



TOWN MANAGER

Memo

To: The Select Board
From: David B. Panagore, Town Manager
Date: March 20, 2019
Re: Town Manager's Report

This report is for the period March 7th, 2019, through March 20th, 2019

1. General

Contracts:

- One-year Grant Agreement Extension for Nutrition Incentive Program with Sustainable CAPE at the Provincetown Farmer's Market for \$1,150
- 2019 Pavement Management Plan \$285,630.80
- Jacobs Contract for Airport Fence Construction Project for \$361,900
- GB Hastie Fence Contract for Airport Fence Construction Project for \$995,604.30
- Mass DOT Aeronautics Grant for Airport Fence Construction Project for \$1,362,000

2. Meetings and Conferences

- March 7th – Provincetown 400 Task Force
- March 9th – Year Rounder's Festival
- March 11th – Select Board Meeting
- March 14th – Year Round Rental Housing Trust
- March 14th – Peter Pan Bus Line
- March 15th – Resilient Provincetown- Coastal Resilience Workshop
- March 18th – Select Board Meeting
- March 19th – Finance Committee
- March 20th – Seashore Point Town Meeting Forum

3. Personnel Matters

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.

Meeting and Items of Note

- **Parking:** The Commercial Street parking ban goes into effect on Monday, April 1st. Paid parking for all Town-owned lots begins on May 1st. Staff is preparing for the 2019 season through a review of parking permits. If asked, information on parking permits is available on the Parking Department website. Given the equipment lead times, installation of the new parking and revenue control system has shifted to the fall (*Parking Department*).

Safety Program: On March 7th, Robert Capurso, Town Engineer, Erin Ellis, Project Administrator, Cody Salisbury, Water Superintendent, Ray Duarte, Highway Foreman, and Ryan Schmidt, Water Department and Repair Technician, attended the bi-monthly Safety Program initiative. This group, comprised to DPW and Administrative Staff from towns throughout the Cape, will continue to meet on a bi-monthly basis discussing safety protocols and programs for each Town (*Town Manager*).

MUNIS Best Practices: On March 6th, the Assistant Town Manager for Finance and MIS Analyst went to the Town of Yarmouth to share processes/procedures related to MUNIS Payroll and Utility Billing and other various tasks. This work session was incredibly productive, and resulted in useful ideas that may be implemented by both towns (*Finance Department*).

CATMan: On March 7th, Beau Jackett attended a meeting with Cape IT Directors to network and share best practices. The group, formally known as Cape Area Technology Managers (CATMan), has been meeting at the Barnstable County Campus to discuss the key challenges of running a municipal technology infrastructure. This meeting strategized about adopting formal IT policies that can be shared among towns (*Management Information Systems Department*).

Local Building Inspector: James Nickerson has quickly demonstrated his exceptional skill set in building inspection. In his first two weeks, he has been introduced to the variety of projects ongoing in Town, has shadowed on several Licensing inspections, and has worked well with the public encountered in the field. He is quickly adapting to the office side of the inspectional service requirements (*Community Development- Building Division*).

Goal 1-Economic Development

Objective: Support and increase the year round population

Year Rounder's Festival: The Council on Aging was pleased to staff a table at this year's festival. Information was shared about programming and services, and the COA was able to connect with people not familiar with the Senior Center. In addition, many existing members of the public who participate in COA events were also present. The fundraising organization, Friends of the COA, also had a table at the event (*Council on Aging*).

WRAG: Mary DeRocco, creator and facilitator of the Women's Radical Aging Group (WRAG) was featured on WOMR on International Women's Day, along with two participants from the group. This 4-week session has been offered at the Senior Center four times, and focuses on ageism, cultural expectations, and re-claiming language and power as women age. It is scheduled to be offered two more times this year at the Senior Center, with dates and times to be announced (*Council on Aging*).

Objective: Promote policies that encourage the development of year round business, entrepreneurial opportunities and jobs while maintaining community character

Food Safety: The Health Department has scheduled its spring courses for restaurant employees. Fats, Oils, and Grease will be held at Town Hall on May 8th, Choke Safety will be held at Town Hall on June 4th and 6th, and Servsafe will be held at the VMCC on June 10th and 17th. The Health Department will be notifying all licensed food establishments electronically, as well as posting information on their website about these trainings. If asked, contact the Health Department directly for more information (*Community Development- Health Division*).

Objective: Support efforts to improve residential quality of life

- Town Meeting: Final preparations are underway for the Annual Town Meeting. The Town Meeting Times, a summary of information to be brought forth during Town Meeting, has been sent to print, and should be in resident's mailboxes on March 26th. The Warrant has been posted and published in the Banner. Additional paper copies of the warrant are available in Town Hall (*Town Clerk*).
- Town Election: The schedule for the June 18th Annual Town Election has been posted on the Town Clerk's page, the Elections page, and the Facebook site Town Talk. Any additional questions or concerns regarding the election should be directed to the Town Clerk (*Town Clerk*).

