMT	1,590.00	
Perry, Michael	EMT	3,761.52	
Potter, Lisa M.	EMT-P	10,106.56	
Prato, Barbara	EMT	9,606.55	
Rance, Othaine	EMT	35,053.16	
Reis, Laytin	EMT	203.28	
Romme', William	EMT	4,853.32	
Russell, Denise	EMT	10,602.26	

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Stranger, Keith	EMT	11,136.24
Toma, Drew	EMT	297.00
White, George Jr.	EMT	10,671.40
Willis, James	EMT-P	1,800.00
Willis, James II	EMT	13,207.93
Young, Cherie	EMT	2,477.48
Ainsworth, Kevin	Volunteer Firefighter	9,960.50
Ainsworth, Victoria	Volunteer Firefighter	450.00
Ayala, Jonas	Volunteer Firefighter	2,246.50
Brown, Christianne	Volunteer Firefighter	1,209.87
Browne, John	Volunteer Firefighter	2,147.00
Caley, Nathaniel	Volunteer Firefighter	1,200.00
Cataldo-Roda, Julie M	Volunteer Firefighter	800.00
Chute, Michael	Volunteer Firefighter	2,737.50
Coelho, Michael Sr.	Volunteer Firefighter	800.00
Cortes, Jennifer	Volunteer Firefighter	800.00
Costa, Christian	Volunteer Firefighter	225.00
Costa, Molly	Volunteer Firefighter	525.00
Douglas, Christine	Volunteer Firefighter	1,374.80
Enos, Christopher	Volunteer Firefighter	1,312.50
Enos, Scott	Volunteer Firefighter	1,216.65
Fallas, Edward	Volunteer Firefighter	1,179.92
Felton, Alan	Volunteer Firefighter	3,712.88
Felton, George	Volunteer Firefighter	4,004.50
Gonsalves, David	Volunteer Firefighter	5,662.50
Hatch, April	Volunteer Firefighter	400.00
Hatch, Shannon	Volunteer Firefighter	675.01
Hernandez, Jose	Volunteer Firefighter	475.00
Horner, Frank	Volunteer Firefighter	2,475.81
Kerr-Hunter, Malcolm	Volunteer Firefighter	2,790.00
Lambrou, Mark	Volunteer Firefighter	1,025.00
Lomba, Samantha	Volunteer Firefighter	150.00
Martin, Craig	Volunteer Firefighter	1,337.50
Martin, Roger	Volunteer Firefighter	3,728.50
Martinez, Elias Jr.	Volunteer Firefighter	8,588.50
Martinez, Elias J III	Volunteer Firefighter	4,562.50
Mathews, Joyce	Volunteer Firefighter	800.00
Meads, James Jr.	Volunteer Firefighter	1,540.00
Menangas, Gerard	Volunteer Firefighter	15,237.50
Motta, Brandon	Volunteer Firefighter	2,725.00
Notaro, Jeffrey	Volunteer Firefighter	4,612.53
Notaro, Michael	Volunteer Firefighter	50.00
Osowski, Carl	Volunteer Firefighter	1,912.50
Prato, Barbara	Volunteer Firefighter	875.00
Rance, Othaine	Volunteer Firefighter	10,250.00
Ribas, Luis	Volunteer Firefighter	3,330.00
Richmond, James	Volunteer Firefighter	2,012.50
Roderick, James Jr.	Volunteer Firefighter	18,521.50
Roderick, Paul	Volunteer Firefighter	6,551.00
Russell, Denise	Volunteer Firefighter	8,100.00
Russell, Lee	Volunteer Firefighter	1,000.00
Santos, Noah	Volunteer Firefighter	3,000.00
Santos, Rodrigo	Volunteer Firefighter	5,992.91
Schmidt, Ryan	Volunteer Firefighter	1,700.00
Silva, Collin	Volunteer Firefighter	400.00

Silva, Daniel	Volunteer Firefighter	250.00	
Silva, Jack	Volunteer Firefighter	450.00	
Silva, James	Volunteer Firefighter	3,912.50	
Silva, Patrick	Volunteer Firefighter	1,815.00	
Silva, Paul	Volunteer Firefighter	7,236.00	
Sinaiko, Jonathan	Volunteer Firefighter	1,862.50	
Smith, Bryan	Volunteer Firefighter	3,207.81	
Smith, Khaleele	Volunteer Firefighter	625.00	
Stewart, Garth	Volunteer Firefighter	800.00	
Thomas, John	Volunteer Firefighter	1,222.68	
Trovato, Michael, Jr.	Volunteer Firefighter	2,841.00	
White, David	Volunteer Firefighter	3,608.50	
White, Jamie	Volunteer Firefighter	1,692.00	
Wright, Dexter	Volunteer Firefighter	1,000.00	
Zawaduk, Russell	Volunteer Firefighter	6,750.00	593,508.78

**HEALTH DEPARTMENT**

Clark, Morgan	Health & Env. Affairs Mgr	69,386.02	
Leonard, Susan	Administrative Assistant	2,767.47	
Marin-Alzate, Laura	Health Agent	46,047.56	118,201.05

**LIBRARY**

Clark, Matthew	Library Director (Resigned)	11,747.78	
Cartwright, Ann	Circulation Aide	11,436.56	
Cinnater, Nan	Lead Librarian	33,318.22	
Hopkins, Kristine	Circulation Aide	13,859.13	
Hyams, Martha	Circ. Aide (Resigned)	5,112.32	
Karacozian, Deborah	Circulation Aide	10,115.16	
Mitchell, Susan	Circulation Aide	2,527.35	
Nottleman, Clayton	Member Svcs. Coord.	20,425.38	
Packard, Susan	Circulation Aide	7,865.40	
Raff, Amy	Library Director	31,788.80	
Ruane, Thomas	Relief Tech Asst	17,137.84	
Taylor, Brittany	Assistant Library Director	57,773.02	
Wells, Mary Alice	Circulation Aide	10,246.52	233,353.48

**MANAGEMENT INFORMATION SERVICES**

Keyes, Tyler	MIS Technician	52,354.12	
Kimball-Martin, Lynne	MIS Analyst	67,822.68	120,176.80

**MUNICIPAL FINANCE**

Bergen, Carol	Assistant Assessor	27,476.83	
Cardinal-Young, Josee	Finance Director	121,860.00	
Fahle, Scott	Principal Assessor	75,199.02	
Faust, Richard	Asst. Assessor (Resigned)	2,091.14	
Grandel, Laura	Collector	62,533.90	
Harpie, Michael	Assistant Collector	43,908.51	
Hoffmann, Jody	Payroll & Benefits Mgr	54,631.20	
Jackett, Beau	MIS Director	88,220.94	
Lewis, Ruth	(Temporary)	2,700.00	
MacKenzie, Cheryl	Assessor's Admin Asst	56,333.24	
Pantano, Frank	Real Prop Insp (Seasonal)	2,405.84	
Robertson, Nick	Assistant Accountant	53,040.00	
Williams, Alexander	Treasurer	69,024.80	659,425.42

**PARKING DEPARTMENT**

Rosati, Domenic	Parking Administrator	50,369.27	
Benatti, Patricia C.	Prkg. Clerk/Bookkeeper	35,098.32	
Bollas, Mary A	Attendant (Seasonal)	16,484.84	
Cabral, Ronald	Attendant (Seasonal)	16,423.36	
Cook, Marguerite	Attendant (Seasonal)	6,212.22	
Duffy, Mary	Attendant (Seasonal)	507.63	
Gascon, Frederik	Attendant (Seasonal)	3,349.10	
Gentles, Raymond	Attendant (Seasonal)	15,682.46	
Getters, Akim	Meter Person	18,624.18	
Gonsalves, Deborah	Meter Person/Asst. Clerk	36,690.64	
Green, Mary	Attendant (Seasonal)	12,341.18	
Gutzler, Joell	Attendant (Seasonal)	16,316.28	
Johnson, Avis	Attendant (Seasonal)	16,219.90	
Kewachuk, Melanie	Attendant (Seasonal)	16,316.28	
Pereira, Dodie	Attendant (Seasonal)	16,399.43	
Power, John	Asst. Mgr./Att.(Seasonal)	13,697.34	
Reetz, Rodney	Attendant (Seasonal)	16,112.83	
Riley, Lawrence	Attendant (Seasonal)	14,807.20	
Stephens, Marie	Attendant (Seasonal)	15,823.31	
Timmons, Mary	Meter Person	2,278.20	339,753.97

**PIER CORPORATION / HARBORMASTER**

McKinsey, William R	Pier Manager	61,378.27	
Ribas, Luis	Asst. Harbormst (Retired)	61,814.60	
Ayala, Isaiah	Asst. Harbor(Seas) (Res.)	1,551.25	
Cabral, Elizabeth	Asst. Harbormast (Seas)	2,050.65	
Clinton, Renee	Asst. Harbormast (Seas)	15,525.00	
DeMatteis, John	Asst. Harbormast (Seas)	14,770.00	
Eichman, Benjamin	Asst. Harbormast (Seas)	4,411.00	
Galipeau, Pauline	Asst. Harbormast (Seas)	5,184.00	
Gagnon, Drew	Asst. Harbormast (Seas)	3,120.00	
German, Donald	Asst. Harbormast (Seas)	3,410.78	
Grimm, Charles	Asst. Harbormast (Seas)	3,473.54	
King, Lisa	Asst. Harbormast (Seas)	3,247.57	
Koskey, Jarrod	Administrative Assistant	50,158.00	
Llata, Daniel	Asst. Harbormast (Seas)	3,312.43	
Maxwell, Christine	Asst. Harbormast (Seas)	8,121.75	
Ross, Stephen	Asst. Harbormast (Seas)	12,332.25	
Sanabria, Lizbeth	Asst. Harbormast (Seas)	15,215.00	
Silva, Richard	Asst. Harbormast (Seas)	3,375.00	
Sturdy, Raymond III	Former Admin. Assistant	4,838.75	277,289.84

**POLICE DEPARTMENT**

Golden, James	Chief of Police	133,291.96	
	Holiday	6,905.68	
	Longevity	2,800.00	
	Revolving	14,635.92	
	<b>Total Earnings</b>		<b>157,633.56</b>
Allen, Douglas	Dispatcher	58,174.39	
	Educational Incentive	4,500.00	
	Holiday	1,120.00	
	Longevity	400.00	
	Overtime	5,533.70	
	<b>Total Earnings</b>		<b>69,728.09</b>

Alves, Richard	Police Officer	74,574.38	
	Educational Incentive	4,500.00	
	Longevity	400.00	
	Overtime	27,739.52	
	Revolving Account	6,939.00	
	<b>Total Earnings</b>		<b>114,152.90</b>
Bartholomew, Sarah	Dispatcher	64,726.27	
	Educational Incentive	5,000.00	
	Overtime	8,832.92	
	Longevity	800.00	
	<b>Total Earnings</b>		<b>79,359.19</b>
Beloin, Shannon	Police Officer	38,286.54	
	Overtime	1,377.47	
	Revolving Account	3,632.00	
	<b>Total Earnings</b>		<b>43,296.01</b>
Catanesi, Kathryn	Police Officer	64,036.54	
	Educational Incentive	4,500.00	
	Longevity	400.00	
	Overtime	4,429.30	
	Revolving	6,436.05	
	<b>Total Earnings</b>		<b>79,801.89</b>
Cook, Lisa	Dispatcher	63,682.58	
	Educational Incentive	4,500.00	
	Overtime	1,098.72	
	Longevity	800.00	
	<b>Total Earnings</b>		<b>70,081.30</b>
Cowing, Ruth Ann	Animal Control Officer	60,923.98	
	Overtime	681.07	
	Revolving Account	599.64	
	Longevity	1,200.00	
	<b>Total Earnings</b>		<b>63,404.69</b>
D'Andrea, Joseph	Police Officer	66,605.76	
	Educational Incentive	4,500.00	
	Holiday	763.44	
	Longevity	400.00	
	Overtime	942.85	
	<b>Total Earnings</b>		<b>73,212.05</b>
Dow, Tyler	Police Officer	61,481.42	
	Educational Incentive	4,500.00	
	Overtime	9,801.26	
	Revolving Account	10,872.78	
	<b>Total Earnings</b>		<b>86,655.46</b>
Enos, Glenn	Sergeant	91,238.95	
	Educational Incentive	750.00	
	Overtime	24,193.18	
	Longevity	1,600.00	
	Revolving Account	29,308.65	
	<b>Total Earnings</b>		<b>147,090.78</b>
Harding, Sarah	Police Officer (Resigned)	61,082.89	
	Educational Incentive	5,250.00	
	Overtime	7,920.37	
	Revolving Account	5,693.73	
	<b>Total Earnings</b>		<b>79,946.99</b>

Hennick, Gregory	Lieutenant	99,179.08	
	Holiday	4,005.12	
	Longevity	400.00	
	Educational Incentive	6,500.00	
	Revolving Account	1,088.88	
	<b>Total Earnings</b>		<b>111,173.08</b>
Kacergis, Aaron	Police Officer	64,484.16	
	Holiday	248.00	
	Overtime	12,204.86	
	Revolving Account	5,492.04	
	<b>Total Earnings</b>		<b>82,429.06</b>
Koumanelis, Thomas	Police Officer	90,757.76	
	Educational Incentive	4,500.00	
	Holiday	350.64	
	Overtime	12,354.53	
	Longevity	400.00	
<b>Total Earnings</b>		<b>108,362.93</b>	
Landry, Christopher	Police Officer	65,413.70	
	Educational Incentive	4,500.00	
	Holiday	491.84	
	Overtime	27,229.63	
	Longevity	400.00	
	Revolving Account	10,502.47	
	<b>Total Earnings</b>		<b>108,537.64</b>
Lobur, Meredith	Police Officer	72,200.15	
	Educational Incentive	6,500.00	
	Overtime	8,428.87	
	Revolving Account	842.60	
	Longevity	400.00	
	<b>Total Earnings</b>		<b>88,371.62</b>
Lopes, Carrie	Sergeant (Retired)	81,899.16	
	Educational Incentive	6,500.00	
	Overtime	8,006.38	
	Revolving Account	169.85	
	Longevity	800.00	
	<b>Total Earnings</b>		<b>97,375.39</b>
Metcalfe, Alyssa	Dispatcher (Resigned)	4,064.00	
<b>Total Earnings</b>		<b>4,064.00</b>	
Michael, Rachel	Dispatcher	61,819.08	
	Educational Incentive	3,000.00	
	Overtime	11,523.17	
	Longevity	800.00	
	<b>Total Earnings</b>		<b>77,142.25</b>
Nolette, Jennifer	Dispatcher	71,167.52	
	Educational Incentive	5,250.00	
	Holiday	555.36	
	Longevity	400.00	
	Overtime	7,016.34	
	Revolving Account	1,152.00	
<b>Total Earnings</b>		<b>85,541.22</b>	
Perry, Paige	Secretary to Police Chief	56,680.52	<b>56,680.52</b>
Reeves, Jessica	Dispatcher (Resigned)	53,387.10	
	Holiday	410.72	
	Overtime	6,006.00	
	<b>Total Earnings</b>		<b>59,803.82</b>

Ribas, Andreia	Dispatcher	55,293.89	
	Holiday	428.16	
	Overtime	4,249.65	
	<b>Total Earnings</b>		<b>59,971.70</b>
Saliba, Simon	Police Officer	61,331.81	
	Holiday	471.04	
	Overtime	14,082.16	
	Revolving Account	27,478.66	
	<b>Total Earnings</b>		<b>103,363.67</b>
Samuels, Kas-wayne	Police Officer	58,255.05	
	Holiday	456.00	
	Overtime	4,989.14	
	Revolving Account	8,618.93	
	<b>Total Earnings</b>		<b>72,319.12</b>
Spor, Kevan	Police Officer	80,826.16	
	Educational Incentive	6,500.00	
	Holiday	618.24	
	Longevity	400.00	
	Overtime	16,474.03	
	Revolving Account	6,981.07	
		<b>Total Earnings</b>	
Sullivan, Jason	Police Officer	66,203.98	
	Holiday	517.44	
	Educational Incentive	4,500.00	
	Longevity	400.00	
	Overtime	14,501.72	
	Revolving Account	3,607.88	
		<b>Total Earnings</b>	
Willis, Jefferson	Police Officer	57,690.58	
	Overtime	1,826.44	
	Holiday	221.36	
	Revolving	7,637.32	
	<b>Total Earnings</b>		<b>67,375.70</b>
Cabral, Shirley	Matron	9,665.76	
	Overtime	387.68	
		<b>Total Earnings</b>	<b>10,053.44</b>
Duncanson, Damarr	Summer Police Officer	11,877.93	
	Overtime	1,087.09	
	Revolving Account	4,424.00	
		<b>Total Earnings</b>	<b>17,389.02</b>
Frisbie, Jordan	Summer Police Officer	3,150.73	
	Overtime	36.92	
		<b>Total Earnings</b>	<b>3,187.65</b>
Gaudette, Haley	Summer Police Officer	2,114.51	
	Overtime	447.13	
		<b>Total Earnings</b>	<b>2,561.64</b>
Bouhmadouche, Mahdi	Seasonal Police Officer	9,633.02	
	Overtime	2,557.30	
	Revolving	2,856.00	
	<b>Total Earnings</b>	<b>15,046.32</b>	
Brosnan, Devin	Seasonal Police Officer	16,824.20	
	Overtime	2,221.63	
	Revolving Account	2,496.00	
		<b>Total Earnings</b>	<b>21,541.83</b>

Burrell, Madison	Seasonal Police Officer	12,908.94	
	Overtime	1,393.11	
	Revolving Account	5,069.00	
	<b>Total Earnings</b>		<b>19,371.05</b>
DeTorrice, Geena	Seasonal Police Officer	6,456.60	
	Overtime	944.58	
	Revolving	1,152.00	
	<b>Total Earnings</b>		<b>8,553.18</b>
Johnson, Tyler	Seasonal Police Officer	9,211.71	
	Overtime	988.67	
	Revolving	384.00	
	<b>Total Earnings</b>		<b>10,584.38</b>
Holmes, Joshua	Seasonal Police Officer	3,035.86	
	Overtime	36.92	
	<b>Total Earnings</b>		<b>3,072.78</b>
	McCauley, Michael	Seasonal Police Officer	18,351.86
Overtime		3,264.86	
Revolving Account		4,084.00	
<b>Total Earnings</b>			<b>25,700.72</b>
Minassian, Harry	Seasonal Police Officer	3,142.52	
	Overtime	36.92	
	<b>Total Earnings</b>		<b>3,179.44</b>
	Moorman, Andrew	Seasonal Police Officer	8,526.93
Overtime		1,099.78	
Revolving Account		804.00	
<b>Total Earnings</b>			<b>10,430.71</b>
Murray, Owen	Seasonal Police Officer	7,534.81	
	Overtime	320.00	
	<b>Total Earnings</b>		<b>7,854.81</b>
	Radzik, Thomas	Summer Police Officer	10,281.45
Revolving Account		384.00	
Overtime		673.95	
<b>Total Earnings</b>			<b>11,339.40</b>
Johnson, Chester	On-call Dispatcher	16,291.36	
	Overtime	347.52	
	<b>Total Earnings</b>		<b>16,638.88</b>
	Wilkinson, Jessica	Seasonal Police Officer	3,306.62
Overtime		123.05	
<b>Total Earnings</b>			<b>3,429.67</b>
Russell, Denise		On-call Dispatcher	1,239.52
<b>RECREATION</b>			
Motta, Brandon	Recreation Director	60,019.00	
Lammie, Angelina	Assistant Rec Director	45,385.86	
Kaeselau, Dylan	Summer Rec Leader	6,139.15	
Landry, Amanda	Summer Rec Leader	5,384.00	
Lomba, Samantha	Summer Rec Leader	14,197.16	
Roderick, Chelsea	Summer Rec Leader	14,304.00	
Roderick, Stephanie	Summer Rec Leader	11,358.42	
Sendao, Carlos	Summer Rec Leader	4,294.96	
Silva, Patrick	Summer Rec Leader	5,582.78	
Thompson, Caroline	Summer Rec Leader	5,076.65	
Toomey, Michael	Summer Rec Leader	5,248.02	
Trovato, Kelsey	Summer Rec Leader	4,338.12	<b>181,328.12</b>

**SHELLFISH**

Wisbauer, Stephen	Shellfish Constable	45,521.70	45,521.70
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**TOURISM**

Fuccillo, Anthony	Tourism Director	68,597.88	
Luca, Radu	Asst Tourism Dir (Res.)	24,191.76	
McCormack, Nina	Asst Tourism Director	16,562.25	109,351.89

**SENIOR VOLUNTEERS**

48,590.12	48,590.12
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**REIMBURSEMENT EXPENSES**

20,892.77	20,892.77
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**9,377,504.45****Public Safety****Bicycle Committee****Awards & Recognition**

In May 2018, Provincetown was awarded a Silver-level Bicycle Friendly Community Award by the League of American Bicyclists. This level of achievement is unusual for a small town, and it is especially rare for a first-time application to be recognized at any award level. We are now one of only 12 communities in Massachusetts with an award, with Cambridge and Somerville as the only Massachusetts places ahead of us in the rankings.



This award really speaks to the past and present support by town residents, elected officials, town boards, and departments to maintain bicycling as a safe and attractive transportation option. Provincetown continues to lead the Commonwealth with the highest rate of bike-to-work commuters, which places us among a handful of towns and cities nationwide where a large proportion of people ride bicycles to work year-round.

Provincetown's road network was evaluated this year by PeopleForBikes as part of their City Ratings program. Of the more than 500 places they studied, Provincetown ranked second in the nation for bicycle-friendly road networks and number one among places with populations under 100,000. In their analysis of our streets, it was clear that creating safe, low-speed, low-stress bicycle connections between the town and the Cape Cod National Seashore is our biggest opportunity for improvement.

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## **Bike Racks & Repair Stations**

Provincetown was awarded a grant from the Cape Cod Commission for the purchase of bike racks and bike repair stations. There are now bike racks at many town landings, all recreation areas, and every town building. Repair stations are available year-round at the West End Boat Launch parking lot and the Johnson Street parking lot. Special thanks to the Department of Public Works staff for their hard work assembling and installing this equipment.

In addition, the Cape Cod Regional Transit Authority installed our third public bike repair station adjacent to its bus shelter at MacMillan Pier.

The town's Planning Board has continued to ask developers to include bike racks in projects they review, so you'll be seeing new bike racks at Provincetown Commons, CVS, the former Tedeschi's, the Pilgrim Monument's funicular, the future Police Station, and the East End Market.

We awarded a matching grant to the Center for Coastal Studies to help fund a new public bike rack at their entrance off of the Grace Hall parking lot.

The Bike Parking Map is available online and includes over 100 bike rack locations, the three public repair stations and air pumps, the five seasonal bike shops, and occasional construction alerts: <http://bikept.org/map>

## **Safety**

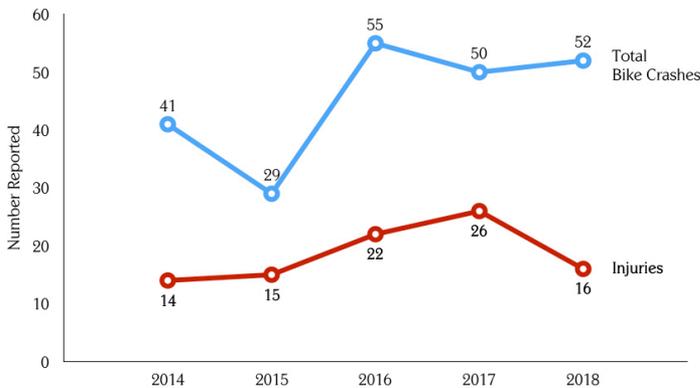
Town has more than its share of bike crashes for its size, but we are fortunate that most of them do not result in serious injuries. Commercial Street and the Province Lands Bike Trail remain the top locations for injuries, so we remind everyone to remain alert and slow down. This year's crash summary (based on the public police logs) shows that the total number of reported crashes in 2018 was about average for recent years, with reported injuries down 40% from last year:

## **Road Projects**

The new climbing lane along Bradford Street from Shank Painter Road up the hill to Prince Street debuted this year to rave reviews. Thank you to everyone who supported this initiative and to the Department of Public Works for their attention to detail in making it a success.

