



Meeting Agenda

The Provincetown Select Board will hold a public meeting on Monday, January 27, 2020 at 6:00 p.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

Consent Agenda – Approval without objection required for the following items:

- A. *Treasurer Transfer - Approve the use of John Henry Trust Fund gifted funds to pay \$3,386.00 to Cape Cod Children's Place for childcare, fuel and rent assistance expenses.*
- B. *Authorize Chair to submit a letter of support for the for FY20 Community Development Block Grant (CDBG) application to the MA Department of Housing and Community Development (DHCD).*
- C. *Approve the appointment of alternate member Lisa Westervelt to regular member on the Economic Development Committee with a term to expire on June 30, 2022.*
- D. *Approve the appointment of Lisa Westervelt as an alternate member on the Building Committee with a term to expire on December 30, 2020.*
- E. *Approval and accept the affordable housing deed rider encumbering Unit 7, 953 Commercial Street, from the purchaser, John Braden, thereof, to secure the future affordability of such unit; and, further, to sign and/or authorize the Chair to sign on the Board's behalf, any and all other documents necessary or convenient to accomplish the foregoing.*
- F. *OPEN the warrant for the April Annual and Special Town Meetings forthwith and CLOSE them on Friday, March 6, 2020 at 11 AM*

1. Public Statements – Three (3) minutes maximum. Select Board Members do not respond during public statements
2. Select Board Member's Opening Statements – (Votes may be taken)
3. Appointments – (Votes may be taken on the following interviews)
 - A. Consider the appointment of Russel L Dutra as an alternate member of the Licensing Board with a term to expire on December 31, 2020
4. **7 PM** Public Hearings – (Votes may be taken on the following items):
5. Joint Meeting/Presentations/Requests – (Votes may be taken on the following items):
 - A. Envision housing development at town site presentation by JM Goldson LLC Jennifer Goldson
 - B. Joint Meeting with Public Landscape Committee – Pilgrims First Landing Park Status Update
 - C. Discuss Provincetown's Building Guild's request for 4 pedestrian crosswalks in rainbow colors.
 - D. Police Quarterly report.
 - E. Annual Town Meeting Time Line – Upcoming BOS meetings per charter
 - F. Discuss potential Select Board ATM Warrant Articles.
 - G. Town Manager's Goals & Objections.

6. Town Manager Administrative Matters – Topics to include but not limited to: (Votes May be taken on the following items)
 1. Staff Biweekly updates

7. Minutes - (Votes May Be Taken)
 1. January 13, 2020 6 pm
 2. January 14, 2020 530 pm
 3. January 15, 2020 530 pm
 4. January 21, 2020 530 pm
 5. January 22, 2020 530 pm

8. Select Board Closing Matters - Topics to Include but not limited to: (Votes May be taken on the following items)
 1. Pending Items List

Posted by the Assistant Town Clerk www.provincetown-ma.gov, 01/23/2020, 11:40 am AR



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2019**

00A

TREASURER'S TRANSFER

John Henry Trust Fund

Requested by: Alexander N. Williams, Treasurer

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote, as Commissioners of the John Henry Trust Fund (#1618), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$3,386.00 to Cape Cod Children's Place for childcare, fuel, and rent assistance expenses.

Additional Information

This Motion will allow the Town Treasurer to transfer money from the John Henry Trust Fund (#1618) to pay for assistance provided to Provincetown families. The John Henry Trust Fund will have a balance of \$452,096.30 after this invoice is paid.

[As requested by the Director of the Council on Aging and Human Services]

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

*Town of Provincetown
Department of Public Health
Department of Human Services*



2 Mayflower Street
Provincetown, MA 02657
www.provincetown-ma.gov
508-487-7080

MEMO TO: David Gardner, Acting Town Manager
MEMO FROM: Chris Hottle, Director COA/DHS ^{CH}
MEMO RE: John Henry Trust Fund
MEMO DATE: January 6, 2020

On behalf of the Human Services Committee, attached please find a request for approval by the Select Board for reimbursement through the John Henry Trust Fund to Cape Cod Children's Place, Inc. in the amount of \$3,386.00 for assistance to Provincetown families in the second quarter of FY2020. Thank you.



Cape Cod Children's Place, Inc.

A place where children and families learn and grow.

TO: Chris Hottle
Director of Public Health & Human Services

FROM: Kathy Fee
Fiscal Manager

DATE: December 19, 2019

RE: John Henry Trust

INVOICE

Please reimburse Cape Cod Children's Place, Inc. for the following invoice paid on behalf of the John Henry Trust for the period of October 1 to December 31, 2019.

Date Paid	Invoice #	Purpose	Amount Paid
11/2/19	JHT 20-11	Childcare	336.00
11/22/19	JHT 20-12	Childcare	350.00
11/22/19	JHT 20-13	Fuel Assistance	1,500.00
12/20/19	JHT 20-14	Fuel Assistance	500.00
12/20/19	JHT 20-14	Rent	700.00
12/20/19			
Total Balance Due			\$ 3,386.00

Thank you.



TOWN OF PROVINCETOWN

REQUEST TO EXPENSE GIFT FUNDS

Date: January 27, 2019
To: Provincetown Treasurer
From: Select Board

As Commissioners of the John Henry Trust Fund – (#1618), permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of gifted funds for the payment of \$3,386.00 for childcare, fuel, and rent assistance expenses to Cape Cod Children's Place.

The Honorable Select Board:

David Abramson, Chair

Robert Anthony, Vice Chair

Lise King

John Golden

Louise Venden



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020**

00B

LETTER OF SUPPORT

CDBG Housing Rehabilitation Application for FY20

Requested by: Jay Corburn, Community Development Partnership **Action Sought:** Approval

Proposed Motion(s)

MOVE that the Select Board vote to direct the Chair to send a letter of support for the FY19 Community Development Block Grant (CDBG) application to the MA Department of Housing and Community Development (DHCD) from the Town of Truro (including Eastham, Harwich, Truro and Provincetown).

Additional Information

- Please see attached draft letter

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

January 27, 2020

Janelle Chan, Undersecretary
Department of Housing and Community Development
Commonwealth of Massachusetts
100 Cambridge Street, Suite 300
Boston, MA 02114

Re: CDBG Housing Rehabilitation Application for FY20

Dear Ms. Chan:

I am writing in support of the FY20 Community Development Block Grant (CDBG) application to the MA Department of Housing and Community Development (DHCD) from the Town of Truro (including Eastham, Truro and Provincetown).

This grant will allow the towns to continue meeting the housing rehabilitation and childcare voucher needs of LMI (low-moderate income) residents of the Lower Cape Cod region. The Truro Regional grant will benefit provide funds for approximately 24 homes to be rehabbed and childcare vouchers for 75 families.

The affordable housing and economic development challenges of the Lower Cape are well documented. CDBG funding is a vital resource for stabilizing and preserving existing homes in our region and ensuring that working families have affordable child care. The housing rehab programs provide homeowners earning less than 80% of the area median income with an opportunity to address the safety and energy upgrades to their homes. Currently, the Community Development Partnership (CDP) is working on 11 rehab projects for the Truro Regional grant serving Truro, Provincetown, Eastham and Harwich, and expects to do a total of 24 projects by year-end.

In addition, the childcare component of the grants provides financial assistance for the cost of childcare for LMI families who rely on local licensed childcare providers to care for their children while they are at work. The FY19 program is already filling up and will be at full capacity early in 2020, playing a vital role in stabilizing the year-round families living in these towns.

I urge you to provide the funds requested, so that our Cape towns can continue their work with LMI home owners in need of critical home repairs and working families with young children in need of safe and affordable childcare. Thank you for your consideration of these proposals.

Sincerely,

David Abramson
Town of Provincetown - Select Board Chair



Provincetown Select Board
AGENDA ACTION REQUEST

Monday, January 27, 2020

00C

SELECT BOARD APPOINTMENT

Economic Development Committee

Requested by: Town Clerk Darlene Van Alstyne

Action Sought: Approve

Proposed Motion(s)

Move that the Select Board appoint alternate member Lisa Westervelt to regular member on the Economic Development Committee with a term to expire on June 30, 2022.

Additional Information

- Please see attached application

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

Economic Development Committee				
	First	Last	Position	Term End
1	Julie	Knapp		06/30/21
2	Rita "Hersh"	Schwartz	Vice Chair	06/30/21
3	Regina	Cassidy	Chair	06/30/20
4	Rick	Ramsey		06/30/22
5	SB 12/19/19			06/30/22
6	Lisa	Westervelt	Alt.	06/30/22
7	Bernice	Steisel	Alt.	06/30/21



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Lisa Westervelt
32 Mayflower Ave
Provincetown, MA 02657

Date: January 27, 2020
Phone: 508-451-6648
Email: lisawest19@aol.com

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,
You are hereby appointed a member to Economic Development Committee
for and within the Town of Provincetown for a term expiring June 30, 2022.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Lisa Westervelt appointee to the
Economic Development Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, January 27, 2020

00D

SELECT BOARD APPOINTMENT

Building Committee

Requested by: Town Clerk Darlene Van Alstyne

Action Sought: Approve

Proposed Motion(s)

Move that the Select Board appoint Lisa Westerrvelt as an alternate member to the Building Committee with a term to expire on December 31, 2020

Additional Information

- Please see attached application

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: ALSA M WESTERVELT
Please type or print

Resident Address: 32 Mayflower Ave Provincetown, MA 02657

Mailing Address (if different): _____

Telephone #: 508-451-6648 Work # (508) 487-4767

Email address: lswest19@aol.com

Please consider this as my application for membership reappointment on the following Town Board(s).
(Please list order of preference.)

1. Econ. Dev. - Reg. Member
2. Building - Alternate
3. _____

Listed below are the applicant's skills, experience, background, or other factors which would contribute to these committees:

Law, economic development (NYS state), business development and experience working with town boards (personnel) and non-profit organizations (Howe & Horton Conserv. Trust)

I hereby certify that I am a resident of the Town of Provincetown.

[Signature] Signature of Applicant 1/9/20 Date
Thank you for your consideration

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Town Clerk Certification: Applicant is a registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>[Signature]</u> Name of Town Clerk	This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date: <u>1.8.2021</u>
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Date Received by Board of Selectmen

Date Received by Town Clerk

RECORD TOWN CLERK
JUN 9 2020 14:02

Building Committee				
	First	Last	Position	Term End
1	Donald	Murphy		12/31/21
2	Sheila	McGuinness		12/31/21
3	Thomas	Coen	Chair	12/31/20
4	Leif	Hamnquist		12/31/20
5	Linda	Fiorella		12/31/22
Alt	Paul	Kelly		12/31/21
Alt	Vacant			12/31/20



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020**

OOE

953 Commercial Street Unit 7

Buy-Down Program Deed Rider

Requested by: Housing Specialist 1/21/20

Action sought: Authorizations

Proposed Motion(s)

MOVE to approve and accept the affordable housing deed rider encumbering Unit 7, 953 Commercial Street, from the purchaser, John Braden, thereof, to secure the future affordability of such unit; and, further, to sign and/or authorize the Chair to sign on the Board's behalf, any and all other documents necessary or convenient to accomplish the foregoing.

Additional Information

See attached documents. April 2019 ATM approved \$175,000 in CPA funding for the buy-down of a market rate unit for an income eligible purchaser in exchange for a deed-rider to provide continued affordability in perpetuity. The closing is scheduled for Feb. 6, 2020; the executed deed rider will be part of all closing documents and recorded at the same time.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

Memo

To: Board of Selectmen
From: Michelle Jarusiewicz, Community Housing Specialist
CC: Town Manager Robin Craver, Assistant Town Manager David Gardner
Date: January 21, 2020
Re: Deed Rider  Unit 7, 953 Commercial Street

In accordance with funding approved at the April 2019 Annual Town Meeting, the Provincetown Community Housing Office sponsored a Buy-Down Program funding round for 1st Time Home Buyers in Provincetown. This program provides a grant of \$175,000 to a qualified, moderate-income applicant, to help them “buy down” or reduce the purchase of a market rate home in exchange for a deed rider that restricts the home in perpetuity. This assists in bridging the gap between what is available in the open market and what is affordable to a moderate-income Provincetown household. The goal of this program is to increase the availability of affordable homeownership opportunities in Provincetown, using funds provided by the Community Preservation Act. Note that the home purchased will be deed-restricted and cannot be sold at market rates in the future. See attached deed-rider.

Buyer Qualifications:

To qualify, the applicant’s annual household income must be at or below 100% of the Barnstable Median Income, as noted below [for 2019]. The purchased property must be maintained as the owner’s sole, year-round residence. A minimum of 1.5% of the purchase price is required, from applicant’s own funds. The applicant is also eligible for Down Payment Closing Cost (DPCC) assistance, of \$10,000 in addition to the buy-down assistance of \$175,000. The property will be deed-restricted in perpetuity to ensure continued affordability.

Household Size	1	2	3	4	5	6
MAXIMUM Income Limits	\$63,910	\$73,040	\$82,170	\$91,300	\$98,604	\$105,908

Timeline:

April 2019: Town Meeting approved the Buy-Down funding of \$175,000
September & October 2019: Marketing & Outreach
11/4/19: 4 applications received by due date [note all single person households]
12/4/19: Lottery conducted

April 2019 ATM:

CPA MOTION 3. 3B Housing Buy-Down Assistance Program

Alfred Famiglietti moved that the Town vote to appropriate under the Community Preservation Act the sum of \$175,000 for the Community Housing Program from Community Preservation Undesignated Fund Balance to be used for a Housing Buy-Down Assistance program through the Provincetown Housing Office, and said funds to be spent under the direction of the Town Manager.

Community Preservation Recommends 7 0 0

Select Board Recommends 5 0 0

Finance Committee Recommends 5 0 0

Community Housing Recommends 4 0 0

Council

Board of Health Recommends 4 0 0

Housing Authority Recommends 3 0 0

Requires a Majority Vote

Motion passed.

AFFORDABLE HOUSING DEED RIDER

Town of Provincetown

made part of that certain deed (the "Deed") of certain property (the "Property") from the Town of Provincetown, ("Grantor") to **John L Braden** ("Owner") dated _____, 2020. The Property is located at **953 Commercial Street, Unit 7** in the Town of Provincetown, Massachusetts (the "Municipality").

RECITALS

WHEREAS, the Municipality has adopted a policy to promote housing affordable to low/moderate, median and middle income persons and families as reflected in the 2014 Housing Action Plan;

WHEREAS, pursuant to Article 9-3B approved at the April 2019 Annual Town Meeting for a Housing Buy-Down Program and pursuant to the Town of Provincetown Community Preservation Committee, certain residential projects that include community housing are recommended for support by the Community Preservation Fund;

WHEREAS, pursuant to the Municipality's Zoning Bylaw, "a) Median Income Community Housing. Dwelling units, subject to a housing restriction, for a term of perpetuity or the longest period allowed by law, that limits rental rates and resale prices, limits eligibility for occupancy or purchase, and provides a right of first refusal to the Town of Provincetown. Median Income Community Housing dwelling units shall be available for rental at a cost (including utility allowances) not exceeding 30% of annual income for a household at or below 80% of the Barnstable County median income; or, available for ownership at a cost (including mortgage interest, principal, taxes, insurance and common charges if any, but excluding utilities) not exceeding 30% of annual income for a household at or below 80% of the Barnstable County median income. Eligibility for occupancy shall be limited to households whose income is at or below 100% of Barnstable County median income."

WHEREAS, the United State Department of Housing and Urban Development (HUD) periodically publishes median income statistics for Barnstable County non-metropolitan area ("the area median income"), which is utilized as the basis for defining median income;

WHEREAS, the Municipality has determined that the rights and restrictions granted herein to the Municipality serve the public's interest in the creation and retention of housing for persons and families of median income and in the restricting of the resale price of property in order to assure its affordability by future median income purchasers;

WHEREAS, the Grantor is conveying funding assistance for the acquisition of the Property, which is more particularly described in the Deed to the Owner at a consideration which is less than the appraised fair market value of the Property;

WHEREAS, the "Maximum Resale Price" is intended to insure affordability of the property to a household at 100% of area median income;

WHEREAS, the "Maximum Resale Price" shall be determined by multiplying 100% of the area median income for a household of four most recently published prior to the resale, by the "Resale Price Multiplier" as defined herein. The Resale Price Multiplier shall be a number derived by dividing the original sales price of the unit by the area median income for a household of four most recently published prior to the original sale. [For example, if the original sales price of an affordable unit is \$100,000, and 100% of the median income in Barnstable County for a four-person household is \$50,000, the Resale Price Multiplier shall be 2. The Maximum Resale Price shall be derived by multiplying the Resale Price Multiplier (2) by the most recently published area median income.]

WHEREAS, a "Resale Price Multiplier" equal to 1.0624 is hereby assigned to be used in determining the "Maximum Resale Price" of the Property;

WHEREAS, pursuant to the Restriction, the Grantor is conveying the Property to the Owner at a consideration which is less than the fair market value of the Property if the purchaser agrees to certain use and transfer restrictions, including an agreement to occupy the Property as a principal residence and to convey the Property for an amount not greater than a maximum resale price, all as more fully provided herein;

WHEREAS, the Restriction further provides that upon each sale of the Property, the owner thereof shall execute and shall as a condition of the sale cause the purchaser of the Property to execute this Affordable Housing Deed Rider (this "Deed Rider"), containing certain affordability and other requirements that run and bind the Property;

WHEREAS, the Municipality (or any successor, assignee, or designee appointed by the Municipality, the "Monitoring Agent") shall monitor compliance with to enforce the terms of this Deed Rider, and eligible purchasers such as the Owner may be required to pay to the Monitoring Agent, or its successor, a small percentage of the resale price upon the Owner's conveyance of the Property, as more fully provided herein; and

WHEREAS, the rights and restrictions granted herein to the Monitoring Agent and the Municipality serve the public's interest in the creation and retention of affordable housing for persons and households of low and moderate income and in the restricting of the resale price of Property in order to assure its affordability by future low and moderate income purchasers.

NOW, THEREFORE, as further consideration for the conveyance of the Property at less than fair market value, the Grantor and the Owner, including his/her/their heirs, successors and assigns, hereby agree that the Property shall be subject to the following rights and restrictions which are imposed for the benefit of, and shall be enforceable by, the Municipality and the Monitoring Agent.

1. Definitions. In this Deed Rider, in addition to the terms defined above, the following words and phrases shall have the following meanings:

Affordable Housing Fund means a fund established by the Grantor for the purpose of reducing the cost of housing for Eligible Purchasers or for the purpose of encouraging, creating, or subsidizing the construction or rehabilitation of housing for Eligible Purchasers or, if no such fund exists, a fund established by the Municipality pursuant to Massachusetts General Laws Chapter 44 Section 53A, et seq.

Applicable Foreclosure Price shall have the meaning set forth in Section 7(b) hereof.

