



## TOWN MANAGER

# Memo

**To:** The Select Board  
**From:** David B. Panagore, Town Manager  
**Date:** March 6, 2019  
**Re:** Town Manager's Report

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This report is for the period February 23<sup>rd</sup>, through March 6<sup>th</sup>, 2019

1. General

Contracts:

Provincetown DPW Facility Master Plan Study and Partial Schematic Design with Weston & Sampson for \$120,000

2. Meetings and/or Conferences

February 23<sup>rd</sup> – Coffee Hour at the Library with Residents

February 25<sup>th</sup> – Select Board Meeting

February 27<sup>th</sup> – Department of Housing and Community Development (DHCD) Housing Choice Initiative at the Statehouse

February 27<sup>th</sup> – Lower and Outer Cape Beach Safety and Shark Issues Meeting at the Statehouse with Senator Julian Cyr and Representative Sarah Peake

March 1<sup>st</sup> – Select Board Meeting

March 4<sup>th</sup> – Radio Interview with NEXT New England RE: Rural Broadband

3. Personnel Matters

New Building Inspector - On March 4<sup>th</sup>, the Town of Provincetown welcomed James Nickerson as the new Local Building Inspector. Mr. Nickerson is a native Cape Codder who worked as a private contractor throughout the Cape, and has widespread knowledge of building codes, regulations, and executions. Mr. Nickerson replaced Dave Rowell, who left the Town in February, and will be an asset to the Community Development team (*Community Development – Building Division*).

Open Positions:

Emergency Management and Transportation Coordinator

Entry Level Police Officer

Highway Skilled Laborer

Seasonal Pier Corporation Positions

Seasonal Parking Department Positions  
Seasonal Fire Department Positions  
Seasonal DPW Positions  
Seasonal Police Officers and Summer Community Service Officers  
On-Call Telecommunicators

#### 4. Department Update

*This bi-weekly update provides an update of recent town department activity. Key items are highlighted in bold.*

##### **Meetings of Note**

Building Inspectors District Meeting: The Building Commissioner attended the Cape and Islands Building Officials monthly meeting in Hyannis. The topics discussed during these meetings are specific to issues that the Cape and Islands deal with directly as opposed to State wide Building concerns. The meeting, held February 26, 2019, was related to Historic Buildings and Structures in the Floodplain and detail of review processes (*Community Development – Building Division*).

Comprehensive Economic Development Strategy (CEDS): The Town Planner and Project Administrator attended stakeholder workshops on February 26, 2019 and February 28, 2019 as part of the Cape Cod Commission's CEDS plan development. The CEDS plan allows Cape communities to qualify for grants from the federal Economic Development Administration, and participation by Town Staff ensures that our interests are represented in the final plan (*Community Development – Planning Division*).

MUNIS Best Practices: The MIS analyst and Finance Director visited the Town of Yarmouth's finance department on March 6<sup>th</sup> to observe implementation and reporting options for the Utility Billing and Payroll MUNIS modules (*Finance Department*).

##### **Goal 1-Economic Development**

*Support efforts to improve residential quality of life*

**Battle of the Badges: Sunday March 10<sup>th</sup>, at 2pm, at the High School gymnasium, will mark the 7<sup>th</sup> annual Battle of the Badges. Police and Fire Departments will square off against each other in a friendly competitive basketball game in hopes to take back to their respective station the coveted Battle of the Badge's plaque. Each year the Recreation Department organizes this game, with the help of the Provincetown Parents Teachers Association (PTA), to fundraise for items that Provincetown Schools students need. The PTA collects admission at the door (\$5 for adult and \$2 for children), and they administer the funds. Previous proceeds have gone to new sports team uniforms and this year**

**the proceeds of this game will go to benefit the Provincetown Schools 7<sup>th</sup> and 8<sup>th</sup> grade trip to Costa Rica. This great event is possible thanks to the Police for and Fire departments who are willing to donate their time for this charity event (*Recreation Department*).**

Adult Dodgeball: The Recreation Department created an Adult Dodgeball League that will run until March 26<sup>th</sup>. There are currently 4 teams, require each team to have at least two men and two women, and have a maximum of 9 players per team. This program, free of charge, has 30 people competing in dodgeball on Tuesday nights, and is of minimal cost to the town. In an effort to build more adult activities in the evening during the offseason, the department will build off this initial program and keep rolling into other nontraditional sports which all can participate (*Recreation Department*).

