



TOWN MANAGER

Memo

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

This report is for the period November 5th through December 3rd, 2019

1. Meetings and/or Conferences

- November 11th – Veterans Day
- November 15th – Opportunity Zone Seminar in Boston
- November 18 – Select Board Special Meeting
- November 19th – Housing Choice Event with Lieutenant Governor
- November 21st – Wave Attenuator Ground Breaking Ceremony
- November 27th – Lighting of the Monument
- November 30th – Lighting of the Lobster Pot Tree
- December 2nd – Special Town Meeting

2. Personnel Matters

Open Positions:

- DPW/Building and Grounds Working Foreman
- DPW/Building and Grounds Custodian
- After School Counselor
- Town Manager
- Town Engineer
- On-Call Telecommunicators
- On-Call Secretaries

3. Department Update

This bi-weekly update provides an update of recent town department activity.

Items of Note

Annual Report: A memo regarding the 2019 Annual Town Report was sent to all senior staff and Town Board Chairs. Due date for reports is January 25, 2020 (*Town Clerk*).

Economic Development

Objective: Promote policies that encourage the development of year-round business, entrepreneurial opportunities and jobs

Cape Cod 5 at 137 Bradford Street: Cape Cod 5 Bank has begun the renovations of the building previously occupied by Tedeschi at 137 Bradford Street. There will be an

increase of activity in and around the site until completion of the change of use from Mercantile to Business Use Group (*Community Development-Building Division*).

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

PtownTourism.com: In the spring of 2019, the Tourism Department began working with Bellweather, a website development company, to create a new Tourism website. The soft launch of the new site happened on November, 19, 2019. The Department will be in the “soft launch stage” for 90 days, with completion scheduled for mid-February 2020 (*Tourism Department*).

Social Media and Digital Display Campaign: In November, the fall campaign transitioned to a holiday campaign to give push out to activities taking place from the lightings of the Pilgrim Monument and Provincetown Lobster Pot Tree through First Light. In January of 2020, a “Plan your vacation” campaign will launch to generate activity around booking stays for the 2020 calendar year. This campaign will run through March of 2020 (*Tourism Department*).

Massachusetts Cultural Council (MCC) Cultural District Grant: The Tourism Department completed and submitted the 2020 MCC Grant application. The grants are up to \$5,000 for use in fiscal year 2020. The Department has been notified that it will be awarded the full \$5,000, to be used to support the Provincetown Cultural District, with the Provincetown Cultural Council overseeing its use. This is a non-matching grant, with the funds to be deposited into the Provincetown Cultural District Fund (*Tourism Department*).

Housing

Objective: Develop more affordable housing units for senior citizens and the disabled people

Harbor Hill: On November 25th, the Year-Round Market Rate Rental Housing Trust Board of Trustees voted to extend the management contract with CDP for one year. Construction progresses on the two new ADA units, as well as windows, doors, and slider replacements on the other units. Additional renovation and remediation work is under way, and as of November 1st, all of the units in Building #5 were fully occupied (*Housing and Economic Development Director*).

Objective: Increase Community Housing availability

Community Housing Resource Lottery: On November 8th, the Housing and Economic Development Director assisted with the lottery for 11 units available in Provincetown and Truro. 153 applications were received, 53% of which were from Provincetown, 62% from Provincetown and Truro (combined), and of which 75% were single person households, and 6.5% were from households of 3 or more (*Housing and Economic Development Director*).

Community Connectivity and Communications

Objective: Increase volunteer participation on Town committees and in public life (local nonprofits, etc.)

Public Health: The *Crop Swap: Provincetown's Produce Swap Shop* has been so successful that the partner agencies are currently looking for additional avenues to provide more fresh produce daily. The group is looking for more volunteers to help with this program. Please contact the Provincetown Health Department for more information (*Community Development-Health Division*).

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

New Due Date Slips: The Provincetown Public Library is happy to pilot new due date slips. Each due date slip will now include how much the Library saved the patron by listing what the cost would have been if they purchased the items (*Library*).

Automatic Renewal: On November 12th, all of the CLAMS libraries began offering "automatic renewal." Eligible items checked out from the Library will renew automatically three days prior to due date up to three times (*Library*).

December Movie Nights: The Provincetown Public Library would like to welcome the community to participate in the December free movie month comprised of three feature films that will highlight perilous situations in wintry weather. This line-up of classic and contemporary films has been carefully selected by Deb Karacozian, Library staff member and film aficionado. The films start at 5:30 pm and will be shown in the following order: December 4th: *Fargo*; December 11th: *The Ice Storm*; December 18th: *The Day After Tomorrow* (*Library*).

Built and Natural Environment

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

Pier Operations: As the 2019 boating season comes to an end, the pier is preparing for the winter ahead. Excursion Floats are being removed, Lobstermen are removing their traps for the winter, and boats have been pulled from the water for winter upkeep and boat maintenance. The Trap Sheds have all closed for the winter and the last ferry service being provided by Bay State Cruises will be on Sunday, December 8th (*Harbormaster*).

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

Highway Department: The crews will continue working on the parking system upgrades at the Municipal Parking and Grace Hall Parking lots. It is anticipated that the new islands will be poured and the new booths in place before the New Year. Staff continues to make improvements to snow and ice equipment ahead of the upcoming storm season (*Department of Public Works*).