Appropriate Size Household means a household containing a number of members equal to the number of bedrooms in the Property plus one.

Approved Capital Improvements means the documented commercially reasonable cost of extraordinary capital improvements made to the Property by the Owner; provided that the Monitoring Agent shall have given written authorization for incurring such cost prior to the cost being incurred and that the original cost of such improvements shall be discounted over the course of their useful life.

Area means the Primary Metropolitan Statistical Area or non-metropolitan area that includes the Municipality, as determined by HUD, which in this case is Barnstable Metropolitan Statistical Area.

Area Median Income means the most recently published median income for the Area adjusted for household size as determined by HUD. If HUD discontinues publication of Area Median Income, the income statistics used by DHCD for its low and moderate income housing programs shall apply.

Base Income Number means the Area Median Income for a four (4)-person household.

Chief Executive Officer shall mean the Mayor in a city or the Board of Selectmen in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter.

Closing shall have the meaning set forth in Section 5(b) hereof.

Compliance Certificate shall have the meaning set forth in Section 6(a) hereof.

Conveyance Notice shall have the meaning set forth in Section 4(a) hereof.

Eligible Purchaser means an individual or household earning no more than one-hundred percent (100%) of Area Median Income and owning assets not in excess of the limit set forth in the Program Guidelines. To be considered an Eligible Purchaser, the individual or household must intend to occupy and thereafter must occupy the Property as his, her or their principal residence and must provide to the Monitoring Agent such certifications as to income, assets and residency as the Monitoring Agent may require to determine eligibility as an Eligible Purchaser. An Eligible Purchaser shall be a First-Time Homebuyer.

First-Time Homebuyer means an individual or household, of which no household member has had an ownership interest in a principal residence at any time during the three (3)-year period prior to the date of qualification as an Eligible Purchaser, except that (i) any individual who is a displaced homemaker (as may be defined by DHCD) (ii) and any individual age 55 or over (applying for age 55 or over housing) shall not be excluded from consideration as a First-Time Homebuyer under this definition on the basis that the individual, owned a home or had an ownership interest in a principal residence at any time during the three (3)-year period, or shall meet such other definition of the term "First-Time Homebuyer" used by DHCD under its Local Initiative Program.

Foreclosure Notice shall have the meaning set forth in Section 7(a) hereof.

HUD means the United States Department of Housing and Urban Development.

Ineligible Purchaser means an individual or household not meeting the requirements to be eligible as an Eligible Purchaser.

Maximum Resale Price means the sum of (i) the Base Income Number (at the time of resale) multiplied by the Resale Price Multiplier, plus (ii) the Resale Fee and any necessary marketing expenses (including broker's fees) as may have been required or approved by the Monitoring Agent, plus (iii) Approved Capital Improvements, if any (the original cost of which shall have been discounted over time, as calculated by the Monitoring Agent); provided that in no event shall the Maximum Resale Price be greater than the purchase price for which a credit-worthy Eligible Purchaser earning eighty percent (80%) of the Area Median Income for an Appropriate Size Household could obtain mortgage financing (as such purchase price is determined by the Monitoring Agent using the same methodology then used by DHCD for its Local Initiative Program); and further provided that the Maximum Resale Price shall not be less than the purchase price paid for the Property by the Owner unless the Owner agrees to accept a lesser price.

Mortgage Satisfaction Amount shall have the meaning set forth in Section 7(b) hereof.

Mortgagee shall have the meaning set forth in Section 7(a) hereof.

Program Guidelines means the regulations and/or guidelines issued for the Local Initiative Program and controlling its operations, as amended from time to time.

Resale Fee means a fee of 2.5% of the Base Income Number (at the time of resale) multiplied by the Resale Price Multiplier, to be paid to the Monitoring Agent as compensation for monitoring and enforcing compliance with the terms of this Deed Rider, including the supervision of the resale process.

Resale Price Certificate means the certificate issued as may be specified in the Restriction and recorded with the first deed of the Property from the Developer, or the subsequent certificate (if any) issued as may be specified in the Restriction, which sets forth the Resale Price Multiplier to

be applied on the Owner's sale of the Property, as provided herein, for so long as the restrictions set forth herein continue. In the absence of contrary specification in the Restriction, the Monitoring Agent shall issue the certificate.

Resale Price Multiplier means the number calculated by dividing the Property's initial sale price by the Base Income Number at the time of the initial sale to the Grantor. The Resale Price Multiplier will be multiplied by the Base Income Number at the time of the Owner's resale of the Property to determine the Maximum Resale Price on such conveyance, subject to adjustment for the Resale Fee, marketing expenses and Approved Capital Improvements. In the event that the purchase price paid for the Property by the Owner includes such an adjustment, a new Resale Price Multiplier will be recalculated by the Monitoring Agent by dividing the purchase price so paid by the Base Income Number at the time of such purchase, and a new Resale Price Certificate will be issued and recorded reflecting the new Resale Price Multiplier. A Resale Price Multiplier of 1.0624 is hereby assigned to the Property.

Term means **in perpetuity**, unless earlier terminated by (i) the termination of the term of affordability set forth in the Restriction; or (ii) the recording of a Compliance Certificate and a new Deed Rider executed by the purchaser in form and substance substantially identical to this Deed Rider establishing a new term.

2. Owner-Occupancy/Principal Residence. The Property shall be occupied and used by the Owner's household exclusively as his, her or their principal residence. Any use of the Property or activity thereon which is inconsistent with such exclusive residential use is expressly prohibited.

3. Restrictions Against Leasing, Refinancing and Junior Encumbrances. The Property shall not be leased, rented, refinanced, encumbered (voluntarily or otherwise) or mortgaged without the prior written consent of the Monitoring Agent; provided that this provision shall not apply to a first mortgage granted on the date hereof in connection with this conveyance from Grantor to Owner securing indebtedness not greater than one hundred percent (100%) of the purchase price. Any rents, profits, or proceeds from any transaction described in the preceding sentence which transaction has not received the requisite written consent of the Monitoring Agent shall be paid upon demand by Owner to the Municipality for deposit to its Affordable Housing Fund. The Monitoring Agent or Municipality may institute proceedings to recover such rents, profits or proceeds, and costs of collection, including attorneys' fees. Upon recovery, after payment of costs, the balance shall be paid to the Municipality for deposit to its Affordable Housing Fund. In the event that the Monitoring Agent consents for good cause to any such lease, refinancing, encumbrance or mortgage, it shall be a condition to such consent that all rents, profits or proceeds from such transaction, which exceed the actual carrying costs of the Property as determined by the Monitoring Agent, shall be paid to the Municipality for deposit to its Affordable Housing Fund.

4. Options to Purchase. (a) When the Owner or any successor in title to the Owner shall desire to sell, dispose of or otherwise convey the Property, or any portion thereof, the Owner shall notify the Monitoring Agent and the Municipality in writing of the Owner's intention to so convey the Property (the "Conveyance Notice"). Upon receipt of the Conveyance

Notice, the Monitoring Agent shall (i) calculate the Maximum Resale Price which the Owner may receive on the sale of the Property based upon the Base Income Number in effect as of the date of the Conveyance Notice and the Resale Price Multiplier set forth in the most recently recorded Resale Price Certificate together with permissible adjustments for the Resale Fee, marketing expenses and Approved Capital Improvements (as discounted), and (ii) promptly begin marketing efforts. The Owner shall fully cooperate with the Monitoring Agent's efforts to locate an Eligible Purchaser and, if so requested by the Monitoring Agent, shall hire a broker selected by the Monitoring Agent to assist in locating an Eligible Purchaser ready, willing and able to purchase the Property at the Maximum Resale Price after entering a purchase and sale agreement. Pursuant to such agreement, sale to the Eligible Purchaser at the Maximum Resale Price shall occur within one hundred twenty (120) days after the Monitoring Agent receives the Conveyance Notice or such further time as reasonably requested to arrange for details of closing. If the Owner fails to cooperate in such resale efforts, including a failure to agree to reasonable terms in the purchase and sale agreement, the Monitoring Agent may extend the 120-day period for a period commensurate with the time the lack of cooperation continues, as determined by the Monitoring Agent in its reasonable discretion. In such event, the Monitoring Agent shall give Owner written notice of the lack of cooperation and the length of the extension added to the 120-day period.

(b) The Monitoring Agent shall ensure that diligent marketing efforts are made to locate an Eligible Purchaser ready, willing and able to purchase the Property at the Maximum Resale Price within the time period provided in subsection (a) above and to enter the requisite purchase and sale agreement. If more than one Eligible Purchaser is located, the Monitoring Agent shall conduct a lottery or other like procedure to determine which Eligible Purchaser shall be entitled to enter a purchase and sale agreement with Owner and to purchase the Property. Preference shall be given to Appropriate Size Households. The procedure for marketing and selecting an Eligible Purchaser shall be approved as provided in the Restriction and any applicable Program Guidelines. If an Eligible Purchaser is located within one hundred twenty (120) days after receipt of the Conveyance Notice, but such Eligible Purchaser proves unable to secure mortgage financing so as to be able to complete the purchase of the Property pursuant to the purchase and sale agreement, following written notice to Owner within the 120-day period the Monitoring Agent shall have an additional sixty (60) days to locate another Eligible Purchaser who will enter a purchase and sale agreement and purchase the Property by the end of such sixty (60)-day period or such further time as reasonably requested to carry out the purchase and sale agreement.

(c) In lieu of sale to an Eligible Purchaser, the Monitoring Agent or the Municipality or designee shall also have the right to purchase the Property at the Maximum Resale Price, in which event the purchase and sale agreement shall be entered, and the purchase shall occur within one hundred twenty (120) days after receipt of the Conveyance Notice or, within the additional sixty (60)-day period specified in subsection (b) above, or such further time as reasonably requested to carry out the purchase and sale agreement. Any lack of cooperation by Owner in measures reasonably necessary to effect the sale shall extend the 120-day period by the length of the delay caused by such lack of cooperation. The Monitoring Agent shall promptly give Owner written notice of the lack of cooperation and the length of the extension added to the 120-day period. In the event of such a sale to the Monitoring Agent or Municipality or designee,

the Property shall remain subject to this Deed Rider and shall thereafter be sold or rented to an Eligible Purchaser as may be more particularly set forth in the Restriction.

(d) If an Eligible Purchaser fails to purchase the Property within the 120-day period (or such further time determined as provided herein) after receipt of the Conveyance Notice, and the Monitoring Agent or Municipality or designee does not purchase the Property during said period, then the Owner may convey the Property to an Ineligible Purchaser no earlier than thirty (30) days after the end of said period at the Maximum Resale Price, but subject to all rights and restrictions contained herein; provided that the Property shall be conveyed subject to a Deed Rider identical in form and substance to this Deed Rider which the Owner agrees to execute, to secure execution by the Ineligible Purchaser and to record with the Deed; and further provided that, if more than one Ineligible Purchaser is ready, willing and able to purchase the Property the Owner will give preference and enter a purchase and sale agreement with any individuals or households identified by the Monitoring Agent as an Appropriate Size Household earning more than eighty percent (80%) but less than one hundred twenty percent (120%) of the Area Median Income.

(e) The priority for exercising the options to purchase contained in this Section 4 shall be as follows: (i) an Eligible Purchaser located and selected by the Monitoring Agent, as provided in subsection (b) above, (ii) the Municipality or its designee, as provided in subsection (c) above, and (iii) an Ineligible Purchaser, as provided in subsection (d) above.

(f) Nothing in this Deed Rider or the Restriction constitutes a promise, commitment or guarantee by the Municipality or the Monitoring Agent that upon resale the Owner shall actually receive the Maximum Resale Price for the Property or any other price for the Property.

(g) The holder of a mortgage on the Property is not obligated to forbear from exercising the rights and remedies under its mortgage, at law or in equity, after delivery of the Conveyance Notice.

5. Delivery of Deed. (a) In connection with any conveyance pursuant to an option to purchase as set forth in Section 4 above, the Property shall be conveyed by the Owner to the selected purchaser by a good and sufficient quitclaim deed conveying a good and clear record and marketable title to the Property free from all encumbrances except (i) such taxes for the then current year as are not due and payable on the date of delivery of the deed, (ii) any lien for municipal betterments assessed after the date of the Conveyance Notice, (iii) provisions of local building and zoning laws, (iv) all easements, restrictions, covenants and agreements of record specified in the deed from the Owner to the selected purchaser, (v) such additional easements, restrictions, covenants and agreements of record as the selected purchaser consents to, such consent not to be unreasonably withheld or delayed, (vi) the Restriction, and (vii), except as otherwise provided in the Compliance Certificate, a Deed Rider identical in form and substance to this Deed Rider which the Owner hereby agrees to execute, to secure execution by the selected purchaser, and to record with the deed. **Said deed shall clearly state that it is made subject to the Deed Rider which is made part of the deed.** Failure to comply with the preceding sentence shall not affect the validity of the conveyance from the Owner to the selected purchaser or the enforceability of the restrictions herein.

(b) Said deed, including the approved Deed Rider, shall be delivered and the purchase price paid (the "Closing") at the Registry, or at the option of the selected purchaser, exercised by written notice to the Owner at least five (5) days prior to the delivery of the deed, at such other place as the selected purchaser may designate in said notice. The Closing shall occur at such time and on such date as shall be specified in a written notice from the selected purchaser to the Owner, which date shall be at least five (5) days after the date on which such notice is given, and no later than the end of the time period specified in Section 4(a) above.

(c) To enable Owner to make conveyance as herein provided, Owner may, if Owner so desires at the time of delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests, all instruments with respect thereto to be recorded simultaneously with the delivery of said deed. Nothing contained herein as to the Owner's obligation to remove defects in title or to make conveyance or to deliver possession of the Property in accordance with the terms hereof, as to use of proceeds to clear title or as to the election of the selected purchaser to take title, nor anything else in this Deed Rider shall be deemed to waive, impair or otherwise affect the priority of the rights herein over matters appearing of record, or occurring, at any time after the recording of this Deed Rider, all such matters so appearing or occurring being subject and subordinate in all events to the rights herein.

(d) Water and sewer charges and taxes for the then current tax period shall be apportioned and fuel value shall be adjusted as of the date of Closing and the net amount thereof shall be added to or deducted from, as the case may be, the purchase price payable by the selected purchaser.

(e) Full possession of the Property free from all occupants is to be delivered at the time of the Closing, the Property to be then in the same condition as it is in on the date of the execution of the purchase and sale agreement, reasonable wear and tear only excepted.

(f) If Owner shall be unable to give title or to make conveyance as above required, or if any change of condition in the Property not included in the above exception shall occur, then Owner shall be given a reasonable time not to exceed thirty (30) days after the date on which the Closing was to have occurred in which to remove any defect in title or to restore the Property to the condition herein required. The Owner shall use best efforts to remove any such defects in the title, whether voluntary or involuntary, and to restore the Property to the extent permitted by insurance proceeds or condemnation award. The Closing shall occur fifteen (15) days after notice by Owner that such defect has been cured or that the Property has been so restored. The selected purchaser shall have the election, at either the original or any extended time for performance, to accept such title as the Owner can deliver to the Property in its then condition and to pay therefor the purchase price without deduction, in which case the Owner shall convey such title, except that in the event of such conveyance in accordance with the provisions of this clause, if the Property shall have been damaged by fire or casualty insured against or if a portion of the Property shall have been taken by a public authority, then the Owner shall, unless the Owner has previously restored the Property to its former condition, either:

(A) pay over or assign to the selected purchaser, on delivery of the deed, all amounts recovered or recoverable on account of such insurance or condemnation award less any amounts reasonably expended by the Owner for any partial restoration, or

(B) if a holder of a mortgage on the Property shall not permit the insurance proceeds or the condemnation award or part thereof to be used to restore the Property to its former condition or to be so paid over or assigned, give to the selected purchaser a credit against the purchase price, on delivery of the deed, equal to said amounts so retained by the holder of the said mortgage less any amounts reasonably expended by the Owner for any partial restoration.

6. Resale and Transfer Restrictions. (a) Except as otherwise provided herein, the Property or any interest therein shall not at any time be sold by the Owner, or the Owner's successors and assigns, and no attempted sale shall be valid, unless the aggregate value of all consideration and payments of every kind given or paid by the selected purchaser of the Property for and in connection with the transfer of such Property, is equal to or less than the Maximum Resale Price for the Property, and unless a certificate (the "Compliance Certificate") is obtained and recorded, signed and acknowledged by the Monitoring Agent which Compliance Certificate refers to the Property, the Owner, the selected purchaser thereof, and the Maximum Resale Price therefor, and states that the proposed conveyance, sale or transfer of the Property to the selected purchaser is in compliance with the rights, restrictions, covenants and agreements contained in this Deed Rider, and unless there is also recorded a new Deed Rider executed by the selected purchaser, which new Deed Rider is identical in form and substance to this Deed Rider.

(b) The Owner, any good faith purchaser of the Property, any lender or other party taking a security interest in such Property and any other third party may rely upon a Compliance Certificate as conclusive evidence that the proposed conveyance, sale or transfer of the Property to the selected purchaser is in compliance with the rights, restrictions, covenants and agreements contained in this Deed Rider, and may record such Compliance Certificate in connection with the conveyance of the Property.

(c) Within ten (10) days of the closing of the conveyance of the Property from the Owner to the selected purchaser, the Owner shall deliver to the Monitoring Agent a copy of the Deed of the Property, including the deed rider, together with recording information. Failure of the Owner, or Owner's successors or assigns to comply with the preceding sentence shall not affect the validity of such conveyance or the enforceability of the restrictions herein.

7. Survival of Restrictions Upon Exercise of Remedies by Mortgagees. (a) The holder of record of any mortgage on the Property (each, a "Mortgagee") shall notify the Monitoring Agent, the Municipality and any senior Mortgagee(s) in the event of any default for which the Mortgagee intends to commence foreclosure proceedings or similar remedial action pursuant to its mortgage (the "Foreclosure Notice"), which notice shall be sent to the Monitoring Agent and the Municipality as set forth in this Deed Rider, and to the senior Mortgagee(s) as set forth in such senior Mortgagee's mortgage, not less than one hundred twenty (120) days prior to the foreclosure sale or the acceptance of a deed in lieu of foreclosure. The Owner expressly

agrees to the delivery of the Foreclosure Notice and any other communications and disclosures made by the Mortgagee pursuant to this Deed Rider.