Census: The Town Clerk is processing census forms for the street listing. If asked, any residents who have not sent in their annual census form should bring it to the Town Clerk's office as soon as possible (*Town Clerk*).

Battle of the Badges: Sunday March 10th, the Police and Fire battled each other in an entertaining charity Basketball game. For those that like to keep score, the police escaped the Fire Departments fierce pressure in a 29-32 victory at the High School Gym. This game brought great camaraderie, and raised \$1,354 for the PTA. These funds will be donated to the Provincetown Schools 7th and 8th trip to Costa Rica. Thank you to the PTA, Recreation, Police, and Fire Departments for putting together this successful event (*Recreation Department*).

- Town Meeting Child Care: The Recreation Department will be offering free childcare at the Veterans Memorial Community Center during Town Meeting. This is an effort put on by the Recreation Department to try and provide families childcare so that they may attend Town Meeting. The PTA will provide dinner and snacks each night, and the Recreation Department will provide supervision and entertainment. Additional information on this program can be found on the Spring 2019 Town Meeting webpage (*Recreation Department*).

Objective: Support efforts to improve the tourism economy to enhance the visitor experience

Peter Pan Bus line: On March 14th, staff met with representatives from the Peter Pan bus company which received the state subsidy to run the route from the Mid Cape to the Outer Cape. At this time, they will continue to operate in the same manner as their predecessor, and look forward to serving Provincetown and its visitors (*Parking Department*).

Goal 2- Housing

Objective: Increase Community Housing availability

Harbor Hill: On March 14th, the Year Round Market Rate Rental Housing Trust (YRRHT) voted to award a contract to the lowest eligible bidder, NEI, for the renovation of Harbor Hill. On this same day, the Planning Board approved a special permit for the addition of 2 new ADA units at Harbor Hill under the inclusionary zoning (IZ) by-law. This is the first unit produced under the IZ since its creation, and requires one of the units be deed restricted in perpetuity with rent up to 80% AMI and eligibility up to 100% AMI (*Housing and Economic Development Division*).

VFW: On March 14th, a proposal was received from a consultant for the development and community engagement process for both the VFW and the current police station site on Shank Painter Road. The application is currently under review, with an

update to be provided in the next Town Manager's bi-weekly report (*Housing and Economic Development Division*).

Goal 3-Built and Natural Environment

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

Bas Relief: On March 7th, a bid for \$616,000 for the restoration of the Cyrus Dalin tablet and park was received. An award notice will be issued, with the contract notification listed in the Town Manager's report to the Select Board in April (*Housing and Economic Development Division*).

Highway Department: The Commercial Street Reconstruction Project between Allerton and Howland St is scheduled to begin the week of March 25th. In preparation for this work, the contractor has begun mobilizing equipment and materials and may start saw cutting the roadway the week of March 18th. Bradford/Standish Street improvements in front of the Gulf Station and the Alden Street parking lot are out to bid, with a bid opening date scheduled for March 28th (*Department of Public Works*).

Water Department: The Water Department staff performed a repair within the Knowles Crossing Treatment Plant on the filtration feed line. The 8" water main that feeds the filtration units split and broke during the afternoon of March 6th. Certain parts had to be ordered, and this repair was completed on March 14th. A bypass arrangement exists and therefore plant operations were not disrupted. Water Treatment staff will also be performing routine monthly bacteria testing for the system, and distribution staff will be inspecting the testing of the newly installed water main within Coastal Acres Campground area (*Department of Public Works*).

Buildings & Grounds: The Building and Grounds Department continues painting of the Firehouse #2 Public Restrooms and finishing touches on the MPL Restrooms. The majority of the heavy brush and overgrowth along the fence lines at the Hamilton, Gifford, and Alden Cemeteries has been cleared. The cleaning out of the underbrush is ongoing, and a general cleanup of the cemetery grounds will be getting underway in the next couple of weeks. During this time work at the Winthrop Street Cemetery will start. Over the next couple of weeks staff will be lowering the hedges on the Ryder Street side of the Aids Memorial. Work is also being done at the Harbormaster's building consisting of the installation of a double door into the utility room and ventilation fans for the restrooms. The generator for the VMCC has been ordered and the Automatic Transfer Switch (ATS) is scheduled to be installed this weekend weather permitting. The exhaust fan for the COA kitchen hood is pending an agreement from the vendor. At the Library, the decision has been made to install new emergency lighting. The lighting has been ordered and will be installed in the next 2-3 weeks. Work on the Town Hall slate roof and clapboard repairs should be getting underway mid-April (*Department of Public Works*).

