



## TOWN MANAGER

# Memo

**To:** The Select Board  
**From:** David Gardner, Acting Town Manager  
**Date:** July 3, 2019  
**Re:** Town Manager's Report

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This report is for the period June 6<sup>th</sup>, 2019, through July 3<sup>rd</sup>, 2019

### 1. General

#### Contracts:

Valuation Group-Commercial Personal Property Valuation Program \$21,000  
Caldwell & Associates-Change Order #1 for Winslow 2 Storage Tank Work \$48,100  
Homeless Prevention Council-Mental Health and Substance Abuse Case Management Service \$95,000  
Wescor-Purchase and installation of the Parking Access and Revenue Control System \$325,400

### 2. Meetings and/or Conferences

June 10<sup>th</sup> – Select Board Meeting  
June 14<sup>th</sup> – Boston Post Cane Ceremony  
June 17<sup>th</sup> – Shark Initiatives Meeting with the Town of Truro  
June 18<sup>th</sup> – VFW and Police Station Housing Forum  
June 18<sup>th</sup> –Town Election  
June 24<sup>th</sup> – Special Town Meeting  
June 27<sup>th</sup>-30<sup>th</sup> – 23<sup>rd</sup> Annual Portuguese Festival

### 3. Personnel Matters

#### Open Positions:

Zoning Enforcement and Code Compliance Officer  
Human Resources Manager  
Town Engineer  
Seasonal Public Pier  
Seasonal Parking Department  
Seasonal Department of Public Works  
On-Call Telecommunicators

#### 4. Department Update

*This bi-weekly update provides an update of recent town department activity. Please note: this is in accordance with the current Goals, and will be updated after the July 8<sup>th</sup> hearing on the proposed FY20 Goals.*

##### **Meetings and Items of Note**

Annual Town Election and Special Election: On June 18<sup>th</sup>, the Town held their Annual Town Election, and on June 24<sup>th</sup>, the Town held a Special Town meeting. 899 people voted in the Election, and 218 people attended the Special Town meeting. Detailed results for each of these are available on the Town of Provincetown website (*Town Clerk*).

Nantucket Coastal Conference and Keeping History Above Water Conference: The Environmental Planner and Town Planner attended the Nantucket Coastal Conference on June 26<sup>th</sup>, with the Building Commissioner joining them at the Keeping History Above Water conference (also on Nantucket) on June 27<sup>th</sup> and 28<sup>th</sup>. Topics included the status of shellfish habitat restoration projects on the island, the Town of Nantucket's hazard mitigation and coastal resilience planning, and case studies of coastal resilience initiatives in other municipalities with historic districts threatened by sea level rise (*Community Development-Conservation Division*).

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

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

Parking Access and Revenue Control System (PARCS): After the Department received the approval from the Historical District Commission for the proposed booth replacement at the MPL, the PARCS upgrade work will now move forward. Project meetings with Town staff and the contractor will begin after July 4<sup>th</sup>, and the site work will start this fall (*Emergency Management and Transportation Coordinator*).

***Objective: Foster and sustain programs that create economic opportunities, while maintaining Historic and Town character***

Bas Relief: The restoration of the Cyrus Dallin bronze tablet itself is complete, and the granite structure work will continue throughout the summer. Phase 2, which includes the re-aligning the sidewalks due to encroachment issues, landscaping, and other site improvements such as benches, trash cans, and bike racks, will commence after Labor Day (*Housing and Economic Development Division*).

Hall Property: Over the course of the last few months, the Recreation Department has been receiving requests to use the hall park for events. Due to a lack of a written policy, the department has been unable to fulfill these requests. At the June 26<sup>th</sup> Recreation Commission meeting, discussions began regarding the development of a policy. The Commission requested additional information, with a follow up meeting on this matter scheduled for July 10<sup>th</sup> (*Recreation Department*).

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

**Dementia Care Training:** Outreach Coordinator Andrea Lavenets was one of 1200 people who attended a day-long training hosted by the Alzheimer's Family Support Center of Cape Cod, "A Positive Approach to Dementia Care." This interactive workshop with Teepa Snow, a renowned national speaker, was free and open to healthcare and aging services providers, first responders, caregivers and family members. Andrea has completed certificates in dementia care in other venues and will continue to take advantage of professional development in this area (*Council on Aging*).

**LGBT Pride Event:** The Council on Aging's Pride celebration was well attended and very meaningful for participants. After watching "Out Late," a documentary about people who came out after the age of 55, people shared personal coming out stories and enjoyed a lunch funded by our Friends organization. It was positive and affirming, and we will continue to expand LGBT programming in the coming year (*Council on Aging*).