(b) The Owner grants to the Municipality or its designee the right and option to purchase the Property upon receipt by the Municipality of the Foreclosure Notice. In the event that the Municipality intends to exercise its option, the Municipality or its designee shall purchase the Property within one hundred twenty (120) days of receipt of such notice, at a price equal to the greater of (i) the sum of the outstanding principal balance of the note secured by such foreclosing Mortgagee's mortgage, together with the outstanding principal balance(s) of any note(s) secured by mortgage(s) senior in priority to such mortgage (but in no event shall the aggregate amount thereof be greater than one hundred percent (100%) of the Maximum Resale Price calculated at the time of the granting of the mortgage) plus all future advances, accrued interest and all reasonable costs and expenses which the foreclosing Mortgagee and any senior Mortgagee(s) are entitled to recover pursuant to the terms of such mortgages (the "Mortgage Satisfaction Amount"), and (ii) the Maximum Resale Price (which for this purpose may be less than the purchase price paid for the Property by the Owner)(the greater of (i) and (ii) above herein referred to as the "Applicable Foreclosure Price"). The Property shall be sold and conveyed in its then-current "as is, where is" condition, without representation or warranty of any kind, direct or indirect, express or implied, and with the benefit of and subject to all rights, rights of way, restrictions, easements, covenants, liens, improvements, housing code violations, public assessments, any and all unpaid federal or state taxes (subject to any rights of redemption for unpaid federal taxes), municipal liens and any other encumbrances of record then in force and applicable to the Property having priority over such foreclosing Mortgagee's mortgage, and further subject to a Deed Rider identical in form and substance to this Deed Rider which the Owner hereby agrees to execute, to secure execution by the Municipality or its designee, and to record with the deed, except that (i) during the term of ownership of the Property by the Municipality or its designee the owner-occupancy requirements of Section 2 hereof shall not apply (unless the designee is an Eligible Purchaser), and (ii) the Maximum Resale Price shall be recalculated based on the price paid for the Property by the Municipality or its designee, but not greater than the Applicable Foreclosure Price. **Said deed shall clearly state that it is made subject to the Deed Rider which is made part of the deed.** Failure to comply with the preceding sentence shall not affect the validity of the conveyance from the Owner to the Municipality or its designee or the enforceability of the restrictions herein.

(c) Not earlier than one hundred twenty (120) days following the delivery of the Foreclosure Notice to the Monitoring Agent, the Municipality and any senior Mortgagee(s) pursuant to subsection (a) above, the foreclosing Mortgagee may conduct the foreclosure sale or accept a deed in lieu of foreclosure. The Property shall be sold and conveyed in its then-current "as is, where is" condition, without representation or warranty of any kind, direct or indirect, express or implied, and with the benefit of and subject to all rights, rights of way, restrictions, easements, covenants, liens, improvements, housing code violations, public assessments, any and all unpaid federal or state taxes (subject to any rights of redemption for unpaid federal taxes), municipal liens and any other encumbrances of record then in force and applicable to the Property having priority over the foreclosing Mortgagee's mortgage, and further subject to a Deed Rider, as set forth below.

(d) In the event that the foreclosing Mortgagee conducts a foreclosure sale or other proceeding enforcing its rights under its mortgage and the Property is sold for a price in excess of the greater of the Maximum Resale Price and the Mortgage Satisfaction Amount, such excess shall be paid to the Municipality for its Affordable Housing Fund after (i) a final judicial determination, or (ii) a written agreement of all parties who, as of such date hold (or have been duly authorized to act for other parties who hold) a record interest in the Property, that the Municipality is entitled to such excess. The legal costs of obtaining any such judicial determination or agreement shall be deducted from the excess prior to payment to the Municipality. To the extent that the Owner possesses any interest in any amount which would otherwise be payable to the Municipality under this paragraph, to the fullest extent permissible by law, the Owner hereby assigns its interest in such amount to the Mortgagee for payment to the Municipality.

(e) If any Mortgagee shall acquire the Property by reason of foreclosure or upon conveyance of the Property in lieu of foreclosure, then the rights and restrictions contained herein shall apply to such Mortgagee upon such acquisition of the Property and to any purchaser of the Property from such Mortgagee, and the Property shall be conveyed subject to a Deed Rider identical in form and substance to this Deed Rider, which the Mortgagee that has so acquired the Property agrees to annex to the deed and to record with the deed, except that (i) during the term of ownership of the Property by such Mortgagee the owner-occupancy requirements of Section 2 hereof shall not apply, and (ii) the Maximum Resale Price shall be recalculated based on the price paid for the Property by such Mortgagee at the foreclosure sale, but not greater than the Applicable Foreclosure Price. **Said deed shall clearly state that it is made subject to the Deed Rider which is made part of the deed.** Failure to comply with the preceding sentence shall not affect the validity of the conveyance to the Mortgagee or the enforceability of the restrictions herein.

(f) If any party other than a Mortgagee shall acquire the Property by reason of foreclosure or upon conveyance of the Property in lieu of foreclosure, the Property shall be conveyed subject to a Deed Rider identical in form and substance to this Deed Rider, which the foreclosing Mortgagee agrees to annex to the deed and to record with the deed, except that (i) if the purchaser at such foreclosure sale or assignee of a deed in lieu of foreclosure is an Ineligible Purchaser, then during the term of ownership of the Property by such Ineligible Purchaser, the owner-occupancy requirements of Section 2 hereof shall not apply, and (ii) the Maximum Resale Price shall be recalculated based on the price paid for the Property by such third party purchaser at the foreclosure sale, but not greater than the Applicable Foreclosure Price. **Said deed shall clearly state that it is made subject to the Deed Rider which is made part of the deed.** Failure to comply with the preceding sentence shall not affect the validity of the conveyance to such third party purchaser or the enforceability of the restrictions herein.

(g) Upon satisfaction of the requirements contained in this Section 7, the Monitoring Agent shall issue a Compliance Certificate to the foreclosing Mortgagee which, upon recording in the Registry, may be relied upon as provided in Section 6(b) hereof as conclusive evidence that the conveyance of the Property pursuant to this Section 7 is in compliance with the rights, restrictions, covenants and agreements contained in this Deed Rider.

(h) The Owner understands and agrees that nothing in this Deed Rider or the Restriction (i) in any way constitutes a promise or guarantee by the Municipality or the Monitoring Agent that the Mortgagee shall actually receive the Mortgage Satisfaction Amount, the Maximum Resale Price for the Property or any other price for the Property, or (ii) impairs the rights and remedies of the Mortgagee in the event of a deficiency.

(i) If a Foreclosure Notice is delivered after the delivery of a Conveyance Notice as provided in Section 4(a) hereof, the procedures set forth in this Section 7 shall supersede the provisions of Section 4 hereof.

8. Covenants to Run With the Property. (a) It is intended and agreed that all of the agreements, covenants, rights and restrictions set forth in this Deed Rider shall be deemed to be covenants running with the Property and shall be binding upon and enforceable against the Owner, the Owner's successors and assigns and any party holding title to the Property, for the benefit of and enforceable by the Municipality and the Monitoring Agent and their agents, successors, designees and assigns for a period which is the shortest of: (a) ninety-nine (99) years or the longest period allowed by law from the date this Deed Rider is recorded with the Registry of Deeds, or (b) upon the recording of a Compliance Certificate and a new Deed Rider.

(b) This Deed Rider and all of the agreements, restrictions, rights and covenants contained herein shall be deemed to be "other restrictions held by any governmental body" pursuant to G.L. c. 184, § 26 such that the restrictions contained herein shall be enforceable for its full term and not be limited in duration by any contrary rule or operation of law, and in any event shall be enforceable for at least ninety-nine (99) years. Notwithstanding the foregoing, if recording of a notice is ever needed to extend the time period for enforceability of this Deed Rider, the Owner hereby appoints the Municipality as its agent to execute and record such notice and agrees to execute and record such notice upon request.

(c) In confirmation thereof the Grantor and the Owner intend, declare and covenant (i) that this Deed Rider, including all restrictions, rights and covenants contained herein, shall be and are covenants running with the land, encumbering the Property for the Term, and are binding upon the Owner and the Owner's successors in title and assigns, (ii) are not merely personal covenants of the Owner, and (iii) shall enure to the benefit of and be enforceable by the Municipality and/or the Monitoring Agent and their successors and assigns, for the Term. Owner hereby agrees that any and all requirements of the laws of the Commonwealth of Massachusetts have been satisfied in order for the provisions of this Deed Rider to constitute restrictions and covenants running with the land and that any requirements of privity of estate have been satisfied in full.

9. Notice. Any notices, demands or requests that may be given under this Deed Rider shall be sufficiently served if given in writing and delivered by hand or mailed by certified or registered mail, postage prepaid, return receipt requested, to the following entities and parties in interest at the addresses set forth below, or such other addresses as may be specified by any party (or its successor) by such notice.

Municipality: Town of Provincetown

260 Commercial Street
Provincetown, MA 02567
Attention: Board of Selectmen

Grantor: Town of Provincetown
260 Commercial Street
Provincetown, MA 02567
Attention: Town Manager

Owner: John L Braden
953 Commercial Street, Unit 7
Provincetown, MA 02657

Monitoring Agent[s]

(1) Town of Provincetown
260 Commercial Street
Provincetown, MA 02567
Attention: Town Manager

Any such notice, demand or request shall be deemed to have been given on the day it is hand delivered or mailed.

10. Further Assurances. The Owner agrees from time to time, as may be reasonably required by the Monitoring Agent, to furnish the Monitoring Agent upon its request with a written statement, signed and, if requested, acknowledged, setting forth the condition and occupancy of the Property, information concerning the resale of the Property and other material information pertaining to the Property and the Owner's conformance with the requirements of the Restriction and/or this Deed Rider.

11. Enforcement. (a) The rights hereby granted shall include the right of the Municipality and the Monitoring Agent to enforce this Deed Rider independently by appropriate legal proceedings and to obtain injunctive and other appropriate relief on account of any violations including without limitation relief requiring restoration of the Property to the condition, affordability or occupancy which existed prior to the violation impacting such condition, affordability or occupancy (it being agreed that there shall be no adequate remedy at law for such violation), and shall be in addition to, and not in limitation of, any other rights and remedies available to the Municipality and the Monitoring Agent.

(b) Without limitation of any other rights or remedies of the Municipality and the Monitoring Agent, or their successors and assigns, in the event of any sale, conveyance or other transfer or occupancy of the Property in violation of the provisions of this Deed Rider, the Municipality and Monitoring Agent shall be entitled to the following remedies, which shall be cumulative and not mutually exclusive:

- (i) specific performance of the provisions of this Deed Rider;
- (ii) money damages for charges in excess of the Maximum Resale Price, if applicable;
- (iii) if the violation is a sale of the Property to an Ineligible Purchaser except as permitted herein, the Monitoring Agent and the Municipality shall have the option to locate an Eligible Purchaser to purchase or itself purchase the Property from the Ineligible Purchaser on the terms and conditions provided herein; the purchase price shall be a price which complies with the provisions of this Deed Rider; specific performance of the requirement that an Ineligible Purchaser shall sell, as herein provided, may be judicially ordered.
- (iv) the right to void any contract for sale or any sale, conveyance or other transfer of the Property in violation of the provisions of this Deed Rider in the absence of a Compliance Certificate, by an action in equity to enforce this Deed Rider; and
- (v) money damages for the cost of creating or obtaining a comparable dwelling unit for an Eligible Purchaser.

(c) In addition to the foregoing, the Owner hereby agrees and shall be obligated to pay all fees and expenses (including legal fees) of the Monitoring Agent and/or the Municipality in the event successful enforcement action is taken against the Owner or Owner's successors or assigns. The Owner hereby grants to the Monitoring Agent and the Municipality a lien on the Property, junior to the lien of any institutional holder of a first mortgage on the Property, to secure payment of such fees and expenses in any successful enforcement action. The Monitoring Agent and the Municipality shall be entitled to seek recovery of fees and expenses incurred in a successful enforcement action of this Deed Rider against the Owner and to assert such a lien on the Property to secure payment by the Owner of such fees and expenses. Notwithstanding anything herein to the contrary, in the event that the Monitoring Agent and/or Municipality fails to enforce this Deed Rider as provided in this Section, DHCD, if it is not named as Monitoring Agent, shall have the same rights and standing to enforce this Deed Rider as the Municipality and Monitoring Agent.

(a) The Owner for himself, herself or themselves and his, her or their successors and assigns, hereby grants to the Monitoring Agent and the Municipality the right to take all actions with respect to the Property which the Monitoring Agent or Municipality may determine to be necessary or appropriate pursuant to applicable law, court order, or the consent of the Owner to prevent, remedy or abate any violation of this Deed Rider.

12. Monitoring Agent Services; Fees. The Monitoring Agent shall monitor compliance of the Project and enforce the requirements of this Deed Rider. As partial compensation for providing these services, a Resale Fee shall be payable to the Monitoring Agent on the sale of the Property to an Eligible Purchaser or any other purchaser in accordance with the terms of this Deed Rider. This fee, if imposed, shall be paid by the Owner herein as a closing cost at the time of Closing, and payment of the fee to the Monitoring Agent shall be a condition to delivery and recording of its certificate, failing which the Monitoring Agent shall have a claim against the new purchaser, his, her or their successors or assigns, for which the Monitoring Agent may bring an action and may seek an attachment against the Property.

13. Actions by Municipality. Any action required or allowed to be taken by the Municipality hereunder shall be taken by the Municipality's Chief Executive Officer or designee.

14. Severability. If any provisions hereof or the application thereof to any person or circumstance are judicially determined, to any extent, to be invalid or unenforceable, the remainder hereof, or the application of such provision to the persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby.

15. Independent Counsel. THE OWNER ACKNOWLEDGES THAT HE, SHE, OR THEY HAVE READ THIS DOCUMENT IN ITS ENTIRETY AND HAS HAD THE OPPORTUNITY TO CONSULT LEGAL AND FINANCIAL ADVISORS OF HIS, HER OR THEIR CHOOSING REGARDING THE EXECUTION, DELIVERY AND PERFORMANCE OF THE OBLIGATIONS HEREUNDER.

16. Binding Agreement. This Deed Rider shall bind and inure to the benefit of the persons, entities and parties named herein and their successors or assigns as are permitted by this Deed Rider.

17. Amendment. This Deed Rider may not be rescinded, modified or amended, in whole or in part, without the written consent of the Monitoring Agent, the Municipality and the holder of any mortgage or other security instrument encumbering all or any portion of the Property, which written consent shall be recorded with the Registry.

Executed as a sealed instrument this 17th day of January, 2020.

Owner:

Grantor:

[Signature]
John L Braden

Town of Provincetown

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 17th day of January, 2020, before me, the undersigned notary public, personally appeared John Braden, proved to me through satisfactory evidence of identification, which was [a current driver's license] [a current U.S. passport] [my personal knowledge], to be the person whose name is signed on the preceding instrument and acknowledged to me that he/she/they signed the foregoing instrument for its stated purpose.

[Signature]
Notary Public
My commission expires:



HRISTINA LASHEVA-SOUZA
Notary Public
Commonwealth of Massachusetts
My Commission Expires February 14, 2025

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this ____ day of _____, 2020, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was [a current driver's license] [a current U.S. passport] [my personal knowledge], to be the person whose name is signed on the preceding instrument and acknowledged to me that she signed the foregoing instrument voluntarily for its stated purpose.

Notary Public
My commission expires:



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020

OOF

Annual & Special Town Meetings

Set Dates for Opening and Closing of Warrants

Requested by: Town Manager Robin Craver

Action Sought: Procedural

Proposed Motion(s)

MOVE that the Select Board vote to open the warrants for the April 6, 2020 Annual and Special Town Meetings forthwith; and to close them on Friday, March 6, 2020, at 11:00 a.m., in accordance with Charter §2-1-7.

Additional Information

See timetable attached. Pursuant to Charter § 2-3-1, the Annual Town Meeting shall be held on the first Monday in April every year. The Board will be asked to insert articles at its March 6, 2020 special meeting called for that purpose. Charter §2-1-7 provides that the warrant "shall be closed thirty days prior to the date of the town meeting." Articles may be submitted onto the warrants at the request of the town manager, selectmen, any town board, or 10 registered voters in the case of the annual town meeting [§2-1-3], or 100 registered voters in the case of the special town meeting [§2-1-4].

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020

1

PUBLIC STATEMENTS

Requested by: Select Board

Action Sought: Open

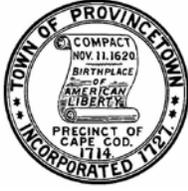
Proposed Motion(s)

Three (3) minutes maximum. Selectmen do not respond during Public Statements.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020

2

SELECTMEN'S STATEMENTS

Requested by: Select Board

Action Sought: Discussion

Proposed Motion(s)

Motions may be made and votes may be taken.

Robert Anthony

Lise King

Louise Venden

John Golden

David Abramson

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, January 27, 2020

3A

SELECT BOARD APPOINTMENT

Licensing Board

Requested by: Town Clerk Darlene Van Alstyne

Action Sought: Approve

Proposed Motion(s)

Move that the Select Board appoint Russell L. Dutra as an alternate member to the Licensing Board with a term to expire on December 31, 2020

Additional Information

- Please see attached application

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Russell L. Dutra
19A Off Conwell St
Provincetown, MA 02657

Date: January 13, 2020
Phone: 561-504-9092
Email: bocaboy63@aol.com

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,
You are hereby appointed a member to Licensing Board - Alt.
for and within the Town of Provincetown for a term expiring December 31, 2020.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Russell L. Dutra appointee to the
Licensing Board - Alt. and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 13, 2020

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PUBLIC HEARING

n/a

Requested by: n/a

Action Sought: Public Hearing/Approval

Proposed Motion(s)

None

Additional Information

-

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020**

5A

HOUSING COMMUNITY ENGAGEMENT FINDINGS

Presentation by JM Goldson Inc. - VFW & 26 Shank Painter Road

Requested by: Town Manager Robin Craver

Action sought: Presentation

Proposed Motion(s)

Discussion Dependent/Votes May Occur

Additional Information

- April 2018 Article 24 voted to allocate 75,000 to hire a consultant to engage the public in a process to look at a housing for for the former VFW lot and 26 Shank Painter Road.
- Community Housing Specialist & Grant Administrator Michelle Jarusiewicz and Project Administrator Erin Ellis facilitated these events along with JM Goldson Inc.
- Packet material include:
 - Housing Development Timeline
 - JM Goldson's final report.
- Staff will look for direction on proceeding.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

VFW Housing Development Timeline

Community Housing Specialist Michelle Jarusiewicz

1/21/20

As partially outlined in JM Goldson's report, the timeline for potential availability of housing is flushed out below. Remember the Town purchased the VFW site in 2013. The timeline below is aggressive but still puts occupancy 10 years after acquisition. Note that developers put time and resources into preparing a proposal. It is challenging to get developers at this end of the world in this market. We think the proposal is "large" but it is small in the grand scheme of things. Some of the effort and expenses are the same regardless of number of units.

