



## TOWN MANAGER

# Memo

**To:** The Select Board  
**From:** David B. Panagore, Town Manager  
**Date:** April 17, 2019  
**Re:** Town Manager's Report

---

This report is for the period April 5<sup>th</sup> through April 17<sup>th</sup>, 2019

1. Meetings and/or Conferences

April 8<sup>th</sup> – Select Board Meeting  
April 10<sup>th</sup> – Shark Response Meeting  
April 17<sup>th</sup> – Camoin Associates Economic Development Review  
April 18<sup>th</sup> – Camoin Associates Economic Development Review  
April 17<sup>th</sup> – Select Board Meeting

2. Personnel Matters

On April 16<sup>th</sup>, the Town of Provincetown welcomed Eric Sussman as the Emergency Manager/Transportation Coordinator. A Provincetown resident since 2016, Eric has split his time between the Cape and Brattleboro, Vermont, while pursuing a Master's Degree in International Service, Leadership, & Management. Eric looks forward to translating his skills in project management, logistics, and problem solving towards local stewardship and our emergency preparedness efforts (*Town Manager*)

Open Positions:

Full-time Assistant Recreation Director  
Seasonal Recreation Positions  
Entry Level Police Officer  
Seasonal DPW Positions  
Seasonal Fire Department Positions  
On-Call Telecommunicators

3. Department Update

**Reports and Items of Note**

- Parking: On March 25<sup>th</sup>, the Parking Department opened with full time hours to serve the public. Residents may now purchase Parking Permits at their office in

the Police Station. The Commercial Street parking ban between Johnson Street and Winthrop Street went into effect on Monday, April 1<sup>st</sup>, with paid parking for all Town-owned lots beginning on May 1<sup>st</sup>. If asked, information on parking permits is available on the Parking Department website (*Parking Department*).

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

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

#### **Objective: Support and increase the year round population**

Annual Town Election: Preparations have begun for the 2019 Annual Town Election, with nomination papers now available for pick up at the Town Clerk's office. The press release has been sent to the Banner. If asked, additional information, including deadlines and requirements, are available on the Town Website (*Town Clerk*).

Spring Town Clerk Meeting: On April 16<sup>th</sup>, the Town Clerk attended Cape & Islands Town Clerk Spring Meeting in Dennis. The topics discussed included general information on Town Meetings and Town Election, with a guest speaker from General Code (*Town Clerk*).

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

- CVS 132 Bradford St: The CVS at 132 Bradford Street is scheduled to open on Sunday, May 12, 2019. Work to be done this coming week includes bringing in the store shelving and interior finish items. The reason the word Pharmacy on the sign is covered is that they are not allowed to advertise this service being available until the pharmacy shelves are stocked (*Community Development- Building Division*).

#### **Objective: Support efforts to improve residential quality of life**

Spring Celebration: For the third year in a row, four organizations came together and provided a great spring event on April 13<sup>th</sup>. Seashore point offered a free breakfast in their dining room to all families, with picture opportunities with the Bunny. After breakfast ended, all families hopped over to the Provincetown Monument for an egg hunt. The Recreation Department provided staffing to monitor all egg seekers. Meanwhile, the PTA manned the egg redemption including the prize table, and the monument staff opened up the museum and their shops (*Recreation Department*).

Annual Town Meeting: The package of By-Law amendments approved at the Spring Town Meeting was sent to the Attorney General's Office, with the review anticipated to be completed by July 7<sup>th</sup> (*Town Clerk*).

Boston Post Cane: On April 5<sup>th</sup>, the Boston Post Cane was bestowed upon Miriam Stubbs. She greatly appreciated Select Board Chair Andrews and Member King's presentation and the presence of many family members and friends. The Banner took photos for an article to be featured in an upcoming issue (*Council on Aging*).

Age-Friendly Update: The second step of the regional/town Age-Friendly process has been completed with the submission of the AARP checklist. Healthy Aging-Cape Cod staff will now compile the data from the surveys and checklist and share them with each town in May/June (*Council on Aging*).