**4<sup>th</sup> of July Parade:** The Provincetown Senior of the Year Carol MacDonald will be in the 4<sup>th</sup> of July parade: part of an annual tradition since the early 1990's. The luncheon in her honor will be in the early fall (*Council on Aging*).

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

**Parking Revenue:** The Dolphin Fleet, one of the whale watching companies docked at the Pier, has acquired newer larger boats that accommodate 100 additional passengers. As a result, the MPL is seeing increased parking activity in the morning as more customers utilize the lot for whale watch tours (*Emergency Management and Transportation Coordinator*).

**Goal 2- Housing**

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

**VFW & 26 Shank Painter Road:** The first public forum for community outreach for housing development at the VFW site and the current police station was held on June 19<sup>th</sup> at 5:30 pm in Town Hall Auditorium with consultant team JM Goldson. Approximately 33 people attended. Outreach included ads placed in the Banner, direct mailing to abutters, notices on Facebook, highway message board, sandwich board in front of town hall, email notices and reminders, chamber e-newsletter, and flyers. Additional outreach connected to the work done during this initial Forum will be conducted in July including community tables and board/committee outreach. Follow-up forums on this topic are scheduled for September 17<sup>th</sup> and October 28<sup>th</sup> (*Housing and Economic Development Division*).

**Objective: Increase Community Housing availability**

**Harbor Hill:** On June 24<sup>th</sup>, participants at the Special Town meeting approved the additional funding for the Year Round Market Rate Rental Trust. The contract with NEI was signed by the Finance Director, with the start-up of their work to start the week of July 8<sup>th</sup> (*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***

Water Department: Water Department treatment staff will be performing quarterly treatment plant alarm testing, and performing chemical feed pump maintenance, with Water Distribution staff having performing routine meter readings on July 1st, and leak detection on various portions of the system. Additionally, staff will be continuing to perform backflow prevention device testing on several of the accounts that have registered devices located in their respective buildings (*Department of Public Works*).

Buildings & Grounds: Operations for the Building and Grounds Department will focus on routine maintenance over the next two weeks. This work will include lawn garden maintenance, as well as cleanup from the Portuguese Festival and Fourth of July Celebration. The new kitchen hood exhaust fan for the COA is scheduled to begin Town Hall roof repairs (weather permitting), and work to improve the waste lines at the MPL restrooms (*Department of Public Works*).

Recently elevated buildings: The buildings at 8 D Commercial Street, known as units A and B, have recently been elevated to the appropriate DFE for the flood zone within which they are located. Each of these buildings suffered damage in the January 4, 2018 storm, and both are now anchored to their new foundations. Unit B is ready to receive its Certificate of Occupancy, with Unit A still requiring reconnection to utilities and interior finishes. The building at 122 Commercial Street is about to be lowered and anchored onto its new foundation, working towards achieving the correct elevation for the Flood Zone in which it is located (*Community Development-Building Division*).

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

Highway Department: The Commercial Street Reconstruction Phase IV Project has been substantially completed, with crews working on punch list items left to complete. This was another successful project, and the Department of Public Works appreciates the patience from residents and businesses in the area. Routine line painting continues to be a struggle with the wet weather. The Department hopes to have the remaining parts of Commercial Street, bike sharrows, and no parking zones painted prior to July 4<sup>th</sup> Holiday. As it stands, crews are scheduled to work consecutive nights until the work is complete (*Department of Public Works*).

***Objective: Continue research and conversation and bring forth a proposal for expanding the municipal sewer system***

Regulatory: The Board of Health (BOH) met jointly with the Water and Sewer Board on June 6<sup>th</sup> to discuss measures the BOH has taken to protect the sewer system, the new rental tax wastewater fund with the Finance Director, and the status of the sewer treatment plant expansion project. It was a very informative meeting that generated good discussion between the Boards. The Boards intend to meet at least twice yearly to discuss these and other matters (*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***

Environmental Health: The bathing beach water quality monitoring program began for the 2019 season. The program is provided for free by the Barnstable County Department of Health and Environment, and allows the Town to meet State regulations regarding bath beach water quality testing. There are 17 sites along Commercial Street where the testing occurs. Notifications of failures are made via the Alert System ([alerts.provincetown-ma.gov](http://alerts.provincetown-ma.gov)) and on the Provincetown Health Department's social media account (*Community Development-Health Division*).

Environmental Health: The summer sanitarian inspectional support program has begun. This program is provided for free by the Barnstable County Department of Health and Environment, and allows the Town to meet State regulations regarding the number of required inspections for food service establishments. The Health Department receives a summer sanitarian to aid in food inspections at least once per week for the duration of the summer (*Community Development-Health Division*).