RFP PROCESS:	
RFP Prepared & approved by BOS	February 2020
RFP Issued	March 2020
RFP submission meeting	April 2020
Proposals due	May 2020
Review proposals	June 2020
AWARD	July 2020
Developer begins finalization of design	August 2020
FUNDING CYCLE PROCESS:	
<i>Note that there is only 1 annual cycle</i>	
Submit pre-application	November 2020
Submit final application <i>IF invited</i>	February 2021
Award	June/July 2021
Contracts, deed restrictions, etc.	December 2021
Construction start	January 2022
Construction 100%	January 2023
Ready for occupancy	February 2023

J M Goldson

community preservation
+ planning

Envision housing development at town sites

SELECT BOARD MEETING

PRESENTED BY:

JENN GOLDSON, AICP, JM GOLDSON LLC

JANUARY 27, 2020

J M Goldson

community preservation
+ planning

Project Schedule

Spring

- Site analysis
- Draft initial concepts
- **Public forum #1 (6/19)**

Summer

- Analyze feasibility of preferred concepts
- Meet with working group to review (8/14)
- Refine preferred concepts

Fall

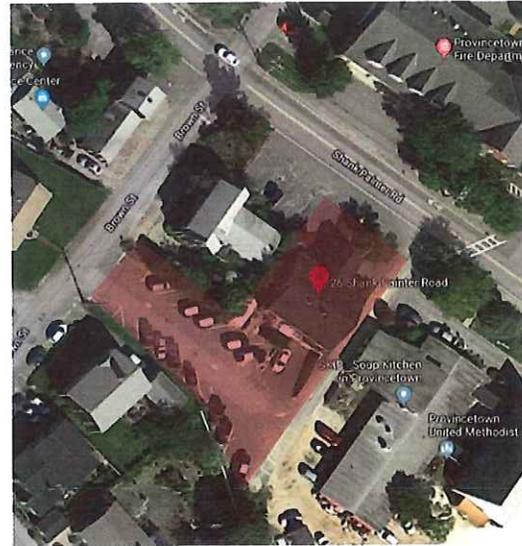
- **Public Forum #2 (9/17)**
- Refine concepts
- Planning Board and Select Board
- **Public Forum #3 (11/13)**
- Prepare memos

J M Goldson

community preservation
+ planning



3 Jerome Smith Road (VFW Site)
+/- 1.3 acres



26 Shank Painter Road (Police Station Site)
+/- 0.4 acres

J M Goldson

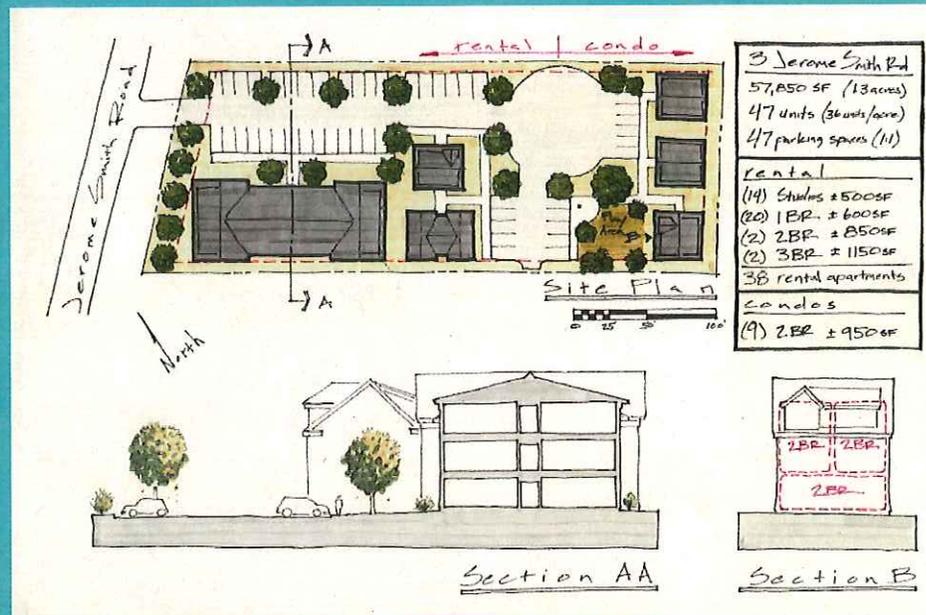
community preservation
+ planning

VFW – Jerome Smith

A variety of concepts considered – presented at the Forum #3

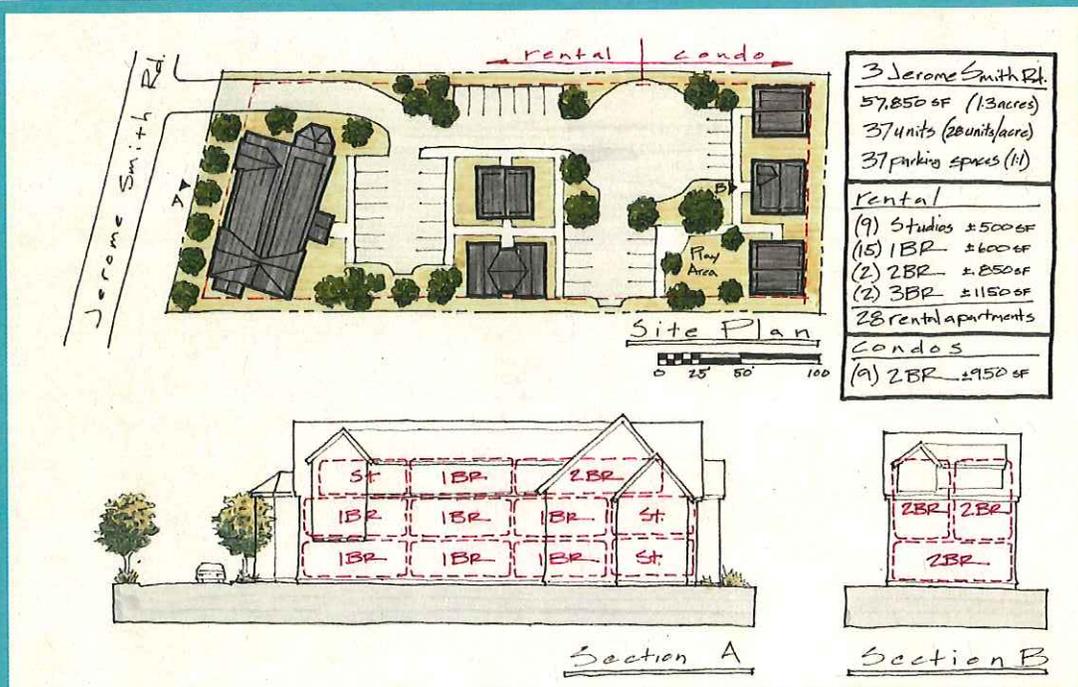
Participants:

- Generally supported the revised site concept with some mixed feelings
- Many wanted to see the site plan rethought with re-orienting the larger buildings and also breaking the larger building into smaller buildings
- Some participants preferred rental units to a mix that included condos
- Wanted a broader range of affordable units including rental units at 80% and 100% AMI

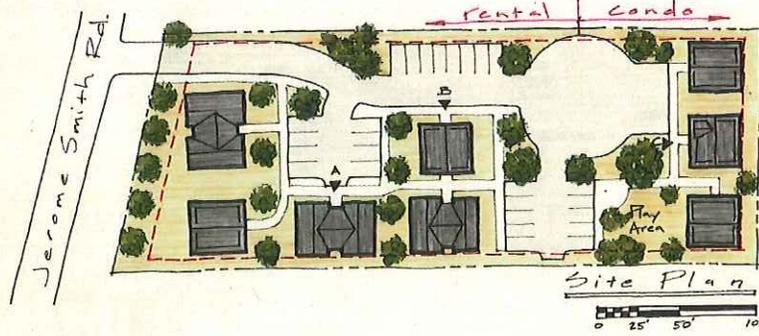


There were several site layouts discussed for the VFW site. The design shown on the prior slide was presented at the November forum, and the next slide demonstrates how JM Goldson took the opinions of those who participated from the November forum, and created two revised layouts.

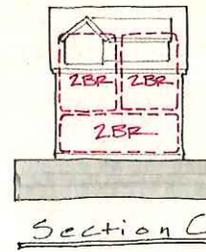
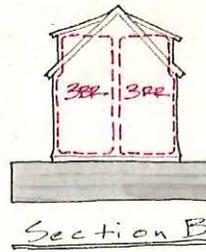
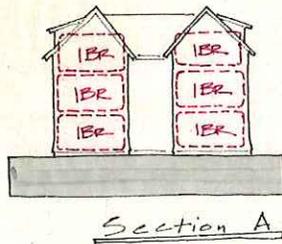
VFW – Jerome Smith
Reworked (version 1) based on Forum #3 comments



VFW – Jerome Smith Reworked (version 2) based on Forum #3 comments



3 Jerome Smith Rd. 57,850 sf (1.3 acre) 32 units (24 units/acre) 32 parking spaces (1/1)
rental (6) Studios ± 520sf (12) 1BR ± 600sf (3) 2BR ± 750sf (2) 3BR ± 1150sf 23 rental
Condos (9) 2BR ± 750sf



VFW Site – Consultant's Recommended Development Objectives for RFP

- affordable, mixed-income rental housing
- maximizes the number of smaller (studio and one-bedroom units)
- affordable to households at and below 30 percent of the area median income up to 100 percent of the area median income
- provides parking on site for at least one car per unit
- would also consider a development proposal that includes some affordable and market-rate ownership units, particularly units for households between 80 percent and 120 percent of the area median income (recognizing however that town staff have experienced challenges finding eligible households who can successfully secure financing for affordable ownership units)
- The property is surrounded by an established residential neighborhood, including single-family houses abutting the property. Therefore high-quality design and sensitivity to the neighborhood context to minimize impacts to neighbors is an important consideration including incorporation of open space, landscaped areas, and play space, if appropriate to the target demographic.
- Encourages creative designs that strike a balance between density to maximize the number of affordable units and sensitive design that reduces that actual and/or perceived density.

Note from Town Staff about potential for affordable condominiums:

There are limited number of income eligible buyers for affordable ownership units.

With re-sales of existing units (at least one known for 2020) plus new ownership units created under inclusionary zoning (potential for up to 8 in next year or 2 – as of Dec 2019); adding ownership units to the VFW site does not seem appropriate at this time.

Police Station – Shank Painter Road

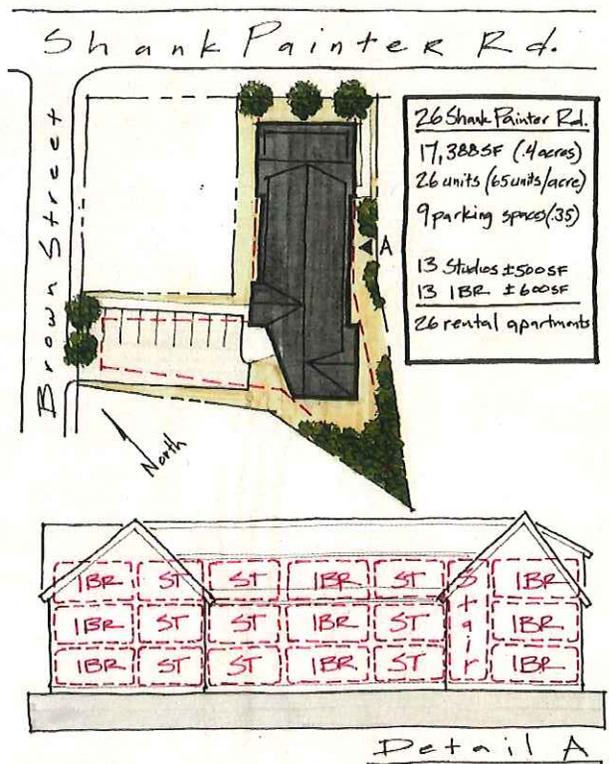
Participants generally supported the revised site concept.

Wanted to see a broader range of affordable units

Hoped that the project would include sustainability measures.

Additional suggestions: including expansion to include an abutting parcel and the potential for ground floor mixed-use.

Some felt that the RFP should require more accessible units than would be required otherwise.



Police Station Site – Consultant's Recommended Development Objectives for RFP

- *affordable rental housing*
- *maximizes the number of smaller, compact studio and one-bedroom units*
- *affordable to households at and below 30 percent of the area median income up to 60 percent of the area median income*
- *provides parking on site to the extent possible*
- *open to the idea of providing some parking off-site, if feasible*
- *contextually-sensitive design and site planning is an important consideration*
- *Prefer development that includes accessible units (beyond the minimum required by law) and maximizes sustainability and energy efficiency*

Next Step
The Town would draft Requests for
Proposals to Select a Developer

Subject to MGL C.30B

- 1. REQUEST FOR PROPOSALS**
 - 2. COMMUNITY CHARACTERISTICS**
 - 3. PROJECT BACKGROUND**
 - 4. TOWN'S DEVELOPMENT OBJECTIVES**
 - 5. THE DEVELOPMENT SITE**
 - 6. REGULATORY APPROACH**
 - 7. SELECTION PROCESS**
 - 8. SUBMISSION REQUIREMENTS**
-

Developer Submission Requirements

1. Developer qualifications
 2. Comparable project examples and references
 3. Proposal concept narrative
 4. Marketing and management plan
 5. Proposal concept drawings
 6. Zoning/permitting plan
 7. Financial capacity and letters of interest from lenders/investors
 8. Implementation plan and timetable
-

Minimum Threshold Criteria

- Complete conformance with all submission requirements
 - Proposer must have a minimum of 5 years' experience in development of affordable housing
 - Proposer must show a successful track record of projects of similar scope and scale
 - Developer availability to commence work within 90 days of selection; show sufficient staff resources and availability to perform required services
 - Completed required forms (see attachments):
 - Certificate of Tax Compliance
 - Certificate of Non-Collusion
 - Disclosure of Beneficial Interest Form Certificate of Authority
 -
-

Comparative Evaluation Criteria

- Affordability
- Local preference
- Team track record
- Financial capacity
- Management approach
- Project timeline
- Financial feasibility and operating budget
- Purchase price
- Development concept
- Site and unit design
- Green design elements
- Collaborative approach

Responses will be rated using a set of comparative criteria with the following rating:

Rating	Rationale
Highly advantageous	Exceeds the requirements/preference
Advantageous	Meets the requirements/preference
Acceptable	Meets minimum requirements
Not acceptable	Does not meet requirements

Typical Process/Schedule

1. Town staff draft RFP and review by Select Board (SB)
2. Town issues RFP in accordance with the state's property disposition regs per MGL c.30B
3. Town holds pre-submission meeting
4. Developers submit questions in writing and Town posts answers in writing for all to see
5. Proposals submitted
6. Town selection committee reviews and ranks proposals based on criteria
7. Selection committee may interview proposers
8. Selection committee makes recommendation to SB
9. Town creates a Land Disposition Agreement (99-year ground lease or sale of property)
10. Developer must secure all necessary regulatory permits and approvals

Example of Important Dates

RFP Preparation:
Jan-February, xxxx

RFP available:
March xx, xxxx

Pre-submission meeting:
April xx, xxxx

RFP Questions due:
April xx, xxxx

Proposals due:
May xx, xxxx by 12:00pm



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020**

5B

PILGRIMS' FIRST LANDING PARK UPDATE

Public Landscape Committee

Requested by: Public Landscape Committee

Action sought: Discussion

Proposed Motion(s)

Discussion dependent/Votes May Occur

Additional Information

See attached documents.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

Memorandum

TO: Provincetown Select Board via Elizabeth Paine
RE: **Status Report: Pilgrims First Landing Park (“Pilgrims Park”) 2020 Improvement Plan to be presented on January 27, 2020**
FROM: Provincetown Public Landscape Committee (“PLC”) and Department of Public Works (“DPW”)
John Krajovic (PLC), Rich Waldo (DPW), and Ray Dunetz (Landscape Architecture Consultant) presenting
DATE: January 20, 2020

INTRODUCTIONS: Rich Waldo, DPW Director; PLC Committee: Anika Costa, John Krajovic, NancyAnn Meads, Frank Vasello (Vice Chair); Ray Dunetz, Ray Dunetz Landscape Architecture, Consultant.

PURPOSE OF TONIGHT’S PRESENTATION: Present the DPW/PLC’s proposed plan for improving Pilgrims Park by summer 2020. The PowerPoint will describe landscape “clean-up” actions, a landscape concept plan, budget, and project schedule.

TONIGHT’S GOAL: to seek the Select Board’s support for the 2020 Improvement Plan, budget, and schedule so that plan can be finalized and bid documents can be prepared and advertised to ensure that construction can be completed by summer 2020. DPW/PLC also seeks the Select Board’s opinion about a possible Pilgrims Park 2020 dedication event.

BACKGROUND: At the September 9 Select Board meeting the PLC proposed a two-phase approach for upgrading Pilgrims Park, a 2020 Immediate Actions Improvement Plan and a post 2020 a comprehensive master plan for Pilgrims Park and its environs. The PLC believed that a Phase One-Immediate Action Plan that focused on a major site clean-up would be the best strategy for improving Pilgrims Park by spring 2020 in time for Provincetown 400 events. Since then, the PLC and DPW have collaborated on a series of actions and a landscape plan intended to create an attractive, visitor-friendly Pilgrims Park that can be approved, designed and constructed by summer 2020 for the remaining \$180,000.00 Pilgrims Park budget. We recognize that it may be several years, if at all, before a Phase 2 master plan is implemented; therefore, our intent is to undertake 2020 improvements that can stand the test of time.

ACTIONS TO DATE:

Site Clean-up

In fall 2019, the PLC and the DPW identified scrub trees and overgrown weed-infested shrub beds for removal. The DPW removed almost all the plants targeted for removal especially those plant materials around the shaded seating area. Additional plants identified for removal, especially the Rosa rugosa beds around the memorial pavers, will be removed by the DPW in early spring 2020.

Utility Assessment

The DPW is assessing the condition of the existing electrical and irrigation systems and has concluded that the existing landscape lighting needs to be replaced; however, the quality of the well water needed for irrigation is acceptable.

Design Concept Plans and Budget Estimates

The DPW hired the Ray Dunetz Landscape Architecture firm to assist in this effort, specifically to provide professional guidance, document a landscape improvements concept plan, prepare materials for Conservation Commission review, and prepare construction bid package for contractor solicitations.

In consultation with the PLC and the DPW, Ray Dunetz has prepared two concept plans with accompanying budgets to be presented tonight. One plan illustrates a landscape plan that can be constructed within the 180K budget. The other plan, the enhanced plan, incorporates desired elements that most likely could be added later. Estimated budget for the enhanced plan is \$303K. Lawn and low-growing ground covers would be the major landscape element in the 180K plan with greater shrub plantings in the enhanced plan. The PLC and the DPW are pursuing donations for several of these elements which might enable the enhanced plan to be accomplished in summer 2020. The budget estimate for each plan assumes:

- that site infrastructure costs (electrical, irrigation, and basic site work) are included;
- that resetting and stabilizing all memorial pavers instead of just a few loose ones would be more cost-effective because undertaking this effort later would cause a serious landscape/site disruption; and,
- the existing elm trees will be preserved, and several other elms will be planted to increase shade in the seating area.