The Committee is encouraging town to move forward with funding and construction of the long-overdue Conwell Street bike lane and sidewalk project, which was approved by the Select Board in 2015 but has been stuck in the state department of transportation's approval process. This project will add a sidewalk on one side and

## Provincetown Bike Crashes 2014-2018



Source: Provincetown Police Department public logs

bike lanes to both sides of Conwell Street between Cemetery Road and Route 6.

We continued to advocate for safety improvements on Shank Painter Road and Route 6 and participated in numerous information sessions and public meetings to provide feedback to town staff, the project engineers, the Cape Cod Commission, and MassDOT.

Regional efforts of the Outer Cape Bicycle & Pedestrian Master Plan continued with a Cape Cod Commission study of alternatives for a multi-use path to connect from the Route 6 bike lanes in Truro through town to Herring Cove. The Committee also provided public comment to the state Department of Conservation & Recreation to support the 2-mile extension of the Cape Cod Rail Trail in Wellfleet. The full text of the master plan is available online: <http://bikept.org/ocbpm>

### Education & Encouragement

This year we continued our education and encouragement efforts with a print run of 25,000 copies of the *Provincetown Bicycle Map & Safety Guide*. We adopted two abandoned news boxes (at the Johnson Street parking lot and next to the Coast Guard parking kiosk) to make the guide readily available year-round.

Bike Month in May was another success with a Bike-to-Work coffee hour, Blessing of the Bikes with Reverend Kate at the Unitarian Universalist Meeting House, a Bike Repair Clinic, the Bikes & Books exhibit at the Provincetown Public Library curated by library director Amy Raff, and the annual Children's Bike Rodeo in collaboration with Provincetown Schools, the Recreation Depart-

ment, and the Police Department. Banners at Town Hall celebrated Bike Month, the Select Board proclaimed May as Bike Month, and we recognized the 40<sup>th</sup> anniversary of the 135-mile Claire Saltonstall Bike Route from Boston to town. Bike Month is a great early kick-off to the summer season, so please reach out if you'd like to volunteer or your organization or business is interested in collaborating on an event.

Banners across Commercial Street reminded everyone to “Slow Down” and “Light up the Night” to encourage using lights at night. We handed out hundreds of bike lights this year at the annual World Fest at the Unitarian Universalist Meeting House and tabling at the Fire House. We also received generous donations toward lights from Ptown Bikes and Trek Bikes.

A pilot test of wayfinding directional plaques went up on the 14 “bike route” poles along Bradford Street. This is an effort to make it clear how easy it is to get around by bike with average time estimates for reaching common destinations by bike. We will be installing revised versions in the spring for an extended pilot in 2019 and welcome your feedback.

In the fall we held our first Bike Your Park Ride to celebrate bicycling in the Cape Cod National Seashore with a ride to Beech Forest and hosted MassBike’s executive Director Galen Mook as our instructor for a two-day Smart Cycling course. Our annual Light Bright Bike Ride on New Year’s Eve was a resounding success, with an enthusiastic turnout. The Provincetown Public Library hosted bike and helmet decorating prior to the ride, Mussel Beach sponsored the ride with a generous contribution, and the Provincetown Business Guild promoted the event as part of the First Light program.

The new Bike Provincetown web site has a wealth of bike-related information and we encourage everyone to visit it at <http://bikeprovincetown.org>. There you’ll find bike rack map, the application for the bike rack grant program, suggestions on choosing bike racks, info on bike projects planned around town, and the calendar of local fun rides that we organize throughout the year. You can also find more frequent updates on our Facebook page at <http://facebook.com/bikeprovincetown>

This year we welcomed three new members with Karen Cappotto, Tracy Katchers-Anders, and Andrew Kinder joining the committee.

Feel free to reach out via email, social media, or in person at any meeting. We typically meet on the second Thursday of each month at 2 PM at the Maushope Community Room, 44 Harry Kemp Way, and encourage public comment and participation throughout our meetings.

**Rik Ahlberg**, Chair

## Board of Fire Engineers

Provincetown Fire/Rescue & Emergency Services proudly serve and protect the residence and countless visitors to the town of Provincetown annually. We are responsible for all phases of Fire Prevention, Fire Protection and EMS Services. This year the Provincetown Fire Department answered approximately 185 fire related calls. Once again, we consider ourselves very fortunate that all calls were answered safely. The Rescue Squad and the Lower Cape Ambulance crews continue to be extremely busy with all types of calls and hospital runs. Every year many more different types of affairs continue to happen in Provincetown all year round. These events have proven to be very successful and we are all pleased with the results. However, a longer season and more visitors do put more of a demand on this department. With the addition of Seashore Point to our community we find that this too puts more of a demand on our EMS service. This department answers as many EMS calls as most full time departments and we have the farthest run to a hospital than any other town in the Commonwealth.

Provincetown becomes a small city during the spring, summer and fall seasons with the amount of visitors that come here. The demand put on our volunteer department for this type of service became too much for us to handle on our own. To answer these demands we teamed up with The Lower Cape Ambulance Association. They are a non-profit organization and they make our ambulance runs to the hospital and answer rescue calls for this department.

Our arrangement with Lower Cape Ambulance Association provides excellent advanced life support care to our citizens for a fraction of the cost of any other option available. This arrangement works well and helps allow us the ability to maintain our completely volunteer/ call fire department. If it were not for the well-balanced mix between these two organizations we would be forced into a full time fire department. A full time fire department would cost a lot more and we would not have as many personnel on call when we need them.

We saw the need to put our rescue people on duty in the station during the busy season many years ago. We started out by putting one Paramedic and one EMT on duty in the Shank Painter Station twenty-four seven from Memorial Day through Columbus Day weekend, which was approximately 150 days. This coverage helps to take the load off of The Lower Cape Ambulance Association and the mutual aid system during our busiest time of the season. The calls have continued to increase so we have seen the need to increase the coverage. We are asking to extend the Rescue standby coverage for 2019 to 240 days. This would give us coverage from May 1st to December 26th. This coverage could go through January if we change to 8 hour shifts in December instead of 24 hour shifts. If we are budgeted for 240 days we can see when the coverage is needed most in the off season. With a

change to 8 hour shifts in December we may get more than 240 days of coverage out of this budget. We are also asking to hire a second crew to be on duty 24/7 for July and August. The 2017 season was extremely busy for fire and rescue. We found ourselves calling for mutual aid a lot. We had the extra July and August crew on for the 2018 seasonal coverage. This worked well and we did not have to call for mutual aid nearly as much as past years. Most Departments on Cape Cod are short staffed and mutual aid always comes to us when requested. The mutual aid system works well but we need to be self-sufficient as much as we can. This extra coverage is needed and is working, we appreciate the support. This approach will push off the need to have a Provincetown Fire Department ambulance staffed and in the station 24/7 365 days a year. There are days when we have multiple rescue calls coming in at the same time. We are getting the job done with Lower Cape Ambulance and The Provincetown Fire Department Rescue Squad. The 240 days of summer standby and the additional crew for July and August will help our situation. We will continue to watch the call volume and ask for what we think will be needed as time goes on. We are hoping that with the 240 days of rescue coverage, the extra crew for July and August and Lower Cape Ambulance that we will be able to handle the calls without calling for mutual aid.

We have our entire fleet of ambulances and fire apparatus on a scheduled replacement program. The ambulances get a lot of wear due to the distance that they travel for every run to Cape Cod Hospital. They have to pass very strict inspections by The Department of Public Health and Boston Emergency Medical Services. We need our ambulances to be in excellent condition and ready to make that run when needed. This scheduled replacement program is listed out in our Capital Budget. We are extremely grateful to the community for their continued support to make sure our requests for these new ambulances and fire apparatus are met. The Fire Department side of this department is always being called out for various types of incidents and it is also very busy. We are thankful for the state of the art equipment that we now have to work with. We have a fleet of custom built Ferrara Fire Apparatus that have worked out extremely well for our narrow streets.

We answered multiple calls on January 4, 2018 for flooding. This is the first time that this department responded to this much flooding in the east and west end of town. While responding to a cottage fire at 10 Commercial Street the Delft Haven complex we encountered a major flood coming across Commercial Street. The Fire Chiefs vehicle, Engine one and Engine three were caught in the flood water. These vehicles were caught in raging water coming across Commercial Street. The water was up to the door handles on these vehicles. They kept going to the call without stalling, however, the chief's truck was considered totaled by the insurance company. We made a deal with the insurance company to be paid for the vehicle and purchase it back for 2,000.00. We flushed it out and it is still in service. The two Fire Engines are giving us many problems due to the flood. We are still fighting with the insurance company about replacing both of these fire engines.

We regret that we lost Firefighter Luis Ribas to lung cancer on January 12, 2019. Luis will be missed by this department and the Town of Provincetown. Luis saved much life and property in Provincetown on land and on the water. Luis was a true hero and will be forever remembered. We are not starting off 2019 very well. We also lost Retired District Fire Chief Joseph Andrews on January 28, 2019 on his 99th Birthday. Joe was District Chief of Engine One for many years and gave 29 years to The Provincetown Fire Department. He was a dedicated member of the Provincetown Fire Department and trained all of us that are still with the department. In 1980 he decided to retire. He went to Town Manager Bill McNulty and said the he wanted Michael Trovato to be his replacement on the Board of Fire Engineers. He was told that Michael was only 25 years old and asked him if he was sure. Joe insisted that Michael Trovato be his replacement. That close relationship between Michael and Joe continued until January 23, 2019. Joe gave advice to Michael right up to their last meeting on Wednesday, January 23, 2019 at Cape Cod Hospital. He was as sharp as ever right up to the end, Joe Andrews will also be Forever Remembered by every member of The Provincetown Fire Department that he trained and worked with.

We are now paying our volunteer firefighters \$50.00 for responding to each fire call. This paying by the call started out as a pilot program a few years ago to compensate the members for time lost from their regular jobs to answer fire calls. I am happy to report that this system is working out well. We are now paying them \$50.00 per fire call. The line item this expense \$40,000.00. It would cost us at least twice that amount to hire one full time firefighter. We have to look to the future and ease into a realistic fire department budget. This is a small compensation for the members that show up to every call. This will help to keep the volunteers interested and give them some compensation to make up for the money that they lose when they leave their jobs to respond to a fire incident. This will also allow us to build up the fire department budget slowly so if we have to go to a full time someday it will not be such a shock to the budget. We are trying to keep the volunteer fire department going for as long as possible. We are now paying our members \$75.00 for each fire drill that they attend. The department requires a monthly drill and members are required to make 75 percent of all drills. The monthly drills are on Sunday mornings and usually last four hours or more. We need to compensate the members for giving up one Sunday a month to keep up with the training required to get the job done and done safely. These two programs of paying them by the fire call and drills shows our appreciation for what they do and gives them a little compensation for time lost from their regular jobs.

We have combined the State required Fire, Oil and Gas Inspections with the duties of the electrical and plumbing inspector duties as another measure to save money and save us from hiring a full time firefighter to perform those inspections. John Brown our Electrical inspector does the fire and oil burner inspections and Hank

Hautanen our plumbing inspector does our LP gas tank inspections. We are now handling this through the Building Commissioners budget compensating these men for their time. We should be collecting enough for each inspection to cover what they are being paid. These inspectors and the wiring and plumbing inspectors before them have been doing this for many years with no extra compensation. This is just another area that the Chief and the Board of Fire Engineers have worked with other departments within the town to combine duties save the town a lot of money. Our goal has always been to operate as a volunteer/call department for as long as possible. This not only saves the town a lot of money, but it provides a large number of personnel to any type of incident when needed. If we had a full time department, you would get two or three firefighters on duty for that shift and most times that would not be enough personnel to handle the incident. To date our system works well. However, we have and continue to lose many members of this department due to lack of affordable housing in our town.

The membership of this department has historically been made up of fishermen, carpenters, plumbers, electricians, and the folks from our local appliance company, Gas Company, oil company, insurance agency, basically the tradesmen and women of our community. When we answer any type of call we have an expert on the scene for any type of incident that we could possibly be called out to handle. That is what has made this department so great. I can't think of any other department that could turn out to an incident with this many people with that kind of talent. Some of us are second; third and fourth generation firefighters and we would like to see this proud tradition continue for another one hundred years. I will be starting my 28th year as Fire Chief and it is an honor to be the Chief of this department with these amazing firefighters. They do a fantastic job at every incident that they are called upon to deal with. We are very fortunate to have every one of them. We need to find a way to keep these people here for all of the services that they provide to our community. With the loss of our high school it is much more difficult to keep this tradition going. Without the high school and families living here I am afraid that we will lose the very people that have for so many years kept this department going and have provided many other services to this community. This is a very dangerous business and all we ask for is the proper equipment to protect us so we can get the job done to better serve the citizens of Provincetown. We are thankful for everyone's support of this department. We have to meet the same training requirements as full time departments. We asked that our members be compensated for their time when taking these Commonwealth of Massachusetts mandatory classes. Our request was met and we are now compensated for classes that are required by the state to keep us certified as First Responders.

The Firemen's Association is continually thinking of ways to raise money. These funds are used to make improvements around the station, purchase equipment, maintain the Franklin J. Oliver Scholarship Fund and for many other projects. They have purchased much of our equipment including our thermal imaging camera

and receiver monitor for \$12,000.00. Thermal imaging makes it a lot safer for firefighters during interior fire attack and makes the chances of finding someone trapped in a fire and smoke filled building much greater. Our 1936 American LaFrance Fire Engine is back on the road. However, it appears that Kevin will always be working on a few minor mechanical issues. This project took a lot more time, patients and money than originally anticipated. This piece of fire apparatus is part of our firefighting history and a lot of time and effort have gone into this project. This is the oldest motorized piece of fire apparatus that we have managed to retain. With the help of Kevin Ainsworth we are getting all of the minor issues with this truck resolved. We use this piece of fire apparatus in the Fourth of July Parade and we are using it for funerals. Kevin continues to make improvements in our 1936 American LaFrance and it is on the road for many events. Deputy Chief Roderick continues to work very hard on all grants for equipment that come available. He has been very successful with many grants for a lot of equipment for this department.

The Provincetown Rescue Squad Association has historically raised the money to purchase all equipment needed to keep the Rescue Squad operating. They used to even raise the money to pay for half of the ambulances. This effort takes a lot of time and effort by our members. We saw the need a couple of years ago to add a line item to our budget for supplies for the Rescue Squad. We discovered that due to the tough economic times that we are experiencing the donations are just not coming in like they used to. The Association will continue to try and raise money to offset the cost to operate the Rescue Squad but at this time the money just is not there. Once again we truly appreciate the community coming together and supporting us so we can make all of this work. It takes a lot of effort on the part of the members but without the support of the community it would not be successful. We continue to plan for the future and are always looking for better ways to serve the citizens of Provincetown. Once again, I would like to thank everyone for their generous donations to the Firemen's Association and the Rescue Squad Association. Your donations make it possible for these organizations to purchase much needed equipment for our department. I would like to thank the dedicated Fire and Rescue members for always being there.

We would like to thank David Panagore. He has taken a lot of time to work with us to understand how our volunteer department works and what our needs are. He has been extremely helpful and supportive of this department. We would also like to thank the Board of Selectmen, our secretary Joyce Mathews and all other Town Departments and the citizens of Provincetown for their continued cooperation and support.

**Michael S. Trovato, *Fire Chief***

**2018 Provincetown Fire & Rescue Members  
Board of Fire Engineers**

Michael S. Trovato, Chief  
James J. Roderick Jr., Deputy Chief A  
Gerard L. Menangas, Deputy Chief B  
Russell V. Zawaduk, District Chief  
Joyce A. Mathews, Admin. Assistant

**Engine Company #1**

Paul Silva  
David White  
Luis Ribas (Retired)  
Mark Lambrou  
Malcolm Kerr Hunter  
Noah Santos  
Dexter Wright  
Michael J. Trovato  
Nathaniel Caley  
James Silva  
Patrick Silva  
Vaughn Cabral  
Delroy Brown  
Max Cliggott Perl  
Collin Silva  
Christian Costa

**Ladder Company #2**

E.J. Martinez  
George Felton  
Paul Roderick  
Jamie White  
Kevin Ainsworth  
Brandon Motta  
Lee Russell  
John Browne  
Carl Osowski  
Jonas Ayala  
Molly Costa  
Victoria Ainsworth  
Eli Martinez

**Engine Company #3**

Scott Enos  
James Meads Jr.  
James Richmond  
Frank Horner  
Samantha Lomba  
Kristy Pressey

**Engine Company #4**

David Gonsalves  
Rodrigo Santos, EMT  
Christy Douglas, EMT  
Ryan Schmidt  
Kaylee Smith (LOA)  
Othaine Rance, EMT-P  
Denise Russell, EMT-P  
Mark Meehan  
Daniel Silva  
Jack Silva  
Shannon Corea, EMT

**Engine Company #5**

Roger Martin  
Jeffrey Notaro  
Michael Chute, EMT  
Chris Enos  
Jonathan Sinaiko  
Garth Stewart (resigned)  
Michael Notaro

**Rescue Squad**

Denise Russell, EMT-P  
 Othaine Rance, EMT-P  
 Michael Coelho, EMT  
 Ed Fallas, EMT  
 Julie Cataldo Roda, EMT-P  
 Rodrigo Santos, EMT

Jennifer Cortes, EMT  
 Barbara Prato, EMT  
 Michael Chute, EMT  
 Kevin Ainsworth, EMT  
 James Golden, EMT  
 Glenn Enos, EMT-I  
 Molly Costa, EMT  
 Vinette Bruce, EMT

**2018 Fire Report of Calls****Fires**

Structure fire 3  
 Cooking Incident 17  
 Camper fire 1  
 Outside Generator fire 1  
 Outside rubbish/trash fire 1

**Rescue & Emergency Medical Incident**

Rescue, EMS Incident 8  
 EMS Ring Removal 1  
 Motor Vehicle Accident with injuries 3  
 Motor Vehicle Accident with no injuries 2  
 Water related EMS rescue 5

**Hazardous Conditions (no fire)**

Gasoline or other flammable liquid spill 3  
 LP Gas Leak or overfill 8  
 Chemical spill or leak 1  
 Carbon Monoxide Incident 12  
 Arcing, shorted electrical equipment 6  
 Power Line Down/Outages 14  
 Aircraft Standby 1

**Service Calls**

Person stuck in Elevator 1  
 Water or steam leak 3  
 Water problem 5  
 Smoke or odor removal 6

**Good Intent Calls**

Dispatched & Cancelled en route 4  
 Smoke Scare, odor of smoke 2  
 Fog Machine use 2

**False Alarm & False Calls**

System Malfunction 3  
 Sprinkler activation due to malfunction 4  
 Smoke detector malfunction 6  
 Heat detector malfunction 1  
 Alarm system activation malfunction 32  
 CO detec. activation due to malfunction 1  
 Unintentional transmission of alarm 8  
 Alarm system activation, no fire 10

**Severe Weather calls**

Flood Assessments 8  
 Wind Storm 1  
 Lightning Strike 1

**Total Calls 185**

## Building Department

2018 started with a severe weather event in January and was followed by two more events in March. The effects of these events damaged several buildings. While the damage was extensive, there were no buildings in danger of collapse. Some were able to execute repairs quickly, while many are still being worked on to be returned to habitable buildings. These events heightened the awareness of the vulnerable nature of our buildings in a time of climate change. Informational forums were presented by Tim Famulare, Provincetown Conservation Agent, in the aftermath to hear concerns and highlight potential options that are available to property owners to further protect themselves.

The mission of the Building Department is to protect the lives and safety of the residents and visitors of the Town. This is accomplished through inspections, enforcement, and compliance with local ordinances, by-laws, and 780 CMR Massachusetts State Building Code. As of January 1, 2018 the State adopted the Ninth Edition of the Building Code. The Code consists of the following: 2015 International Building Code; 2015 International Residential Code; 2015 International Existing Building Code; 2015 International Mechanical Code; 248 CMR Mass. Fuel Gas and Plumbing Code; 2015 International Energy Conservation Code; 527 CMR Accessible Code; 527 CMR 12: Mass. Electrical Code; and the Massachusetts Amendments to these referenced codes. The Provincetown Building Department is one of the four departments that make up the Department of Community Development. The Department consists of a full-time Building Commissioner and Building Inspector, part-time electrical and plumbing inspectors (with designated alternates), and one full-time and one part-time Administrative Assistant. We are fortunate to have extra help from senior volunteers throughout the year. The primary duty of the building officials is to perform both residential and nonresidential plan reviews and field inspections to ensure compliance with all Commonwealth of Massachusetts adopted building codes. Along with required inspections attendant with building permits, the building official team inspects all licensed businesses within the Town as well as all places of assembly including buildings owned by the Town as required by the State.

Building Department activities include issuing permits for the following: New homes; Additions and alterations; Detached garages; Kitchen and bath remodels; Attic and basement alterations; Decks and elevated patios; Nonresidential buildings; Gas line installs; Generators; L.P. tanks; Furnace/boiler replacements; Chimney liners; HVAC systems, new and replacement; Electrical installations; Plumbing installations; Demo permits; Signs; Tents; Sprinkler systems for residential buildings and nonresidential buildings; Roofing; Sheds; Window replacements; Energy modifications; and Swimming pools.

The Office Administrator along with the part time Administrative Assistant, process & maintain files for all permits & plans. Their duties include: Issuing electrical and plumbing permits; Assisting the public in title searches; Locating surveys for properties; Accepting electrical and plumbing inspection requests; Answering questions about the permit process; Transferring plans to digital format; Gathering data for reporting; Depositing all receipts; Maintaining accounts payable and payroll for the department; and ordering supplies and keeping equipment up to date and serviced.

I personally would like to thank all in the Department of Community Development for their support of the Building Department.

**Anne Howard**, *Building Commissioner*

## Harbor Committee

During the early part of the year the Harbor Committee focused on finalizing the town's Harbor Management Plan. Municipalities with such a plan position themselves better for state or federal funding and licensing processes by defining the town's harbor parameters and priorities. The plan also references existing reports, projects, and regulations that pertain to the planning area. In these ways, the plan draws from and builds upon existing efforts, includes recommendations reflecting public visions for the harbor planning area, and provides strategies that are realistic and implementable. Consistent with prior plans, the 2018 amendment reflects the Harbor's extraordinary significance to the Town as a historical, natural, economic, and cultural resource.

Wishing to further the use and enjoyment of the Harbor area while also protecting natural resources and preparing for climate change impacts, the plan divides recommendations into nine topics areas, with climate change as a theme across all topic areas. The nine topic areas are: water quality, public access and town landings, aquaculture, commercial fishing, recreational fishing, navigation and dredging, recreational boating, moorings and anchorages, and culture and tourism. The 2018 plan also includes sections on administration and regulatory coordination, guidance to DEP for Chapter 91 licensing, an implementation matrix for prioritizing and tracking progress on the plan's recommendations, and an update on accomplishments from the 2012 harbor plan.

With the help of the Urban Harbors Institute, input from our public outreach meetings and interviews (most held in 2017) and our committee deliberation was wrapped into the final plan draft issued in April.

As part of its work on the harbor plan, the committee considered two specific

proposals brought forward during the public outreach phase. We reviewed plans for 227R Commercial Street (also known as “Rose’s Wharf” or “Old Reliable”), and based on legal counsel and staff recommendation considered new substitutions in the Harbor Plan pertaining to its redevelopment: an alternative configuration of the water-dependent use zone; a substitution for reserving additional area contiguous to the water-dependent use zone; and a redistribution of the water-dependent use zone. We also considered a request for a sailing club to operate from MacMillan Pier, and though the specific proposal was not recommended, the spirit of the request was accommodated in the final harbor plan.

In the course of updating the Harbor Management Plan, the committee became keenly aware of the need for a dedicated effort to organize, catalog and enforce the extensive number of unprocessed Chapter 91 licenses currently residing at Town Hall. We approved the use of Harbor Access Gift Funds to hire a consulting firm, chosen through a bid process, to pursue delinquent Ch. 91 licenses.

In other areas, the committee began assessing existing signage used at public landings and access points, boat launches and at the west end breakwater. New signage will be drafted for 2019 to include additional information about safety and access and to make the message clear and consistent at all locations. We have also assisted Shellfish Committee and the Constable with improvements to the John Baldwin Nursery on Bennett Pier and the White Shark Conservancy with support for continued education and research regarding sharks and seals; technologies and strategies to keep people safe. Thank you to all that have participated in our programs over the last year.