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

Interim use of the 387 Commercial street Waterfront Park: The Recreation has finalized an interim facility use policy, ready for Select Board review on December 9th. The commission held an informative public hearing on October 9th, where the public provided constructive ideas for the interim policy. The Recreation Commission incorporated their ideas, and will be holding a public hearing on December 4th, to review the fees for a requested use of this town owned property (*Recreation Department*).

Objective: Implement the recently adopted Harbor Plan

Floating Dock Reconstruction Project: The wave attenuator is complete aside from the install of the Pile Caps, which are expected to arrive in the next few weeks. Work continues on the South Floating Docks, with the contractor having to drive 4-5 piles, install pile guides, and reattach the remaining timber piers. Utility installation is underway, with the south Floating Docks scheduled for re-use by the end of day on December 6th. The Town has been extremely fortunate to have the cooperation of the neighboring Provincetown Marina to allow the commercial fishing fleet dockage while the south floating docks are being reconstructed. The North floating docks have been removed, with demolition and installation of new docks to follow. The entire project is moving along well, and, weather permitting, is on target for a mid-January completion (*Harbormaster*).

Climate Change Planning and Resilience

Objective: Identify and prioritize flood risk adaptive measures for both public and private properties based on the 2016 Infrastructure Vulnerability Assessment and the Center for Coastal Studies' Storm Tide Inundation Pathways Study

Cape Cod National Seashore (CCSN) Meeting: On November 25th, the Environmental Planner and the Emergency Manager met with Cape Cod National Seashore planners to discuss potential mitigation measures that would protect critical Town assets, but that would need to occur, at least in part, on CCNS property. These included: potential elevation of the south parking lot at Herring Cove to cut off a storm tide inundation pathway that would flood the Shank Painter Pond and Road vicinity, including the Police Station and Fire Department headquarters; elevation of the road and culvert at Mill Pond to prevent flooding of Province Lands Road (a/k/a Moors Road) and protect Town utilities there; and alternatives to improve the Hatches Harbor dike to protect the airport. CCNS staff was very receptive to these proposals, and the Town looks forward to continuing discussions with CCSN (*Community Development-Conservation*).

Government, Operations, and Finance

Government and Operations

Objective: Provide training and educational opportunities for staff and Board to improve operational effectiveness:

- **Create strategies to retain staff**
- **Pursue and promote 3rd Party accolades**

Staff Update: Aaron Hobart and Linda Fiorella have transitioned into their new roles as a Code Compliance Officer and Licensing Agent. Ms. Fiorella staffed her first liquor renewal licensing meeting on November 26th, and Mr. Hobart met with staff from the Health Department and DPW to discuss enforcement regarding new rat control regulations. Some of the essential duties of the Compliance Officer will be responding to complaints of potential code violations relating to signage, building occupancy, nuisances, housing conditions, construction, land use, zoning, dumping, clearing, grading, filling, polluting, or other code related matters. The Town hopes to have a new Town Planner and Administrative Assistant on staff before the end of the year (*Community Development-Health Division*).

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

Winter Wednesdays 2020 (WW2020): Truro Central Schools has agreed to be a partner for WW2020, which allows the program to be free, includes free rides and childcare, and is available to residents of Provincetown, Truro, and Wellfleet. The group is excited to collaborate with Truro Central Schools and the Wellfleet Health and Conservation Departments, along with the Provincetown Schools, Library, and Health and Housing/Economic Development Departments for this regional effort. Promotions for WW2020 will be available in early January, with the classes running on Wednesday evenings from February 5th through March 25th, 2020 (*Community Development-Health Division*).

Windows Upgrades In preparation for the January 2020 discontinuation of several Microsoft operating systems, including the popular Windows 7, the MIS Department is in the process of testing upgrades of our existing fleet. This will be a centralized process, and is intended minimally disruptive to end users (*Management Information Systems Department*).

Finance

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

2020 Uniform Polling Hours: Based on the information that was submitted to Division of Local Mandates by the Town Clerk, Provincetown will receive state funding to assume the cost of nine hours of poll operations for the 2020 March presidential primary, and the September and November 2020 State Elections. The total amount for all three elections is \$1,314.63. The Secretary of State's Office will provide the funding prior to the elections (*Town Clerk*).

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-Accomplishment and develop or refine performance measure for each department.

Performance Measures MIS has been busy preparing the Performance Measures module of OpenGov. This will provide data to the public regarding statistics from several key departments, including Community Development. An example of some of the data which will be available includes inspections, where the data will be presented in various easy-to-read formats, such as bar graphs (*Management Information Systems Department*).

Miscellaneous:

Maintenance and Updates: Water treatment staff will be assisting with maintenance on several control valves throughout the treatment plant and pumping stations, as well as preventative maintenance on the altitude control valve at the Mt. Gilboa tank. The water distribution staff will be performing final trench paving of the season, since all planned water service work is completed for the season, as well as performing routine leak detection throughout the system (*Department of Public Works*).

Buildings and Grounds: Brush cutting, fence repair at the Town Hall and Cemetery Road facility, and repair of settled areas in the cemeteries are the main focus of the Building and Grounds crew. Structural repairs to the roof at the VMCC are tentatively scheduled to begin during the week of December 2nd (*Department of Public Works*).

132 Commercial CVS: CVS is no longer pursuing replacements of the steel windows of the existing building that the Historic District Commission would not approve holding fast to requiring the repair of the existing steel frames (*Community Development-Building Division*).