NEXT STEPS:

- 1-Finalize Design Concept Plan -----February 2020**
- 2-Prepare Conservation Commission Submission -----February 2020**
- 3-Prepare and advertise bid documents -----March 2020**
- 4-DPW removes remaining scrub trees and shrubs-----March 2020**
- 5-Review bids and select landscape contractor -----April 2020**
- 6-Oversee site construction -----May to June 2020**
- 7-Pilgrims Park Dedication -----TBD**

Pilgrims First Landing Park: *2020 Improvement Plan*

Provincetown's Department of Public Works
and
Public Landscape Committee
January 27, 2020

Purpose of Tonight's Presentation

Present the Department of Public Works'/Public Landscape Committee's proposed improvement plan, budget and schedule for rejuvenating Pilgrim's First Landing Park ("Pilgrims Park") in summer 2020.

Introductions

Department of Public Works (“DPW”):

Rich Waldo, Director; Steve Wlodkowski, Assistant Director and PLC rep

Public Landscape Committee (“PLC”):

Eric Borg, Anika Costa, Bill Docker, John Krajovic, NancyAnn Meads,
Frank Vasello

Consultant:

Ray Dunetz, Ray Dunetz Landscape Architecture

Background

- At September 9, 2019 Select Board Meeting, PLC proposed a Pilgrims Park immediate actions/clean-up approach instead of the master plan presented by DPW.
 - Select Board encouraged the DPW and PLC to collaborate and report back,
 - Develop a 2020 improvement plan within the \$180K DPW budget, and
 - Report back.
- At September 23, 2019 Select Board meeting, DPW and PLC proposed a two-phase approach:
 - Phase One, a 2020 immediate actions improvement plan
 - Phase 2, a post-2020 comprehensive master plan.

Existing Conditions



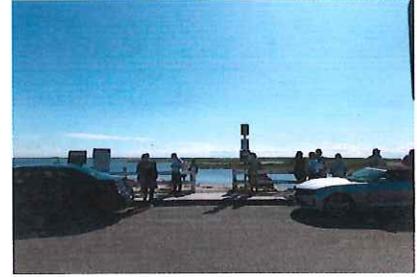
Pedestrian Access



from Ptown Inn



Breakwater Connection



Views



Pilgrims First Landing Monument and Memorial Pavers



Upper Seating Area



13

Overgrown Vegetation “Before”



14

Cleared Vegetation “After”



15

Concept Plan Design Elements

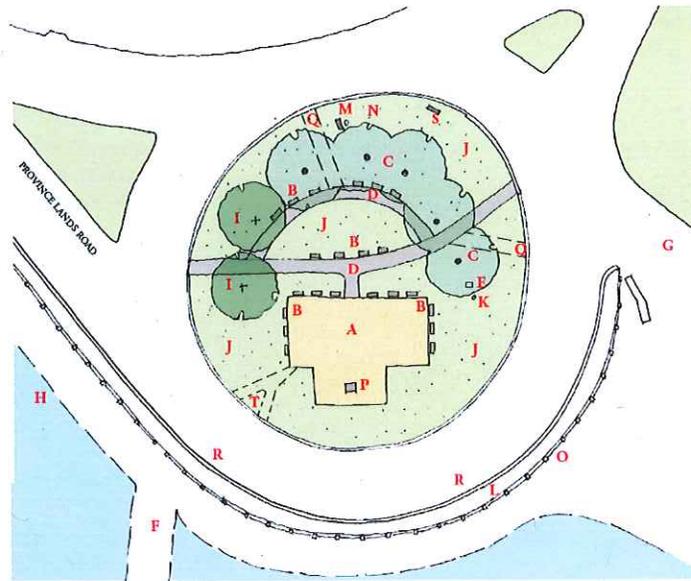
- Maximize harbor and marsh views by removing scrub trees and overgrown shrub and weed beds,
- Install sod in landscape areas,
- Recommend stabilizing and cleaning all memorial pavers and Pilgrims Landing Monument Stone,
- Revise pedestrian walkway layout and install new macadam,
- Reposition memorial benches,
- Install pedestrian-scale lights,
- Relocate and install new flagpole, and,
- Plant additional shade trees (elms) around seating areas.

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Pilgrims Park: 180k Concept Plan

Legend

- A reset pavers
- B reset ex. benches
- C 5 existing elms
- D new asphalt path
- E existing time capsule
- F provincetown causeway
- G provincetown inn
- H marsh
- I new elm tree, typical
- J new lawn
- K paint existing flagpole
- L existing sidewalk
- M upgrade ex. electric box
- N new well pump
- O ex. wood railing
- P clean memorial
- Q future walk
- R ex. parallel parking
- S renovate existing sign
- T remove ex. path



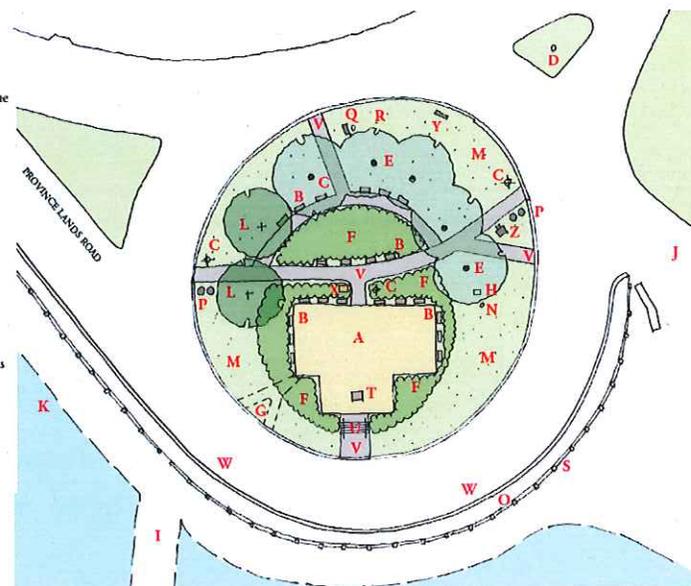
GRAPHIC SCALE IN FEET
JANUARY, 2020

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Pilgrims Park: Enhanced Concept Plan

Legend

- A reset pavers
- B reset ex. benches
- C future lights
- D new flagpole and relocated plaque
- E 5 existing elms
- F future low shrubs/perennials
- G remove ex. asphalt path
- H existing time capsule
- I provincetown causeway
- J provincetown inn
- K marsh
- L new elm tree, typical
- M new lawn
- N remove existing flagpole
- O existing sidewalk
- P new litter & recycling receptacles
- Q upgrade ex. electric box
- R new well pump
- S ex. wood railing
- T clean memorial
- U future granite stairs
- V new walk
- W ex. parallel parking
- X new interpretive sign
- Y renovate existing sign
- Z drinking fountain/bottle filler



GRAPHIC SCALE IN FEET
JANUARY, 2020

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Cost Estimates

Pilgrims Park: 180K Concept
Provincetown, MA

Ray Dunetz Landscape Architecture, Inc.
1/14/2020

ITEM	TOTAL
Site Prep	\$ 10,500
Earthwork	\$ 2,000
Paving	\$ 60,000
<i>Memorial Pavers \$54,600</i>	
<i>Paths \$5,400</i>	
Site Improvements	\$ 11,500
Utilities	\$ 20,000
Lawns and Planting	\$ 9,000
Subtotal	\$ 113,000
10% General Conditions	\$ 11,300
Subtotal	\$ 124,300
10% Overhead and Profit	\$ 12,430
Subtotal	\$ 136,730
10% Contingency	\$ 13,673
Subtotal	\$ 150,403
Design	\$ 31,000
GRAND TOTAL	\$ 181,403

Pilgrims Park: Enhanced Concept
Provincetown, MA

Ray Dunetz Landscape Architecture, Inc.
1/14/2020

ITEM	TOTAL
Site Prep	\$ 10,500
Earthwork	\$ 2,000
Paving	\$ 60,000
<i>Memorial Pavers \$54,600</i>	
<i>Paths \$5,400</i>	
Masonry	\$ 25,000
<i>Granite Stairs \$25,000</i>	
Site Improvements	\$ 36,000
<i>New flagpole, signs and trash/recycling</i>	
Utilities	\$ 34,000
<i>Electrical, irrigation, lighting</i>	
Lawns and Planting	\$ 30,000
<i>Lawns \$6,650</i>	
<i>Planting \$23,350</i>	
Subtotal	\$ 197,500
10% General Conditions	\$ 19,750
Subtotal	\$ 217,250
10% Overhead and Profit	\$ 21,725
Subtotal	\$ 239,000
10% Contingency	\$ 24,000
Subtotal	\$ 263,000
Design	\$ 40,000
GRAND TOTAL	\$ 303,000

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Next Steps

- Finalize Concept Plan -----February 2020
- Prepare Conservation Commission Submission-----February 2020
- Prepare and advertise Bid Documents-----March 2020
- Review bids and select contractor-----April 2020
- Site construction-----May to June 2020
- Pilgrims Park dedication-----????

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Thank You!





**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020**

5C

PROVINCETOWN BUSINESS GUILD

Request for 4 Pedestrian rainbow cross walks.

Requested by: PBG Ex. Bob Sanborn

Action sought: Discussion/Approve

Proposed Motion(s)

Move that the Select Board vote to [approve][deny] the request from the Provincetown Business Guild to accent 4 pedestrian crosswalks at 2 intersections in Provincetown; Standish Street and Commercial Street and Ryder Street and Commercial Street.

Additional Information

See attached documents.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



January 19, 2020

Provincetown Select Board

Provincetown MA

Subject: Request Approval to accent 4 existing pedestrian crosswalks

Request:

I am writing on behalf of the Provincetown Business Guild and our 300 member businesses to request approval to accent 4 pedestrian crosswalks at 2 intersections in Provincetown. Specifically, we have identified the two crosswalks on Commercial and Standish Streets (between Governor Bradford and Lewes Brothers, and between Cool as Moose and John's Foot Long), and the two crosswalks at Commercial and Ryder Streets (between Cabot Candy and Town Hall, and between Penney Patch and Julie Tremblay Gallery) as the ideal locations to implement our proposed accents.

The existing crosswalks in Provincetown are commonly referred to as the "boston bar design" or the "zebra" design, meaning alternating black and white bars or rectangles. Each white bar is 12" wide, and between 8' and 11' long depending on the specific crosswalk. The black bars between the white bars are 2' wide. There are a total of 59 white bars/rectangles in these 4 crosswalks. We are requesting approval for a DPW-approved contractor to paint a 12" bar/rectangle in alternating colors of red, orange, yellow, green, blue, and violet in the black intervals between the existing white bars. This is commonly referred to as a rainbow crosswalk, which has been implemented in towns and municipalities across the world including San Francisco, West Hollywood, Long Beach, Seattle, Key West, Miami Beach, Philadelphia, and Northampton here in Massachusetts.

Approved Contractor:

Richard Waldo has identified Parking Lines in Sandwich, MA as an approved vendor to paint striping on pavement in Provincetown. They have submitted a bid (attached) for up to \$5,000 to do the work one day in May. The Provincetown Business Guild and its member businesses will pay the vendor directly, so there will be no cost to the Town. Parking Lines has worked with dozens of municipalities, towns, schools, police and fire stations, and has regularly customized pavement markings for them.

Support and Rationale:

The rainbow crosswalks symbolize pride, safety, and inclusion, which align with Provincetown's values. Additionally, we believe these crosswalks will help stimulate our fragile tourism economy. We also believe this will result in priceless promotion and marketing earned media. The Boards of the Provincetown Business Guild, the Provincetown Chamber of Commerce, and the Provincetown Visitor Services Board support this request, as do our member businesses because they are so important to tourism and to our economy. We believe the Chamber said it best: "We believe the painted crosswalks will unequivocally exemplify Provincetown's essence and what we stand for: inclusion, safety, security, progressiveness and our welcoming spirit. Furthermore, from a PR standpoint, they will undoubtedly put Provincetown on the map right there where it belongs, next to the other progressive communities nationwide."

Safety:

Our position is that the rainbow crosswalks are not artwork, but rather pavement markings similar to what already exists, that will better accent and emphasize existing crosswalks for greater visibility and safety. It is important to state that we are not requesting new crosswalks; we are simply requesting enhancing existing crosswalks for greater visibility.

Location of Crosswalks:

Crosswalk #1: Crossing over Standish Street on north side of Commercial Street



Crosswalk #2: Crossing over north side of Lopes Square at Standish on south side of Commercial Street



Crosswalk #3: Crossing Ryder Street on north side of Commercial Street



Crosswalk #4: Crossing Ryder Street on south side of Commercial Street



Design:

(see attachments)

Examples of other crosswalks within the Commonwealth of MA:



Cambridge MA



Northampton MA



Worcester MA



Boston MA



Salem MA

Respectfully submitted,

Bob Sanborn

Executive Director

Provincetown Business Guild

PARKINGLINES LLC

Cell: (508) 776-8099
Office: (508) 428-7724
Fax: (508) 539-8138



P.O. Box 599
Sandwich, MA 02563
www.parkinglinesllc.com

Provincetown Business Guild
Attn: Bob Sanborn
3 Freeman Street, Suite 2
Provincetown, MA 02657

508-487-2313 Phone
214-675-2303 Cell
bob@ptown.org

January 18, 2020

Enclosed, you will find our estimate for the striping of your property.

Either premium fast dry water-based traffic paint or chlorinated rubber traffic paint will be used, at our election. The price given is inclusive of all materials, labor, and travel expenses.

Location	Work	Price*
Jct. of Commercial St. & Standish St. & Jct. of Commercial St. & Ryder St. Provincetown, MA	New Layout, Roadwork: <ul style="list-style-type: none">• 4 Boston bar crosswalks with rainbow piano keys alternating red, orange, yellow, green, blue & violet• 6 custom colors	\$4,000.00 - \$5,000.00

**It is you, the customer's, responsibility to have all obstructions including vehicles, equipment or other materials moved away from the area to be painted. Any obstructions will result in the non-painting of the obstructed area, and the job will be deemed complete after one scheduled visit and full payment due regardless of areas unable to be painted. If this does occur, the remainder can be painted, at your option, for an additional charge. It is extremely important that all irrigation systems be turned off 24 hours prior to and for at least 24 hours after completion of the job to prevent white wash or adhesion problems. ParkingLines, LLC is not responsible for damage caused by customer's failure to do so and any wetness caused by irrigation will be deemed an obstruction to further painting. It is the customer's responsibility to make sure any new asphalt has had sufficient curing time before traffic paint is applied. Please be advised,*

Page 1 of 2



PARKINGLINES LLC

Cell: (508) 776-8099
Office: (508) 428-7724
Fax: (508) 539-8138



P.O. Box 599
Sandwich, MA 02563
www.parkinglinesllc.com

existing parking lots as currently laid out and lots requiring new layouts over sealcoating, may not be ADA (Americans with Disabilities Act) compliant; Inquire about whether your lot meets federal, state and local requirements *prior to striping*. For new layouts or changes, you must be available on site or by cell phone during scheduled visit. Pricing is for up to the amount of work delineated; Any changes, including changes resulting from plans and details not previously provided will result in additional charges. You authorize the placement of a job site sign on the premises for a period of 7 days, after which you shall dispose of it if not removed by ParKingLines, LLC.

*Pricing is for striping during standard weekday business hours only. *Off hours, evening and weekend striping is subject to a premium surcharge* in addition to the pricing above.

Please sign and date below and email or fax back to ParKingLines, LLC at (508) 539-8138 within 30 days to accept. Thank you.

Acceptance Signature & Date

Print Name

Page 2 of 2

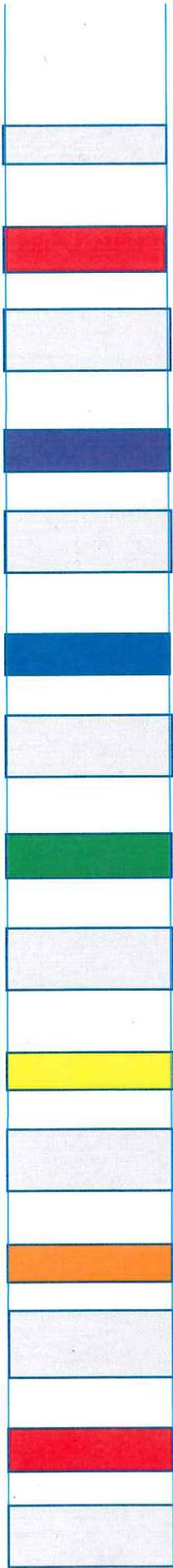
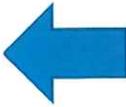
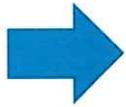


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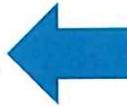
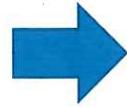
RYDER STREET

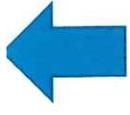


COMMERCIAL STREET
(West) (East)

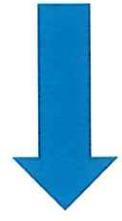
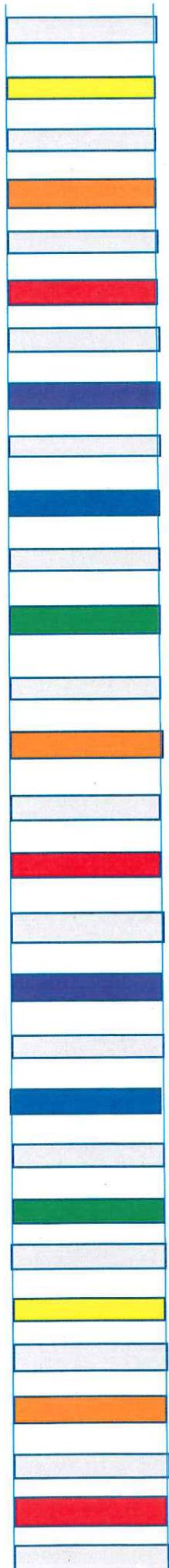
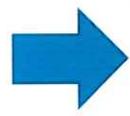


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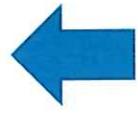
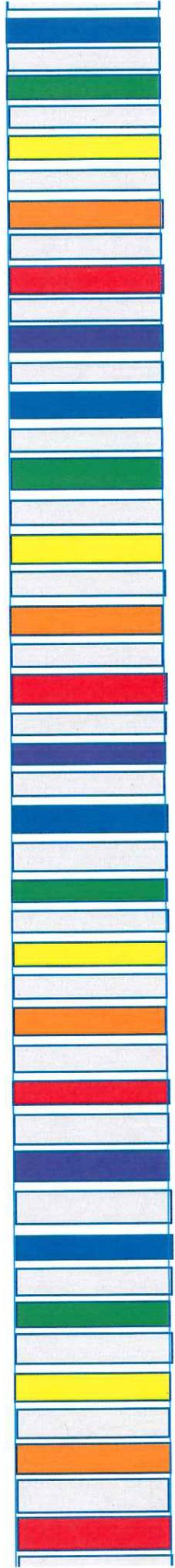




STANDISH STREET



COMMERCIAL STREET (East)



LOPES SQUARE



TOWN OF PROVINCETOWN

Department of Public Works

Buildings & Grounds Division
Engineering Division
Highway Division
Sanitation Division
Transfer Station/Recycling Center
Water & Sewer Division

Richard J. Waldo, P.E., Director
Steven H. Wlodkowski, Deputy Director
Sherry Prada, Operations Director
Cody J. Salisbury, Water Superintendent



Veterans Memorial Community Center

2 Mayflower St., Room 74
Mail: 260 Commercial Street
Provincetown MA 02657
Phone: 508.487.7060
FAX: 508.487.4675

<http://www.provincetown-ma.gov>

rwaldo@provincetown-ma.gov
swlodkowski@provincetown-ma.gov
sprada@provincetown-ma.gov
csalisbury@provincetown-ma.gov

January 21, 2020

Dear David Abramson, Select Board Chair:

It has come to my attention that the Provincetown Business Guild (PBG) will be requesting approval from the Select Board to paint rainbow colored crosswalks on Commercial Street at the intersection of Standish Street and Ryder Street. This art statement is being requested to symbolize PRIDE and other values of Provincetown. Although I can appreciate their attempt to promote Provincetown, I urge the Board to deny this request.