**David Flattery**, *Chair*

## **Harbormaster/MacMillan Pier Manager**

Looking back across the years, I want to recognize the connections that we have developed and maintained to take care of our harbor, the pier and our citizens. As an example, my view this morning includes the Barnstable County Dredge “Codfish” preparing for dredging for reconstruction of the floating docks and the addition of the wave attenuator. This work is scheduled to begin in early summer, funded in large part by FEMA. The sand from this dredging is going to Court Street Town Landing as a pilot project to address storm tide pathways. The work to identify and prioritize these nourishment projects was funded by Mass. Coastal Zone Management (CZM), managed by Dept. of Public Works (DPW) and Harbormasters Department (PHM) with assistance of Cape Cod Commission (CCC). The contracted work was done by Woodward and Curran and Center for Coastal Studies (CCS).

The sediment being deposited on Court Street Town Landing will result in a nice dune. We have a path forward to achieve regular dredging to supplement our beaches. The Town Meeting articles and grants we have received to boost our coastal resiliency are paying off in terms of public participation and outreach, dune construction to build up our defenses, and new tools to evaluate both weather systems and mitigation efforts.

Our year's long effort to replace the badly damaged floating docks and add a wave attenuation system is coming to the construction phase. The summer of 2019 will see construction having an effect on users of the pier and the harbor. We are working to minimize disruption to our tenants, visitors and residents and ask for your patience while we rebuild. Two events on the pier; the Yankee Lambda car show and K-9 Motorcycle ride will be staged elsewhere for this year. The new system will be more robust with larger and taller piles, new hinge plates and pile guides, a new 80 foot long accessible gangway for the dinghy dock and re-establish the number of slips in the original construction plan. In this way we are improving our resiliency for the commercial fleet and other users of the harbor.

Our lawsuit against the owners of the Artemis is presently in Superior Court and a request has been made to FEMA to recover moneys spent to dispose of the vessel. Last year also saw the completion of the updates to the Municipal Harbor Plan. We are grateful to our consultants and to the Harbor Committee for their diligence. The plan is now with State agencies for final signoff early this Spring.

We began using our harbormaster database within the Mapsonline program to track events and incidents on the pier and in the harbor. This is the second year we are used the program in this manner. This provides a transparent tracking mechanism of our activities on the pier and harbor and allows for appropriate staff planning. Two important changes we made this year were doubling the number of people assigned to ferry stops for traffic control and sending a boat to the breakwater during higher tides. We can't know how many accidents were prevented by this change, but staff brought several dozen people safely across when the low areas were covered with water.

With all the commercial and recreational traffic in this harbor our priorities are public safety, ensuring ferries and excursions are not delayed, the fishers have equipment they can rely on and can quickly move fresh product off the pier. Myriad recreational uses are monitored for safety and educational opportunities. We take seriously our role as Gateway ambassadors for Provincetown. With all this activity, Provincetown Harbor is becoming the Port of Provincetown.

	2017	2018		2017	2018
Boat adrift or washed up	30	22	Warning issued	20	17
Person in water	3	0	Citations written	4	6
Called to beaches	4	20	Parking tickets	4	5
Assist Coast Guard	8	12	Misc. calls to pier and harbor	65	69
Call/Assist Rescue	16	28	Disorderly calls	8	1
Call/Assist PPD	14	11	Marine/Pier Investigations	6	NA
PC or Arrest (pass to PPD)	3	1	Animal Call	NA	1
Enforcement	NA	20	Pollution Calls	NA	3
Special Events	NA	4			

With heavy heart, I note the passing of my second in command, Luis Ribas. I have never met a more courageous, kind and dedicated person. He has left an indelible mark on Provincetown and this harbor and on me.

I want to thank John DeMatteis for stepping up as Deputy, our Shellfish Constable Steve Wisbauer, Jarrod Koskey and our seasonal staff for their caring, professional approach to the job. Of course, we couldn't do this work without the dedicated volunteers on Pier Corp, Harbor and Shellfish Committees. The Town Pier and Provincetown Harbor have certainly changed over the years. Be sure to check the Shellfish and Pier Corp reports as well. We are busier than ever. The dedication they all have for Provincetown's marine environment is commendable.

**Rex McKinsey**, *Harbormaster and MacMillan Pier Manager*

## Board of Health

The Provincetown Board of Health and Health Department work to protect and promote environmental and public health. Below is the Board and Department's 2018 annual report.

Some notable accomplishments include that the Community Resource Navigator Program, which was envisioned and launched in Provincetown, has now been expanded by or replicated in eleven other towns on Cape Cod. This year and next Human Services Research Institute (HRSI) is conducting an evaluation of calls to emergency services and public safety to better understand the community's public health and safety needs in an effort to improve services. The Department also re-launched quarterly local public health meetings with local medical and

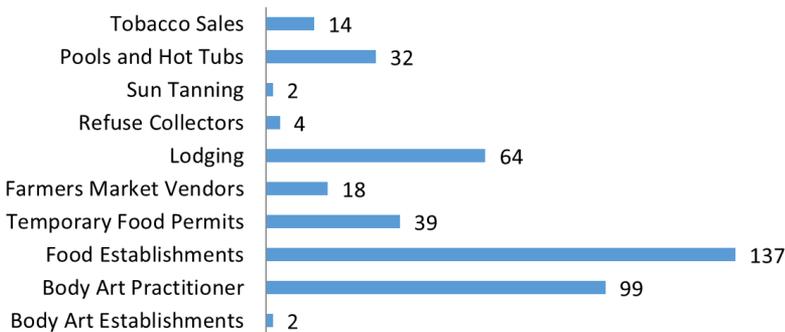
public health providers to share programming updates and resources. Provincetown Health and Conservation staff continue to participate in planning meetings with the Provincetown, Truro, Wellfleet, and Eastham Health and Conservation departments to explore options for regionalization and resource sharing.

The Board/Department continues pursue programming and initiatives in three core public health focus areas: substance use, access to healthful foods, and connection to community. This past year saw the continuation of the successful programs Winter Wednesdays (community connection) and Crystal Free (substance use). The Department also piloted new programming/initiatives: Yoga for Addiction Recovery, a partner project with the Recreation Department (substance use), a class on Cooking for One (access to healthful foods), and distributed magnets and cookbooks to support eating well and eliminating food waste (access to healthful foods).

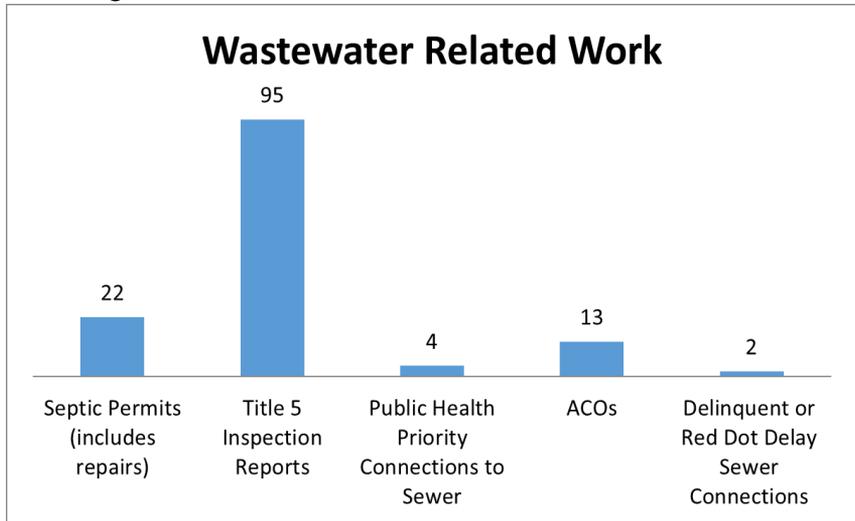
The Department maintains a social media profile on Facebook by posting relevant health and wellness related information. There are over 2,000 people signed up for the Town's alert system, which is used to quickly share critical information on public safety, health, and other important matters.

The Department continues to provide community or industry-specific presentations or trainings on fats, oils and grease, ServSafe, choke safety, and Title 5. In 2018 the Department co-presented a presentation on safe pesticide use and management, and launched Wastewater 3.0, a series of talks on the future of wastewater planning that will continue into 2019.

## Licenses Issued by Health Department



The Board and Department continue to prioritize making compliance with licensing and regulatory requirements as easy as possible, which includes continuation of inspectional “blitzes” –dedicated weeks for licensing inspections— to facilitate compliance and smoother openings for semi-public pools, hot tubs, and lodging establishments in good standing. In 2018, Department staff guided 8 new and potential food establishments through plan review to ensure compliance with federal, state, and local health regulations.



As part of its work on environmental health through proper management of wastewater, the Board of Health toured the Wastewater Treatment Facility to better understand its operation. The Health Department works to maintain accurate records by checking wastewater design flows at every stage of Health Department review and making corrections where needed, and has created a database of all properties utilizing onsite wastewater disposal systems (Title 5-compliant septic systems, cesspools, etc.) to survey the state of onsite wastewater disposal and better facilitate Health department reviews. The Board of Health hears wastewater related requests such as public health priority connections to the municipal sewer and local upgrade approvals for onsite wastewater disposal systems. In conjunction with the Department of Public Works, the Board/Department work to ensure “red dot delay” properties connect to the sewer to better protect our harbor water quality.

The Board of Health Chair and Health Department staff would like to thank the Board for their outstanding service and commitment to our community. Special thanks to Vice Chair Steve Katsurinis, Clerk Dr. Janet Whelan, Elise Cozzi, Kaliope Chute, and alternates Betty Williams and Irv Morgan.

The Board would like to thank the Health Department staff, retired Board of Health Secretary Susan Leonard, and new Board of Health Secretary Linda Fiorella for their professionalism, hard work, and diligence. Without them, the Board would be unable to fulfill its duties. The Board would like to recognize outgoing Health Agent Laura Marin, who has served the Board for almost four years with remarkable care, consistency, and reliability. The Board welcomes incoming Health Agent Lezli Rowell.

**Mark Phillips**, *Chair*

**Morgan Clark**, *Director*

## Growth Management Report

### ***Introduction***

This report constitutes the Annual Growth Management report required by Section 6600(3) of the Provincetown Zoning Bylaw on which a Public Hearing is to be held on Monday, February 11, 2019 at 6:00 pm. The Annual Report evaluates the effects of growth on our resources over the past year, including but not limited to potable water supply, solid waste disposal, wastewater disposal, and the inventory of affordable housing.

As stated in Section 6100 of the Growth Management Zoning By-Law, the purpose of growth management is to maintain the rate of development at a level which will allow the Town to provide in a planned and rationale manner adequate public services and facilities to meet the needs of its current and future population without overburdening the Town's natural resources or the capacities of existing and planned public facilities, particularly with respect to provision of potable water, wastewater disposal, and solid waste disposal. The by-law also states that the purpose is to encourage affordable housing development and year-round economic development.

The purpose of the Growth Management Zoning By-Law is supported by the Town-wide Policy Goals adopted by the Board of Selectmen for FY2019 which include increasing the year-round population and promoting policies that promote housing and economic opportunities, while maintaining community character.

In recent years, the Growth Management Zoning By-Law has been amended to support this purpose by improving the procedures for Economic Development Permits so as to promote economic opportunities and including an annual review of the inventory of affordable housing. The bylaw has also been amended to accommodate the Inclusionary Bylaw and to encourage the creation of year round rental housing units.

From a review of the available data, the following findings and recommendations are made:

***Finding - Water Withdrawal Limitations During the Peak Season***

The Annual Growth Management review and Board of Selectmen approval of allocations for each of the Growth Management categories is dependent upon the “finding that the Town is in compliance with the water withdrawal permit issued by” the DEP. The permit limit is an average daily water withdrawal of 850,000 gallons with “non-compliance” at 950,000 gallons. The average daily water withdrawal in 2018 was 622,630.

***Finding - Wastewater Treatment Limitations During the Peak Season***

Although not a formal limiting factor for the Annual Growth Management review and approval of allocations, the peak flow wastewater treatment capacity is currently the most important limiting factor now that meeting the water withdrawal permit is no longer a problem, and therefore this limited treatment capacity should be an important consideration for this Annual Growth Management review.

The State of Limited Capacity policies that were implemented in 2015 by the Town boards and the Administration established the procedures for recommending and approving hookups to the sewer based on the four priority use: (i) Public Health emergencies for failed systems, (ii) Economic Development Permit (EDP) requests, (iii) Affordable Housing requests, and (iv) Municipal service needs. As of January 31, 2019, the Town has 40,138 gpd remaining capacity at the plant.

In October 2018, the Town submitted a \$6 million grant and loan application to the USDA for funding to support this Peak Flow Storage Tank Project. USDA requires that Town Meeting has approved funding authorization for the project before any award can be made to the Town, and that was the purpose of Article 3 that was approved at the October 29<sup>th</sup> Special Town Meeting. Approval of the Town’s application is pending reopening of the Federal government since the USDA is one of the agencies caught up in the funding delay. Once the Town’s application is approved by USDA, then the Town and AECOM can begin the permitting and final engineering, and the Dept. of Public Works can initiate an outreach program to identify the interest in a connection or additional flow from property owners that abut the existing sewer system.

**Finding - Solid Waste Disposal**

While we have a license that allows us to handle to a maximum of 5,000 tons of Municipal Solid Waste (MSW) annually at the Transfer Station, we have yet to exceed that threshold. In 2018 the tonnage was 2,881, which was a moderate increase of 178 tons of solid waste as compared to 2017. The Town also saw a minor decrease of 21 tons in recycling. Our recycle rate dropped slightly from 33 percent in 2017 to 32 percent in 2018. We hope to rebound and improve our recycle rate in 2019.

**Finding –Tracking Building Permits – per category**

The following represents the amount of gallons issued by growth management permits in each of the four General Use Categories (Description of General Use Categories available in Attachment A) as of December 31, 2017:

	Starting balance (2017 carry-over)	Gallons Assigned	Gallons returned	Gallons Available	Gallons Used	Remain-ing Balance
Category 1a	8584	550	0	9134	0	9134
Category 1b	7683	550	0	8233	0	8233
Category 1c	5661	550	0	6211	0	6211
Category 2	8580	1100	0	9350	0	9350
Category 3a	110	330	0	440	440	0
Category 3	55	1540	1430	3025	2640	385
Category 4	0	1250	0	1250	1250	0
Category 4a	10376	2500	5085	17961	1255	16706

Permits (Gallons) issued to properties on the sewer = 2395  
 Permits (Gallons) issued to properties on septic = 3190

**Inclusionary Housing Projects to Date**

Address	Total # of New Units	Inclusionary compliance	Status
16 Holway Ave	2	In-Lieu fee \$25,485	Under construction
170 Bradford St Ext	2	In-Lieu fee \$33,487	Approved –building permit pending
806-820 Commercial	4	In-Lieu fee \$77,228	Pending approval
Harbor Hill	2	1 deed restricted unit	Pending approval
30 Shank Painter	12	3 deed restricted units	Pending approval

286 ½ Bradford St	5	1 deed restricted unit	Application pending
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***Finding – Economic Development Permit***

The Select Board issued the following Economic Development permits in 2018:

18-01 - 78 Bradford St – Crowne Pointe Inn approved 110 gpd to add 1 guest unit

18-05 – 334 Commercial Street - Pilgrim House approved 2395 gpd to add 108 seats

For a total of 2,495 gpd for 2018, which is below the annual average of 2,923 gpd.

***Finding – Affordable Housing Needs Assessment Annual Update***

The Town of Provincetown has had the creation and retention of affordable and community housing as a top goal since 1997 and has aggressively pursued many housing strategies - making it the leader on Cape Cod in its efforts. Provincetown currently has 9.8% deed-restricted units under the State’s C. 40B Subsidized Housing Inventory [SHI]; representing 208 units. The Town has an additional 30 deed-restricted units that are not counted on the SHI and in 2018 the acquisition of Harbor Hill will add 28 new year-round rental units bringing the non-SHI total to 58; for a grand total of 266 restricted units.

Major Accomplishments for 2018

- Year Round Rental Trust: 2018’s focus was the acquisition of Harbor Hill [accomplished Sept. 2018]; the development of Request for Proposals and Invitation for Bids for the Management Company and renovations; and requests for tenant applications. The Housing Specialist is staff liaison and works closely with the Trustees.
- VFW & 26 Shank Painter Rd.: submitted grant application for funding assistance to MassHousing which resulted in receiving technical and funding assistance from MHP for pre-development work. Town Meeting approved \$75,000 for a development consultant to assist with financing, cost estimating, site planning, other related actions and development options up to and including entering into one or more development agreements for housing.

- Housing Analysis: working with the Town Manager and UMass Dartmouth Public Policy Center to create a data analysis of the demographics, housing , and economy
- Winslow Farms: through the Growth Management permitting process, 2 one-bedroom condos were constructed as community housing. The Housing Specialist conducted the marketing, outreach, and the application & lottery process targeting households with income up to 150% Area Median Income. Both units closed in February 2018.
- Down Payment & Closing Cost: As part of the *Pathway to Ownership* and with CPA funding assistance, a new program has been offered for Down Payment & Closing Cost Assistance; 3 Provincetown residents completed the process and received \$10,000 in assistance; and several others have applied in search of their new home.

Finding

Pursuant to the Provincetown Zoning By-Laws Section 6600 (3), Growth Limitation Goal Allocations, the Select Board made a finding that the average daily withdrawal for the Provincetown Water System in 2018 was 622,630 GPD; below the permitted level is 850,000 GPDs; and that, therefore, the Town is in compliance with the water withdrawal permit issued by the Department of Environmental Protection (“DEP”) and all applicable rules and regulations by DEP with respect thereto, and made the following 2019 allocations to growth management:

- Category 1a: 0\* gallons
- Category 1b: 0\* gallons
- Category 1c: 1,650\* gallons
- Category 2: 1,100 gallons
- Category 3: 1,870 gallons
- Category 4: 1,250 gallons
- Category 4a: 12,500 gallons *includes 10,000 gallons from 2018*

STM Article 6

\* Based on a recommendation from the Community Housing Council

## Licensing Board

In 2018 a good amount of time was spent working with the MIS department to complete the error testing phase of the Accela permitting system. Additional time was spent working with licensees who wished to use the on-line system get their accounts and licenses linked so that they could complete their on-line transaction.

The Licensing Board and Department continued in their education and enforcement efforts in order to increase compliance with licensees.

The Licensing Department utilized the Code Compliance Officer to perform TiPS certification checks at liquor establishments. When establishments were found with employees who had not completed their mandatory TiPS certification follow up was made to ensure compliance. The majority of the Code Compliance Officer's time was used to maintain the Rental Certificate program in conjunction with the Health Department. Work was also performed with the building department, primarily revolving around outdoor display permits.

The Events Coordinator / Auditorium Manager worked with renters of the Town Hall Auditorium and public spaces (Bas Relief, Town Hall grounds, etc.) to ensure compliance with all local regulations.

The Licensing Department continued to increase and improve communication with licensees through the use of Constant Contact with continued the use of the department 'newsletter' with information regarding licensing issues as well as other Department of Community Development information.

Current Board Regular members are Frank Thompson, Chair; Shawn Byrne, Vice Chair; Zachary Luster, Robert Cameron, and Carol Santos. Bernice Steisel is the sole alternate. As of 1/1/19 the board is currently looking to fill one alternate spot.

The Board held 24 meetings in 2018 (including 1 rescheduled meeting, 1 non-meeting day work session and 1 special meeting to hold a show cause hearing) and, with the assistance of the Licensing Agent, processed over 550 licenses. Revenue to the Town through the licensing process totaled more than \$215,000. Please note that with the onset of our Accela permitting software, that lodging and rental certificate revenues are now listed in the Health Department's yearly reporting. The Licensing Department continues to administer the lodging program.

Licenses Approved by the Licensing Board

Alcohol – 81 Licenses	Art Gallery – 54 Licenses	Auto Sales – 0 Licenses
Common Carrier – 13 Licenses	Common Victualer – 70 Licenses	Entertainment – 71 Licenses
Fortune Teller – 7 Licenses	Inn Holder – 14 Licenses	Lodging – 54 Licenses
Outdoor Artist – 3 Licenses	Parking Lot – 15 Licenses	Pedicab – 10 Licenses
Special Entertainment – 64 Licenses	Special Liquor – 62 Licenses	Special Parking Lot – 3 Licenses
Stables – 0 Licenses	Taxi / Livery – 20 Licenses	Peddler – 6 Licenses

Licenses Processed Through the Department Which Do Not Require Board Approval

Camps Cabins and Motels – 24 Licenses	Corporation Retail or Year Round Retail – 201
Taxi Operators – 31 Licenses	Pedicab Operator – 39 Licenses

Code Compliance Incidents

Letters of Violations sent by Licensing Agent - 6	Warning Letters of Violation by Licensing Agent - 21
Tickets Issued by Licensing Agent – 6	Licensing Inspections (Police Dept.) - 10
Show Cause Hearings/Discussions with Board - 1	Bar Checks (Police Dept.) – 398

The main goal for 2019 is to continue the work of linking licenses to accounts so that all licensees can use the on-line system for their next renewal cycle. We also hope host training sessions for licensees on how to effectively use the Accela system for licensing of their businesses in the early fall of 2019. Further we will work with the MIS department to streamline the on-line notification process with regard to renewals.

To conduct a licensing regulation review with the board to make any necessary adjustments and/or changes to the regulations that might be necessary.

To continue to provide liquor licensees with TiPS training in two spring sessions to be held in May and June.

To continue to work with the Compliance Officer on code compliance issues relating to the licensing process.

To continue to work with the Events Coordinator on ways to streamline the audi-

torium rental process as well as come up with ideas for needed improvements to the Hall. To Implement the newly created on-line rental database in conjunction with the MIS department.

**Frank Thompson, *Chair***

## Parking Department

The Provincetown Parking Department manages the parking system in Provincetown by coordinating a number of functions including on and off street parking, meters and kiosks, parking permits, regulations and enforcement.

Provincetown has two manned parking lots with a staff of 15 full time seasonal employees working from 8am to 12 midnight 7 days a week. The town has contracted *Desmond Associates Consultants* to review the parking system in town the results of this review should all be coming together by the end of January 2019, upgrading the parking equipment and software will benefit the town with more detailed information that will benefit the residents and visitors.

We also selected a smart phone app. Passport Parking. This app. downloaded by the visitor to their smart phone allows the visitor to select the designated numbered parking spot either at the kiosk or the mechanical parking meters and pay for parking through this app. This has proven to be popular with our visitors.

**Domenic Rosati, *Parking Administrator***

## Police Department

On behalf of the men and women of the Provincetown Police Department, it is my pleasure to present this year's Annual Report. 2018 was an exceptional year, highlighted by the department being recognized by the New England Chiefs of Police Association for its exceptional community policing practices. The All New England 1st place Community Policing Award will be proudly displayed in the lobby of the new police facility when completed. The Provincetown Police Department's policing philosophy has a strong emphasis on community engagement and I am grateful that the men and women of this department have been recognized for their unwavering commitment to the community in which they serve.

The essence of any community is its people. The people of Provincetown include its visitors, those who come to work, those who come to play and the residents of our great town. Some are new to Provincetown and some have called Provincetown home for a lifetime. Creating a safe place for everyone to work, play and live is at the core of what a police department works to achieve. This is more than words on paper and I believe you will find every member of PPD not just knows these words but can tell you what they mean to them personally.

As Provincetown Police officers we believe in service to others, we look for those in need and care for those who might not have a voice to cry out for help. A Provincetown Police officer's first duty is protecting others. Police officers make decisions based on a philosophy called "Priority of life" and that often means putting others before themselves. Risking their own lives to protect someone they have never met is something you will see every officer do many times over in a career. Above all else, protecting fundamental human rights is our innate duty and is at the heart of how we exercise the responsibility we are charged with by you, our community.

As your Police Chief I spend much of my time not just thinking about today, but rather, what is down the road. What are the challenges of tomorrow which we need to prepare for? Many of those thoughts now center on the uncertainty associated with the large number of recreational marijuana dispensaries proposed in town. How these businesses will interact within the confines of our small community now rests in their hands. The approval of Question 4 permitted an ENTIRE new industry into Massachusetts and unless local control applies their authority the amount of pot shops permitted in Provincetown is unlimited. Five years from now there will be hundreds of them operating in Massachusetts. With growth comes both opportunity and the danger of losing that "something special" we in Provincetown treasure. That small town feel of how people treat each other is so seldom felt in other places. No one wants to risk losing our current positive energy or the feeling of being part of a community.