- PTV Collaboration: PTV will be training a new COA volunteer as videographer for the Senior Center. They will learn to film as well as edit COA events and topic-based interviews under the supervision of the COA Program Coordinator. This will enable additional programming on PTV that is especially beneficial as a way of connecting homebound residents to the Center (*Council on Aging*).

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

Website Research Project: Bellweather, the website developer for the Tourism Department, has been conducting in-depth research to identify the needs of the ProvincetownTourismOffice.org website. The detailed process includes a navigation workshop, Google analytics, interviews with visitors and residents, and surveys to provide insight. A group of approximately 40 stakeholders have been included in the process, workshops and screen share presentations to provide feedback to the Tourism Department and the Developer. Through this process we are learning a great deal about who is searching for Provincetown and for what they are searching. The next phase of the website development is a series of eight two week creative sprints beginning May 6, 2019, with opportunities for stakeholders to provide feedback throughout this time. The new website is scheduled to launch on September 30, 2019 (*Tourism Department*)

Firehouse Preparation: The Firehouse #3 schedule for 2019 has been drafted. This site allows for organizations to use the space to maximize exposure for their events as well as provide a space for non-profit charities to fundraise. The schedule begins in May and will run through Holly Folly weekend in December (*Tourism Department*).

Blue Chair: The giant blue chair has moved to its seasonal home on Ryder Street beach. This tourist attraction provides fun for visitors, and the photographs they share on social media promote the town. The hash tag #MyPtown, engraved on the steps of the chair, populates the PtownTourism Instagram feed and whenever a user adds the hashtag to their post, it's able to be indexed by the social network and

Provincetown becomes searchable and discovered by other users. The Blue Chair continues to provide promotion for the town year-round (*Tourism Department*).

## **Goal 2- Housing**

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

- Bradford Street Extension Development: The final two buildings in the 166-170 Bradford Street Extension development commenced, with footings now in place. Once complete, this area will have been improved and provided seven (7) single-family and one (1) two-family buildings (*Community Development-Building 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***

- Pre-Construction Meeting on Floating Docks: The contractor, engineers and town reps from DPW and Pier Corp are meeting Thursday, April 18<sup>th</sup>. This pre-construction meeting is after all initial contractual obligations have been met and the initial submittals received. Going forward, we are expecting more clarity on the overall schedule and can plan for potential issues to the regular business season. A communications plan, such as DPW uses for road work, will be instituted for this project (*Harbormaster*).

Water Department: Starting April 16<sup>th</sup>, the Water Dept. staff began flushing the water system. Flushing will begin within the Truro portion of the system, in order to avoid issues at the central school (children are on vacation next week). Provincetown flushing will begin the week of 4/22. Staff is very busy performing seasonal water service turn-ons for property owners. Water treatment staff is performing well field maintenance on the Air Base well #5 flow meter, as well as general maintenance within the North Union Field pumping station (*Department of Public Works*).

Buildings & Grounds: The interior painting at the MPL and Firehouse #2 restrooms is complete, as well as the work to the Police Station water damage. Work on the exterior trim at the MPL Restroom has begun, and repairs will begin on the lighting along the walkway at Fishermen's Park as well as pressure washing the walkway at Town Hall, cleaning the stairs from the parking lot to the rear of the VMCC and assessing the repairs needed, and continued field maintenance. The new switch gear at the VMCC will be operational so backup power for the generator will be automatic again. The new door installation for the utility room at the Harbormasters office is awaiting milder weather (*Department of Public Works*).

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

Highway Department: Phase four (4) of the Commercial Street Reconstruction Project continues with curbing crews finalizing the installation of new granite curbing. Over the next few weeks they will be laying the concrete base beneath the brick sidewalk and begin excavating the roadway for drainage installation. Construction work is anticipated to be ongoing through the month of June. Bids have been received for improvements to the Standish Street / Bradford Street Intersection in front of the Gulf Station and Alden Street parking lot. The low bidder, J.W. Dubis & Sons, is expected to begin work soon- the contract was executed on April 9<sup>th</sup>. Starting the week of April 21<sup>st</sup>, the Spring Pavement Management plan resurfacing several side roads will begin (weather pending). The roadways scheduled for this work include the West end of Commercial Street, Freeman Street, Railroad Ave, Nelson Avenue, and Nickerson Street (*Department of Public Works*).