Art statements such as those being requested should not be intermixed with public safety roadway markings. Crosswalks are meant to be delineated using contrasting black and white lines painted to help visually impaired pedestrian navigate safely through busy intersections. In fact, in 2009 the Federal Highway Administration (FHWA) passed new regulations restricting crosswalks with any colors aside from the standard white lines. The rainbow art will become a distraction and may potentially lead to injury.

Over the past 8 years we have invested nearly \$10 million dollars standardizing Commercial Street to align with our parking regulations including crosswalks that align with Federal regulations. We have essentially erased the past ills of policy makers in Provincetown. Do we recall the green line down the center of Commercial Street to delineate the gallery district of Town? Art ideas on paper do not necessarily translate well into roadway markings.

Who will be responsible for the perpetual maintenance of the crosswalks? Will DPW be required to repaint these art statements to the tune of \$5,000 annually? It is likely that the art project will slowly fade away with the appearance of an unkempt roadway for several years. The Public Work Department takes pride in how our Town looks not only for our residents but also our visitors. I would estimate the line painting would look good for two months before starting to fade at heavily trafficked areas. To sustain the wear, these crosswalks would need to be painted several times over several years to develop a true base layer over porous pavement.

If the Select Board wishes to grant the request then I ask that the installation be moved to a roadway that we anticipate resurfacing in the future such as Shank Painter Road.

Respectfully,

Richard J. Waldo, P.E.
Director

Town of Provincetown

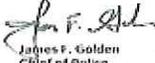
James F. Golden
Chief of Police
jgolden@provincetown-ma.gov
www.provincetown-ma.gov



Police Department

26 Shankpainter Road
Provincetown, MA 02657
Phone: (508) 487-1212
Fax: (508) 487-4488

To: Provincetown Select Board

From: Chief James F. Golden 
James F. Golden
Chief of Police

Subject: Proposed Crosswalk Painting on Commercial Street

Date: January 21, 2020

The Town of Provincetown strives to provide for safe pedestrian crossings of public streets by installing and maintaining marked crosswalks at all locations where there is substantial conflict between vehicle and pedestrian movements, where significant pedestrian concentrations occur, where pedestrians would not otherwise recognize the proper place to cross, and where traffic movements are not otherwise controlled.

A "marked crosswalk" is any crosswalk that is delineated by painted markings placed on the pavement for the purpose of directing pedestrians to use a particular location to cross the street. Crosswalks may be marked at intersections controlled by traffic signals or stop/yield signs ("controlled crossings"), or at locations where traffic is not controlled by signals or stop/yield signs ("uncontrolled crossings").

My review of this proposal incorporates the guidance and standards contained in the Manual on Uniform Traffic Control Devices (MUTCD), the Massachusetts Highway Department (MassHighway) Highway Design Manual and Engineering Directive concerning the standardization of crosswalk markings, the Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities, and applicable Massachusetts state law.

Marked crosswalks are viewed widely as "safety devices," and most municipalities give the pedestrian the right-of-way when within them. However, there is strong evidence that these facts prompt many pedestrians to feel overly secure when using a marked crosswalk. As a result, pedestrians will often place themselves in a hazardous position by believing that motorists can and will stop in all cases, even when it may be impossible to do so. In contrast, a pedestrian using an unmarked crosswalk generally feels less secure and less certain that the motorist will stop and thereby exercise more caution and waiting for safe gaps in the traffic stream before crossing. The end result is fewer accidents at unmarked crosswalks.

Despite the above safety issues, a marked crosswalk is a useful traffic engineering device for helping pedestrians across complex intersections, channelizing pedestrians to safe crossing locations, and minimizing their exposure to vehicular conflicts, as long as sound engineering judgment is exercised in their location and design. Crosswalk lines should not be used

In partnership with the community

Town of Provincetown

James F. Golden
Chief of Police
jgolden@provincetown-ma.gov
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Police Department

26 Shankpainter Road
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Phone: (508) 487-1212
Fax: (508) 487-4488

indiscriminately at mid-block locations away from traffic signals or stop signs. Crosswalks may be marked at mid-block locations, however, if an engineering study determines it is safe to do so, and their presence is necessary to concentrate pedestrian crossing activity at a specific location. A mid-block crosswalk is not likely to be effective if pedestrian crossings occur at random locations within a block and if vehicle volumes are low or moderate (adequate gaps are available).

Crosswalk markings and signs should be maintained in a high state of visibility and meet reflectivity standards. All crosswalk markings and signs should be inspected at least once a year and replaced as needed. Markings and signs for crosswalks located in school zones must be inspected prior to the beginning of the school year and replaced as needed.

It is important that crosswalk markings be visible to motorists (especially at night), not be slippery or create tripping hazards, and not be difficult to traverse by those with diminished mobility or visual capabilities.

In commercial areas or school zones, colored and textured pavement may be used to enhance the aesthetics of the crosswalks. The most common treatment is a terra cotta colored, brick pattern that is stamped into newly laid asphalt. In accordance with the MUTCD, (**Attached**) the safety colors such as white, yellow or red shall not be used for this purpose. Transverse white crosswalk markings (standard crosswalk pattern) must be used in addition to the colored or texture pavement in order to legally establish a crosswalk location when textured pavement is used.

The use of colored and textured pavement has not been proven to substantially improve the safety, or enhance the visibility to the driver, of a crosswalk. It is therefore recommended that colored and textured pavement not be used at uncontrolled mid-block locations, or on approaches to intersections that are not signalized or controlled by a stop or yield sign. **Colored pavement located between crosswalk lines to emphasize the presence of the crosswalk is not considered a traffic control device.** (See MUTCD Attached)

A marked crosswalk provides guidance for pedestrians who are crossing roadways by defining and delineating paths on approaches to and within signalized intersections, and on approaches to other intersections where traffic stops. A marked crosswalk is also intended to highlight legal crossings to motorists and raise awareness of pedestrians waiting to cross or traveling within the crossing.

In partnership with the community

Town of Provincetown

James F. Golden
Chief of Police
jgolden@provincetown-ma.gov
www.provincetown-ma.gov



Police Department

26 Shankpainter Road
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Colored crosswalks are allowable per the MMUTCD with certain restrictions. Section 3G.01 of the 2009 MMUTCD states:

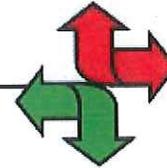
"Colored pavement located between crosswalk lines should not use colors or patterns that degrade the contrast of white crosswalk lines, or that might be mistaken by road users as a traffic control application."

I appreciate the works of the petitioner and their membership but every year your police department is being asked to address concerns about visitor and overall road user safety. I cannot ignore a potential public safety issue for the sake of the commercialization of our crosswalks.

In partnership with the community


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Manual on Uniform Traffic Control Devices (MUTCD)


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Interpretation Letter 3(09)-24(I) – Application of Colored Pavement

[PDF Version](#), 2.8MB

 PDF files can be viewed with the [Acrobat® Reader®](#).


U.S. Department
of Transportation
Federal Highway
Administration

Memorandum

Subject: **INFORMATION:** MUTCD – Official Ruling 3(09)-24(I) – Application of Colored Pavement

Date: August 15, 2013

From: Original signed by: Robert L. Rupert for
Jeffrey A. Lindley
Associate Administrator for Operations

In Reply HOTO-1
Refer To:

To: Federal Lands Highway Division Engineers
Division Administrators

Purpose: Through this memorandum, the Federal Highway Administration's (FHWA) Office of Transportation Operations (HOTO) is issuing an Official Interpretation of Chapter 3G of the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) on the approved uses of colored pavement. For recordkeeping purposes, this Official Ruling has been assigned the following number and title: "3(09)-24(I) – Application of Colored Pavement."

Background: The FHWA is concerned that considerable ambiguity continues regarding how colored pavement can be used, especially between the white transverse lines of a legally marked crosswalk.

Colored pavements consist of differently colored road paving materials, such as colored asphalt or concrete, or paint or other marking materials applied to the surface of a road or island to simulate a colored pavement. Colored pavement is a traffic control device when it attempts to communicate with any roadway user or when it incorporates retroreflective properties. Colored pavement can also be a purely aesthetic treatment. When used in this manner, colored pavement is not a traffic control device provided that it does not attempt to communicate with the motorist or incorporate elements of retroreflectorization.

Colored Pavement in Crosswalks: In the late 1990s, the marketplace introduced and promoted aesthetic treatments for urban streetscape environments that included the opportunity to install a range of colors and a multitude of patterns. The most popular opportunity to implement these treatments was between the legally marked transverse lines of crosswalks. This was typically done as part of larger efforts by cities to enhance

the aesthetics of an area that could include decorative luminaires, street furniture, sidewalk art, etc. These crosswalk treatments were publicized and marketed as a method to increase conspicuity of the crosswalk that would translate into increased safety and a reduction of pedestrian deaths. In December 2001, the FHWA issued its first Official Ruling¹ regarding the use of these aesthetic treatments, which concluded that crosswalk enhancements of this type had no such discernible effect on safety or crash reduction.

The marketplace looked to capitalize on advancements in pavement retroreflectivity in the mid-2000s, and further advocated for these aesthetic treatments on public streets as a way to increase crosswalk visibility. This included the benefits of the increased recognition of crosswalks both during the day and at night since the materials were designing retroreflective properties into the aesthetic treatments. In 2004 and in 2005, the FHWA issued two separate but related Official Rulings^{2, 3} concluding that incorporating retroreflectivity into an aesthetic crosswalk treatment renders it an official traffic control device. Further, these Official Rulings continued to discourage implementation of such treatments and also concluded that these enhancements still had no increased effect on safety or contributed to a reduction in pedestrian deaths.

The evolution of crosswalk treatments continued into the form of "crosswalk art" because it was becoming a common misconception that as long as the white transverse lines were present—thereby legally marking the crosswalk—then the agency was free to treat the interior portion of the crosswalk as it desired. In 2011, the FHWA issued an additional Official Ruling⁴ that crosswalk art—defined as any freeform design to draw attention to the crosswalk—would degrade the contrast of the white transverse lines against the composition of the pavement beneath it. In deviating from previous Official Rulings on the matter that concluded an increased factor of safety and decreased number of pedestrian deaths were not evident after installation, this 2011 Official Ruling stated that the use of crosswalk art is actually contrary to the goal of increased safety and most likely could be a contributing factor to a false sense of security for both motorists and pedestrians.

The FHWA's position has always been, and continues to be that subdued-colored aesthetic treatments between the legally marked transverse crosswalk lines are permissible provided that they are devoid of retroreflective properties and that they do not diminish the effectiveness of the legally required white transverse pavement markings used to establish the crosswalk. Examples of acceptable treatments include brick lattice patterns, paving bricks, paving stones, setts, cobbles, or other resources designed to simulate such paving. Acceptable colors for these materials would be red, rust, brown, burgundy, clay, tan or similar earth tone equivalents. All elements of pattern and color for these treatments are to be uniform, consistent, repetitive, and expected so as not to be a source of distraction. No element of the aesthetic interior treatment is to be random or unsystematic. No element of the aesthetic interior treatment can implement pictographs, symbols, multiple color arrangements, etc., or can otherwise attempt to communicate with any roadway user.

Patterns or colors that degrade the contrast of the white transverse pavement markings establishing the crosswalk are to be avoided. Attempts to intensify this contrast by increasing or thickening the width of the transverse pavement markings have been observed in the field. These attempts to increase contrast are perceived to be efforts to circumvent the contrast prerequisite so that an intentional noncompliant alternative of an aesthetic interior pattern or color can be used. Further techniques to install an empty buffer space between an aesthetic treatment and the interior edge of the white transverse crosswalk markings have also been observed in the field. This strategy is also perceived to be an attempt to circumvent FHWA's prior position on contrast. However, an empty buffer space between a subdued-colored, uniform-patterned aesthetic treatment can be implemented to enhance contrast between the aesthetic treatment and the white transverse pavement markings. When used properly, buffer spaces can be an effective tool to disseminate a necessary contrast in order to visually enhance an otherwise difficult to discern white transverse crosswalk marking, provided that the aesthetic treatment conforms to the conditions in the preceding paragraph.

Colored Pavement in Medians: Several agencies nationwide have used aesthetic colored pavement in medians that separate opposite directions of travel. These treatments are typically simulated red brick patterns or pavers. This is allowable if the median is closed to traffic. Where the center portion of the roadway functions to facilitate turns or operates as a two-way left turn lane, aesthetic treatments cannot be used in that center area in accordance with Paragraph 3 of Section 3G.01 in the MUTCD. Further, provisions elsewhere in Part 3 of the MUTCD require or recommend the turning functions of turn lanes or two-way left turn lanes to be marked with pavement word markings or arrows where applicable. The use of aesthetic colored patterns or pavers in these lanes simulates a supplemental background to standard turn markings and is an attempt to enhance conspicuity of the median thereby serving as communication with the motorist. This practice to use aesthetic treatments is disallowed since the median is open to traffic.

Colored Pavement for Islands: Where an island is designated as a traffic-control device, curbs, pavement edges, pavement markings, channelizing devices, or other devices are used. Islands are most commonly used to separate traffic movements or to provide pedestrian refuge. Regardless of whether the island is raised or flush with the roadway surface, islands are a potential for providing aesthetic qualities. Islands that separate movements of traffic and choose to incorporate colored pavement into interior sections or to the top surface of their design are to comply with Item A or B of Paragraph 3 of Section 3G.01. This would be applicable when the island is used to address a need to facilitate traffic that would otherwise have difficulty navigating the roadway if the island was absent.

Islands that are intentionally aesthetic in nature only are to be designed similar to those aesthetic treatments for crosswalks as described above. The most common applications of these purely aesthetic treatments are pedestrian refuge islands and textured raised buffers between a bikeway and a motorized vehicular lane.

Colored Pavement for Bicycle Lanes: Green colored pavement is approved for use in bicycle lanes only to enhance the conspicuity of where bicyclists are required to operate, and areas of the bicycle lane where bicyclists and other roadway traffic might have potentially conflicting weaving or crossing movements. Approval to use green colored pavement shall be in accordance with Paragraph 17 of Section 1A.10 in the 2009 MUTCD.

The FHWA issued an Interim Approval (IA-14) for the use and application of green colored pavement on April 15, 2011. The information provided in the IA-14 memorandum remains in effect.

The use of green colored pavement in a bicycle facility other than a legally marked bicycle lane is either not approved or is experimental. FHWA's Bicycle and Pedestrian Web site (https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/mutcd_bike.cfm) can be helpful in determining what is or is not approved and what is experimental. Agencies that desire to use bicycle facilities that are experimental are required to submit their request for approval in accordance with paragraphs 3, 4 and 8 through 10 of Section 1A.10 in the MUTCD.

The FHWA is aware that agencies might be using green colored pavement to supplement, fill in or outline parking stalls for electric vehicle charging stations in order to express the agency's commitment to environmentally friendly initiatives. Use of green colored pavement for this purpose is not allowed. Although the applicability of the MUTCD may be limited in certain settings involving parking stalls, agencies are encouraged to adhere to the MUTCD with respect to disallowing green colored pavement in parking facilities for the purpose of maintaining uniformity among similar facilities.

Colored Pavement on Freeways and Expressways: The FHWA is aware of agencies nationwide using colored pavement on higher speed facilities as a method to visually differentiate the shoulder or special-use lanes from the general-purpose lanes, to demarcate the exit gore area, or to differentiate a ramp terminal from the mainline facility. The FHWA maintains the position that contrasting techniques on high-speed facilities have no other intention than to communicate with the motorist, regardless of whether elements of retroreflectivity are implemented for the colored pavement.

Additionally, the 2011 edition of the American Association of State Highway and Transportation Officials' A Policy on the Geometric Design of Highways and Streets discusses various methods of contrasting the shoulder with the adjacent pavement traveled way. The policy states that with regard to bituminous pavements, "the use of edge lines as described in the Manual on Uniform Traffic Control Devices... reduces the need for shoulder contrast." Edge lines separating shoulders from the traveled way on Interstate routes have been required by the MUTCD since 1971, supplanting the practice of using contrasting material for shoulders when an edge line was optional. Therefore, there should be little need for such a contrast that cannot be accommodated by the allowable pavement colors prescribed by the MUTCD.

If a need to provide contrast on a high-speed facility has been determined, then that contrast can be accomplished by a number of alternatives. Asphalt mixtures can be tinted to provide a shade of grey. White colored pavement can also be implemented. Paragraph 3 of Section 3G.01 in the MUTCD allows the use of white colored pavement for exit gore areas and right-hand shoulders. In the event that the main traveled way is concrete, an asphalt top layer could be applied to the shoulder to provide contrast.

Colored Pavement for Public Transit Systems: The use of red colored pavement for public transit systems such as streetcar and/or bus-only lanes is currently experimental. The use of colored pavement in these settings requires approval from the FHWA's Office of Transportation Operations. Agencies that desire to

experiment with colored pavement should only do so where an engineering study can determine that increased travel speeds will be expected by the public transit vehicle, reduced overall service time through the corridor will be expected by the public transit vehicle, and the implementation of the colored pavement to a converted general purpose lane in the traveled way will not adversely affect the traffic flow in the remaining general purpose lanes.

Blue Colored Pavement: Blue is not a colored pavement and is not to be used as such in accordance with Paragraph 3 of Section 3G.01. Blue as it applies to a pavement marking is exclusively reserved for the background color in the international symbol of accessibility parking symbol (see Figure 3B-22) and for the supplemental pavement marking lines that define legal parking spaces reserved for use only by persons with disabilities as provided in Paragraph 5 of Section 3A.05.