Be mindful of your surroundings and please report anything that you find suspicious, out of the ordinary, or obviously wrong, even if you feel it is "nothing".

The effectiveness of the Provincetown Police Department continues to depend on your assistance, trust and partnership.

#### Statistics:

It is my pleasure to present the 2018 Annual Report of the Provincetown Police Department. It is my intent that this report will provide the community with insight into the Department's successes in meeting the needs of the community and how it will continue to provide quality services in the forthcoming year.

The total number of detainees saw a decrease in 2018 with 133 arrests and a decrease of 131 people held for being incapacitated by alcohol. This was a total of 264 people processed in our booking room or held in our jail cells.

<b>Calls for Service</b>	<b>2018</b>	<b>Calls for Service (con't)</b>	<b>2018</b>
911 General	181	Juvenile/Elder Abuse/Neglect	1
Aircraft	10	Keep the Peace	13
Alarm – Fire	121	Larceny/Forgery/Fraud	121
Alarm – General	294	Landlord/Tenant	25
Animal Call	601	Licensing Inspection	10
Assault	21	Lost/Found Property	1072
Assist Citizen	220	Medical Emergency	558
Assist Agency/Mut. Aid	150	Missing Person	37
Bar Check	398	MV Collision	153
B&E Burglary	16	MV Breaking & Entering	8
Bike Accident	44	MV Complaint	353
Bike General	54	MV Disabled	159
Bike – Stolen	49	MV Hit & Run	66
Building/Property Check	5995	MV Observance/Assignment	2870
Boat / Harbormaster	14	MV Stop	1759
Bomb Threat	1	MV Vandalism	13
By-Law Violation	94	Noise Complaint	164
Complaint	249	Officer Injured	1
Complaint-St. Perf.	28	Parade	17
Crowds / Overcrowding	1	Park, Walk & Talk	1209
Disorderly	35	Parking Complaint/General	273
Disturbance	130	Phone Calls - Annoying	12
Domestic Disturb/Asslt.	58	Property Damage	41
Drugs/Alc. Mental Hlth.	58	Rape	5
Dumping/Littering	17	Robbery	0
Escort/Transport	74	Serve Protection Order	50
Fire, Brush	3	Serve Summons	96
Fire, CO Alarm	10	Serve Warrant	30
Fire, Vehicle	0	Service Call	974
Fire, Structure	7	Sex Offender Registration	16
Fire, Other	33	Shoplifting	16
Fire, System Test	125	Stolen MV	3
Fire Vehicle In/Out Srvc.	37	Station Coverage	149
Firearms/Weapons	16	Sudden Death	2
Follow Up	421	Suspicious Activity	183
Foot Patrol	647	Traffic Control	139
General Info	179	Trespass	71

210	provincetown-ma.gov		Town of
Harassment	55	Vandalism	21
Hazards	270	Violation – Restraining Order	3
Incapacitated Person	202	Well-Being Check	91
<b>Total Calls for Service:</b>			<b>21,702</b>

Your police officers continue their progressive track to remain more focused, more proactive and more outgoing. They continue to collaborate with our community, its citizens, businesses and visitors.

Some quick examples of their community commitment include:

- Two officers are serving as basketball coaches for school children.
- First Responder Field Day on Motta Field.
- Bi-annual preparing and serving lunch to our seniors.
- Continue carrying NARCAN in all our cars in an attempt to off-set opiate overdoses.
- Representing the Police Department at the Provincetown Business Guild meetings.
- Liaison with the Racial Justice Project in Provincetown.
- Assisted with the regional efforts of the volunteer gun buyback program.
- Managing local pet food pantry donations.
- Offer community-based CPR training for interested persons.
- Provided community security assessments and briefings for requesting civic groups.
- Escorted the Special Olympics Torch as it begins its journey across Cape Cod.
- Supported the Run to the Top of the Monument cancer relief fundraiser.
- Partnered with Truro to share emergency shelter operations and other essential elements of police service.
- Participated in 5<sup>th</sup> Annual Greet N Treat in Motta Field by the Recreation Department.
- Stocked and then staged the yearly Pumpkin Patch in front of the police facility.
- Was victorious over the Fire Department in the charity fund-raiser Battle of the Badges.
- Bi-annually accompanied middle-school students to the regional Shop with a Cop event.
- Delivered 3,304 unwrapped toys to the annual Marine Corps-Toys for Tots (Stuff-A-Bus) program. This was good enough for first place among all Cape towns.

Provincetown Public Schools:

We currently partner to provide an on-call school resource officer who supports the school when needed. One of the school resource officer’s responsibilities is to enhance the safety of all students in the district. The school resource officer continues to teach Alert, Lockdown, Inform, Counter, Evacuate (A.L.I.C.E) yearly to every staff member in the district.

A school resource officer is required to maintain an open line of communication with the students and school administration when dealing with domestic, social or economic issues involving the students.

The role of the School Resource Officer has changed over the last ten years. We continue to break down barriers that have existed between youth and law enforcement.

The school resource officer position has grown into a very important position and has been well received by our students, school staff and parents.

#### Community Crisis Intervention Training:

Mental illness, addiction problems, and homelessness have all affected policing in every community. Often these issues are intertwined and we are not immune to these issues here in Provincetown. The Department built upon its efforts over the last 2 years to effectively and appropriately respond to persons with mental health issues.

At this time, all of your front-line police officers have attended 40-hours of Community Crisis Intervention Training sponsored by the National Alliance of Mental Illness (NAMI).

In addition to police-specific training exercises, the program features presentations by community service agencies, agencies that can become resources for the police in developing solutions for the mentally ill or challenged people encountered in community policing. For example, there is a presentation by the medical director of the Behavioral Health Unit at Cape Cod Hospital on how to get people into the hospital for the care that they need. Other agencies including the DMH also give presentations.

The objectives of this 15-year evidence-based program include:

- To outline strategies to develop innovative and effective responses by public and private agencies to individuals who have mental illness, developmental delays, and/or substance abuse disorders.

- To identify points of interception where community interventions can be made to prevent an individual with a behavioral health disorder from entering or penetrating deeper into the criminal justice system.

- To identify community agency/department resources and limitations while clarifying roles and responsibilities.

To demonstrate the benefits of enhanced communication, including information sharing, among law enforcement and community stakeholders.

To outline the value of cross training among disciplines including law enforcement, courts, mental health workers, schools and other community-based agencies.

This winter we also sent all of our call takers (Emergency Telecommunicators) to an 8-hour course titled Mental Health First Aid for Public Safety Personnel. I trust that tools like Mental Health First Aid will give our people the skills to recognize and respond to immediate crisis – and like first aid or CPR, allows them to stabilize someone and by extension help to de-escalate things during a crisis. Safely de-escalating situations is, without question, now a critical mandate for our people and getting this information pre-arrival by our call takers seemed like the next logical step.

I am committed to having our remaining people trained by this time next year; this includes Lieutenant Hennick and me.

#### Police Accreditation:

The Provincetown Police Department has enrolled in the state accreditation program.

The purpose of our enrollment is to come into compliance with the program standards so that our department will reflect the best professional practices in police management, administration, operations and support services.

The Massachusetts Police Accreditation Program offers an accreditation process for police agencies across the Commonwealth. Like other accreditation programs, the process consists of two major components: (1) the establishment of a body of professional standards for police agencies to meet, and (2) a voluntary assessment process by which agencies can be publicly recognized for meeting those standards considered best practices for the profession.

Standards generally dictate which topical areas an agency must have policies and procedures on, leaving the development and enforcement of agency-specific policies and procedures up to the agency's Chief, Accreditation Manager and supervisory staff. The vast majority of the Commission's standards require agencies to commit their often unwritten policies and procedures to writing. The remaining standards are equipment or facility-related and generally govern over communication centers, holding facilities and property/evidence rooms.

The program involves a thorough examination of the agency by the agency to determine compliance with program standards. That internal review or self-assessment that is initiated by the agency's Chief is then followed by an external, peer review by Commission-appointed assessors. Assessors are typically Police Chiefs and Accreditation Managers who have been specially trained to conduct on-site assessments on behalf of the Commission.

Assessments for these on-site awards are similar in purpose to line and staff inspections in that they both serve to monitor compliance with standards and provide a timely means for corrective action to be taken when necessary. There are two levels of Accreditation:

Certification Program consists of 159 standards, all of which are mandatory. Since these 159 standards are part of the 257 mandatory standards for accreditation, certification is a significant milestone towards accreditation. It is the policy of the Commission that agencies must successfully achieve certification before being assessed for accreditation.

Accreditation is the higher of the two program awards consisting of 382 total standards: 257 are mandatory; 125 are optional. Mandatory standards that do not apply to the agency are waived. Only a percentage of the optional standards must be met; the percentage being based on agency size.

#### Prescription Drug Take Back:

Provincetown Police continues to participate in the Barnstable County prescription drug take back program. There is a receptacle placed in the lobby of the police station and twice a year we work closely with the DEA to hold drug take back days. The federal Drug Enforcement Administration works with the Provincetown Police and other area agencies to assist in the proper disposal and destruction of unwanted and unused prescription drugs. Please bring by any unwanted or unused prescription drugs properly bagged to the Provincetown Police Station at your convenience and we will facilitate the proper disposal of those prescription drugs. You can also pay attention to upcoming collection days if you wish to turn over your unwanted or unused prescription drugs.

For the safety of the officers assigned to this initiative, please remember not to put syringes into the receptacle.

#### Opioid Crisis:

As many in town are aware, the most significant concern we face is the problem of substance use addiction and the ancillary crime associated with it. The men and women of the Provincetown Police Department encourage those suffering the

painful grip of addiction to come to us for assistance prior to the police having contact with them through an arrest or other means. When anyone walks into our station or approaches one of our officers on the street to ask for help in finding treatment, we will assist them in the process - no questions asked.

All of the news articles about substance abuse issues in our region have proven that it's time to eliminate the negative attitudes associated with addiction, educate people about substance abuse disorders and celebrate those who choose recovery. Individuals struggling with the grueling battle of addiction need guidance and encouragement from those who have travelled the same dark and twisted roads.

There are a few methods we use in finding help:

1. The Provincetown Community Resource Navigator (CRN) program, operated by Outer Cape Health Services, assists residents of Provincetown who are struggling with needs related to substance use and behavioral health issues, along with related needs for social services that contribute to these challenges. The Navigator helps these individuals identify services, access them via referral and stay connected. This program works closely with all local and regional community agencies to obtain referrals and coordinate services best to meet the needs for clients.

The Navigator helps clients either in-office on the second floor of the Provincetown Library or by direct intervention out in the community, working with its public safety partners.

Scheduled Office Hours: 10:00 am – noon, Wednesday-Friday or by appointment. For services, kindly contact the Navigator directly at 774-722-5704 or via email at [navigator@outercape.org](mailto:navigator@outercape.org)

2. Gosnold of Cape Cod can be reached at 800-444-1554 and will help in getting substance abuse treatment using their Cape-based outreach plan.

For the rest of us, we should make an effort to learn about addiction and celebrate the gains made by those in recovery, just as we would support people who have managed other health conditions. It is important to recognize and understand that treatment works and recovery is possible.

Remember in the event of an overdose, always call 911. Our first responders are here to help and callers and patients needn't worry about law enforcement action.

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Training:

We continue our commitment to meet and exceed the required training standards set forth by the Massachusetts Police Training Committee and best practices found in modern day policing. It is the aim of the Department to provide its officers with the finest available critical skills training and tools which will allow its officers to best perform their duties while keeping themselves and citizens safe. All training is intended to provide each officer the greatest potential of preparedness for duty and service to our community.

During the year, as in every year, our police officers attended the state mandated recertification in-service training comprised of 32 hours of academy time and 24 hours of department selected training. The academy hours consisted of instruction in First Responder/CPR, Active Shooter and Hostile Events (ASHE), Integrating Communications, Assessment and Tactics (ICAT), Legal Updates, Domestic Violence, and Defensive Tactics. Our Telecommunicators are also required to attend 16 hours of in-service training per year as well.

Our training does not stop at the mandated training level for our officers. We strive to enhance our department and enrich our officers through education and training. At the start of every year we endeavor to provide our officers training opportunities based on their interests.

Providing the opportunity for our officers and communications staff to continually enhance their skills and professionalism benefits them, our department and ultimately all of you.

Parades, Races and Celebrations:

This year the Provincetown Police Department assisted with over 20 events with a variety of services including traffic safety, crowd control and special event services. Your officers are assigned to these events, ensuring the public's safety while assisting with charity walks and manning the route of a road or bike races, concerts, picnics, parades and sporting events.

We receive countless requests year-round for help with charitable events. With your commitment to safety and community relations, many of these positions are funded by the police department and we are proud to help.

The larger events held in town require the creation of event plans drawn up and passed out to officers, who execute such duties as closing roads and detouring traffic. Event plans are constantly evolving and are evaluated during each event to ensure their effectiveness. All of the 2018 events were successful.

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Staffing:

The Police Department operated at mostly full staffing for 2018; Telecommunicator Jess Reeves left us in July after losing her year-round housing. She was replaced in October by Telecommunicator Samantha Hamilton-Dewitt who came to us fully trained with years of excellent service in Brewster and the Barnstable County Sheriff's Communication Division.

In August, Police Officer Sarah Harding resigned and accepted a Police Officer position in her hometown. She was replaced in November by Student Police Officer Michael McCauley who is currently attending the basic course of training for police officers and will begin service with the department in field training starting in July.

Hired this time last year, Police Officer Shannon Beloin graduated from the MBTA municipal police academy in September at a ceremony held at historic Faneuil Hall in Boston. She is currently assigned to the patrol division and contributing daily to our mission.

In September, Police Detective Rich Alves accepted a Police Officer position in Washington State and relocated there with his family. Rich was well known and admired in the community having worked here since his time as a seasonal officer. Rich was my go-to-guy inside the department and I find that I relied on him for a great many things within the organization, besides his primary duties of investigations and licensing. We wish him well in his new endeavors.

In November Chris Landry was promoted to the rank of Sergeant. Anyone who knows Chris knows he is a consummate professional who wears his heart on his sleeve. He was replaced in the patrol division by Tom Radzik. By the time you read this, Student Police Officer Thomas Radzik will be attending the basic course of training and will begin service with the department in field training starting in October.

In December, Police Records Clerk Lisa Cook retired and moved away to be closer to her elderly mother and grandchildren. Having started as a Telecommunicator, Lisa rose within the ranks to become a valued member of our administrative team. We thank her for her dedicated service these past 12-years.

In late December, we received the sad news that former Seasonal Police Officer Brian Keyes had passed away after a 2-year battle with lung cancer. Brian served as ambassador to many visitors from around the world who would visit our community each summer since 2011. His warm manner and his mission to interact with the youngsters that he met on patrol made him a joy to work with. Brian will be terribly missed and I thank him for his service and friendship.

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Community-Oriented Policing:

The proven path to success for the Provincetown Police Department in creating a safer tomorrow is through community policing. Traditional community policing includes attending community events and meetings, putting officers on bikes, taking time to interact with kids, partnering on prevention programs, maintaining quality of life and an approach of problem solving. For PPD these are strategies we have already employed and I pledge we will continue undertaking them. Future success around unseen bends in the road however will require a much deeper commitment to community policing. We need to work not just in partnership, but in concert with community organizations.

Together we can continue to respond to the needs of our town by taking “outside the box” approaches and finding solutions to address the root of larger social challenges. It is from those conversations and efforts the ideas and programs will evolve which will create success in maintaining our path forward.

The men and women of the PPD are a reflection of Provincetown and what we do reflects on the very identity of our community. Failure is not an option. Our officers will run into danger in response to a call for help and we will ensure we are ready for new challenges of the future. In both cases we believe it is our duty to respond and we will not falter. The men and women of the Provincetown Police Department are committed to giving our next generation the caring community where we have been blessed to live and raise our families. I have been granted a rare opportunity to lead the PPD. It’s an incredible organization made up of talented, dedicated people committed to their community. We also have a community who supports us and works with us to make Provincetown a better place for each and every resident.

Finally, I want to express my heartfelt thanks to the many citizens of Provincetown who took the time to write letters and emails to me about the good work being performed by Provincetown officers and dispatchers. I received numerous cards, letters, emails and telephone calls commending department personnel for a job well done. I also want to thank all of the dedicated men and women of the Provincetown Police Department, other Town departments, our citizens, our Town Manager, and our Select Board for their support of your police department.

**James F. Golden, *Chief of Police***

## Provincetown Public Pier Corporation

2018 saw growth in most areas of the core PPPC businesses. Ferry ridership was up 9% year over year, the increases were mainly in June and July, 16% and 18% respectively. Embarkation fees were up about 10% and mooring revenues were essentially flat. Only pump-out revenue was down; as the total reimbursement for this service is capped, the loss was minimal.

This summer was our third season with cruise ships visiting Provincetown. This sector has brought in 2,396 people visiting Provincetown this season. We benefited from a second small ship company doubling port calls this season. Our focus is on building this business in the shoulder months. Our rates are structured to attract smaller ships of 200 or fewer passengers. The number of cruise passengers increased 20% while direct fees paid to the pier increased more than 100% year over year; per passenger income in 2017 was \$2.42 and \$4.38 in 2018.

This year also saw tremendous progress in moving through the FEMA reimbursement process. In late September, an award letter was issued by FEMA to the Commonwealth (MEMA) on behalf of the Town of Provincetown to fund repairs from damage suffered to MacMillan Pier in the storms of 2013 and 2015. The overall estimated cost of the work is approximately \$4.9M, of which FEMA will pay 75%. We are grateful to our consultants and engineers who worked diligently with us to secure these funds. Importantly, the award also includes funding for the wave attenuator, a critical component to sustaining the pier over the long term. Bid packages for this work were requested by eight contractors and bids will be open mid January 2019. Dredging is scheduled for January 2019, and installation will occur summer/fall 2019 with completion expected by the end of 2019. PPPC is formulating a communications plan to keep tenants, residents, and visitors informed of the construction progress.

We also received \$222,834 and \$17,344 in reimbursements for Town Meeting Articles associated with the pier (fender piling work on the Tee and dredging paid for from Harbor Access Gift Funds.)

We added a new trap shed enabling The Cape Cod School of Art to join our other successful renters. Their venture was very successful with over 300 pieces of art sold and scores of visitors and residents afforded the opportunity to participate in "En Plein" air painting classes. Based on this demand, in 2019, they will take the other half of a shed. Provincetown's unique position as an artist colony, fishing village, and tourist town could not be better embodied than this.

With the arrival of over 200,000 ferry passengers during the season, over 100,000 whale watchers, passengers from the cruise ships, and many other recreational boat traffic, the pier is a major port and hub of activity here in Provincetown. The 55 commercial fishing vessels which bring in over \$9 million worth of seafood to town making the pier a more than viable commercial workplace. It is obvious that MacMillan Pier is a major economic driver.

During the course of the season, the pier is involved with over 39 different orga-

nizations and their events. We see these events as critical to our mission to make the Pier a great resource for all. We are delighted to participate and are proud of our staff for undertaking this work while also performing routine tasks that keep the Pier running seamlessly.

We are continuing to refine a new formula for the pricing, assignment and criteria to determine the allocation of both the slips and subsidies to the commercial fishing fleet to be implemented in the 2020 season.

We are very proud of the success of MacMillan Pier and the safety it provides the people who use it. This success is based on our excellent year-round and seasonal staff. Sadly in 2018, Luis Ribas was forced to retire due to health issues. Luis was not only indispensable to the Pier, he was also a dedicated member of the fire department and a key figure in the success of the Portuguese Festival every year. We send our condolences and deepest sympathy to his family and friends. His unwavering commitment to the fishermen, the Pier, and Harbor have made a lasting impact on the entire Provincetown community.

**Regina Binder**, *Chair*

## Rescue Squad

This year, there were over 1100 rescue calls in the Town of Provincetown, of which 808 were transports to Cape Cod Hospital. Our numbers are up over 100 calls from last year and while there are specific stats listed here for calls that generated a patient care report, there were many more requests for service for things like blood pressure checks, lift assists, citizen assists, medical questions etc., that are not included in the detailed stats provided. All of the calls were handled by the Provincetown Rescue Squad and/or Lower Cape Ambulance Personnel. Lower Cape Ambulance staffs the department with personnel year round and the Provincetown Rescue Squad provides additional staffing during the summer months and shoulder seasons), as well as supplemental coverage and call assistance during the winter months.

In the Summer of 2018, we put on an additional ALS crew (Paramedic and EMT-Basic) for the months of July and August. This proved to be a great decision, as we ended up having more calls than usual and were able to handle a lot of our busiest months without having to rely as much on the mutual aid system. In EMS we always have the mutual aid system as a back up to our local EMS crew(s), and while there is always an ambulance coming to an emergency call, sometimes they are coming from Wellfleet, Eastham or even Orleans. When someone is having a heart attack locally, we don't want to have wait a long time for an ambulance to respond. While we cannot always predict busy days, high priority calls and what days or times will be the most taxing, we can without a doubt, plan for the increase in calls year after year in the summer months.

For the fourth year in a row, the Provincetown Rescue Squad and Provincetown

Fire Department organized the annual fundraiser for the Muscular Dystrophy Association, "Fill the Boot." We are proud to report that we have raised over \$28,000 total in the last four years for this organization. Our event is held during Labor Day weekend and we are extremely grateful for the generous support from the community, as well as the patience shown while you have to travel through the "tolls," sometimes even multiple times during the weekend.

As always, the Rescue Squad would like to thank Fire Chief Michael Trovato, the Deputy Chiefs, Board of Fire Engineers, Joyce Mathews and the rest of the Fire Company personnel for their leadership, support, help and partnership. Thank you to the Police Department (Officers and Dispatchers) for your patience with us, getting us where we need to go and keeping us safe on calls. Thanks to those of you who made donations this past year, especially the Swim for Life. Thanks to the following organizations for their continued teamwork with us: Lower Cape Ambulance, The National Park Service, Provincetown Harbor Masters Office, Council on Aging, Flyers Boat Yard, United States Coast Guard and Outer Cape Health. And lastly, thank you fellow citizens and visitors of Provincetown, for your keen eye, kind hearts towards your fellow humans, wearing your seatbelts and helmets, checking in on your neighbors and for generally being good people. Stay Safe!

**Denise Russell**, *Provincetown Rescue Captain*

Combo Stats 2018	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Abdominal Aortic Aneurysm													0
Abdominal Pain/Problems	4	4		5	1	5	12	7	6	3	12	7	66
Airway Obstruction			2				1				1	1	5
Allergic Reaction					2		1	4	2		1		10
Altered Loc	1	1	3	2	3		11	4	3	1		4	33
Asthma					1			2	2			2	7
Back Pain (non traumatic)	2	1	1	1	1		1	2	4	3	2	2	20
Behavioral/Psychiatric Disorder		4	1	2	7	2	6	11	4	2	1	2	42
Bowel Obstruction													0
Cancer								1					1
Cardiac Arrest										1			1
Cardiac Rhythm Disturbance	1	1	1			4	5	4	2		3		21
Chest Pain/Discomfort	1	2	2	3	5	9	5	8	1	10	6	4	56
CHF (congestive heart failure)			2	1									3
COPD	1								1			1	3
Dehydration		1		2			3	2	2	2			12
Diabetic Hyperglycemia					1		1	3				1	6
Diabetic Symptoms (hypoglycemia)	1		1		1	3	2	2	3				13
Dizziness	1	1	4	1		2	4	7	3	1	1	2	27
Diarrhea			2					1					3
Electrocution													0
Epistaxis (non-traumatic)				3				1					4
ETOH Abuse				2	3	4	7	9	9	3	4	4	45
Fever	4	1	1	1		2	2	1	2	2		3	19







## Shellfish Committee

As one of the only organized outdoor winter activities in Provincetown, recreational shellfishing finds its value as a social benefit and a healthy source of seafood for our tables. Receipts from permit sales are not intended to be the main source of funding for the Shellfish Department's budget; they are an indicator of participation by our community. This years opening day saw a record breaking 150 people on the flats but the greater story is seen when we look at participation over a longer term. Permit sales continue to increase yearly and we no longer experience a slowdown every third year as in 2013. Setting specific dates to harvest less productive areas rather than devoting an entire season has achieved this consistency.

