



TOWN MANAGER

Memo

To: The Select Board
From: David Gardner, Acting Town Manager
Date: May 23rd, 2019
Re: Town Manager's Report

This report is for the period May 9th, 2019, through May 23rd, 2019

1. Meetings and/or Conferences
 - May 13th – Select Board Meeting
 - May 14th – Wastewater 3.0 - Nantucket Sewer Main Failure and Response Presentation
 - May 15th – VFW Consultant Meeting and Site Visit
 - May 16th – PARCS Consultant Meeting
2. Personnel Matters
 - Open Positions:
 - Town Engineer
 - Seasonal Recreation Positions
 - Police Matron
 - Seasonal Provincetown Public Pier Corporation Positions
 - Seasonal Parking Department Positions
 - Seasonal Fire Department Positions
 - Seasonal DPW Workers
 - Summer Police Office and Summer Community Services Officers
 - On-Call Telecommunicators
3. Department Update

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

Meetings and Items of Note

Upcoming Training Events: The Health Department will be hosting Hands Only CPR training on the Provincetown Library Lawn. This event will be on June 6th from 12pm-5pm, and is open to the public (*Community Development-Health Division*).

Annual Town Election: Absentee ballots became available on May 20th, and the last day for residents to register to vote in election is May 29th. The Ballot for the June 18, 2019 Annual Town Election has been finalized and sent to the printer (*Town Clerk*).

Paid Parking: May 1st marked the start of the 2019 paid parking season. The Grace Hall and Marina Public Lots are open, with all kiosks and meters in effect. If asked, parking stickers may be obtained in the Parking office located in the Police Station (*Emergency Manager and Transportation Coordinator*).

Goal 1-Economic Development

Objective: Support and increase the year round population

Fuel Assistance: The Senior Center is one of three designated sites in town for Fuel Assistance applications. This winter, our Outreach Coordinator Andrea Lavenets assisted 40 town residents, who were granted over \$40,000 to help pay for fuel (*Council on Aging*).

Senior Volunteer Program: The Tourism Department has 16 volunteers for the 2019 season. These volunteers provide tourists with information seven days a week at the Office of Tourism information booth and the Town Hall lobby. Each volunteer acts as a Tourism Department Representative, with the day being split in two shifts, and providing tourists the ability to speak with someone directly from 10:00 AM to 5:00 PM (*Tourism Department*).

Objective: Support efforts to improve residential quality of life

Cape Cod Regional Transit Authority (CCRTA): The Advisory Board for the CCRTA met on April 24th to approve their operating budget for FY2020. The Town continues to work with the CCRTA as the Town moves forward exploring routes, schedules, and emergent technologies to better serve Provincetown ridership (*Emergency Manager and Transportation Coordinator*).

On-going construction: As we approach increased occupancy in buildings throughout Town, several major construction projects will remain active. Pursuant to General Bylaw 13-2-21, Construction time: Exterior repairs and construction shall not take place until after 7 AM and closing time at 9 PM. If asked, please direct any questions to the Community Development office (*Community Development-Building Division*).

Provincetown Senior of the Year: We are pleased to announce that Carol MacDonald has been named the 2019 Senior of the Year in recognition of her civic engagement and contributions to town. Carol has been involved with CASAS for 20 years, served on several Town Boards, and been an active volunteer with local organizations. A luncheon will be held in her honor in the fall (*Council on Aging*).

Building and Grounds: The primary focus for the Building and Grounds Department over the next two weeks will be getting caught up on the mowing of the cemeteries and fields, repair and painting of park benches, rotating out and/or painting the trash and recycling receptacles that are damaged, and completing the exterior trim repair and painting at the MPL restrooms. This work is in addition to regular scheduled maintenance (*Department of Public Works*).

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

Fiscal Year 2020 Media Space Buy: The Media Space Buying Strategy for the period beginning July 1, 2019 and ending June 30, 2020 is planned to reach all business segments and demographics through direct digital advertising, online sponsored

content, radio streaming, interactive outdoor, and print. Digital vehicles and concepts are 90% of the media space buy, and direct print is 10%. This advertising space is being reserved in preparation for publication in the new fiscal year (*Tourism Department*).

Hightown: In conjunction with the Police Department, Town Staff continue to work with the Starz network to accommodate the upcoming shoot. The Town is in discussion with the production to arrange rental agreements for use of the VFW lot and parking spaces across from the Provincetown Inn (*Emergency Manager and Transportation Coordinator*).

Goal 2- Housing

Objective: Promote policies and programs that encourage year round housing with income and age, racial and ethnic diversity

This Place Matters: On May 7th, the Housing Specialist participated in a televised discussion for the show "This Place Matters" with Jay Colburn of the Cape Community Development Partnership (CDP), to discuss down payment assistance programs and the upcoming buy-down programs available to residents. For additional information on these programs, contact the Housing and Economic Development Office (*Housing and Economic Development Division*).