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

Government Documents to the People: On June 14<sup>th</sup> and 15<sup>th</sup>, ninety readers took part in a public reading of the Mueller Report on the Library Lawn. The event engaged residents and tourists alike, and received a mention in the Boston Globe that weekend (*Library*).

Visioning and Planning: As part of the Library's strategic planning process, a consultant from Massachusetts Library System mediated two "library visioning sessions" attended by twenty-five individuals. This is the first step in a process that will include additional community engagement and community input to help the Library move forward and serve the community in the best possible ways (*Library*).

Summer Programming: July programming is all set at the Library and includes a range of activities for adults and children. As always, all events are posted on our calendar on <http://provincetownlibrary.org/calendar> (*Library*).

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

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

FEMA Grant Opportunities: The Town has joined other Barnstable County communities in submitting a regional proposal for this year's FEMA Emergency Management Preparedness Grant. Funds from the award will be used to purchase new equipment and enhance capabilities at the Cape's primary and satellite shelters, including Provincetown's Veterans Memorial Community Center (*Emergency Management and Transportation Coordinator*).

Update on Coastal Resilience Grant (Ryder Street Dune Enhancement), PARC Grant (Hall property acquisition), and LAND grant (Dwyer property acquisition): Final reports and project deliverables have been completed and submitted for the June 30<sup>th</sup> deadline for these three grants. The Environmental Planner continues to work with the Commercial Street property

owners affected by the proposed dune enhancement project to get their consent to the permit applications for the project (*Community Development-Conservation Division*).

Resilient Provincetown (Municipal Vulnerability Preparedness Plan): The Town has completed the Municipal Vulnerability Planning process, and the Environmental Planner has worked with Woodard & Curran to complete and submit to EOEEA the Summary of Findings report. The Town's designation as an MVP Community will be forthcoming. The Environmental Planner will make a presentation to the Select Board about the Summary of Findings during a regularly scheduled meeting this summer (*Community Development-Conservation Division*).

***Objective: Ensure that emergencies will be responded to effectively, minimizing the loss of lives and property damage***

Airport Commission: The department attended the June 25<sup>th</sup> meeting of the Airport Commission to assess Emergency Management concerns (and strategic transportation needs) as related to protecting a vital piece of critical infrastructure. Protecting the airport from storm surge and potential flood waters must be prioritized along with other elements of the town's hazard mitigation plan (*Emergency Management and Transportation Coordinator*).

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

**Government and Operations**

***Objective: Pursue policies that foster community education on issues of public concern***

MUNIS MIS continues to work behind the scenes to improve MUNIS integrations. The Department will be assisting the school as they transition to Tyler Content Manager, which involves scanning paper documents that can be digitally associated in MUNIS (*Management Information Systems Department*).

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

Recreation Summer Program: The Recreation Summer Program started on Monday, June 17<sup>th</sup>, and will run ten weeks through August 23<sup>rd</sup>. This is significantly earlier than previous years due to Provincetown Schools not having a single snow day throughout the School year. The Department adjusts to Provincetown schools schedule so that there is no gap in child care coverage for parents. The Department expects participation to be the same as the previous year, which is sixty to seventy children per day. The Department will also continue building on the student's teamwork as done throughout the previous two years, which includes having all children work together to accomplish (and be the first to complete) a task. This collaboration becomes second nature to students as they become focused on being first, which cannot be accomplished without all working together as a team (*Recreation Department*).

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

Youth Rec Sports Banquet: On June 10<sup>th</sup>, the Recreation Department held their annual sports Banquet. This event recognizes all the youth athletes that have participated in Recreation Sports

over the course of the School calendar year. Two years ago, the Recreation Department implemented a sports rewards program, where each completion of one sport earns a child one credit towards a reward. After completion of every three sports, a child is able to earn a recreation trophy, bag, water bottle shirts, etc. As a continued effort to engage children to be active, the Recreation Department emphasizes commitment by recognizing all these athletes each year, and giving them rewards for participation. Along with that theory, we reward one child each year with a sportsmanship award, which recognizes one child that demonstrates outstanding teamwork, kindness, and enthusiasm. This year's recipient is Summer Ann Christie, whose name will be on the plaque hung at the VMCC (*Recreation Department*).

**Objective: Support organizational excellence**

Fleet Replacements: The MIS has completed the annual desktop replacement program, as well as the replacement of the fleet of laptops. Pickups will be scheduled for the old equipment so that it can be properly recycled (*Management Information Systems Department*).