Varied propagation efforts have allowed the Town to stay ahead of harvest pressure as well as introduced harvestable quantities of oysters. Coordinated efforts with the MA Division of Marine Fisheries have permitted the relocation of adult oysters from our bathing beaches to shellfishing areas (100 bushels tested and now available for recreational harvest). As one of the only organized outdoor winter activities in Provincetown, recreational shellfishing finds its value as a social benefit and a healthy source of seafood for our tables. Receipts from permit sales are not intended to be the main source of funding for the Shellfish Department's budget; they are an indicator of participation by our community. This years opening day saw a record breaking 150 people on the flats but the greater story is seen when we look at participation over a longer term. Permit sales continue to increase yearly and we no longer experience a slowdown every third year as in 2013. Setting specific dates to harvest less productive areas rather than devoting an entire season has achieved this consistency.

Varied propagation efforts have allowed the Town to stay ahead of harvest pressure as well as introduced harvestable quantities of oysters. Coordinated efforts with the MA Division of Marine Fisheries have permitted the relocation of adult oysters from our bathing beaches to shellfishing areas (100 bushels tested and now available for recreational harvest). We increased the quantity of adult sized relay quahog from 1 to 2 truckloads (80 to 200 bushels). The Town's expanded shellfish nursery is no longer a pilot project and we are able to propagate more shellfish than ever before with a lower cost per quantity.

After a 10-year absence, bay scallops are once again abundant in our harbor. While this bounty is not due to propagation efforts, the Shellfish Committee and Constable have been able to open a season for recreational harvest. We have reason to believe that the species will continue to be available in the years to come but only time will tell.

The Baldwin Nursery at Bennett Pier also serves the Town’s aquaculture permit holders and has become a hub of activity during the summer growing season.

All active growers are familiar with the operation of the communal culling barge and/or shellfish nursery and these have given support to our growing industry.

In 2018 the Shellfish Committee and Constable assisted with permitting 9 new acres of aquaculture bringing the total number in Provincetown to 32. Animals and gear were lost to last years storm season but the growers continue to support one another and together are learning what works best when growing shellfish commercially in Provincetown.

**Lory Santos, Chair**  
**Stephen Wisbauer, Shellfish Constable**



This has been a year of growth and expansion at the Senior Center as the number of residents 60+ years of age in Provincetown continues to rise dramatically (increasing 45% since 2010). In 2018, we served 890 people and hosted over 190 programs in the following areas:

Our transportation program continues to expand, providing almost 1800 rides last year with regular trips to Hyannis, Orleans, Senior Center lunches, special events, Provincetown Library, Stop & Shop and elections as well as a new stop at the RMV. In addition, we offer up-Cape cultural, meal and social outings and continue to provide door-to-door rides to medical appointments Cape-wide.

SERVICES

PROGRAMS

Caregiver Support	Art Classes/Crafts Classes/ Annual Art Show
Emergency Planning	Chorus/Ukuleles/Music Programs
Food Pantry & Food Dist.	Educational Programs
Health Insurance Counseling (SHINE)	Fitness Classes
Health & Wellness Services	Intergenerational Programs
Income Tax Assistance	Lounge/Library
Legal Assistance	Media Center/Tech Help/Computer Classes
Medical Equipment Loan	Movies: Current/Classic/ Documentaries
Outreach (home and office visits)	Nutrition & Meal Programs
Storm Reassurance	Out & About Cape-wide Excursions
Support Groups	Recreation & Social Programs
Tax Abatement Program	Wellness & Resource Sessions
Transportation	Writing Workshops

Social connection is at the foundation of the Senior Center and we offer a variety of ways for people to stay physically, cognitive and emotionally healthy and have fun. Some of the most popular new programs in 2018 included the women’s radical aging group, mindfulness meditation, winter coffee hours and new computer classes. The purchase of a big screen smart tv has broadened the scope of programming and we are now pleased to provide assisted listening devices, which have enriched the experience for many participants.

In May, we were extremely honored to host Dr. Alice Bonner, Secretary of the Massachusetts Executive Office of Elder Affairs, for a site visit. It was a pleasure to showcase the Senior Center, highlight innovative programs and share the unique needs of our town. It was also valuable to gain Dr. Bonner’s insights on programming and learn about new initiatives at the state level.

The town has joined a regional effort led by Barnstable County’s Healthy Aging-Cape Cod which seeks regional and local designation as an Age/Dementia-Friendly community. Now in the initial stages of a two-year process, this project will include broad community participation as we strive to ensure that Provincetown is age-friendly for all.

Conducting over 400 home visits annually in addition to office visits, our Outreach Coordinator offers confidential case management, information/referral and support services to older adults. Seniors and their families can contact the Coordinator for assistance with a variety of issues including home-based services, financial assistance, insurance/billing questions, feelings of social isolation, cognitive issues, caregiver support and more.

Participation in nutrition programs has grown, with attendance at weekly lunches doubling in the past two years. Other services include SNAP applications, Farmers Market information, Healthy Meals in Motion mobile pantry, Foods to Encourage, USDA food distribution and our on-site non-perishables food pantry open to all.

*'Specially for Seniors*, a radio show hosted by the Director, airs monthly on WOMR and features guest interviews as well as Senior Center program highlights. Each month we distribute 725 copies of our newsletter *Coastlines* and it is available on the town website. We can also be followed on Facebook.

Senior Center staff works closely with the Provincetown Police Department to promote the well-being of older residents. We sincerely appreciate the Department's commitment to ensuring the safety of seniors through special programs and services. In addition, the COA Director is involved in town emergency planning with a focus on the needs of special populations.

The COA staff is actively involved in advocacy for seniors on a regional level as well. The Director is a member of COAST (Councils on Aging Serving Together) and serves on the Healthy Aging-Cape Cod Steering Committee and the Barnstable County Health and Human Services Advisory Council. The COA Outreach Coordinator is a member of the Cape Cod COA Outreach Coordinators group and the Cape Cod Hoarding Task Force. The COA Program Coordinator participates in the Cape Cod COA Program Coordinators meetings.

In honor of National Volunteer Month, every April we recognize our volunteers at a special luncheon and we are grateful for their invaluable service every day of the year! Special appreciation goes out to the COA Board (Chris Asselin, Amy Howell, Gladys Johnstone, David Ketchum, Julie Knapp, Penny Sutter) who are true community ambassadors and advocates for seniors. It is thanks to our fundraising organization, the Friends of the COA (Ollie Ahmuty, Dorothy Clements, Kent Isham, Christine Martin, Mary Peres, K. Marge Perry, Marsha Sirota, Vern Wilson), that we are able to offer as many programs as we do.

In 2018, Administrative Assistant Maureen Hurst retired after 30 years of dedicated service. Maureen was a highly respected member of the COA team whose commitment to the town and its residents was exemplary. Outreach Coordinator Andrea Lavenets, Van Driver/Office Aide Donna Szeker, Program Coordinator Rick Shaw and Program Assistant Carla Mancino were joined by our new Administrative Assistant Shannon Corea in May. The town could not be served by a more professional, caring staff and I am fortunate to work with them every day.

Congratulations to the 2018 Provincetown Senior of the Year, Hilde Oleson, who truly exemplifies "the spirit of positive aging."

There are no age or membership requirements to attend programs at the Senior Center and the majority of our services are open to all. If you've never visited the Veterans Memorial Community Center, stop by so we can give you a tour and show you why we're so proud of the Senior Center!

Respectfully submitted,  
**Chris Hottle**, *Director*

## Disability Commission

This past year was one of transition as we welcomed a new member, and also one of stability as we continue to maintain the blue beach mats with the help of the DPW and offer free wheelchair and Mobi Beach chair rentals with the assistance of the staff at the Chamber of Commerce. Donations at the Chamber added over \$300.00 to the gift fund. Their office will require construction, including the entrance ramps, and the Commission has voted to donate \$15,000 from the Gift Fund, to help with the costs.

Two additional Handicap parking spaces were added to the front row of the MacMillan Parking Lot which offered more access to the center of town.

The new informational brochure was completed and distributed in the spring. It offers information about all equipment and services available at the Chamber and the COA. There is a QR code link to Accessible Provincetown and one to a state website with information about Service Animals. The Accessible Provincetown website maintains an updated list of businesses and their accessibility.

Collaboration with the Animal Welfare Committee has resulted in a new informational card for all businesses and dog owners that will clarify the regulations about Service and Emotional Support Animals. It will be distributed in the spring, 2018. Work with Accessible Provincetown has resulted in a new service through which they will provide handicapped accessible equipment or minor construction to improve accessibility.

We have been involved with the proposed construction of the Monument Funicular and strive to insure that the construction will add new accessibility to the Monument.

2019 brings new challenges as we strive to increase town accessibility and our visibility as a resource to the community.

**Linda Loren**, *Chair*

## Housing Authority

2018 Annual Report of The Provincetown Housing Authority (PHA) from the Chairman of the Board, Elaine Anderson, and Commissioners, Keith Hunt, Vice Chair, Charlene Parris, Treasurer, and Fran Coco. Nancy Jacobsen continues to serve as our State Representative but has submitted her resignation as of 1/28/19.

The year has been consumed searching for a new Executive Director (ED). The final decision was made and PHA hired Kristin Hatch to fill the post of Executive Director with DHCD offering her the contract.

Tim Seaton, our maintenance coordinator, continues to be an outstanding employee and we thank him for his understanding and compassion for our residents. Our office manager, David Ketchum, continues to excel.

We have had several major issues during this year. We had to correct a burst pipe in a wall at the Foley House to great expense. While during the year completing several capital projects at PHA, including new roofs on our family units, refurbished unit at Maushope, continued attention to the septic system.

Several important projects have been brought back on our schedule. Examples are: we have the desire to be a smoke free Authority and will continue that effort this year; we have an affordable housing shortage and need to expand Maushope housing opportunities, a challenging project to say the least; and we will fundraise to make possible program expansion.

During this year PHA continued to manage and operate the following subsidized housing programs: Maushope, a 24-unit apartment complex serving elderly and disabled adults at 44 Harry Kemp Way; Foley House, a single site building located on Bradford Street which consists of 10 units for homeless persons with HIV, nine scattered site units for families; and 3 affordable one bedroom apartments at the Grace Gouveia building on Alden Street.

Commissioners continue to represent the PHA on the following committees: Keith Hunt, Provincetown Community Hous-

ing Council, and Keith Hunt, Community Preservation Committee.

I want to take a minute here to praise the catch up work at PHA by Kristin Hatch. She has been amazing and continues to put great energy into her role as ED for us. Thank you Kristin!

Applications for Authority housing programs are available at the office at 44 Harry Kemp Way or by calling 508-487-0434. The Provincetown Housing Authority is committed to its role as advocates for affordable housing and supports the goal of the Provincetown Selectmen to address the housing crisis confronting the town of Provincetown.

**Elaine Anderson**, *Chair*

**Kristin Hatch**, *Executive Director*

## Human Services Committee

The Human Services Committee is responsible for developing the Request for Proposals process and recommending the funding strategy for the town's annual Human Services grant program. Working in conjunction with the Committee's staff liaison, Chris Hottle, Director of the Department of Human Services, the Committee strives to ensure that Human Services needs are identified and addressed through Committee meetings, meetings with applicants and two annual public hearings. For Fiscal Year 2019, the Committee reviewed and recommended funding for 14 agency applicants for a total expenditure of \$76,750.

The Committee also oversees the John A. Henry Trust Fund, which distributes financial assistance to families with children from birth to eighteen years of age. In Fiscal Year 2018, 28 families including 35 children received stipends totaling \$19,920.50.

Committee members include Donna Cooper, Elton Cutler, Cynthia Franco, Karen Kelly, Jean Knee, Joseph Murphy and Donna Szeker. Much appreciation to Gabriela Villegas for her years of dedicated service to the Committee.

**Cynthia Franco**, *Chair*

## Human Services Department

The Department of Human Services (DHS) is responsible for six vital programs provided to ensure comprehensive support services for Town residents.

**Human Services Grant Program:** The DHS Director serves as liaison to the Human Services Committee (HSC), which manages the annual grant process. Through an annual RFP, the HSC reviews grant applications from Human Services providers and recommends funding to the Town at the Annual Town Meeting. (Please see Human Services Committee Annual Report for details regarding FY2019 funding.) The Committee is to be commended for their commitment to supporting the well-being of Town residents.

**John A. Henry Trust Fund:** The HSC oversees this fund which provides financial support to families with children. This program is administered ably for the Town by Charlotte Fyfe, Cape Cod Children's Place, and is overseen by the DHS Director.

**Town Contract with the Visiting Nurse Association of Cape Cod (VNA):** This contract is supervised by the DHS Director and provides in-home nursing services to under-insured and at-risk residents, wellness programs and monthly health clinics open to all.

**Human Services Round Tables:** The DHS Director facilitates bi-annual round table forums with local Health and Human Services providers and community partners to identify needs and promote communication and collaboration among organizations. In 2018, 28 participants attended meetings representing 24 providers and partners.

**Social Services Assistance:** Staffed by Gosnold on Cape Cod, a Social Services Assistant offers free, confidential appointments assisting residents of all ages in obtaining resources including financial aid, Food Stamps, Fuel Assistance, disability benefits and other supports.

**Veterans Memorial Community Center (VMCC) Office Space:** The Director manages office space occupied by Human Services providers including the Cape Cod Children's Place, Gosnold on Cape Cod, Independence House, the Veterans Agent and the VNA.

After 30 years of dedicated service to the Town, DHS Administrative Assistant Maureen Hurst retired in March, 2018. Shannon Corea now provides clerical support to the Department and the HSC.

**Chris Hottle**, *Director*

## Provincetown Public Library

The Provincetown Public Library has continued to cement itself as a community anchor and cultural center. Last year the Library stated that in FY2018 our organization would continue to develop enriching programming, expand digital resources, and improve on Library operations. We are pleased to have met those targets in several ways. Through innovative collaborations with town departments, non-profits, and community members, the Library worked to provide the community with quality programming, to better market the Library's resources, and to develop policies and procedures that support staff and reduce barriers to library usage. As planned, the Library also continued its dedication to regularly publishing community generated content online, implemented new program initiatives, and worked to improve the condition and maintenance of the Josephine Del Deo Archives.

### **Programming and Partnerships**

Throughout 2018, the Library continued to offer a strong schedule of programs and workshops spanning a wide range of topics. These programs sought to foster a strong sense of community, provide interesting and informative events for patrons to attend year-round, and cultivate and encourage Provincetown's literary and arts community. Ongoing partnerships with the Family Equality Council for Family Week, along with collaborative programming with the Health Department, Recreation Department, Provincetown Schools, the Council on Aging, and Seashore Point, undoubtedly improved both the quality and reach of the Library's programming schedule, while also continuing to connect the Library with different segments of our population. Highlights from these collaborations included the Winter Wednesdays program, which provided the community with an array of compelling, free courses over February and March, Tech Time at the COA, which provided seniors with drop-in technology assistance, and the Seashore Point Book Club, an outreach staple for the Provincetown Public Library. The Library also strengthened its dedication to bettering the Provincetown community through its participation in the First Light celebration, donations to the soup kitchen through the Food for Fines initiative, and by serving as a satellite for Outer Cape Health Services and as a model for other libraries cape-wide by hosting the Provincetown Community Resource Navigator. In March, the Library participated in the Year-Rounders Festival for

the first time. It was valuable to be present for that event and promote library activities. In the upcoming fiscal year, the Provincetown Public Library, plans to continue its strong schedule of programs and commitment to the community, while also developing new services and resources to better serve Library patrons.

### **Achievements**

The Library also strengthened and developed its series of annual Library events that are designed to pay tribute to outstanding members of the national literary, art, and academic communities and highlight Provincetown's strong cultural and arts heritage. The third annual Moby Dick Marathon Reading held in late April 2018 brought the community together to celebrate Herman Melville's classic American novel and included a panel discussion about the North Atlantic Right Whale in conjunction with the Center for Coastal Studies, Whale and Dolphin Conservation, and the Massachusetts Division of Marine Fisheries. The June Heritage Day Celebration included a presentation by Michael Roberts, Executive Director of the Fine Arts Work Center in Provincetown and former FAWC fellows about the Center's history and 50-year anniversary. Once again, the Rose Dorothea Award was coupled with the third annual Provincetown Book Festival, three days of literary events for readers, writers, and book lovers of all kinds featuring acclaimed authors and numerous events for festival attendees. This year the Rose Dorothea Award was given to outer cape resident and writer, Marge Piercy. Together, these annual events function as an excellent opportunity to add prestige to our already historic organization and to advance the overall quality of the Library's literary and community offerings. Planning for the 2019 edition of the Moby Dick Marathon Reading, Heritage Day, the Provincetown Book Festival and Rose Dorothea Award Ceremony is already well underway.

### **Staff**

The Library boasts a staff of twelve which includes two full-time, professional positions, a lead librarian, and nine part-time circulation aides. This staffing level allows the Library to be seven days per week year-round. In addition to shelving and other daily maintenance needs, our circulation staff provides a wide range of services including cataloging, research assistance, technology assistance, or a friendly face to interact with on any day of the year. The Library hired a new director, Amy Raff, in February 2018. She has spent the past months getting acquainted with the Library staff and services, Board of Library Trustees, other Town Departments and this magical place that drew her here from upstate New York. After an outstanding job as Interim Director, Brittany Taylor started her position as Assistant Director in February and continues to coordinate library programs, initiate community outreach, and manage collection development. Nan Cinnater, Lead Librarian, continues to improve and expand the quality and scope of our Library's offerings. She also manages our archives, coordinates the Library's Reading Buddies program, and serves as the director of the Provincetown Book Festival.

**Conclusion**

The Provincetown Public Library remains unique on the Cape in that it is one of two libraries open seven days a week year-round. We are deeply committed to providing access to our residents through both the busy months of the season and the slow winter months when the library is the only literal and metaphorical light. As always, we are grateful for the support of town government and our residents, and rely on an excellent staff to ensure that the library meets the needs of the community. We are deeply committed to providing access to our residents through both the busy months of the season and the slower winter months when the library is the only literal and metaphorical light. As public libraries become much more than just repositories for books, the Provincetown Public Library seeks to continue to honor the tradition of our great institution and community by offering a strong collection and access to learning materials, while also remaining versatile and open to the ways in which we can continue to enhance ourselves and our services. In a community as diverse as Provincetown, the Library aims to have something for everyone. As always, we are grateful for the support of town government and our residents, and for the excellent staff on whom we rely to ensure that the Library continues to meet the needs of the community. Community oriented, nationally recognized, the Provincetown Public Library is a central source and anchor for all individuals living in and visiting our town.

**Amy Raff**, *Library Director*

## Recreation Department

2018 again will be marked as a year of improvement for the Recreation Department. Our focus in 2018 remained on continuing the improvement of the quality of all our programs while providing new programs that interest all community members. The ultimate goal, as stated in the Select Board Fy 19 goals, is to help retain residents, and attract new families to Provincetown. The Recreation Department can contribute to this goal by providing a high quality of service, programs, and facilities. In return this which may help influence families to live in Provincetown. After many discussions between the Recreation Commission and the Recreation Department, it was evident that while we strive to improve all programs, the Department also needs to be offering more programs specific to the adult population in Provincetown.

The Department decided to begin this by improving the adult programming with an expansion of the adult fitness and sport related program offerings. In February, the Department provided a co-ed dodgeball league that played on Tuesday

nights at VMCC, for two months. Each team consisted of six players, a mix of at least two females and two males on each team. Each match consists of a series of games, with the winning results recorded in the standings. This fun event brought 48 people, on eight teams each Tuesday night throughout the winter. Throughout the year, we provided a varied of programs including indoor/outdoor pick up soccer, pickup basketball, and our most popular pickleball. Pickleball is a great sport, where age truly does not a factor in the ability to play the sport, and every Monday and Wednesday the gym is full.

The Assistant Director and I decided to drastically change the way the Summer Program is operated in summer of 2017. We changed it by creating a theme that directly focused on team building. The children in all age groups were divided into eight, even teams and competed in weekly physical and mental challenges. Points were awarded based on team placement in these challenges and the most recent scores were on display in the lobby of VMCC. Each team was competing for the 1<sup>st</sup> place prize: To be “Rec Director” for the day. There was a way to earn bonus points by helping others, being kind and being polite. Please view this from a child’s perspective first: I want to win, so I must work with my team and be kind to others in order to do so. Now view this from an adult perspective: children are working together on tasks and children are helping each other and using kindness and polite words. Now this is a hard sell to elementary school-aged children, so we needed the entire staff to buy into this theme. I say this every year, but we really do have the best staff. Every single staff member demonstrated what a real team leader looks like and encouraged this theme with enthusiasm every day. It is imperative that they do, because the counselors are not only supervisors of the children, but also role models to them. When I say it was successful, it was more than what we had envisioned for the theme. Children were helping others off the ground, the older kids were helping younger kids with all activities, they were being polite to each other, and all while having fun. The program was not only successful in terms of behavior, it also meet last year’s participation numbers seeing 133 children total with an average of 66 children per day. Aside from the theme, we did participate in our annual field trips to the Cape Playhouse, Water Wizz, Wellfleet Movie Theater, Bass River Sports, Long Point, Beach Forrest, ice-skating at Charles Moore Arena, and the Inflatable Park.

Like all years, the Summer Program has to end before Labor Day, and kids have to go back to school. However, our annual After school Program starts in September, which offers childcare to children whose parents have to finish their workday. This program was initially developed in September 2007. During After school, Recreation provides supervised activities for children ages 4 and up. Children do homework and complete their nightly assignments before participating in pre-planned age-appropriate activities. The Recreation Department has had an increase in participation from 2017-2018, by about 20 percent. With the school offering free child care to residents and town employees from the age of 3 months

– to Preschool, we have benefited from a spike in attendance from those families that have older sibling attending the after school program. It is very early in the process, but the Recreation Department is very encouraged by the initial results. Friday Movie Night for the children of Provincetown remains a very popular program. From 5:30 pm until 8 pm, the Recreation Department provided two different age-appropriate movies and popcorn for kids to enjoy, allowing parents a few free hours without children on a Friday night. Movie Night was well received by parents, and participation remained high through the four-month period that this program was offered.

This past year has been another successful one for all the young athletes of Provincetown. Children from kindergarten through sixth grade participated in soccer, basketball, baseball, and softball throughout the school year. Youth sports provide the children of Provincetown with a safe activity, where they can learn fundamentals, teamwork and have friendly competition with neighboring towns, which include: Truro, Wellfleet, Eastham, Orleans, Chatham, Harwich, and Brewster. The department relies heavily on our group of volunteer coaches; without them, it would be impossible to have sports teams. Thank you to them for their willingness to help the youth of Provincetown.

The Recreation Department started a pilot program, for the teenage population that provided a teen hangout at VMCC on Friday nights in 2017. The program yielded an average attendance of nine children per event in 2017. This program was continued in October 2018, and the department is seeing participation doubled. This is great attendance for a new program, and highlights a need for programming in this age demographic. The department will be looking to continue to build upon this program in 2019, and research how we can extend this program throughout the year.

Throughout the year, we always have special events that are not always regularly scheduled. The department looks to build on participation of each event, and this year we can say that we did accomplish that. Our Halloween event continues to be another favorite of the Recreation Department. Approximately 150 children dressed up in their costumes and paraded through Seashore Point to visit the residents, then proceeded down Alden Street and across Bradford Street to Commercial Street, followed Commercial Street to Gosnold Street and headed up Winslow Street to end at Motta Field. Motta Field is the site for the Greet n' Treat, where local businesses signed up before the event to decorate their vehicles and hand out candy to the children of Provincetown. The department received great participation for the event seeing 25 entries. After tallying all the votes, the funniest went to the Provincetown Police Department with the Ghost Busters theme, Glenn Perry Mechanic won the spookiest with a gravedigger theme, and J&E won the Fan favorite with the barn yard theme. We are extremely grateful to have such wonderful organizations and businesses in the community to support

this event. Thank you to Harbor Lounge, FA Days, GOB Mechanic & Plowing, Pilgrim Monument and Museum, Egeli Gallery, Real Goods, Provincetown Fire Department, Provincetown Police Department, Funk Bus, J&E Fruit, Coffee Pot, Ghost Tours, Provincetown Chamber of Commerce, Center for Coastal Studies, Seamen's Bank, Truro Recreation, Knights of Columbus, Seashore Point, RKM property Management, Del Mar vacations, Venture Athletics, BY&D, Sandcastle Resort, and TD bank.