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

VFW: On May 15th, a kick-off meeting for the housing development of the VFW lot and the current police station lot was held with members of the consultant team, JM Goldson, Laura Shufelt from the Massachusetts Housing Partnership (MHP), Zackary Richards of Bohler engineering, and Town staff. The first public forum for community outreach will be June 19th in the auditorium of the Provincetown Town Hall (*Housing and Economic Development Division*).

Objective: Increase Community Housing availability

Harbor Hill: 4 Harbor Hill Road, also known as Building Five (5), has completed the install of the mini split heat pumps and the door replacements. Building permit applications for all four buildings on the property have been received, and the full permit for Building Five (5) has been issued. Two households moved into apartments the week of May 11th. To date, the Town has waived permit fees, according to Select Board policy 2018-09-10B, for a total of \$52,506.57. Start-up activities are underway for the renovations of Buildings Four (4), Six (6), and Seven (7), with ongoing meetings with the contractor, the Architect, and the Property Manager under way (*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

Environmental Health: On May 14th, the Town Library hosted the final installment of Wastewater 3.0 Speaker Series – *Winter hath Come - Nantucket Sewer Main Failure and*

Response by Roberto Santamaria of the Nantucket Health Department. For those unable to attend, the presentation will be available on PTV (*Community Development-Health Division*).

Solid Waste: The Health Department and Department of Public Works has been re-issuing press and conducting social media outreach regarding the requirement for trash and recycling barrels to be covered. This effort is to remind residents, as well as make seasonal residents, aware of the new requirement (*Community Development-Health Division*).

Public Health: On May 16th, Jeff Schaffer, Sexual Health Program Manager for Outer Cape Health Services, presented to the Board of Health the new Test and Treat program that triages testing and treatment for sexually transmitted infections at Outer Cape Health Services Provincetown. For additional information about this program, please contact the Health Department or the Provincetown Outer Cape Health Services (*Community Development-Health Division*).

Courtesy Float repairs: The float of the courtesy float system was hauled out for repairs to the deck and the pump-out system piping on the gangway, and re-installed on May 21st in advance of the holiday weekend. M2- the Town's pump-out boat, has been serviced and launched for the season. This seasonal service provides two methods for boaters to empty their holding tanks while in Provincetown (*Harbormaster*).

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

Highway Department: The Commercial Street reconstruction crews are looking to finalize the first course of pavement on May 23rd ahead of the Memorial Day weekend. The roadway should be opened for travel by the afternoon on Friday, May 24th. Following the holiday weekend, line painting crews will be in Town to paint center and white fog lines. The week of June 3rd, crews will return to paint Commercial Street and crosswalks throughout Town. Work will continue at the Bradford/Standish Street intersection, with all remaining work expected to be completed by June 7th (*Department of Public Works*).

Water Department: Water distribution staff will be performing various fire flow tests throughout the system as an update to the Insurance Services Office (ISO) (the last updated information was provided four years ago). In addition, crews will be exposing the 12" water main on Shore Road in Truro for a contractor to perform a fire sprinkler service (618 Shore Rd), as well as conducting a service tap to 28 Cottage Street (fire and domestic service due to renovation). Water treatment staff will be performing annual flow meter calibrations at all wells and pumping stations, as well as repairing two control valves within the treatment plant (*Department of Public Works*).

Fender pile replacement program: AGM has completed its contract with the Town to replace 59 fender piles. This work was funded by \$200,000 from the continuing capital articles for pier repairs, and funding from the Pier Corp capital reserve. The newly installed piles are the more durable greenheart tropical wood piles than the previous ones on site (*Harbormaster*).

Ferry Service Starts: On May 16th, the Boston Ferry Boats started their service into Town. In preparation for the start of the season, Staff treated and painted the deck of the transportation floats

for rust. Repairs were made to the access ramps, and new cleats installed around the perimeter (*Harbormaster*).

Goal 4-Community Engagement and Communications

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

Scams: The Council on Aging has received a recent increase in the number of complaints from residents concerned about telemarketing and scam calls. Officer Dow from the Provincetown Police Department spoke at the Senior Center regarding how to handle such calls, and the Council on Aging posted information on their Facebook page and in their newsletter (*Council on Aging*).

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

Heritage Day: On June 13th, at 6pm, the Library will present "Admiral Donald MacMillan's Artic Voyages" by Captain Sean Meagher, on Heritage Day. Captain Meagher will bring MacMillan's voyages to life with his modern footage from his own voyages in the artic (*Library*).

The Season is Heating Up: On May 16th the Library welcomed over 1,000 people. Many of those who came to the building were looking for the Rose Dorothea, also known as the "special surprise," on the second floor, which they have heard about on the street, the Chamber, the Tourism Booth, and on the ferry (*Library*).

Summer Programming: Planning is underway for the Library's summer programming for children. In addition to the usual events during Family Week, the Library will offer story hour, art on the lawn, *Improvincetown*, PIE Theater, and collaborative programming with the National Seashore and the Recreation Department. For additional information, please see the Library's website (*Library*).