Applying blue colored pavement to entire stalls or entire areas of parking reserved for persons with disabilities is to be avoided. Although the applicability of the MUTCD may be limited in certain settings involving parking stalls, agencies are encouraged to adhere to the MUTCD with respect to blue colored pavement in parking facilities for the purpose of maintaining uniformity among similar facilities.

Purple Colored Pavement: Purple is not approved for use as a colored pavement in any application, including toll facility environments. Purple as a pavement marking color is permitted in accordance with Paragraphs 5 and 6 of Section 3E.01 of the MUTCD.

Chromaticity Coordinates: The acceptable ranges of chromaticity coordinates that define the standard colors for pavement markings are found in the [Appendix to Subpart F of 23 CFR 655—Alternate Method of Determining the Color of Retroreflective Sign Materials and Pavement Marking Materials](#).

Acceptable ranges for the chromaticity coordinates defining the color green for use as a pavement marking are provided in the IA-14 memo dated April 15, 2011.

Conclusion: Chapter 3G of the 2009 MUTCD contains provisions regarding the use of colored pavements. If colored pavement is used to regulate, warn, or guide traffic or otherwise attempts to communicate with the roadway user, the colored pavement constitutes a traffic control device. Agencies cannot intentionally exclude elements of retroreflectivity as part of a systematic process to classify the color pavement as a purely aesthetic treatment in order to circumvent the provisions of Chapter 3G.

Paragraph 3 of Section 3G.01 in the MUTCD limits the use of colored pavement used as a traffic control device to the colors yellow and white. Interim Approval IA-14 permits the use of green colored pavement for marked bicycle lanes. All other colors for use on highway pavement in the right-of-way are either disallowed or are experimental as described above, unless the colored pavement is a purely aesthetic treatment and makes no discernible attempt to communicate with a roadway user.

cc:
Associate Administrators
Chief Counsel
Chief Financial Officer
Directors of Field Services
Director of Technical Services

¹ MUTCD Official Ruling 3-152 (I) as Memorandum of Action, December 7, 2001 [Return to [note 1](#).]

² MUTCD Official Ruling 3-169 (I) – Section 3B.19 Retroreflective Colored Pavement, September 1, 2004 [Return to [note 2](#).]

³ MUTCD Official Ruling 3-178 (I) – Retroreflective Colored Pavement – Additional Clarification, April 27, 2005 [Return to [note 3](#).]

⁴ MUTCD Official Ruling 3(09)–8 (I) – Colored Pavement Treatments in Crosswalks, May 3, 2011. [Return to [note 4](#).]

Elizabeth Paine

From: superhoops007@aol.com
Sent: Monday, January 20, 2020 11:18 AM
To: Elizabeth Paine
Subject: Rainbow Crosswalks
Attachments: Crosswalks.jpg

Hi Elizabeth

I am enclosing some pictures of a few Rainbow Crosswalks across the country. Please can you pass to the select board to review. I know they are meeting soon to discuss one for Provincetown. It baffles me we actually don't all ready have some. Hopefully they agree and this will be passed.

Thanks Stephen Hooper

Owner Carpe Diem Guesthouse

VP on the PBG



ATLANTA



DENVER



NEW YORK



IOWA



HOUSTON



GAINESVILLE

Elizabeth Paine

From: Esmā Erdem <esma@coolasamoose.com>
Sent: Monday, January 20, 2020 12:00 PM
To: Elizabeth Paine
Subject: Rainbow Pedestrian Crosswalk

To whom it may concern,

I am writing to express my support for the Rainbow Pedestrian Crosswalk as a year around resident and also as a business, Cool As A Moose.

Thank you!

Elizabeth Paine

From: Roger Chauvette <outcomer@aol.com>
Sent: Monday, January 20, 2020 12:16 PM
To: Elizabeth Paine
Subject: Rainbow crosswalks

Dear Select Board,
I would like to voice my support for the PBG request to add a rainbow design in the crosswalks at Lopes Square and at Ryder St and Commercial. That would be beautiful if done in time for the Pride weekend!

Roger A Chauvette
44 Harry Kemp Way
Provincetown, MA

Elizabeth Paine

From: Foxberry Inn <info@foxberryinn.com>
Sent: Monday, January 20, 2020 12:35 PM
To: Elizabeth Paine
Subject: Crosswalk painting proposal

Hi Elaine,

We are writing to ask that you support the proposal to add rainbow coloring to the crosswalks as proposed by the PBG. These will provide much free attention and advertising for Provincetown as they will be a focal point for photos shared on social media, as similar installations are in the 100+ other cities that have them. It is also a permanent installation reinforcing ptown's values as an lgbtq+ welcoming community. These type of installations are highly successful in other locations, and there is nowhere they would be more appropriate and even overdue, than right here in Provincetown.

Thank you,
Dan & Matt
Foxberry Inn co-owners

Sent from my iPhone

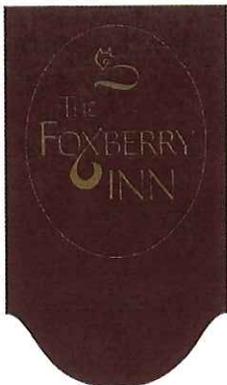
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The Foxberry Inn

www.FoxberryInn.com

(508) 487-8583

29 Bradford Street Extension
Provincetown, MA 02657

Instagram: [@FoxberryInn](https://www.instagram.com/FoxberryInn)
Facebook: [@TheFoxberryInn](https://www.facebook.com/TheFoxberryInn)
Email: Info@foxberryinn.com



Elizabeth Paine

From: Doug <doug.gavel@gmail.com>
Sent: Monday, January 20, 2020 1:18 PM
To: Elizabeth Paine
Subject: Reaching out in support of Rainbow Crosswalks

Elizabeth,

I am writing to you in support of the Provincetown Business Guild's proposal on the January 27th Select Board agenda to accent four crosswalks in Provincetown with diversity rainbow colors. I've always thought that Provincetown should have these colorful designs in its crosswalks, to celebrate the city's gay and lesbian community, visitors, and supporters. Full disclosure – I provide some support to the Guild as a freelance communications consultant, but I also write to you as a long-time property owner and resident.

Thank you for your time and consideration.

--Doug

Doug Gavel
<http://www.douggavel.com>
doug.gavel@gmail.com
(617) 429-4417

Elizabeth Paine

From: Adam Singer <adam@adamsnest.com>
Sent: Monday, January 20, 2020 1:19 PM
To: Elizabeth Paine
Subject: PEDESTRIAN CROSSWALK ACCENTS

Hello Elizabeth,

I am a commercial property owner and business operator in Provincetown and I am writing to support the requested accents to the four pedestrian crosswalks.

Kind regards,
Adam Singer



adamsnest.com



[Adam's Nest is a certified NGLCC LGBT Business Enterprise](#)

To the Select Board;

As chair of the Visitors Services Board, I strongly urge you to approve the Provincetown Business Guild's request to paint rainbow crosswalks in key intersections in Provincetown to celebrate Pride Month.

Rainbow crosswalks first emerged in 2012 in West Hollywood, spreading rapidly worldwide to Sydney, Tel Aviv, Stockholm, London, Taiwan, and all across the US and Canada.

A partial list of 54 Canadian cities, across the entire country, from the largest cities to small towns - Vancouver, Westminster, Squamish, Maple Ridge, Abbotsford, Port Moody, Fort Langley, Whistler, Coquitlam, Burnaby, Surrey, White Rock, Victoria, Nanaimo, Ladysmith, Campbell River, Port Alberny, Courtenay, Duncan, Thompson Rivers, Castlegar, Princeton, Kelowna, Nelson, Summerland, Valemont, Vernon, Fernie, Rossland, Salmon Arm, Meritt, Kamloops, Cranbrooks, Williams Lake, Masset, Smithers, Prince George, Prince Rupert, Terrace, Dawson Creek, Kitimat, Peterborough, Oshawa, Hamilton, Toronto, Bowmanville, Moncton, Kitchener, Lethbridge, Ottawa, Swift Current, Montreal, Logy Bay, Edmonton.

A partial list of 53 American cities across the country from the largest cities to small towns - West Hollywood, Los Angeles, Seattle, Miami, Key West, Philadelphia, Atlanta, Ames, Gainesville, San Diego, Phoenix, Houston, San Antonio, Tucson, Washington DC, Denver, Chicago, Austin, Memphis, Pittsburgh, Lexington, Albuquerque, Dallas, Stevens Point, Galveston, Battle Creek, Long Beach, San Jose, Traverse City, Covington, Norwalk, Milwaukee, San Leandro, Colorado Springs, Juneau, Rahway, Oakland, New York City, Cincinnati, Ferndale, Hoboken, Maplewood, Lansing, Dayton, State College, Minneapolis, Orlando, Carrboro, Northampton, Cambridge, Salem, Worcester, and Boston.

Many cities have created permanent crosswalks, many are in very high traffic intersections such as in front of schools, government buildings, and at airports - where pedestrian safety must be carefully considered. In three highly publicized cases, the Federal Highway Administration has sent letters requesting that they be removed as potential distractions for drivers (Ames, Iowa, Lexington, Kentucky and Atlanta, Georgia). In both Ames and Lexington, local officials refused to remove them, saying that Federal guidelines are just that - guidelines - and that no evidence has been shown that rainbow crosswalks decrease pedestrian safety at all. Atlanta not only rejected the FHA request but has now made their temporary rainbow crosswalks permanent.

To date, no studies have been done that show any increased risk to pedestrians, and one study in Seattle, which has a major municipal art crosswalk project with over 40 artistic crosswalks of various kinds, suggests that they may in fact REDUCE pedestrian injuries.

This is a project way past due for Provincetown, traditionally in the forefront of progressive ideas. I urge you to support this. The Visitors Services Board voted unanimously in December to support this project.

Sincerely,

Jay Gurewitsch

35 Province Road

Provincetown, MA 02657

Elizabeth Paine

From: The Gifford House <giffordhouse@earthlink.net>
Sent: Monday, January 20, 2020 1:54 PM
To: Elizabeth Paine
Subject: Rainbow crosswalks

We support painting the crosswalks rainbow colors, hope you all will too.

GIFFORD HOUSE INN

9 CARVER STREET. PROVINCETOWN. MA 02657

508.487.0688 800.434.0130

facebook.com/gifford.inn

Elizabeth Paine

From: Gary Vance <garyvance@comcast.net>
Sent: Monday, January 20, 2020 8:31 PM
To: Elizabeth Paine
Subject: Crosswalk rainbow

I am in support of the proposal to paint the rainbow crosswalks.

Gary Vance
4 Conant
Provincetown

Sent from my iPhone

Elizabeth Paine

From: Michael Coffin <MichaelCoffin@mccci.com>
Sent: Tuesday, January 21, 2020 9:10 AM
To: Elizabeth Paine
Subject: Rainbow Cross Walks

Greetings,

As a year-round resident and taxpayer in Provincetown I wanted to express my support for a proposal by the PBG to create rainbow-color cross walks in Provincetown. This would serve as a festive visual means of welcoming all to our inclusive town, while providing a colorful highlighting of pedestrian crossings.

Michael Coffin
724 Commercial Street
Provincetown, Massachusetts 02657

Phone: (508) 487-0270 Cell: (781) 752-5933

MichaelCoffin@mccci.com
www.mccci.com

Elizabeth Paine

From: Eric Auger <eric@wemakepretend.com>
Sent: Wednesday, January 22, 2020 9:30 AM
To: Elizabeth Paine
Subject: support for pedestrian crosswalks

Ms. Paine,

As a homeowner in Provincetown (48 Pleasant St.), I was delighted to see the proposal from the guild in regards to painting the rainbows at the crosswalk intersections in town. It reminds me of the 'rainbow road' that I recently saw in Reykjavik Iceland. What a fantastic way to reinforce gay pride and support for all of the businesses and residents in town, especially as the town gets more and more gentrified. This email is to announce my strong support for the idea.

Thank you,

Eric J. Auger

TEN31 Productions
Co-Founder
Creative Director

www.wemakepretend.com

249 Roosevelt Ave, Box 11, Pawtucket, RI, 02860
Office: 401 725 1031 | Mobile: 401 241 5937



Elizabeth Paine

From: JOE ASERMELY <JASERMELY@msn.com>
Sent: Wednesday, January 22, 2020 9:35 AM
To: Elizabeth Paine
Subject: Pedestrian Crosswalks - Rainbow accent

Good morningElizabeth

As a homeowner in Provincetown I am in support of this request. I was recently in Iceland and visited an entire road that had the rainbow colors painted down the middle of it, in fact it was such a tourist attraction (we even heard about it on the plane as a must see) Although this is not a complete road it would be nice to see this as a start to hopefully one day have more crosswalks painted on commercial..

Thank you for taking the time to read this and have a wonderful day.

Joe Asermely

January 21st, 2020

Provincetown Chamber of Commerce, Inc.
307 Commercial Street PO Box 1017
Provincetown, MA 02657



Dear Members of the Select Board:

I am writing to you on behalf of the Provincetown Chamber of Commerce, Inc. Board of Directors in support of the Rainbow Crosswalks proposal presented before you by the Provincetown Business Guild.

Many other communities across the nation, as well as Canada, have already successfully implemented these crosswalks and no traffic hazards, issues or complications, be it vehicle or pedestrian, have been reported thus far. Some of these communities include: San Francisco, West Hollywood, Long Beach, Seattle, Key West, Miami Beach and Philadelphia, but also Northampton here in Massachusetts.

We believe the painted crosswalks will unequivocally exemplify Provincetown's essence and what we stand for: inclusion, safety, security, progressiveness and our welcoming spirit. Furthermore, from a PR standpoint, they will undoubtedly put Provincetown on the map right there where it belongs, next to the other progressive communities nationwide.

In closing, I would like to add that the Chamber's position aligns with our tourism partners', the Visitor Services Board and the Provincetown Business Guild, who are both in favor of this proposal.

Thank you for your consideration.

Respectfully,

Patrick I. Patrick, President
Provincetown Chamber of Commerce, Inc.

Rob Anderson and Loic Rossignon

225 Commercial St.
Provincetown

20th January 2020

Provincetown Select Board

Provincetown

Dear board of select.

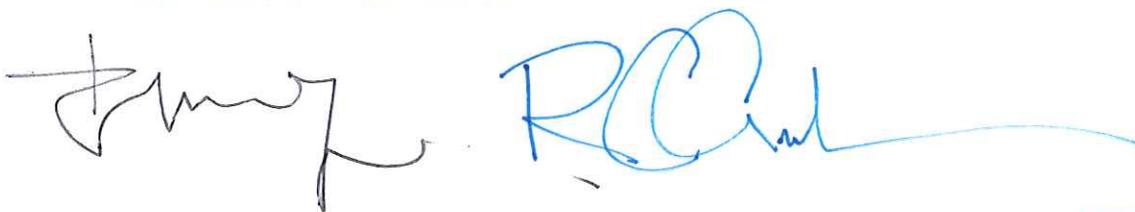
As long time residents, and as business owners, we are in absolute support of the project of having as many of our Provincetown crosswalks painted in a rainbow pattern.

Those kind of rainbow painted crosswalks have been appearing more and more around the world, especially during gay pride month, but where they would make the most sense is in Provincetown.

Please support this application - Provincetown should not be without those.

Sincerely,

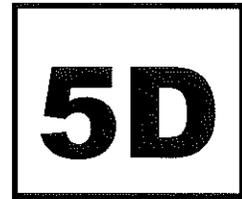
Loic Rossignon - Rob Anderson.





**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, January 27, 2020



QUARTERLY POLICE OPERATIONAL REPORT

Presented by Police Chief Jim Golden

Requested by: Police Chief Jim Golden

Action sought: Discussion/Approval

Proposed Motion(s)

Discussion Dependent. Votes may be taken.

Additional Information

See attached Quarterly Police Operational Report

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

Town of Provincetown

James F. Golden
Chief of Police
jgolden@provincetown-ma.gov



Police Department

26 Shank Painter Road
Provincetown, MA 02657
Phone: (508) 487-1212
Fax: (508) 487-4077
www.provincetown-ma.gov

To Provincetown Select Board
From Police Chief James F. Golden *J.F. Golden*
Subject: Quarterly Police Operational Report
Date: January 20, 2020 (Full Year in Review 2019)

Activity Synopsis

All police activity (daily call volume, arrest and dispatch logs) is maintained and published weekly and archived on our website.

The Police Department tracks every call a police officer is called to, including all self-initiated field activity or (SIFA). As there have been some questions, I have attempted to highlight the distinction for you.

The Provincetown Police Department strives to engage in community policing efforts to ensure that our residents and visitors receive quality services and have a safe community in which to live, work and play.

It is no secret that many crimes are crimes of opportunity. The opportunity could be presented as an unsecured business, an unlocked vehicle, or an open door. Many criminals only look for that small opportunity to make someone a victim. To deter these threats, our officers proactively seek out crime and nuisance issues in the community year-round.

During the year, officers consistently check closed town buildings and property to ensure they are secure, walk into open businesses to see if there are any issues, walk through the skate and dog parks to speak with those present, and they also are present at the start and stop of each school day to speak with young adults. The department documents these self-initiated activities that officers engage in during their shift. These SIFA activities can be separated into different categories which all have the same general purpose: prevent and solve crime, increase citizen safety, and encourage officer/citizen interaction. Some of the categories of SIFA fall into the enforcement action section which includes traffic observation and traffic stops. Another category is community security which includes closed town building and property checks, residential vacation checks, public parks and green space checks, and foot patrols. Another category would be community presence and interaction which covers park, walk and talks, foot patrol, and certain citizen assist calls.

Calls for Police Service:

Residents and visitors ask for police service by calling the police dispatch center – either through 911 or on a non-emergency line, in person by hailing an officer in the field, or by making an appearance at the police facility.