The 7th Annual Battle of the Badges was played between the Provincetown Police and Fire Departments as a fundraiser for the 7<sup>th</sup> and 8<sup>th</sup> grade trip to Costa Rica. The Police Department pulled out another victory over the Fire Department in 2018, retaining the coveted plaque. However, the real winners were the 7<sup>th</sup> and 8<sup>th</sup> graders, raising \$932 from entry fees, raffle tickets and snacks sold at the game. Thank you to both departments for your service and your time and effort in this game, it truly is appreciated.

For the 5<sup>th</sup> year in a row, the Recreation Department also collaborated with the Provincetown PTA, Ace Hardware, and VFW to host a Breakfast with Santa at Veterans Memorial Community Center. The PTA was able to raise enough funds so that every child in Provincetown Schools could receive a \$20 gift card to Ace/Radio Shack at Conwell Lumber to spend on toys. The Fire Department gave Santa and his Elf a ride to VMCC and had breakfast with all the children and parents of Provincetown.

Another excellent collaboration was created towards the end of the year. The Provincetown Art Association and Museum staff Kiah Coble and Grace Ryder-O'Malley collaborated with the children at the Recreation Department's After-school Program to paint pictures for winter windows. The theme was "what I like most about Provincetown." Imaginations ran wild, and the final paintings were wonderful. All paintings were hung up in vacant store windows during the First Light Celebration and will remain up for the duration of the long winter.

In addition to those great events, many groups have held meetings or events at the Veterans Memorial Community Center throughout the year. These groups include: National Seashore Ranger Training, Family Week Training-Collage, VFW, Provincetown PTA, Aids Support Group, AA, Al-Anon, CMA, OA, USCG Auxiliary, Outer Cape Health Services, American Legion, Ladies Auxiliary, Cape Cod Theater, Counter Productions, Provincetown Players, Outer Cape WIC Services, Recreation Commission, Harbor Committee, Provincetown Theater, Provincetown Public Library, Massachusetts Rehab Commission, Pan Mass, Tennessee Williams Festival, Community Development Partnership, Cape Cod Children's Place and many other theater rehearsals.

Over the past year, I have had the great pleasure working with other town departments, organizations, and businesses in organizing events and programs. The

willingness to help, sponsor, or organize an event or program in this town, makes my job very enjoyable. As the Recreation Director for the past eleven years, I know I can always count on this community if the Recreation Department is in need, whatever the need may be. So thank you to all, for the continued support, and I look forward to the future interactions with new and continuing joint efforts to make this community the best on the cape.

On a closing note, I always invite everyone to visit the Recreation Department at the Veteran's Memorial Community Center located on Winslow Street. There are many activities for all to enjoy from ping-pong to dance class or one of our meetings. To get information on program descriptions, schedules, updates, the calendar of events, and newly added programs please go to the Recreation page on our excellent website: [www.provincetown-ma.gov](http://www.provincetown-ma.gov).

Thank you to all!

**Brandon Motta,**

## Tourism Department

The Provincetown Office of Tourism and the Visitor Services Board, has been working on many projects to increase visitation, create awareness and improve our local economy. Our efforts are focused on the different segments of business offered to visitors. During fiscal year 2018 we continued to use cutting edge digital geo-farming campaigns targeting travelers with interest in eco tourism, arts & culture, entertainment, food, family vacations and LGBTQ lifestyle. We expanded the Social Media frenzy with targeted advertising campaigns. The Giant Adirondack Chair remained a popular visitor attraction on the Town beach with visitors waiting their turn for a photo opportunity to share on Social Media platforms, the #MYPTOWN used on Instagram populates the tourism website with visitors own memories made in Town while on vacation. We identified new regional marketing opportunities and attended consumer trade shows to reach international and domestic audiences.

The advertising is a combination of targeted social media, digital impressions, digital display and print ads (usually complimented by a digital component), billboards and radio broadcasting. Three years ago we added outdoor advertising through the use of billboards; in fiscal year 2018 we increased the number of billboards to six in the spring and six in the fall to maximize outdoor exposure on six major arteries from Central MA to the North Shore. The Provincetown Chamber of Commerce and the Provincetown Business Guild receive annual Cooperative Marketing Grants to enhance the Town's marketing efforts. The Tourism Fund also provides Marketing Grants. These annual grants primarily support the marketing of events in the shoulder and winter seasons. We encourage organizations to apply for these grants, which support visitation to Provincetown. We have expanded our media exposure by profiling Provincetown to the press with monthly news releases. These news releases cover all aspects of the Town including Arts, Culture, Heritage, Entertainment, Eco-Tourism, Programs & Education, Coastal Recreation, Events, LGBTQ, Food & Beverage, Grants & Awards received to improve infrastructure & amenities, Retail Shops, Accolades, and all opportunities to remain in the minds of the press. In addition, we work with tourism partners, the Massachusetts Office of Travel and Tourism (MOTT), the Cape Cod Chamber of Commerce and the Greater Boston Convention and Visitor Bureau to organize international and domestic Familiarization Trips to maximize awareness with media and tour operators. In 2020, the 400<sup>th</sup> year Commemoration of the First Landing of the Mayflower Pilgrims and the signing of the Mayflower Compact will be an important moment for Provincetown. Provincetown 400 has received a \$75,000 marketing grant from the Tourism Fund to support their marketing and promotion efforts.

During FY'18 a RFP for a new tourism website to expand opportunities on the World Wide Web brought forth website developers using the most up to date state of the art digital design and creative concepts. During fiscal year 2019 the Town will enter in an agreement with website developer and launch a new tourism website for FY'20.

The Local Option Room Occupancy Tax and the Local Option Meals Tax revenues have consistently increased over the past years. The following charts show the growth and distribution of the local option taxes collected through our licensed accommodations and eateries. (See charts A, B, C & D.)

We are focused on a research and development process to provide the best available information to create a strategic a robust strategy and marketing plan for the long-term economic growth of Provincetown. The current Five-Year Plan is in place to bring the Town through the end of 2024. Our continued research will identify new avenues and opportunities to provide the best well-rounded campaigns to support Provincetown's business development and its largest economic engine – Tourism, estimated to exceed \$200m annually. The Provincetown

Office of Tourism thanks the Visitor Services Board for their service and looks forward to sharing more about the growth and successes of our efforts each year.

**Anthony Fuccillo, Director**

**LOCAL OPTION ROOM OCCUPANCY TAX COLLECTED**

DEPOSITS	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018
May Jun Jul	\$751,002	\$803,236	\$849,508	\$863,927	\$904,588	\$953,606
Aug Sep Oct	\$780,503	\$870,207	\$942,922	\$1,014,238	\$974,980	\$1,038,399
Nov Dec Jan	\$73,062	\$82,101	\$80,944	\$92,980	\$122,425	\$108,009
Feb Mar Apr	\$132,389	\$96,341	\$106,894	\$111,392	\$140,876	\$105,767
<b>TOTAL</b>	<b>\$1,736,976</b>	<b>\$1,851,885</b>	<b>\$1,980,268</b>	<b>\$2,082,537</b>	<b>\$2,142,869</b>	<b>\$2,205,781</b>
<b>% Δ LY</b>	<b>6.20%</b>	<b>6.62%</b>	<b>6.93%</b>	<b>5.16%</b>	<b>2.90%</b>	<b>2.94%</b>

**\*Tax rate change**

**DISTRIBUTION OF ROOM TAX COLLECTED**

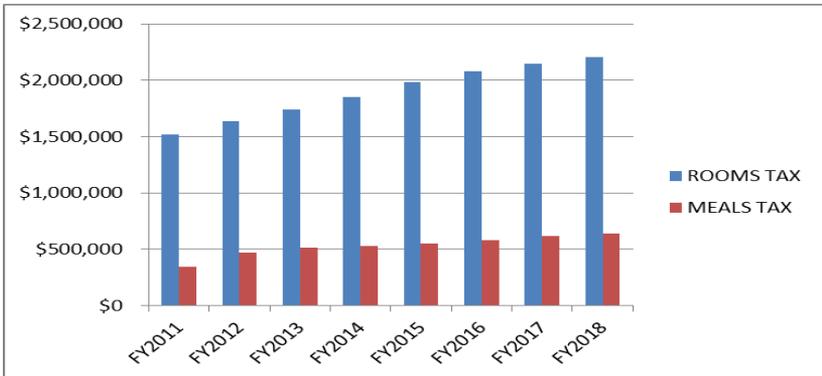
Rooms Tax Distribution	FY 2013 Actual	FY 2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	Fund %
Tourism Fund	\$607,942	\$648,160	\$693,129	\$728,888	\$750,004	\$772,023	35%
Wastewater Enterprise	\$225,807	\$240,745	\$257,448	\$270,730	\$278,573	\$286,752	13%
General Fund	\$468,984	\$500,009	\$534,699	\$562,285	\$578,575	\$595,561	27%
Special Purpose Stabilization Fund	\$434,244	\$462,971	\$495,092	\$520,634	\$535,717	\$551,445	25%
<b>Total</b>	<b>\$1,736,976</b>	<b>\$1,851,885</b>	<b>\$1,980,368</b>	<b>\$2,082,537</b>	<b>\$2,142,869</b>	<b>\$2,205,781</b>	<b>100%</b>

**\*Tax rate change**

**LOCAL OPTION MEALS TAX COLLECTED - DEPOSITED  
IN THE GENERAL FUND**

DEPOSITS	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018
May Jun Jul	\$229,210	\$224,910	\$234,552	\$250,428	\$274,806	\$273,330
Aug Sep Oct	\$219,782	\$232,972	\$252,871	\$260,733	\$262,239	\$282,191
Nov Dec Jan	\$35,347	\$31,350	\$30,095	\$37,410	\$40,816	\$39,789
Feb Mar Apr	\$27,366	\$36,805	\$35,808	\$34,242	\$38,518	\$41,030
<b>TOTAL</b>	<b>\$511,705</b>	<b>\$526,037</b>	<b>\$553,326</b>	<b>\$582,813</b>	<b>\$616,379</b>	<b>\$636,340</b>
% Δ LY	N/A	2.80%	5.19%	5.33%	5.76%	3.24%

\*Began collecting Meals Tax July, 2011



## Veterans Services

The following report is of the activities of the Department of Veterans' Services for the Town of Provincetown for Calendar Year 2018. During the year the Town, through our Veteran Services Officers, handled 314 face to face Provincetown veteran service meetings. Our duties are categorized in two basic areas: Benefits and Services.

### Benefits:

This program is covered and authorized under Massachusetts General Law Chapter 115. It provides financial assistance to honorably-discharged, veterans who establish need and worthiness and are residents of the Town of Provincetown. The Town extended benefits to qualified veterans totaling \$31,486.00 for housing, food, heat, medical and other related costs. The amount expended was reimbursed to the Town by the Commonwealth at a rate of 75% of total expenditures.

### Services:

We assisted veterans and their dependents in obtaining federal, state and local benefits under the broad umbrella of the Department of Veterans Affairs. These services included payments for service-connected disabilities, pensions, education, medical, burial, medals and records. During the year, this office assisted in obtaining over \$567,168.00 in cash payments for compensation and pensions for Provincetown veterans and their dependents. These federal funds greatly reduce the demand on our local aid fund.

Our objective is to be a one-stop center for all of the benefit needs of both veterans and their eligible dependents. Our staff works very hard to meet that goal. We are honored to assist with VA claims, Massachusetts veteran's benefits, referrals and information for a full range of veteran's services.

We encourage any veteran or dependent of a veteran to contact us at 508-778-8740 Monday through Friday from 8:30 AM to 4:30 PM. We can also schedule appointments at the Town Hall Annex (2 Mayflower Street) on Tuesday or Thursday mornings, at your home or any location that is best for you. Our phone number at the Annex is 508-487-7099. Please stop by to see our service officer, retired USAF Master Sergeant Shawney Carroll.

We would like to thank the Town Manager, Treasurer and Town Accountant for their outstanding assistance throughout the year.

In the Service of all Veterans,

**Gregory J. Quilty**, *Director and Veterans' Agent*  
**Shawney L. Carroll**, *Provincetown Service Officer*  
**Wilfred Remillard**, *Lower Cape Service Officer*

## Visitor Services Board

The 2018 fiscal year tourism season continued to bring only a “slight” increased revenue stream to the tourism office this year and to the Waste Water and Capital Improvement funds. Please remember only 35% of all room tax revenues are directed to the Tourism fund and we as a Board look forward to a new conversation due to the new legislation just passed on the State level Regarding private rentals. It would be a benefit if our original percentage of 45% were brought back to the discussion moving forward. The office of Tourism and our PR/marketing firm of Red Thread NYC continue to work in collaboration to cultivate new markets at numerous trade shows and conferences around the country.

The accolades and press exposures are too long to list but most important are the following:

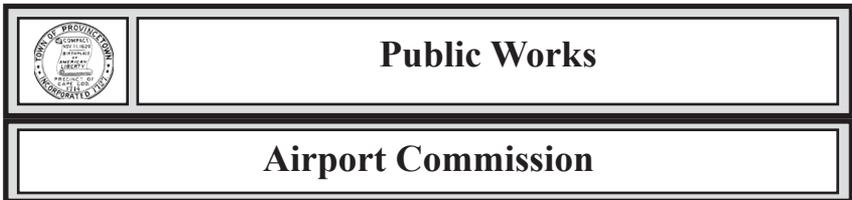
Trivago: Number one destination to stay  
Lavendar Magazine: Best Gay Summer Vacation  
Travel and Leisure: One of «America»s Most Romantic” destinations  
Foursquare via the Boston Globe: Herring Cove--- Best Beach in  
MA

The VSB reports that our digital marketing strategy is performing well above expectations! With over ten million impressions through the digital and social media platforms, the campaigns have yielded an increase of nearly 1000% web traffic and very strong engagement on Facebook and most importantly Instagram. The revised marketing strategy has reduced the one-off print properties in favor of the online/digital campaigns which allows more accurate data on audience demographics and dollars spent. We now know where our monies are going and who we are reaching.

We have actively reached targeted audiences with influencers and paid media stories and articles which have appeared in both regional mainstream websites and more niche properties. We as a Board have hired with staff approvals, Bellweather a bicoastal company to create an exciting new website working in tandem with the Tourism office and our marketing firm, Red Thread. We look forward to the community participating in “round table” discussions and be part

of the process and implantation of our new “modern” website hopefully by the summer of 2019!! Overall the story arc over the last year has focused attention on Provincetown’s entertainment art, queer culture and year round tourism. Close to \$200,000.00 was awarded for marketing and event grants this past January. Special emphasis will continue to be placed on late fall/early winter and spring with specific storytelling around Provincetown’s Year-Round activities.

**Rick Murray, Chair**



The Provincetown Airport Commission is pleased to report another successful year of airport operations at one of only two airports within National Park Service lands in the United States. The airport’s commercial operator, Cape Air, continued providing non-stop service between Boston Logan International Airport and Provincetown and also resumed weekly, seasonal service between White Plains, NY (with easy connections to Manhattan) and Provincetown.

Although enplanements in 2017 had dipped below the required threshold of 10,000 needed to qualify the airport for critical federal and state capital project funding, in 2018, the total number of enplanements increased to just above 10,000. With the continued commitment from Cape Air to serve the transportation needs of the residents of Provincetown and neighboring communities, we have increased passenger numbers above that critical threshold.

The airport also continues to serve the needs of hundreds of general aviation pilots and passengers who visit or live on the outer cape.

Our lease with Cape Air for scheduled airline services and Fixed Based Operations for General Aviation has expired and we have engaged in lease negotiations over the past year and a half with them to reach agreement on continued service by Cape Air. We look forward to continuing the excellent relationship we have enjoyed with Cape Air over the past 20 years and are committed to working together for many more years to come. We value them for their ongoing operations which keep the airport open and provides a vital year-round transportation link for the Town’s businesses and residents.

The airport is in a continuous program of repairs and maintenance. This past

year we upgraded the runway lighting, replaced the hangar door which had been damaged, repaired the heating and air conditioning system, performed maintenance on the fuel farm, and routine maintenance on the terminal and security areas.

We anticipate being able to utilize the federal funding for numerous projects in 2019 including taxiway modifications which will necessitate closing the airport for a period in the early spring. We also are planning for the construction of a fence to deter wildlife from wandering onto the runway. As was the case in past years, the airport will qualify for 90% capital project funding by the federal government and 5% funding by the state. This means that the Town will only be responsible for providing 5% of permitted capital improvement projects.

TSA (Transportation Security Agency) mandates the presence of a sworn police officer during most hours of operation and, as the Town is no longer fully reimbursed for the law enforcement manpower, this cost has been shifted to the taxpayers. The Provincetown Police Department continues to be supportive in finding ways to minimize the costs associated with this detail and the Airport Commission will work with the Visitors Services Board to partially fund this cost from taxes paid by visitors

Finally, we want to thank the people of Provincetown, as without their support the operation of this terrific regional Airport would not be possible.

**Steve Katsurinis**, *Chair*

**Butch Lisenby**, *Airport Manager*

## Cemetery Commission

The Cemetery Commission had another productive year in 2018 highlighted by the following events and plans:

In the month of April, on Patriot's Day, a heartfelt and respectful dedication ceremony was held in the Winthrop Street Cemetery (our oldest) in recognition of the Revolutionary War Soldiers and Patriots who are buried there. Many months of planning along with years of extensive research and documentation preceded what turned out to be an event which we are extremely proud to have become a reality. (6) Bronze plaques mounted on granite bases were installed and dedicated to these brave participants in the Revolutionary War. This wonderful ceremony could not have occurred without the hard work, dedication, and support of many individuals and organizations. We owe a great deal of thanks to the following for their participation, in no particular order: Lt. Greg Hennick and the Provincetown Police Honor Guard and Provincetown USCG Honor Guard, Chief Golden and

the Provincetown Police Department, Dr. Cheryl Andrews, BOS Chair (at the time), Jim Keefe @ The Knights of Columbus, Wor. Myles Mackay and King Hiram's Masonic lodge, Historian/Author Amy Whorf McGuiggan, SK 2 Jason Chilson, USCG, Paul Mendes of the VFW, Chuck Silva, local schoolchildren who participated, Chief Mike Trovato and the Provincetown Fire Department, Thomas Steele, Commander, American Legion and Tom Oskowski, Commander Veterans of Foreign Wars, Chloe-Marie Oskowski and Denise Russell, Rev. Kate Wilkinson, Steve Wlodkowski, Tony Lemme, and the Provincetown DPW, Daughters of the Revolution (DAR) and Sons of the Revolution (SAR), The Yarmouth Minutemen and Wareham Minutemen and Militia Companies, Cape Cod Memorials and Classic Bronze Resources, guest speakers and others, as well as the members of the Cemetery Commission.

At the time of the Revolutionary War (1776) there were only 36 families living in Provincetown. For a tiny town with an even tinier cemetery, documentation and confirmation of this number of bodies is historically significant, virtually unheard of, and of National Recognition. As we locate and document more soldiers who are buried there, we will have future dedications. Amy Whorf McGuiggan and the Daughters of the Revolution are to be commended for their ongoing research. It is because of their hard work and vision that these men have now appropriately been recognized.

Continuing with the Winthrop Street Cemetery, it is our goal to further maintain this cemetery after having had the monuments and stones conserved, new fencing and signage installed, new paths, ADA handicapped benches and main walkway completed. Many markers in this historic cemetery still remain inaccessible with overgrown brush and poison ivy. Working with the DPW, it is our goal in 2019 to develop an annual maintenance plan so the stones will become accessible for the upcoming 2020 historic town wide ceremony and beyond.

Turning to the Hamilton & Gifford Cemeteries, we are in the midst of completing the work to restore and conserve (121) monuments. With approximately 65% of work complete, the Monument Conservation Collaborative, LLC will return in spring to finish up. They are doing a fantastic job, as they had done in the past in the Winthrop Street Cemetery. We owe them a great deal of thanks.

Now to the Alden Street Cemetery. We are extremely hopeful to have the next bid go out and the upcoming work to be completed before 2020 which will conserve, repair, and evaluate more than 300 additional markers, most of which are in desperate need of conservation. Since these projects often take years before the work is actually completed, we constantly remain way behind in our conservation efforts since the markers are continually deteriorating. An ongoing goal has been to preempt and prevent further deterioration by putting a priority on maintaining our cemeteries. We are currently working with the DPW to implement an ongoing

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annual and more extensive maintenance plan for all cemeteries.

Lynne Martin, Connie Tavanis, Kass Goodwin, Sandra Delzotti, and Jason Brown must also be recognized and thanked for their endless time spent in researching, data collecting, and documenting many folks buried in our Winthrop Street, Hamilton, Gifford, and Alden Street Cemeteries. The information they have re-discovered will undoubtedly be instrumental in helping future generations piece together the history of our wonderful town and its past residents.

Dawn Walsh, an active and motivated member of the Cemetery Commission has been the catalyst in initiating several discussions and a wonderful presentation regarding Green Burials and the possibility of our Cemetery including Green Burials for those who might decide upon this as an option upon their demise. Essential elements of Green Burial include an unembalmed body, biodegradable coffin or shroud, and no concrete grave liner or vault. They are meant to be 100 percent natural with no negative environmental impact and to bring death care back into the hands of the family or loved ones. As we gather more information, our intention is to present this option to the citizens of Provincetown and to eventually include Green Burials in a section of our Alden Street Cemetery.

To summarize, we will continue to focus on the restoration and conservation of monuments and markers, to provide better and ongoing annual maintenance for our cemeteries, and establish a system in which we will be able to include Green Burials as an option for future “residents” of our Alden Street Cemetery, as we ask those interested to help us with necessary funding to accomplish these important goals.

Finally, we would be remiss not to take the time to mention the passing of Richard Olson, former Chair of the Cemetery Commission, in January, 2018. The preceding accomplishments and most of our ongoing tasks are the result of his vision and determination to make our cemeteries vibrant, accessible, historical treasures of our illustrious past. His presence is truly missed!

**Michael P. Harpie**, *Chair*

## Conservation Commission

The Provincetown Conservation Commission is one of the town’s seven regulatory boards. The Commission is composed of seven town resident volunteers. There are five appointed commissioners, and two appointed alternates. We hold public hearings twice a month to review all public and private projects that are governed by the rules and regulations of M.G.L. Chapter 131, Section 40, the Massachusetts Wetlands Protection Act, and Provincetown General Bylaw Chapter 12, Wetlands Protection Bylaw.

The Commission is responsible for the protection of Provincetown's wetlands resource areas and their buffer zones. Our mission is to protect the important functions provided by these resource areas, and to ensure that they are managed for public good. Provincetown presents unique challenges when it comes to the protection of its wetlands resources. Many of the wetlands resources have already been developed, and management of that development is often "grandfathered". In those cases we work with property owners to enhance the natural functions by using new or better methods, that might not have been known or available when the "grandfathered" project was built.

The Commission is also responsible for the management and oversight of the B Street Gardens, an Open Space Land Bank parcel located off Browne Street. The B Street Gardens are approaching their 10 year anniversary. When the gardens were opened there were 12 garden plots available for public use, today there are 79 garden plots in use, and there is a waiting list for garden space, making it one of the town's most utilized "public spaces". After 10 years of service, much of the garden is in need of repairs and renovations. The Commission and Conservation Agent, Tim Famulare, have been working with the Community Preservation Committee to secure a grant that will pay for the repairs and renovations. If town residents vote to approve the grant at the upcoming Town Meeting, the renovations will begin this year.

Climate change presents new and difficult challenges in regards to wetlands protection. Provincetown wouldn't exist if it did not have the infrastructure that is prohibited by today's regulations. With climate change and rising sea levels, the Conservation Commission must work with the public and other organizations to protect Provincetown from the threats posed by climate change. To do this, existing infrastructure must be merged with other new and effective methods of flood control. The Conservation Commission is committed to working with Conservation Agent, Tim Famulare, towards these goals. Tim has already secured grants that will help with climate change mitigation, and he has organized a number of public forums to discuss how individuals and public officials can prepare for the outcomes of climate change.

In 2019, the Conservation Commission will continue working towards its goal of protecting and enhancing the functions of our wetlands resources.