**Special Town Election: The Town Clerk's office ran a successful Election, many thanks to staff and volunteer support. The Election results were sent the Secretary of the Commonwealth. The annual town report was finalized and sent to print on March 5<sup>th</sup>. The reports will be available the last week of March prior to the start of Town meeting (*Town Clerk*).**

**Healthy Aging-Cape Cod (HA-CC) Age-Friendly Initiative: The deadline for the aging survey, the first step of the regional assessment process, was March 1<sup>st</sup>. The data will now be analyzed by HA-CC and shared with the Town later in the spring. The second step is a checklist that identifies areas of strength and challenges in town along 8 domains. The COA Director and Town Planner are working together to engage Town Departments, Committees, and the community-at-large on input for this task (*Council on Aging*).**

Community Health Network Area (CHNA) Presentation: CHNA 27 -Cape Cod is a regional coalition of public, non-profit and private sector groups working together to build healthier communities. The topic of their March 14<sup>th</sup> meeting will be "Councils on Aging: What Do They Do?" COA Directors, including Provincetown, will present an overview of shared mission and scope followed by an opportunity for each to highlight special programs or events. This is an opportunity to network and increase visibility for the Town of Provincetown's program (*Council on Aging*).

Program Highlights: The Provincetown Senior Center offers about 190 programs and services annually. Some of the most popular and innovative recent offerings include a Women's Radical Aging Group, Weaving, Grace Note Ukulele Group, a Healthy Brain series, FAWC Poetry Class, Music Salon and monthly documentary and classic movies (in addition to the weekly current film offering) Please consider attending one of these events (*Council on Aging*).

## **Goal 2- Housing**

*Enforce policies that create housing opportunities while maintaining Town character*

VFW: Advertising for proposals from consultants for the development and community engagement process for both the VFW and the current police station site on Shank Painter Road proposals are due March 14<sup>th</sup>, 2019. This critical step is necessary to determine the best options for the site (*Housing and Economic Development Division*).

*Increase Community Housing availability*

**Harbor Hill: Progress continues on Building 5, and a lottery was held on February 27, 2019, for the first round of applicants who submitted their paperwork this past fall. As the units in Building 5 become available, they will be offered to appropriate households based on targeted income, household size, and need for accessibility. The targeted date to offer the 6 units available in Building 5 is in April. The invitations for bids for General Contractors to complete the renovations on Buildings 4,6, and 7 are due March 7, 2019, following a formal extension request. Additional lotteries will be held as the remaining building's renovations are complete. Opportunities for residents to apply for residency will be publicized as work progresses on site (*Housing and Economic Development Division*).**

## **Goal 3-Built and Natural Environment**

*Promote Policies and programs that protect and sustain the natural environment, and our community's way of life*

Zoning Articles: The Planning Board issued notice for its hearing March 14<sup>th</sup> on zoning articles. The Planning Board Chair and the Town Planner discussed the proposed changes on the Town Talk Radio Show on WOMR on March 1<sup>st</sup>, and detailed presentations are being developed to provide greater understanding to the general public (*Community Development – Planning Division*).

Bas Relief: Invitation for bids for the restoration of the Cyrus Dalin tablet and park are due March 7, 2019. A briefing for interested contractors was conducted on February 25, 2019. Once acceptable bids are received and vetted, the Town anticipates work to start on site later this spring (*Housing and Economic Development Division*).

Commercial Street Reconstruction: Highway Department is preparing to move forward with the fourth phase of Commercial Street Reconstruction. Construction bids were due on February 19<sup>th</sup>, a contractor awarded the contract, and construction is anticipated to begin in the middle of March (*Department of Public Works*).

Highway Department: Highway personnel continue to be called out for snow and ice operation. Administrative staff is finalizing the bid documents for the Bradford/Standish Street improvements in front of the Gulf Station and the Alden Street parking lot, which will be advertised in the Central Register as well as the Town website (*Department of Public Works*).

*Promote efforts to improve our streetscapes and intersections for safety and convenience of pedestrians, bicycles, and vehicles*

Buildings & Grounds: The Building / Grounds crew will continue to cut back the overgrowth along the property lines in the cemeteries, the interior painting of the bathrooms at the MPL and Firehouse #2, preparatory work for the clean agent fire systems at the server locations, and general maintenance throughout town. We are waiting for the delivery of the new Automatic Transfer Switch for the VMCC generator which will be installed as soon as it is received, finalizing the purchase of the standby generator, the exhaust fan for the VMCC kitchen, and the VMCC roof coating bid. We are also working on the repairs to the slate roof at Town Hall, as well as getting a contractor to repair the front façade (*Department of Public Works*).

*Support efforts to bring forward a local comprehensive plan for the use of all Town owned land*

Local Comprehensive Plan: The Planning Department has begun distributing paper copies of the online survey it created to aid in the development of the plan, with a positive early response rate. An additional mailing will be sent to all voters in the coming weeks. Drafting of the plan continues, and comments from the survey will be used to adjust the framework established by the copious planning outreach already done as part of the update process (*Community Development – Planning Division*).