Library: The MIS Department recently completed the implementation of wireless printing at the Public Library. This allows patrons to print from a laptop over the WiFi network and utilizes the existing queue management system as the wired workstations (*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

Emergency Management: The current focus of the Emergency Manager is listening to the needs of the community, while exploring initiatives with, or participation on, existing or upcoming projects at the intersection of Public Health, Conservation and Coastal Resilience, and the Department of Public Works. The current planning objectives focus on project identification and implementation over the next 6 months, with emphasis on initial community outreach via the Town website, an Emergency Operations Plan revision for the late fall, and a continuous staff training program. The Manager continues to establish and

nurture relationships with Provincetown Emergency Function personnel, Truro response, Barnstable County, Massachusetts Emergency Management Agency (MEMA), and the Red Cross (*Emergency Manager and Transportation Coordinator*).

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

Resilient Provincetown (Municipal Vulnerability Preparedness (MVP) Plan): Following the MVP workshop on climate change resiliency on March 15th, and the community listening session on April 11th, the Environmental Planner and the Harbormaster presented a summary of the MVP program and the workshop's findings at the meeting of the Part-Time Resident Taxpayers Association on May 17th as part of the outreach to seasonal residents. An additional listening session will be held in the first week of June for outreach to the environmental justice population (*Community Development-Conservation Division*).

Stop the Bleed: On May 23rd, in conjunction with the Health Department, a *Stop the Bleed* training was offered to the general public. This training addresses immediate citizen response efforts to rapid blood-loss trauma. Future assessment considers the success of this program to determine programming needs as regards public training, and best practices and protocols for execution and marketing (*Emergency Manager and Transportation Coordinator*).

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

Ryder Street Beach/Gosnold Street Beach Dune Enhancement Project: Woodard & Curran, the consulting firm working with the Town of Provincetown, has prepared a preliminary design of the dune enhancement project. On May 16th, the Environmental Planner and the Harbormaster presented the plans to the Disability Commission and received the board's endorsement of the design. The plan was also presented at two public information sessions on April 11th and May 20th. Property owners were directly contacted and asked to attend the meeting so that the Town can obtain their consent to the state and local permit applications that are to be filed (*Community Development-Conservation Division*).

Goal 6- Government, Operations, and Finance

Government and Operations

Objective: Implement policies and programs that support year-round culture and economy

Cape and Islands Water Protection Fund (WPF): The Finance Director attended the first meeting of the WPF in Barnstable. The WPF elected officers and a subcommittee for writing bylaws. More information on the work of this group will be provided in the bi-weekly updates as it occurs (*Finance Department*).

Objective: Develop a collaborative process of youth initiatives to enhance their quality of life

Teen Night Update: Since October 6th, 2018, the Recreation Department has hosted a bi-weekly Teen night. This year's average daily attendance has been 12 participants; an increase of 4 more participants from the previous year's attendance. While that might seem to be a marginal increase, the Recreation Department sees this as progress. The

Recreation Department has worked to create a welcoming and fun atmosphere for these teens, where they are allowed to be with their friends in a safe, warm, and lightly supervised environment. That certainly can be tough for this age demographic to buy into, and the hope is that attendance will keep growing as children age. Most of the students in Provincetown are already familiar with "Rec," and the Department has built such a rapport with families that hopefully, in the future, all of the children will ask to attend the teen night program (*Recreation Department*).

Teen Night Trip: On May 11th, as a reward to these well behaved children, the department scheduled a white water rafting trip. 10 of the 16 registered teen night participants attended this event. The group took the trip to Charlemont, Massachusetts, to raft the Deerfield River, where both rafts saw class two and three rapids. This was a great trip that also built on a teambuilding foundation, as it takes all the people in the raft to be able to steer correctly. This trip was provided without cost to the participants; the Recreation department provided the staffing, School Department provided the transportation, and the Knights of Columbus provided the funding for all of the Rafting trip admission costs. Once again, it's great to be able to work in a community where so many organizations are willing to give to causes such as this. The knights are always in contact with me asking how they can get involved, and the Recreation Department and the teens who participated thank them for funding this trip (*Recreation Department*).

Objective: Support organizational excellence

Fleet Replacements: The MIS Department is busy replacing desktops and laptops as part of the lifecycle management strategy. A batch of these systems is done every spring, and ensures that workstations are no more than three years old. The Department expects to have this project completed by late June (*Management Information Systems Department*).

Finance

Objective: Pursue initiatives that properly allocate revenues and expenses to support and increase the year-round population

Cape & Islands Accountant's Association: On May 17th, the group met for their annual meeting at Provincetown Town Hall. Three Department of Revenue (DOR) agents attended to discuss short term rental tax developments, changes in annual DOR reporting, and a second MA Modernization Bill which is currently in its initial stages (*Finance Department*).

Objective: Provide budgetary and financial information that reflect the financial activity of each department including promoting the use of "Open Gov" as a tool for Financial Transparency

Open Gov: The Finance Director and MIS Analyst, working in conjunction with Dave Sullivan from the Cape Cod Commission (CCC), have launched a Financial Transparency story in OpenGov which includes sections on understanding Town expenses and revenues. Currently, an OpenGov story related to the Housing Trust and Harbor Hill is being developed (*Finance Department*).