Respectfully submitted,  
**Alfred Famiglietti, DVM, Chair**

## Department of Public Works

**DPW Administration:** The Public Works Department had a challenging, yet rewarding year in 2018. The fiscal year began with an emergency event on July 11<sup>th</sup> when our sewer central vacuum station experienced a major power interruption that shut down operations to the facility. The shutdown occurred on a cloudy Tuesday in July, during Bear Week, with multitudes of day trippers descending upon Provincetown. This was a near perfect storm for our downtown sewer system. Then, on January 4<sup>th</sup>, a major coastal storm hit Provincetown resulting in significant flooding throughout several areas in Town. Storm surge, from the flood event, inundated the downtown area as well as the sewer system. The winter storm brought frigid weather conditions to the region which resulted in numerous water services bursting, and days of callouts for our water department. In both events, our administrative team along with the help of other individuals, immediately issued a “Code Red” notifying business owners (and residents) of the current emergency. Our team was able to identify problem areas, develop a strategy to mitigate, and then communicated effectively with the public. Throughout the year, our department has had to respond to many emergencies including significant snow-related emergencies. I am especially proud of our team for consistently holding a steady hand during these demanding and stressful situations, and handling them all professionally.

The administration team was also faced with an emergency repair and restoration of the fire escape located at Town Hall. A failed inspection, and subsequent condemnation of the fire escape, could have proved problematic to the auditorium’s busy summer schedule. Ultimately, the work was bid and accomplished in a timely manner during high season, with little disruption to the public and no disruption to the scheduled use of the auditorium.

Our department has a strong team of leaders comprised of: Steve Wlodkowski, Cody Salisbury, Sherry Prada, Donald Morin, Jane Petterson, & Melissa Myers.

**Buildings and Grounds:** Under the direction of Foreman, Tony Lemme, this division performs several hundred work tasks per year. The department can be seen in the spring, preparing grounds for the upcoming peak

tourism season. During the summer, crews are out performing building upgrades and necessary repairs while maintaining all town-owned lawns and trash barrels. The building maintenance program continues in the fall, with additional ground maintenance, seasonal set-up of festival lighting and displays. Winter time can constitute a mélange of snow and ice operations at all town-owned facilities. Building maintenance, HVAC repairs, and equipment maintenance, are also a component of winter. In addition to these duties, our talented crew of skilled custodians, help to keep our facilities clean (and operational) year-round for the thousands of tourists who enjoy all that Provincetown has to offer.

Our skilled staff is in high demand, as they continue to complete assignments, and receive accolades for their work. The team undertook the repair (and renovation) of the public restrooms at the Harbormasters Facility. This project started out as a small water damage repair, but became a full interior restoration, when the true extent of the damage was discovered. During the renovation, the location of the men's and women's restrooms was swapped to provide better privacy for the public. This work was done, predominately, by the Building and Grounds staff.

The administrative staff assisted the division in getting the HVAC/Mechanical Systems Maintenance Plan implemented in 2018, commencing with the winter maintenance cycle. The Town Hall, Library, Tourism Building, and the VMCC are now on a common winter/spring preventative maintenance schedule that will minimize system downtime. Having a single source supplier for all the buildings, has also resulted in overall cost reductions for maintenance.

**Highway:** The Highway Department consists of Foreman Ray Duarte, seven skilled staff members, one mechanic, and two seasonal staff members. The department provides a broad spectrum of duties, which includes but is not limited to, storm water maintenance, roadway repair & maintenance, snow & ice operations, beach raking, and tree maintenance. They also provide significant supporting roles to other departments in the realm of providing traffic control with sawhorses during parades or other large events. Our single mechanic maintains all Town-owned vehicles providing support to the Police, Fire Administration, School, Council on Aging as well as the Public Works Departments. The division exhibited overwhelming resourcefulness, while dealing with the January 4<sup>th</sup> flooding event. They were tasked with cleaning

catch basins of debris, setting up pump stations to pump water out of roadways and basements, and assisting the sewer team in getting the system back online. This assistance provided while treating roadways from freezing conditions during the arctic blast.

The division also oversaw the resurfacing of Bradford Street. That project included resetting curbing and the creation of bike climbing lanes. The project was completed without issue, and the improvements were well received during the summer months. These individuals perform several non-routine tasks daily, and are responsible for keeping our town in readiness from a perspective of cleanliness, and our roads safe for our residents and tourists alike.

**Transfer Station and Sanitation:** Transfer Station Foreman, Scott Bronsdon and Sanitation Foreman, Chris Roderick, both display an ambitious character when it comes to the handling and pick-up of waste. Assisted by a strong team of skilled staff members, these individuals handle all of our solid waste and recycling needs.

The sanitation crew is routinely exposed to brutal weather conditions all year long. They begin their day at 4:00 a.m., and collect several tons of solid waste and recyclable material combined each year. In winter months, they are also tasked with the collection of all Town-related barrels scattered intermittently, throughout our community. Although this is back-breaking work, rarely do we receive any complaints from staff, even when faced with wind-chills falling well below zero. They are “all business” when it comes to their daily responsibilities.

The transfer station crew, continues to provide remarkable service, in spite of the “less-than-glamorous” aspects of waste handling. Our staff manages a busy transfer station and can often be seen chipping brush, turning compost piles, mowing capped landfill, bundling cardboard, and managing scrap metal piles, all while assisting individuals with their trash, recycling or swap shop needs. Transfer Station operations generate a significant amount of revenue for the Town of Provincetown. As such, our crew members are responsible to ensure that everything operates properly and smoothly.

While we have a license that allows us to handle to a maximum of 5,000 tons annually (at the Transfer Station), we have not yet

exceeded that threshold. In 2018, we had a moderate increase of 178 tons of solid waste, as compared to 2017. The Town also saw a minor decrease of 21 tons in recycling. Our recycling rate dropped slightly from 33 percent in 2017 to 32 percent in 2018.

**Wastewater:** The sewer team narrowly averted an environmental disaster on July 11<sup>th</sup>, 2017. This occurred when a massive power interruption, compromised the main power panel to the downtown vacuum station. This event coincided with one of our largest tourism attractions “Bear Week.” This event was further complicated, by the fact that it was a cloudy day, which caused many day trippers to gravitate to Provincetown as it was not a “beach day.” Our dedicated team was able to get the electric panel back-up and running, and coaxed the vacuum system along until full vacuum was restored. No significant sewer overflows occurred. It took nearly 48 hours of round-the-clock finessing of the system, but our well-trained staff and contractors were able to get the job done. In October 2018, the Town submitted a \$6 million dollar grant and loan application to the USDA for funding to support this Peak Flow Storage Tank Project. The USDA requires that the Town Meeting has approved funding authorization for the project, before any award can be made to the Town. That was the purpose of Article 3 which was approved at the October 29<sup>th</sup> Special Town Meeting. Approval of the Town’s application is pending the reopening of the Federal government, since the USDA is one of the agencies caught-up in the funding delay. Once the Town’s application is approved by the USDA, then the Town (and AECOM) can begin the permitting and final engineering. The Department of Public Works can initiate an outreach program to identify the interest in a connection, or additional flow from property owners that abuts the existing sewer system. The construction of the Peak Flow Storage Tank, will allow the Town to use all of the remaining Plant capacity that is currently held in reserve for both Plant operations, and peak-day rain events. This will provide an additional 155,000 gallons per day (GPD) of Title 5 design flow.

**Water Department:** Under the direction of Water Superintendent Cody Salisbury, the Water Department is responsible for providing its customers with safe, high-quality drinking water, adhering to the U.S. Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (MassDEP) Drinking Water Regulations and Standards. The Department operates (and maintains) three groundwater sources located within the Town of Truro. These

include: the Knowles Crossing Wellfield, the Paul Daley Wellfield, and the North Union Field Well Site. Combined, these sites have a total of eleven gravel-packed wells and provide water to over 3,900 customers located within the boundaries of Provincetown and North Truro.

The Water Department is also responsible for the operation and maintenance of a 1.2 million gallon-per-day water-filtration facility, providing treatment for the Knowles Crossing and Paul Daley wells. They are also tasked with a 734,000 gallon-per-day corrosion-control facility, located at the Paul Daley Wellfield which provides treatment for the North Union Field wells. The water distribution system is comprised of approximately 42 miles of water main, two water storage facilities, one booster pump station, 700 gate valves and 282 fire hydrants. Additionally, the department is responsible for testing 191 registered backflow prevention devices located throughout the system.

The year 2018 water withdrawals were on par with 2017, up slightly at 1.4% (3,170,555 gallons). The January 4<sup>th</sup> storm event, in 2018, caused a significant increase in pumping over January 2017, with the majority of other months showing reduced pumping. The Water Department continues to perform aggressive leak detection in order to keep system losses under control. Water production over the last two years, is at the lowest level in several years. This is a testament to both the leak detection efforts, and water conservation measures.

The Water Department distribution field staff members provided necessary assistance with the Phase IV Commercial Street Re-Construction Project. Field staff provided locations for services and mains, and construction drawings for the initial survey. They also assisted with general construction oversight, during the installation of 83 renewed water service connections from Allerton Street to Howland Street. Moreover, field staff performed over 1,900 work orders, consisting of turn-ons and off, leak investigations, meter related issues as well as Dig-Safe mark-outs. In total, fifty-seven new water service accounts were added in 2018, due to condominium conversion and new condo development.

The Water Department Treatment staff successfully operated both the Knowles Crossing Filtration Facility and the South Hollow Corrosion Control Facility. They conducted over 250 bacteriological samples and over 20 specialized tests per the Massachusetts DEP required schedule.

This included individual samples for ten regulated contaminants, monitoring groundwater well performance, and performing several preventative maintenance operations at both facilities. Overall, Water Treatment staff members performed an excellent job in 2018 with safe, high-quality drinking water.

**TABLE - Average Daily Water Withdrawal**

Month	2015	2016	2017	2018	2017/2018 (% diff)	Days > 850,000
January	12,444,478	13,194,744	9,823,278	12,991,581	32%	6
February	12,238,066	12,133,693	8,784,034	9,987,032	13%	8
March	11,006,750	14,051,164	10,640,748	9,488,604	-11%	7
April	14,134,676	15,236,864	13,083,394	13,167,325	1%	4
May	21,886,288	21,094,099	18,569,207	17,812,674	-4%	10
June	25,802,527	27,293,838	23,382,363	24,513,841	4%	16
July	37,798,899	38,146,466	36,820,291	36,090,172	-2%	26
August	40,032,554	38,856,572	37,291,255	34,951,353	-6%	28
September	29,954,900	25,983,804	25,323,808	24,076,699	-5%	15
October	21,281,046	18,097,287	18,134,796	17,488,817	-4%	8
November	15,275,667	11,903,588	11,954,447	13,298,521	11%	0
December	15,686,730	12,201,624	10,281,839	13,393,396	30%	0
<b>ANNUAL TOTAL</b>	<b>257,542,581</b>	<b>248,193,744</b>	<b>224,089,460</b>	<b>227,260,015</b>	1.4%	<b>128</b>

**The Mission of the DPW:** In addition to responding to all daily DPW matters, continued emphasis will be directed toward: (a) improving upon resiliency to rising sea levels; (b) improving the overall condition of our roadways; (c) generating additional revenue, and cost-control measures; (d) addressing storm-water issues; (e) seeking new grant opportunities; and (f) continuing to ensure a transparent, courteous, and respectful workplace that benefits all staff members.

**Richard J. Waldo, P.E., Director**

## Open Space Committee

The Open Space Committee is composed of a group of appointed volunteer citizens whose primary responsibility is the recommendation of expenditures from Land Bank funds, which result from a 3 % surcharge on Provincetown property taxes. These Open Space recommendations, which are presented to voters at annual and special town meetings, involve the acquisition of undeveloped land in Provincetown for the purposes of conservation and passive recreation.

The Open Space Committee investigates undeveloped properties within the town, and evaluates their relative merits for acquisition. The criteria that the committee employs in these evaluations include the following: the wildlife habitat value of a given property, its recreational aspects, the adjacency of a given property to other conservation land, and the risk of development. The committee also attempts to achieve a balance of conserved land in terms of its location throughout the town, that is in both east and west ends of town.

The Open Space Committee cooperates with other town boards and related groups in its efforts, including the Provincetown Conservation Commission, the Provincetown Community Preservation Committee, and the Provincetown Conservation Trust. In particular, the committee works in conjunction with the Commission and the Trust in the stewardship and maintenance of land acquired with Land Bank funds; 3% of this fund (that is 3% of the 3% surcharge) each year is reserved for this purpose.

In 2018 the committee was pleased to bring to Special Town Meeting two land conservation projects: a .3 acre portion of the Hall Parking Lot and a 5.5 acre parcel of woodlands and wetlands in the East End- both projects were overwhelmingly approved by town voters. Consequently, the Town of Provincetown will eventually enjoy a waterfront park in the center of town, and a valuable addition to the “Greenway” and a system of hiking trails in the East End. The committee was also involved in the ongoing stewardship of existing Town properties, including the B Street Community Garden, the Shank Painter Uplands area, the Hawthorne property, and the Sateriale property. In particular, we initiated a meadow restoration project in the weedy field adjacent to the Community Garden, eliminating invasive species and planting native species that will attract butterflies and birds. All weeding and planting was performed by volunteers, and we hope to expand this project in the coming years to include walking trails, benches, and other amenities for public use and enjoyment. The committee continues to contact various property owners in town regarding the protection of their land either through possible acquisition or the purchase of conservation restrictions. Future goals include the further restoration of our conservation lands, and continued outreach and education efforts to inform townspeople and visitors of the many options

available to them for the enjoyment of the beautiful open spaces in Provincetown.

We very much appreciate the efforts of Tim Famulare, Town Conservation Agent and Environmental Planner, in assisting the committee in our efforts.

The Open Space Committee looks forward to another productive year in 2019.

Respectfully submitted,

**Dennis Minsky & Celine Gandolfo, Co-Chairs**

## Public Landscape Committee

The Public Landscape Committee works with and coordinates with Provincetown Boards, Committees and Commissions, Town staff, non-profit groups, public-spirited individuals and business to achieve an overall improvement in the appearance, experience, functionality and beautification of Provincetown's public spaces.

This past year the Public Landscape Committee continued its work on the library grounds Town Hall, Veterans Memorial Community Center, MacMillian Pier/MPL, Bus Stop Park, public benches throughout Town and three-season plantings on the traffic islands, in Lopes Square and in multiple location throughout Town.

A goal of the committee has been to work with other town entities to achieve common objectives. This past year saw the PLC work jointly with Trees Provincetown, the Cultural Council/AIDS Memorial Task Force and the Provincetown Open Space Committee regarding the acquisition of the Elena Hall property.

Under planning for the upcoming 2019 season are projects including two new "pocket parks" at Bradford/Standish and Bradford/Alden/High Pole Hill.

The PLC continues to coordinate the memorializing of benches throughout Town.

The committee will continue to partner with the Pier Corporation, Bas Relief Commission and Provincetown 400 to ensure Provincetown will look its finest for the commemoration ceremonies, its residents and visitors alike during the year 2020.

We thank all who have donated to the committee's Gift Fund, including Stop & Shop and individuals. Again, Garden Renovations has supplied the committee with significant discounts on planting materials. We thank the Council on Aging for its help in securing volunteers for the committee. And, we want to extend out gratitude to the Visitors Services Board for the funding it provides for the

committee's work, as well as the Department of Public Works, which supplies the staff to complete and maintain the work of the Public Landscape Committee. Deep appreciation goes to committee member, Allan Mackinnon, who has stepped down from the committee after serving for several years as treasurer and to David Geiger, who supplied the committee with drought-tolerant plants.

Respectfully submitted,  
**Bill Docker**, *Chair*

## Recycling & Renewable Energy Committee

In 2018, the Recycling and Renewable Energy Committee met 16 times and began the year with 7 members. Our meetings were also attended by Sherry Prada from the DPW and Tim Famulare, Conservation Agent. Anne Stott also attended many of our meetings. In June, we lost Laura and Tess as members, although they both have remained involved.

The Select Board approved our budget increase of \$10,000. When asked about why such a great increase over 2017, Sherry explained about the installation of water bottle filling stations and sidewalk buttlers. The budget was later also approved by the Finance Committee. We were also contacted by B-Street Garden to see whether the RREC could be more involved in the compost process there.

RREC brochure - We printed several and distributed them around town. The information is also on the local TV station, channel 18, the town web site and the tourism website.

Sherry saw Kari Parcell, Regional Waste Reduction Coordinator for the Cape Cod Cooperative Extension, at a workshop and talked with her about composting and a paint recycling program. Composting will be in the future as well as a latex paint recycle program which was initiated in the Hazardous Waste days this year.

Anne Stott came to us promoting a bylaw ban on polystyrene (PS) and plastic straws for town meeting in Provincetown which passed. Wellfleet banned PS in 2017 and she used the Wellfleet PS by-law as a template for our town and drafted a straw by-law which goes into effect July 1, 2019. We started to educate businesses regarding the "greenware" problem (plant-based, so-called "compostable" plastic straws are still plastic straws) and highlight the alternatives of paper, glass, bamboo, stainless steel, or pasta. We have learned that some handicapped customers need plastic straws so we are encouraging restaurants to keep some just for them. Paper straws became more prevalent in town and many bars and restaurants switched over from plastic. Laura and Lydia recommended hiring Andrea Tasha to update our existing logo to say "skip the straw".

Blue recycling bins are no longer allowed without covers as they generate lots of blown waste. Home owners will be able to purchase tops that fit the blue bins. We discussed switching over to closed bins, such as 32-gal barrels w/recycling stickers purchased at the transfer station and the Board of Health approved a regulation regarding covered curbside containers to prevent debris from blowing into storm drains and the bay. The transition will occur in 2019.

April 28th was Massachusetts Cleanup Day in honor of Earth Day and with the DPW we organized volunteers to clean sections of town. We provided vests, gloves and bags and pick up. Cigarette butts were the winners.

We requested that the town install solar panels on the new police station roof and that the town install a solar battery bank as a supplement to a gas generator that could be used during power outages by the community. The building committee did not have the financing to install solar panels but has agreed to wire and construct a roof that will support them in the future. Town is pursuing municipal grants for this project.

We discussed forming a Resiliency Committee and Jay spoke to many committees and staff and all agreed it is important to create such a committee.

The Towns of Provincetown, Truro, Wellfleet and Eastham came together to educate the public about solar photovoltaic installations. Jay became our member coordinating this and chose dates for OCEC (Outer Cape Energize Commission) informational meetings in Provincetown in May and July. He did events on weekends to catch second home owners. He met with the East End condo association and the Part-Time Resident Taxpayers' Association.

Carnival float: the committee enthusiastically discussed how we can make this a success. Laura suggested combining efforts with the Center for Coastal Studies and the Dolphin Fleet. Anne Stott recommended that we get a DPW truck to help collect plastics, possibly with a huge recycling bin on the float, and that the RREC float go at the end of the parade and collect beads and other plastics. Sherry got the DPW to donate the truck and we collected a full truck before we were half way through the parade (a lot of parade trash.)

Respectfully submitted,  
**Lydia Hamnquist**, *Chair*

## Water & Sewer Board

This Board met 9 times; reviewed and acted on 22 abatement requests, of which 13 requests for water bill abatements and 9 requests for sewer abatements were approved. The Board approved 15 sewer flow revisions, and certified the Peak and Off-Peak Billing Commitments to the Tax Collector. It remains the consistent policy of this Board that abatements will not be granted for fixture-related leaks.

### Statutory Actions by the Water & Sewer Board

	Abatement Requests	Water Approved	Water Denied	Sewer Approved	Sewer Denied	Sewer Flow Revisions
01/22/18	6	2	4	2	2	2
02/15/18	0	0	0	0	0	1
03/15/18	0	0	0	0	0	6
05/03/18	1	1	0	1	0	3
06/14/18	4	2	2	1	3	1
08/02/18	4	4	0	3	0	3
09/13/18	0	0	0	0	0	0
11/01/18	0	0	0	0	0	0
12/03/18	7	4	3	2	0	0
<b>Totals</b>	<b>22</b>	<b>13</b>	<b>9</b>	<b>9</b>	<b>5</b>	<b>15</b>

The annual total water withdrawal for the year 2018 was 227,260,015 gallons, a 1.4% increase over 2017. This equates to an annual average daily withdrawal of 622,630 gallons per day, a figure below our permitted withdrawal of 850,000 gallons per day. Continued leak detection efforts and water conservation measures prove to be keeping water withdrawals at historic lows.

**Jonathan Sinaiko**, *Chair*



## Public Schools

### Superintendent of Schools

It has been the practice of the Provincetown School Committee to establish goals every 3 years.

These goals address issues that require schoolwide attention and the commitment of resources.

Guiding the next 3 years, the following district goals were developed in 2018.

#### 1.) To move ahead on Provincetown Schools IB Journey

Provincetown Schools believes academic excellence and international mindedness is best achieved through its commitment to International Baccalaureate Programs. Toward this commitment, Provincetown Schools will work to strengthen its understanding and implementation of the Middle Years and Primary Years Programs through professional development, curriculum alignment, and adherence to IB educational principles and required standards and practices. Progress will be demonstrated through the completion of the following action plans: By June, 2019 the school will have:

- 1) implemented a new curriculum management platform (Manage-Bac)
- 2) revised PYP units to reflect a fuller understanding of concepts, lines of inquiry, and central ideas
- 3) developed and implemented MYP interdisciplinary courses
- 4) begun aligning the PYP and MYP programs in anticipation for a joint 2021 authorization visit.

By December, 2020 the school will have:

- 1) revisited, and revised as necessary, its mission, philosophy, and vision statements
- 2) revisited, and revised as necessary, its language and assessment policies
- 3) continued aligning the PYP and MYP programs in anticipation for a joint 2021 authorization visit
- 4) revised MYP units to reflect standards and practices
- 5) completed the PYP and MYP self-study process .

A successful IB joint-authorization visit in 2021 will document goal achievement.

Additionally, the administration will continue to be interested in opportunities for IB expansion.

## **2.) To improve Student Math Performance Throughout the District**

Provincetown Schools is committed to academic excellence with a global perspective. As an IB District, we measure excellence in relation to progress integrating Inquiry into all curriculum, developing interdisciplinary study, meeting Learner Profile attributes, and performance on benchmark assessments and state measurements. Towards this last criterion, Provincetown Schools will meet the following MCAS standards for all students as well as for the lowest performing students:

- ELA Achievement and Growth indicators will continue to exceed targets
- Math Achievement and Growth indicators will improve over 3 years accordingly

Criterion referenced target percentage will improve from 52% to 75% in 3 years. Accountability classification will improve from “partially meeting targets” to “meeting targets” or “exceeding targets” in 3 years

## **3.) To Achieve NAEYC Accreditation**

Research shows a direct correlation between high quality early learning and children’s positive long term outcomes, including increased educational attainment, healthier lifestyles, and more successful careers. NAEYC accreditation offers continuous access to quality improvement resources, the latest research on best practices, training, technical assistance, and visibility on a family focused search engine. NAEYC Accreditation ensures continuous quality improvement that works for children, families, and staff. NAEYC standards work well within the International Baccalaureate model.

By September 2021, Provincetown Schools’ Early Learning Center including Wee Care, Preschool, and Kindergarten will meet the 10 standards and be NAEYC Accredited.

## **4.) To Build a Premier Soccer Program**

Provincetown Schools seeks to position its soccer program as one of the premiere athletic programs on Cape Cod to help increase enrollment and retention and drive overall community awareness of the accomplishments of students and staff. While all sports and extracurricular activities are valued and encouraged at Provincetown Schools, our soccer program is selected to become a three seasons per year activity giving students more opportunities to learn the values of teamwork, communication and good sportsmanship. As the world’s most popular sport, soccer is a natural fit with our designation as an International Baccalaureate school and our ongoing mission to ensure that our students become compassionate, responsible and reflective members of a global society.

## **Going Forward**

2018 brought a new Administrative Team to Provincetown Schools. Principal Dr. Timothy Reynolds came to us from working internationally in Norway, but is a native Virginian. Assistant Principal and Special Education Director, Jeffrey Slater, resides at and owns the Gaslamp Inn in Provincetown. Jennifer Rhodes, the Administrative Assistant to the Superintendent, joins the staff with a broad range of skills and experiences in public education and the business world and

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is a Wellfleet neighbor. This Team brings new ideas, new energy, and new solutions to Provincetown Schools.