#### **Goal 4-Community Engagement and Communications**

*Develop and sustain existing programs and community forums that foster education on issues of public concern*

**New Police Station:** The Building Committee will host a Question and Answer session regarding the proposed Police Station at the Council on Aging in the VMCC Building on Thursday March 21<sup>st</sup> at 10 AM. The public is encouraged to attend (*Department of Public Works*).

*Use the Town Library as a resource, continue to invite and encourage community engagement through outreach and programing*

**Food For Fines:** During January and February 50 patrons donated over 180 food and personal care items in place of their fines. Five patrons regained full use of their library account as a result. The items were then donated to SKIP and HOW. The Library will offer this program again in April (*Library*).

Binge Boxes are here! The Library now offers "binge boxes," which are a collection of DVDs packaged together for a two week circulation surrounding one topic or theme. The themes include, "The American West," "Cape Cod," "Provincetown," "Writers with Writer's Block," and "Marvel Phase 1." Each box comes with a complimentary bag of microwave popcorn (*Library*).

4<sup>th</sup> Annual Moby Dick Read Aloud Marathon: Planning for the annual marathon has begun at the Library, with staff looking for willing readers. Interested parties please contact Brittany Taylor [btaylor@provincetow-ma.gov](mailto:btaylor@provincetow-ma.gov). This is a special year for this event as 2019 marks the 200<sup>th</sup> anniversary of Herman Melville's birth (*Library*).

*Improve public access to Government through and updated Town website*  
Website: Content migration will be complete as of March 8, 2019, at which time Town staff will be given access to the staging area where the new site resides. Once this happens, our consultant will be scheduling a follow-up session with Select Board members Louise Venden and Cheryl Andrews to review the site while it is still in the staging area. If other Select Board members are interested in participating as well, please contact Erin Ellis, Project Administrator, to set up a time to meet with the consultant. We are expecting to go live by the third week in April (*Management Information Systems Department*).

## **Goal 5-Emergency Planning and Management**

*Effectively prepare the community, through the use of emergency planning efforts and training*

Water Department DPW staff attended a Confined Space Entry training class hosted in Provincetown on March 4<sup>th</sup>. This training was submitted for approval to the Board of Drinking Water Operators for issuance of certified Training Contact Hours necessary to maintain Drinking Water Operator licensure (*Department of Public Works*).

*Ensure that business continuity and system recovery plans are in place, so that recovery efforts can begin immediately after the emergency, ensuring return of normal activities*

Courtesy Float: On February 9<sup>th</sup>, one of the chains that hold the courtesy float in place between pilings got stuck in a hole below the low water line. This was caused by galvanic corrosion, and when the float was pinned underwater, the whalers or sides of the dock cracked in half. Once the chain was freed, it was determined that the dock will require repair. This work is something which the Pier Staff is both familiar with and can accomplish with materials on hand, as well as complete prior to opening for the season (*Harbormaster*).

*Propose zoning and other regulatory bylaws to improve public safety and emergency preparedness*

**Resilient Provincetown (Municipal Vulnerability Preparedness) Plan: The MVP Workshop has been scheduled for Friday, March 15<sup>th</sup>, starting at 8am, at the Provincetown Center for Coastal Studies. This workshop is**

an essential part of the MVP certification for the Town, and needs input from the community. Outreach to Town boards and civic organizations continue, with the goal of having at least 60 people attend (*Community Development – Conservation*).

## Goal 6- Government, Operations, and Finance

### Government and Operations

*Support organizational excellence*

**Town Meeting:** On March 1<sup>st</sup> the Select Board finalized the warrant for Town Meeting. The Finance Department continues to work on creating motions and Town Meeting Books in preparation of Town Meeting on April 1<sup>st</sup> (*Finance Department*).

### Finance

*Enforce strong financial policies and internal controls to improve transparency and to continue Provincetown on a secure and stable financial path*

**Payroll:** With an unexpected vacancy in our payroll division, the finance department is taking the opportunity to reorganize and develop best practices as well as create centralized on boarding and off boarding processes (*Finance Department*).

**MUNIS MIS** has been working closely with the Finance and Water Departments to implement the utility billing module. Steady progress has been made over the past few weeks during the conversion process from the legacy system, discussed in the February 5<sup>th</sup> update, to the virtual machine. A printable water invoice is now available in the MUNIS interface in preparation for the next billing cycle (*Management Information Systems Department*).

**Library:** MIS has been working with Library staff to come up with a plan for mobile printing and implementing options for credit card payment. Currently, Library patrons are required to use one of the public computer terminals in order to print. Payment is facilitated through a vending option that only accepts bills and coins. Research is being done to find potential solutions that will offer a credit card reader, as well as online payments (*Management Information Systems Department*).