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

Hall Property: On April 10<sup>th</sup> the Recreation Commission and the Open Space Committee had a joint meeting to discuss the planning for the newly acquired Hall property. Both committees talked about long term and short term goals for this property, and decided planning should come from a subcommittee. Both boards agreed that representatives should include members of Open Space, Recreation Commission, Historical Commission, Public Landscape Committee, and Harbor Committee. This subcommittee will be tasked to gather input from other boards as it retains to long term planning for this park (*Recreation Department*).

***Objective: Implement the recently adopted Harbor Plan***

- Harbor Plan approved by State: On April 11<sup>th</sup>, the Town of Provincetown received word that Secretary Beaton had approved the Harbor Committee's third iteration of the Municipal Harbor Plan. With the assistance of Urban Harbor's Institute at UMass Boston, this plan incorporates recommendations to address climate change in the many areas of resource protection and economic stimulus covered by the Plan. That the Secretary approved the plan for 10 years is testament to the comprehensive approach by the Harbor Committee. For those that ask, the Notice of the Secretary's Decision, and the 2018 Provincetown Harbor Plan Amendment, are available on the Town Website (*Harbormaster*).

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

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

Camoin Associates: On April 17<sup>th</sup> and 18<sup>th</sup>, Camoin Associates returned to the Town of Provincetown to discuss their draft Economic Development matrix. Past participants as well as members of the public were welcomed back to discuss their findings, voice their opinions, and be informed of their progress to date. Meetings took place at both The Commons and the auditorium of Town Hall. The draft report will be provided to the Select Board in the upcoming months (*Town Manager*).

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

National Library Week: The Library celebrated National Library Week from April 7<sup>th</sup> through April 14<sup>th</sup>. This year's theme was "Libraries=Strong Communities." The Library offered additional programming, fine amnesty, and engaged patrons with an "idea catcher" – a low-tech board that asked questions about the Library (*Library*).

- Mobile/Wireless Printing: The Library now offers mobile/wireless printing. Patrons are now able to print directly from their phone, tablet, or laptop while in the Library or from across town. The Library is excited to offer this new service which satisfies a patron need (*Library*).

4<sup>th</sup> Annual Moby Dick Read Aloud Marathon: From April 26<sup>th</sup> to April 28<sup>th</sup>, the Library is seeking readers for the 4<sup>th</sup> Annual Moby Dick Read Aloud Marathon. The Library would be pleased to welcome Select Board Members to sign-up to read a portion of the book. Interested parties please contact Brittany Taylor [btaylor@provincetown.ma.gov](mailto:btaylor@provincetown.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*).

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

- Website: After six months of preparation, the Town's new website went live on April 15<sup>th</sup>. MIS would like to thank the town staff that served on the redesign committee, as well as Select Board members Cheryl Andrews and Louise Venden for providing feedback prior to launch (Management Information Systems Department).

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

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

Community Rating System (CRS): As a condition of continued participation in the CRS program, the Town of Provincetown is required to be recertified on an annual basis. Participation in the CRS Program gives the community credits that are applied to the Flood Insurance rates offered to Provincetown flood insurance policy holders. The recertification cycle for Massachusetts takes place May (*Community Development-Building Division*).

## **Goal 6- Government, Operations, and Finance**

### **Finance**

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

MUNIS We are in the final stages of rolling out the utility billing module in MUNIS. Consolidating this function into MUNIS will streamline the management of utility billing data and will eliminate the need for a third party system to interact with MUNIS (*Management Information Systems Department*).

Artemis update: The Town Manager has signed the reimbursement contract with FEMA for \$28,875, for the Artemis, as the vessel was wrecked on March 2<sup>nd</sup>, 2018, during a named, covered event. The amount will be returned to the Finance Committee emergency fund source (*Harbormaster*).