The final member of the current Administrative Team, the Superintendent of Schools, is writing this Annual Report for the last time. Serving the Provincetown community for the past 10 years has been an honor and a privilege. We have accomplished a great deal; have learned from each other, and grown as individuals and as an organization. Provincetown will be my final public school experience. It has been a GREAT 10 years! Thank you for your kindness, your generosity, and your commitment to the children of Provincetown.

**Beth Singer**, *Superintendent*

# Report of School Employee Earnings

Name	Began Service	Education	FY 2018 Salary
<b>ADMINISTRATION</b>			
Superintendent of Schools			
Dr. Beth Singer	2009	Univ. of Toledo B.S. Central Conn.State Univ. MS Spec. Ed. Univ. of Mass. Ed.D.	\$50,000.00
Director of Special Education			
Dr. Beth Singer	2009	Univ. of Toledo B.S. Central Conn.State Univ. MS Spec. Ed. Univ. of Mass. Ed.D. (Director funded via SPED Entitlement Grant)	\$26,948.00
Adm. Asst./Business & Finance/Human Resources			
Betty White	2017	Special Education Administrative Assistant	\$94,102.00
Jennifer Rhodes	2018	Rivier University B.A.	\$30,678.34
Principal			
Kim Y. Pike	2009	Univ. of Vermont B.A. Lesley Univ. M.Ed. Worcester State College Educational Administration Certificate	\$85,946.00
Interim Principal			
Jeff Slater	2018	Millersville University, B.S. University of Phoenix, M.A. University of Massachusetts, M.Ed.	\$51,374.00
Adm. Assistant to Principal			
Judy Ward	1998	Cape Cod Community College Mohegan Community College	\$58,011.00 \$1,800.00 \$1,750.00
Social Worker	2017	Eastern Nazarene College B.A., MS	\$74,026.00
John Morgan			
School Psychologist			
Margaret Donoghue	2007	Boston College B.A., M.Ed., CAES St. Michael's College C.A.S.	\$53,287.00
School Nurse			
Kristen Shantz	2015	Cochise College A.D.N. Nursing	\$50,630.00
<b>PRIMARY YEARS PROGRAM TEACHERS</b>			
Behavior Specialist			
Kelly Lindsay	2006	Ohio State University B.S. Ashland University M.Ed.	\$77,178.00 \$7,564.00

<b>Name</b>	<b>Began Service</b>	<b>Education</b>	<b>FY 2018 Salary</b>
Pre-School Teacher Lisa Daunais	2013	Lesley University, B.A. University of MA, Lowell, M.Ed.	\$77,178.00
Intervention Specialist Elizabeth Francis	1994	Boston College B.A. Lesley College M.Ed. \$1,600.00 PYP Coordinator	\$87,094.00 \$7,500.00 \$-
Kindergarten Rebecca Yeaw	2008	Univ. of Rhode Island B.A. Rhode Island College MAT (funded by Early Learning Tuitions)	\$73,457.00 \$-
Grade 1 Teacher Shelley LaSelva	2016	Smith College B.A. Fitchburg State University M. Ed. Fitchburg State University C.A.G.S.	\$85,626.00 \$-
Grade 2 Teacher Eleanor Richard	2017		\$49,080.00
Grade 3 Teacher Eric Shannon	2016	Providence College B.A. National University San Diego M. Ed.	\$58,889.00 \$1,250.00
Grade 4 Teacher Marianne Lynch	2014	Boston College, B.Ed. Harvard Graduate School of Ed., M.Ed.	\$74,248.00 \$-
ELL Teacher Helena Ferreira	2000	Smith College B.A. Fitchburg State, M.A.	\$81,942.00 \$800.00
<b>MIDDLE YEARS PROGRAM TEACHERS</b>			
Intervention Specialist Jennifer Paine	2017	Ashford University, B.A. Lesley College, M.Ed.	\$46,662.00
Spanish Teacher Anthony Escobedo	2017	Miami-Dade Community College, A.A Florida International University, B.S Nova Southeastern University, M.S.	\$54,025.00
STEAM Teacher Richard Gifford MYP Coordinator	2016	Boston University, B.A. Lancaster University, M.A. University of Massachusetts, Boston, M.Ed.	\$88,811.00 \$7,500.00
Nancy Flasher MYP Coordinator	1997	Lesley College B.S. Antioch New England M.Ed. Salem State College, CAGS Ed. Leadership	\$88,811.00 \$800.00

Name	Began Service	Education	FY 2018 Salary
ELA Teacher Amelia Rokicki	1995	Univ. Mass. B.A. Simmons College M.S. Salem State College CAGS Ed. Leadership	\$90,521.00 \$1,600.00 \$950.00
Social Studies Teacher David C. McGlothlin, 2006 Jr.		Emory and Henry College B.A. George Mason University M.A.	\$77,177.00 \$700.00
Math Teachers James Kelly	2018	University of Massachusetts, B.A	\$63,613.00
ELL Teacher Kimberly Brown	2016	Bridgewater State College, B.A. University of Massachusetts, M.S.	\$77,178.00
<b>SPECIALIST TEACHERS (PYP AND MYP)</b>			
Wellness Teacher Lisa Colley	2002	Salem State B.S. Fitchburg State College M.Ed.	\$77,178.00
Performing Arts Teacher Mary Abt	2014	Gordon College, B.A. and M.A.	\$66,304.00 \$500.00
Visual Arts Teacher Michael Gillane	2015	University of Mass. B.F.A. Pratt Institute M.F.A. Westfield State University C.A.S.E.	\$41,233.00
Technology Integration Specialist Tracey Anderson	2016	Edinburgh College of Art, Scotland, UK, B.A.	\$57,375.00 \$2,000.00
Special Education Teachers: Marcia Rose-Packett	1981	Lesley College B.S. American International College, M. Ed.	\$81,499.00 \$3,200.00
Judith Stayton	1998	Pennsylvania State Univ. B.S. Bridgewater State Univ. M.A.	\$81,942.00 \$800.00 \$250.00 \$840.00
Ann Marie Chang	2018	Northeastern University B.S. MGH Institute for Health Professionals M.S.	\$46,306.00
<b>PARAPROFESSIONALS</b>			
Sheree Silva	1988	Cape Cod Community College	\$33,115.00 \$2,600.00
Katie Pendedemos	2018	St. Petersburg Junior College, A.A. University of South Florida, B.A.	\$11,949.00

<b>Name</b>	<b>Began Service</b>	<b>Education</b>	<b>FY 2018 Salary</b>
Valerie Golden	2001		\$33,012.00 \$1,400.00
Chris McIntire	2017	North Adams State College, B.A.	\$2,921.00
Jill Lambrou	1996		\$33,664.00 \$1,900.00
Beau Harrell	2017		\$17,465.00
Veronica Londergan	2006	Univ. Bridgeport Connecticut B.S.	\$27,765.00
Kimberly Rowe	2015	Saint Michael's College, B.A.	\$24,001.00
Chelsea Roderick		Cape Cod Community College, A.S.	\$24,703.00
Kathleen Smola	2014	Fitchburg State University, B.A. Wheelock College, M.A.	\$27,478.00
Colleen Johnson	2016	St. Lawrence University, B.S. SUNY at Albany, MSW	\$25,851.00
Julie Jussila	2016	Endicott College A.S. Lesley University, B.A.	\$25,845.00
Jasmine Avallone-Osowski	2017	Cape Cod Community College, A.A.	\$26,555.00
Alizah Packett	2017		\$25,753.00
Vanicia Williams	2017		\$13,488.00
<b>KITCHEN STAFF</b>			
Andrew Bernard	2016		\$30,599.00
Claudia Colley	2000		\$32,998.00
Brenda Costa	1984		\$36,321.00
<b>CUSTODIAL STAFF</b>			
Jill Sawyer	1999		\$53,878.00 \$1,750.00
Steve Cove	2017		\$4,707.96
Desmond Brissett	2017		\$46,554.00
<b>SCHOOL BUS DRIVERS</b>			
Regis Legnine	2005		\$31,750.00

Name	Began Service	Education	FY 2018 Salary
Thomas Hayes	2011		\$14,035.00
Paul Flaherty	2017		\$5,137.00
<b>OTHER</b>			
Megan Amorese	2017		\$31,215.00

#### School Committee Members Term Expires

Eva Enos	June 2021
Cass Benson	June 2019
Liz Lovati	June 2020
Ngina Lythcott	June 2021
Tracy Kachtick-Anders	June 2019

#### School Year 2018-2019 Calendar:

Aug. 29 and 30	Prof. Development Days
Sep.3,2018	Labor Day
Sept. 4,2018	School Opens for Students
October 5, 2018	Prof. Development No School
October 8, 2018	Columbus Day
Oct. 17-18, 2018	Parent Conferences-1/2 Day
November 6, 2018	Prof. Development 1/2 Day
November 12, 2018	Veterans Day Observed
Nov. 21-23, 2018	Thanksgiving Recess
November 26, 2018	School Re-opens
December 4, 2018	Prof. Development 1/2 Day
December 21, 2018	Close End of School Day
Dec.24, 2018 - January 1, 2019	Christmas Recess
January 2, 2019	School Re-opens
January 8, 2019	Prof. Development 1/2 Day
January 21, 2019	Martin Luther King Day
February 5, 2019	Prof. Development 1/2 Day
February 15, 2019	Close End of School Day
February 18, 2019	Presidents' Day
Feb. 18th - 22nd, 2019	Winter Recess
February 25, 2019	School Re-opens
March 5, 2019	Prof. Development 1/2 Day
April 2, 2019	Prof. Development 1/2 Day
April 10-11,, 2019	Parent Conferences-1/2 Days
April 12, 2019	Close End of School Day
April 15, 2019	Patriot's Day
April 15th-19th, 2019	Spring Recess
April 22, 2019	School Re-opens
May 7, 2019	Prof. Development 1/2 Day
May 27, 2019	Memorial Day
June 4, 2019	Prof. Development 1/2 Day

180th School Day: June 14, 2019

185th School Day: June 21, 2019

**2018-2019 Enrollments:**

Preschool	19
Kindergarten	7
Grade 1	12
Grade 2	16
Grade 3	12
Grade 4	19
Grade 5	8
Grade 6	10
Grade 7	10
Grade 8	10
<b>Total</b>	<b>123</b>

**Nauset Regional High School**

Grade 9	6
Grade 10	7
Grade 11	7
Grade 12	8
<b>Total</b>	<b>28</b>

Sturgis Charter School	7
Cape Cod Lighthouse Charter School	1
Cape Cod Regional Technical High School	11

## School Committee

Provincetown School Committee (PSC) Goals for the 2018/19 academic year and the work we have done toward meeting them are well articulated in the just previous Superintendent’s Annual Report. In addition, the PSC reaffirmed its long-term commitment to support our shared Town (Select Board) Goals and Objectives:

- \*Support and increase year round population
- \*Support efforts to improve residential quality of life
- \*Promote policies/programs that encourage year round housing with income, age, racial and ethnic diversity
- \*Implement policies and programs that support year round culture and economy
- \*Support efforts to achieve educational excellence and increase student population
- \*Develop a collaborative process of youth initiatives to enhance their quality of life
- \*Enforce strong fiscal policies and internal controls to improve transparency
- \*Provide budgetary and financial information that reflect the financial activity of each department

The Provincetown School Committee (PSC) had very busy year in 2018: While we looked for a new Principal, Jeff Slater co-owner with his husband of Provincetown's Gaslamp Inn, served very well as our Interim Principal of the School. Meanwhile our Superintendent, Dr. Beth Singer searched for and hired a new Principal, Dr. Timothy Reynolds; soon upon his arrival the potential for a great fit with our school was evident almost immediately. As the result of his work, including that with our Superintendent, our faculty seem energized and students engaged in a new era, building on the foundation of the strong IB World School culture that permeates our School. And as luck would have it, Jeff Slater applied and was selected for our Assistant Principal position that had been newly paired with the Director of Special Education (SPED Director).

At the 2018 Annual Town Meeting and subsequent election, the people of Provincetown once again demonstrated their generosity and support of Provincetown children and families. The passage of Article 5 (\$88,000 for Wee Care), Article 6 (\$100,000 for the expansion of Pre School) and Article 7 (\$120,000 for the existing Pre Kindergarten) resulted in public funding of programs previously funded via tuition. Early learning programs are expensive. Families everywhere struggle with this expense. Hopefully removing this expense for Provincetown children and the children of Town employees will encourage young families to live in Provincetown.

Articles 5, 6, and 7 had the complete support of Provincetown Schools. The benefits of early education are well documented and last throughout life. Administering these Articles has however presented challenges to the Town and the Schools. Never done before, anywhere left us without a model and without expertise. We did not expect the increased demand for infants and toddlers, the group with the most stringent regulations. A wait list quickly formed leading to the PSC increasing the staff. This allowed 3 additional infants. The wait list continued. A search for a 2nd qualified Early Learning Educator resulted in a further expansion of Wee Care in the new year.

The Articles provided direct funding of the \$308,000 in SY 2018-19. However the expansions of Wee Care exceeded this amount and will continue to exceed this amount going forward. After the first year of funding, it becomes the responsibility of Provincetown Schools to provide what the townspeople voted so generously. Future school budgets will show this increase. FY 20 shows a \$389,469 budget increase associated with the early Learning Center. The PSC sincerely hopes the people of Provincetown will understand this and continue their support of PS budgets and of our youngest children.

Safety of our students is a continual PSC priority and is not limited to the inside of school buildings. There are a number of students walking to school daily. Walking is a great form of physical activity, and gives students an opportunity to exercise

independence and road safety. However, some students are using routes that lack sidewalks, crosswalks, sufficient lighting, or clear marking of a School Zone that would alert drivers to pay more attention. The PSC is exploring possibilities for clearer marking of the School Zone; additional improvements may result from a recent report by the MassDOT Safe Routes to School (SRTS) Program.

On a lighter note, As the result of some parents requesting more physical activity in the school week, our School will expand our soccer program so that it is a year-round program and for all interested students, boys and girls, who will then have the chance to play and compete with other Cape schools. Our School will help support this participation by providing the teams with transportation. In addition, we thank the VFW for providing new soccer uniforms. Go Fishermen!!!

As I resign from the position of Chair for personal reasons (but staying on the PSC), I want to share with you what an exciting and rewarding privilege it is to serve on the Provincetown School Committee. As someone working thirty years in higher education administration at fine academic institutions, I fully understand why they hungered after IB educated applicants. The values and competencies of an IB education help to support the development of incredible life-long learners and human beings. We will have 2 to 3 openings this year on the School Committee and I'm hoping that you will consider running for one of them.

Lastly, I thank Liz Lovati for her vital support as Vice Chair and am grateful that Eva Enos has agreed to be the new PSC Chair. As you may already know, we are losing our wonderful Superintendent, Dr. Beth Singer. She has been a great inspiration for me as to whom a community-engaged superintendent can be. She is smart, kind, generous and calm. Our children love her. I am grateful for her vision and her mentorship. We have already begun the search for a new Superintendent and Liz Lovati will be the PSC point-person in that effort.

**Ngina Lythcott, Chair**

## Cape Cod Regional Technical High School

Cape Cod Regional Technical High School District 2017-2018

Cape Cod Regional Technical High School (CCRTHS) was established in 1973 as a public technical high school. CCRTHS students meet the same academic standards required by the state as our sending schools.

District Towns: Barnstable, Brewster, Chatham, Dennis, Eastham, Harwich, Mashpee, Orleans, Provincetown, Truro, Wellfleet, Yarmouth

Mission Statement: Cape Cod Regional Technical High School will provide an opportunity to acquire high quality technical, academic, and social skills preparing our students for success in our changing world.

Strategic Objectives:

- 1.) Engage and retain students,
- 2.) Empower, develop and retain staff,
- 3.) Strengthen our identity as a premier Technical High School,
- 4.) Increase students 21<sup>st</sup> Century skill sets to succeed in a changing technological environment and global community,
- 5.) Enhance the CCRTHS image to attract students and improve community presence.

Enrollment: For school year 2017-2018, on October 1, 2018 we had 591 students enrolled in 17 different technical programs.

Operating Budget: For school year 2017-18 (FY18) there was a total operating and capital budget of \$14,732,000. Formulation of the annual budget and town assessments are based on the previous school year's October 1 enrollment.

News on the New School Building Project: Once again Cape Cod Regional Technical High School wishes to thank all twelve towns for approving our building project. We will soon be starting construction in December, 2018 or January 2019. For more information go to: <http://www.capetech.us/domain/50>.

Town of Provincetown: The town of Provincetown had 5 students enrolled at CCRTHS as of October 1, 2017. The assessment for Provincetown in FY18 was \$97,409, based on the previous year's enrollment.

*Highlights from Cape Cod Tech 2017-18 School Year*

- Graduated 137 seniors in June 2018.
- CCRTHS technical shops provides services to the public, allowing communities to realize significant savings of more than \$411,299 in total labor charges across 17 shops.
- Accolades go the school newspaper *Tech Talk* for winning numerous prestigious awards this year, including but not limited to: American Scholastic Press, Colombia Scholastics, Youth Journalism International, New England Scholastic Press Association, and the Massachusetts Press Association. The journalist students and instructor Scott Dalton deserve high praise.
- Through the generosity of Cape Cod community organizations, charities and family memorials, CCRTHS presented 66 toolships and 79 scholarships to the graduating class of 2018 for a total of \$220,675.
- Thirty-Eight students received John and Abigail Adams Scholarships.

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- The National Technical Honor Society honored 57 students.
  - At the SkillsUSA District level competition, 91 students attended of which 18 students medaled. Medals won: 4 “Perfect Gold”, 4 Gold, 5 Silver and 5 Bronze.
  - At the SkillsUSA State level competition; 65 students attended of which 16 students won medals. Medals won: 2 Gold, 4 Silver and 2 delegate seats. Three students qualified to go on to the National Competition.
  - At the 2018 Future Farmers of America (FFA) Massachusetts State Convention, 8 Team Awards were received by 15 students. Awards included: 1<sup>st</sup> Place Reporters Scrapbook, 1<sup>st</sup> Place Turf Management, 2<sup>nd</sup> Place Agri-Science, 2<sup>nd</sup> Place Nursery Landscape, 3<sup>rd</sup> Place 11<sup>th</sup> Grade Skills Demonstration, 3<sup>rd</sup> Place Quiz Bowl Team, 3<sup>rd</sup> Place Floriculture; and also received the 100% Chapter Award
  - In Auto Collision, 150 jobs were performed for the public; community outreach projects were completed for Cape Cod Cares for the Troops, U.S. Park Service, Town of Chatham and Girls Scouts. All juniors were successfully certified in OSHA and all seniors achieved Chapter 74 Auto Collision certification.
  - The Auto Technology program is involved with national training programs that help students achieve certifications. Students competed in MA Auto Dealers Competition and SkillsUSA. Local car clubs presented demonstrations and many industry-related field trips were taken.
  - The Carpentry Department follows the curriculum of the National Center for Construction Education & Research; and participates in school-wide reading and writing initiatives. This year the shop had 7 females enrolled and 8 students on Co-Operative placements. All juniors and seniors completed OSHA certification.
  - The Cosmetology program graduated all seniors, and each passed the Cosmetology State Board Exam. Junior class students passed the Nail Technician State Board exam and OSHA certification. The program has integrated Chromebook, digital text books and appointment scheduling software into their curriculum. Community service included *The Wig Bank* and *Mannies for Nannies*.
  - Culinary Arts trained and certified 10 students in ServSafe sanitation. Students learned Point of Sale software in The Cove Restaurant, created a Grab & Go menu, added themes to the buffet specials, and were engaged in community events and food preparation for school district events.
  - The Dental Assisting program is currently a two-year program for 11<sup>th</sup> and 12<sup>th</sup> grades. Five seniors graduated, all participated in 4-week internships in local dental offices and achieved their MA Certification in Radiology.

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The program is well-respected in the dental community.

- Design & Visual Communication is a new name for the Graphic Arts program, having earned a new Chapter 74 certification with DESE. This involved more challenging curriculum by adding more web design and motion graphics to increase higher caliber course work.
- Early Childhood Education relied on their multiple training certifications to prepare their students. They attended numerous workshops and field trips related to working with children. This is the final year for this shop.
- The Electrical Department boasts a 96% attendance rate, a 50% increase in student participation in SkillsUSA competitions, and 11 juniors and seniors on Co-Operative Education placements in the local work force. The senior class salutatorian was a student of the Electrical Shop.
- The Engineering Technology Shop has phased in Algebra 2 and Calculus to their curriculum. Students were assigned to new equipment, received through a grant, to investigate and prepare user manuals and then present their work to their class.
- Health Technologies students had the highest grade point average of all shops. All juniors successfully passed their CNA. Seven students were placed in internships, three at Cape Cod Hospital, and two in pharmacy training with CVS evolving into gainful employment.
- The Horticulture program increased student participation in job shadowing, internships and Co-Operative Education placements. The program took advantage of the training opportunities of tree removal and replanting for the new building project as well as multiple community projects at Pleasant Bay Boating, Eddy Elementary School, Harwich Little League, Habitat for Humanity, and The Wellfleet Audubon Society.
- The HVAC program completed its implementation of a new online text and workbook and consistently used Google classroom for teaching. For the second year in a row HVAC was the first choice placement by 9<sup>th</sup> graders after exploring all shops.
- Marine Services integrated ABYC standards into their curriculum in order to provide their students with industry recognized certificates. All freshman successfully completed certification in Boating Safety.
- The Information Technology shop introduced their students to a new online Robotics coding course and several educational gaming products. Sophomores and juniors worked in small groups. The curriculum for seniors was rigorous - ten seniors earned a total of 26 certificates.
- The Plumbing Department had two new teachers this year and added

members to their advisory board. Thirteen students participated in Co-operative Education placements in local businesses; ten seniors achieved Massachusetts Plumbing Board Tier 2 certification; and one senior was selected as the school's Vocational Student of the Year.

- The Welding Shop completed all work assignments during the year in a digit form using G-Suite. Efforts to improve attendance were very successful, as was retaining students. There was a positive shop environment during this final year of the welding program.
- The Cooperative Education program placed a total of 88 junior and senior students with local businesses, enhancing their skills through Co-op placements, internships or practicums. The program also sponsored a Fifth Annual Student Job Fair with the entire student body participating and 51 employers seeking to hire skilled employees.
- The Business Education/21<sup>st</sup> Century Learning department as enhanced their skill-building curriculum with: customer service and active listening skills, ethical business practices, and a framework to rate the academic portions of the students' technical training. This department also hosted the Sixth Annual Credit for Life event sponsored by Cape Cod 5 Bank.
- The English Department's Journalism class delivered an award-winning year for the student newspaper, *Tech Talk*, including 1st Place American Scholastic Press Association, Silver Medal Columbia Scholastic Press and numerous other prestigious awards. Advanced Placement (AP) courses continued in high demand and all students passed MCAS ELA.
- The Math Department successfully implemented an online Pre-Calculus course and an after school Math Lab during the year. Department members worked individually and collectively on the ability to teach problem solving skills within their lesson plans.
- The Athletic Department offered a "no-cut, no-fee" program in which all students can participate without fees. The following sports are offered: baseball, basketball, cheerleading, cross-country, football, golf, hockey, lacrosse, soccer, softball, tennis and volleyball.
- The Science Department increased the use of electronic formats, such as having students use Google sheets to record and analyze data. Teachers used Google classroom to post and accept assignments/assessments and communicate with students and prepared test strategies for the MCAS Technology and Engineering, which 9<sup>th</sup> graders completed in June.
- The Social Studies Department completed its first year of an Advanced Placement (AP) Government course. Both this course and AP History have even larger classes pre-registered for next year. Also the curriculum for Contemporary World Cultures was expanded to meet the challenges of the 2018 world. The Criminal Justice course offered mock trials and the department continued to focus on special activities to honor US Veterans.

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- The Spanish Department hosted a highly successful multicultural festival this year, which is anticipated to be an annual event.
  - Special Education continued progress with using data collection to improve student academic achievement. The department also worked collaboratively to expand social emotional learning curriculum and strategies for all students - not just special education.

Please visit our website: [www.capetech.us](http://www.capetech.us) for more information.

**Christopher Enos**

*Provincetown Representative to CCRTHS School Committee*



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