- Environmental Health/Hazardous Waste: The Cape Cod Cooperative Extension has announced the 2019 Household Hazardous Waste pickup dates. Provincetown's pickup day is October 5th from 9 am to 12 pm at the Provincetown Transfer Station. Provincetown residents are welcome to drop off Household Hazardous Waste during the Wellfleet scheduled drop off on June 1st, and the Truro scheduled drop off on August 3rd. In 2018, the program collected over 360k pounds of hazardous waste from over 5k residents and small businesses on Cape Cod. This protects our first responders, solid waste workers, sole source aquifer, and water bodies. Additional information will be posted on the Health Department's website (*Community Development- Health Division*).

Goal 4-Community Engagement and Communications

Objective: 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 Q&A session at the Council on Aging in the VMCC Building on Thursday March 21st at 10 AM. Filed sub-bids were received on March 13th and the design team is currently evaluating the bids. General Contractor bids are due on March 27th, and a final number should be ready for Town Meeting (*Department of Public Works*).

Building Officials Regional Meeting: On March 13th, Anne Howard and James Nickerson attended the Southeastern Massachusetts Building Officials (SEMBOA) monthly meeting in Taunton. These meetings keep Building Officials informed on legislations affecting building codes, construction trade trends, new materials, and inspection best practices specific to certain activities, as well as provide an opportunity to network with other Building Officials (*Community Development- Building Division*).

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

Binge Boxes Success: The first five Binge Boxes were such an immediate success the Library has added four more to the collection. Binge Boxes are a collection of DVDs packaged together for a two week circulation surrounding one topic or theme. The new themes include, "James Bond," "Musicals," "DreamWorks," and, "A Star is Born (and reborn...)." Each box comes with a complimentary bag of microwave popcorn (*Library*).

Year-Rounders' Festival: On March 9th the Library had a table at the Year-Rounders' Festival. It was a good opportunity for the relatively new Library director to interface with the public and share all the resources and services the library offers. The event was well attended (*Library*).

- 4th Annual Moby Dick Read Aloud Marathon: Planning for the annual Moby Dick read aloud marathon has begun, and the Library is looking for willing readers. The Library welcomes Select Board Members to participate in the marathon. Interested parties please contact Brittany Taylor btaylor@provincetow-ma.gov. This is a special year for this event as 2019 marks the 200th anniversary of Herman Melville's birth (*Library*).

Objective: Improve public access to Government through and updated Town website

Website: Content migration was completed on March 8th for the Town Website. Staff has been reviewing the new site for content accuracy while it resides in a staging area. Staff will also be attending training sessions on March 19th and 20th, during which time additional content adjustment will take place. The Town's consultant will be scheduling a follow-up session with Select Board members Louise Venden and Cheryl Andrews to review their prior comments on 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

Objective: Implement a structure of command; retain staff for further development and implementation of the plan Develop and approve an Emergency Management Plan

- MVP: On March 15th the Town of Provincetown hosted the first workshop for Resilient Provincetown- the Municipal Vulnerability Program (MVP). This 8-hour meeting saw roughly 60 members of Provincetown staff and the community in attendance. Additional abridged meetings will be held throughout the spring to reach out to both seasonal and year round residents, as well as others who may have been unable to attend the kickoff event. This critical first step is part of the state prescribed process for the program, which will in turn allow Provincetown to apply for and potentially receive additional grants to be used to improve climate change resiliency. Materials from this meeting, including links to reports referenced throughout the day, will be available on the Town's website, as well as information about the upcoming meetings. A great deal of gratitude goes to Tim Famulare and the MVP Core Team for organizing this event (*Community Development-Conservation Division*).

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

Grants work: The Harbormaster Department has been assisting the Environmental Planner and DPW on the Ryder Street Beach Dune project. This project is one component of the Town resiliency efforts. The Marina Reconstruction Project is underway, with ACK Marine beginning their submittal process for material approvals (*Harbormaster*).

Goal 6- Government, Operations, and Finance

Government and Operations

Objective: Pursue public-public partnerships with local, state and federal government to advance Town Wide Goals

Regional and Public Private Partnerships: The Health Department continues to participate in regional discussions with Truro, Wellfleet, and Eastham to join forces in the Health and Conservation arenas. The Health Department also participates in quarterly conversations with local public health organizations to facilitate communication between partner agencies and troubleshooting issues (*Community Development- Health Division*).

Objective: Support organizational excellence

Town Meeting: The Town Meeting Book has been submitted to KP Law for review. Staff is preparing for the upcoming Town Meeting Forum and working on their Article scripts (*Finance Director*).

Finance

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

Office preparations: The Harbormaster's office has begun preparing to bring on seasonal staff by archiving previous years records, continuing the migration to QuickBooks Online, and getting Chapter 91 licensing organized and uploaded so that public has access to the files. Funding from the Harbor Access Gift Fund to hire a consultant was approved by the Select Board on January 28th (*Harbormaster*).