Self-Initiated Field Activity (SIFA):

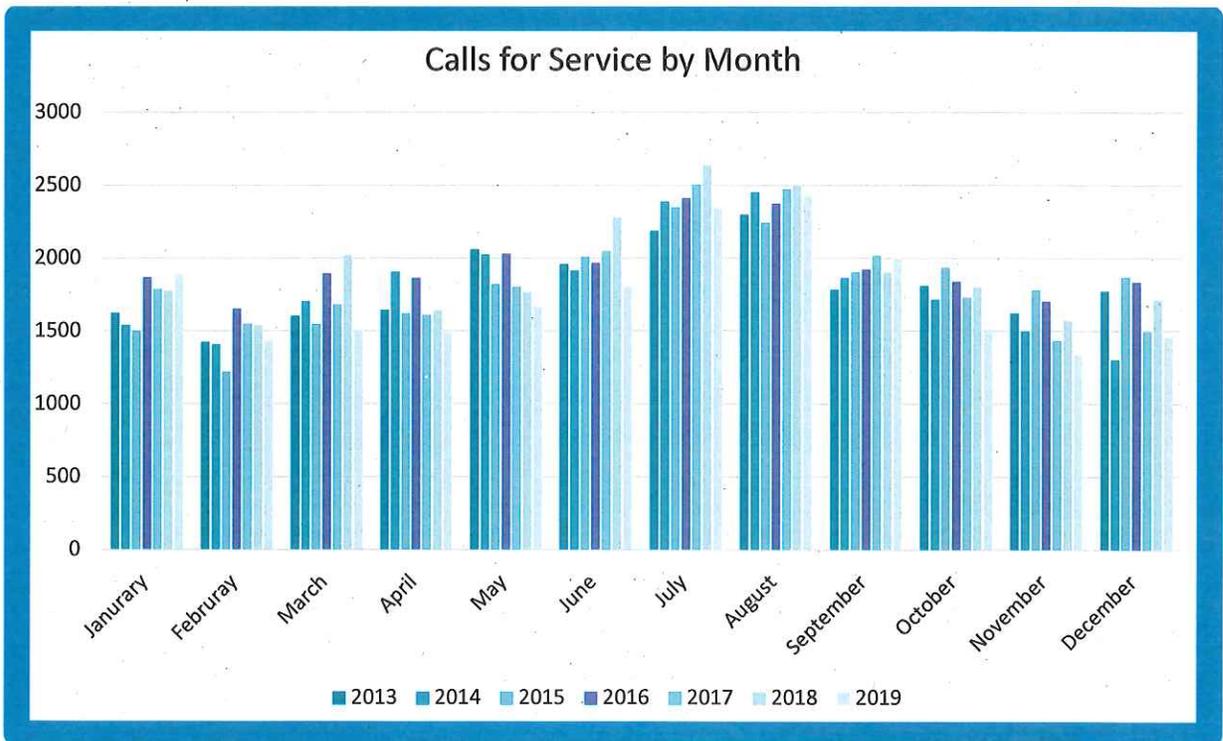
Police officers self-initiate an action because they see something out of place or disturbed; observe a traffic violation, etc. The officer decides when and where to begin these encounters.

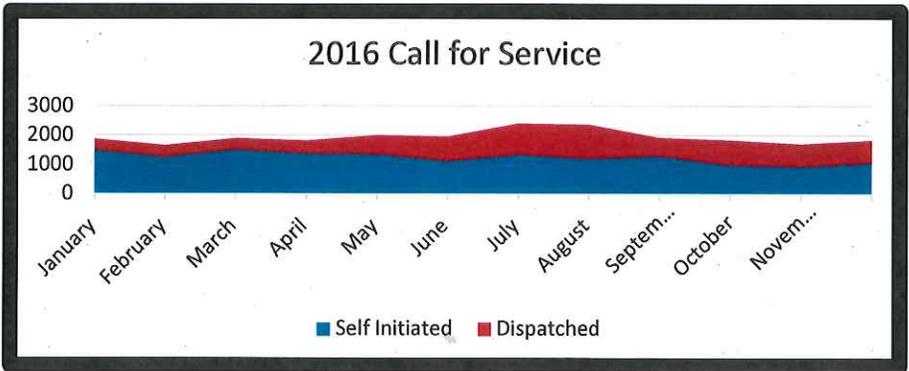
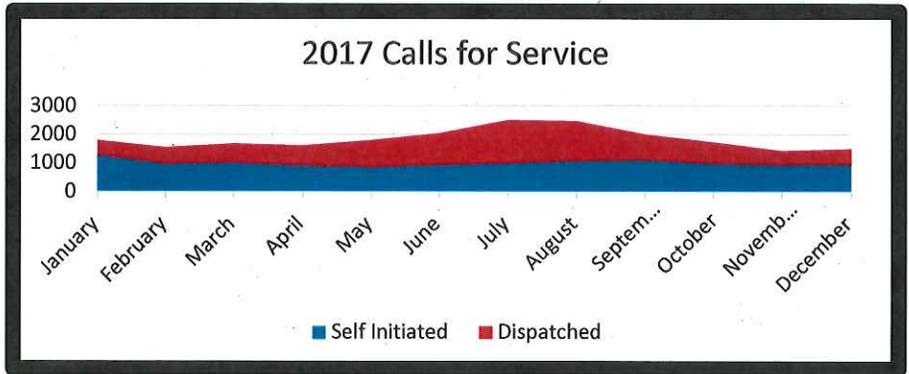
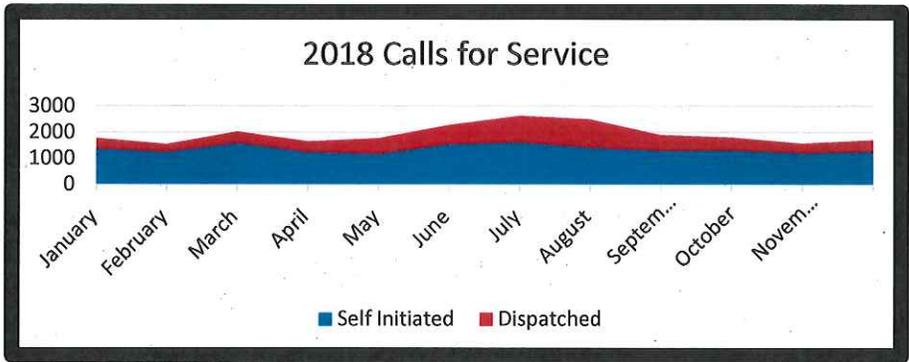
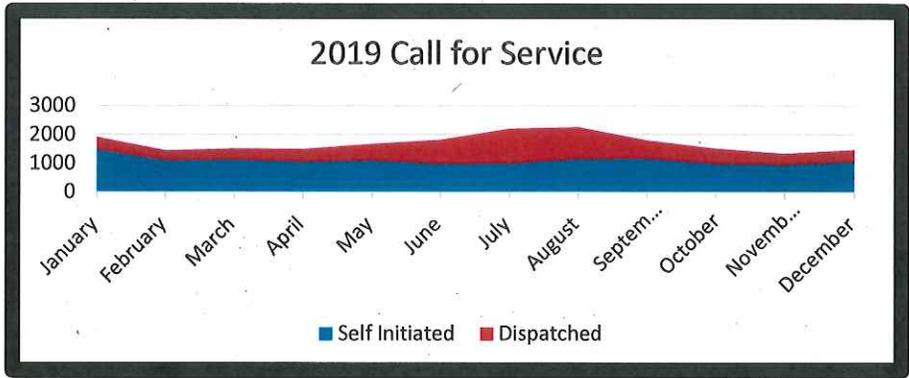
I will try to highlight for you all recorded police activity for you. I trust you will agree that our police officers self-initiated activity indicates a proactive community police force.

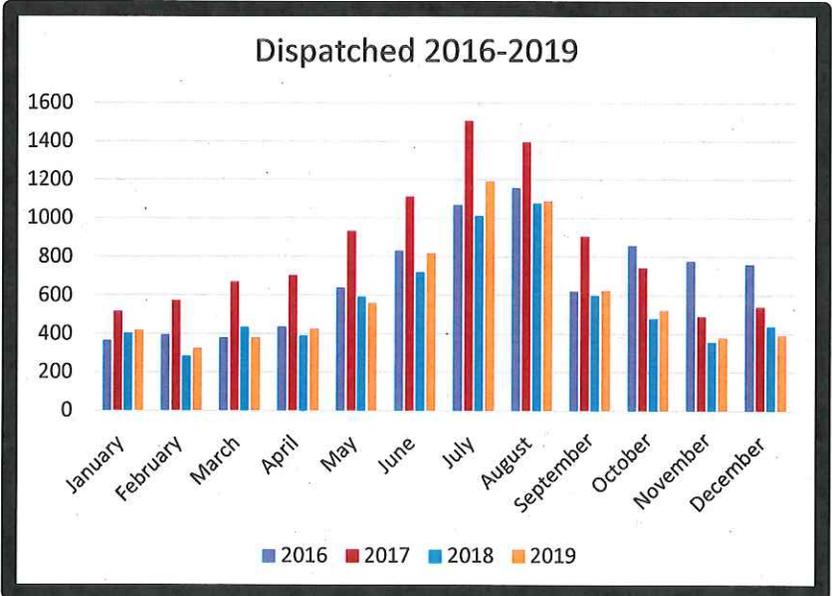
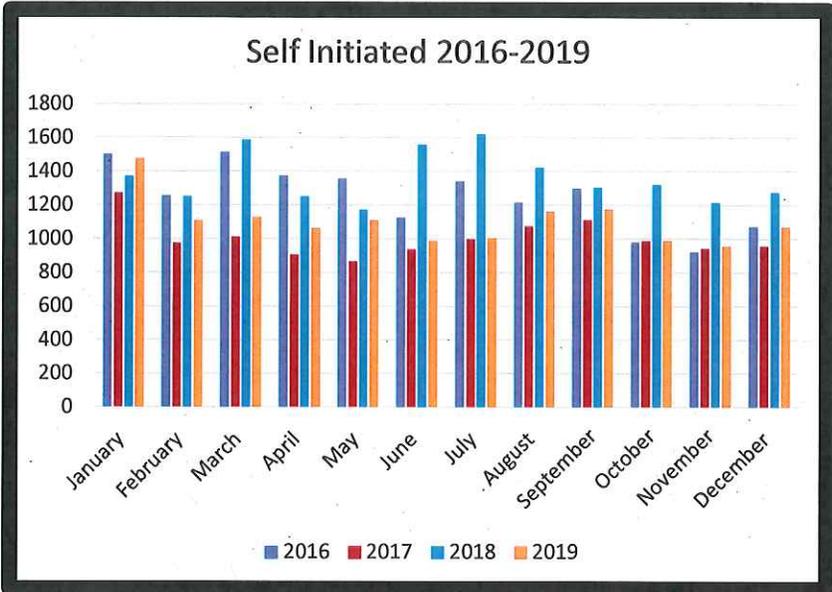
The response to officer’s proactive activity from local businesses and individuals remain positive.

The following outlines police activity in brief:

Police Activity by Month with a 6-year look-back:



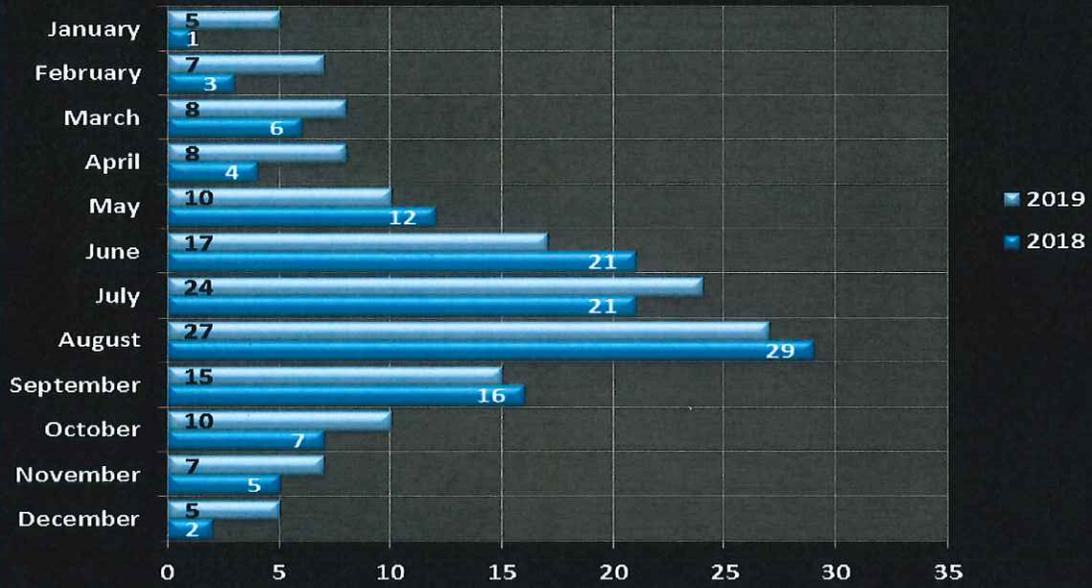




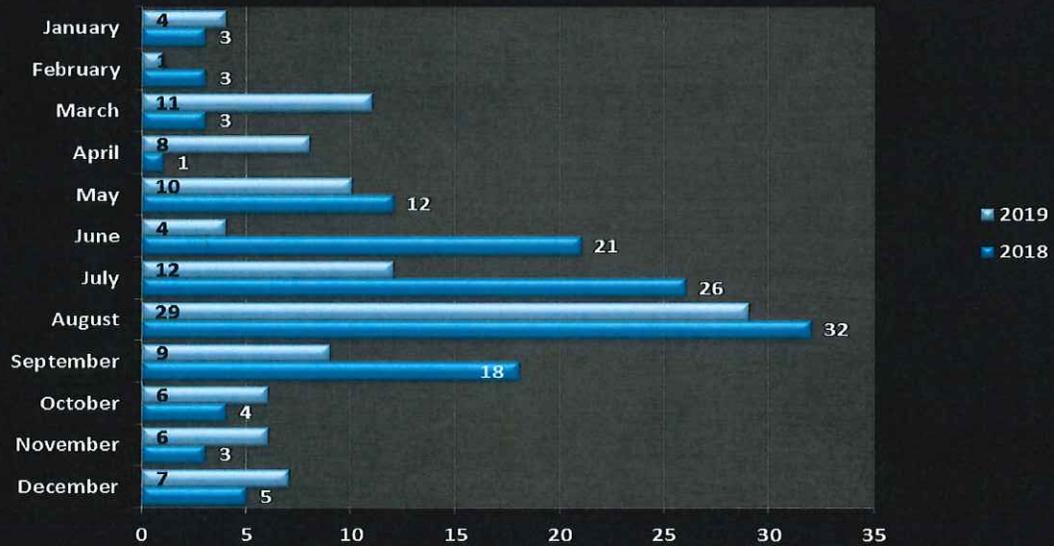
MONTHLY CALLS FOR SERVICE



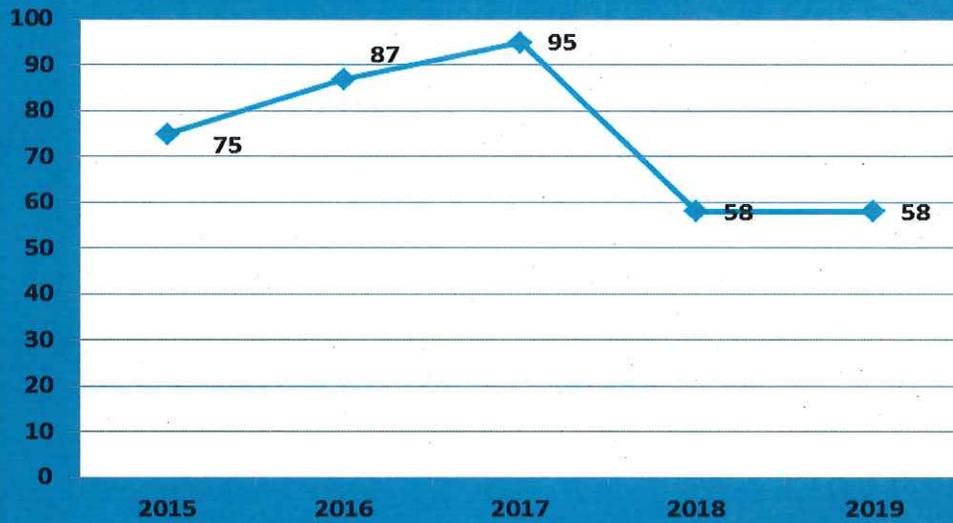
MONTHLY ARRESTS



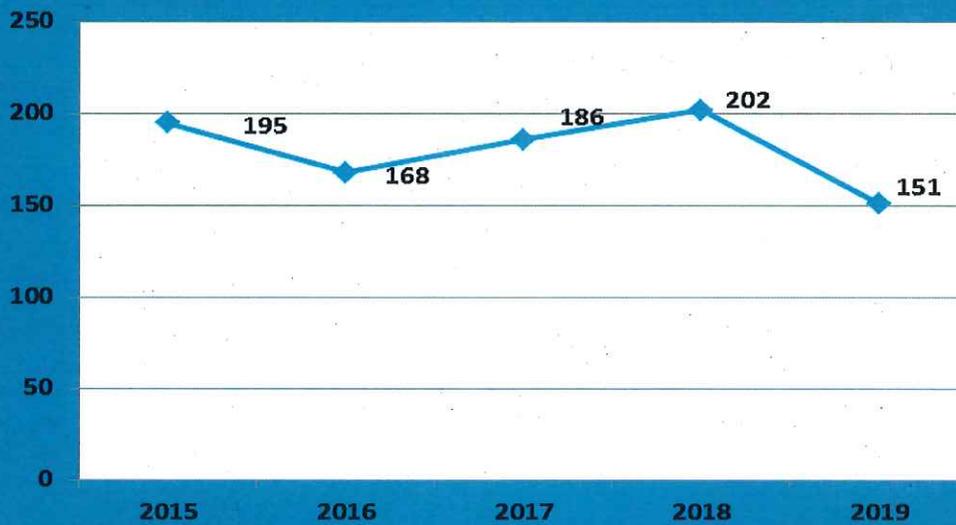
MONTHLY PROTECTIVE CUSTODIES



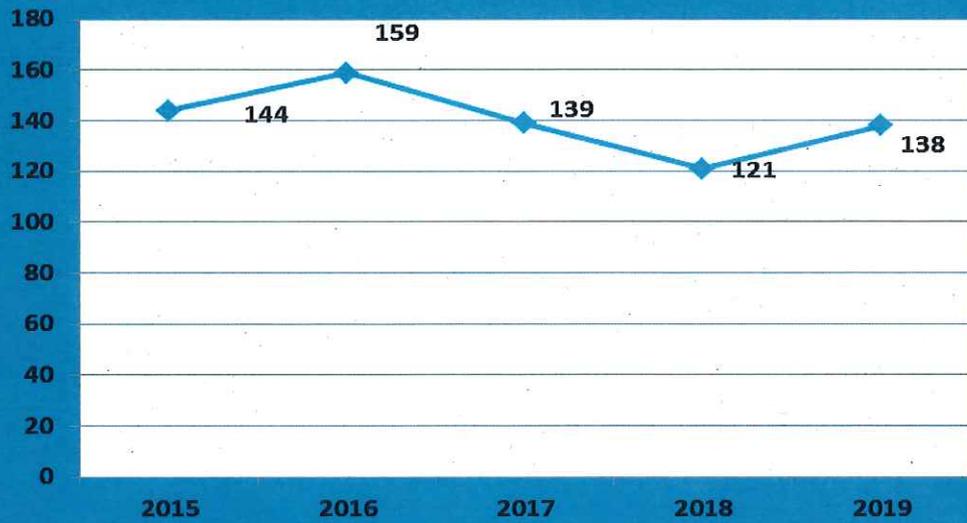
Domestic Calls



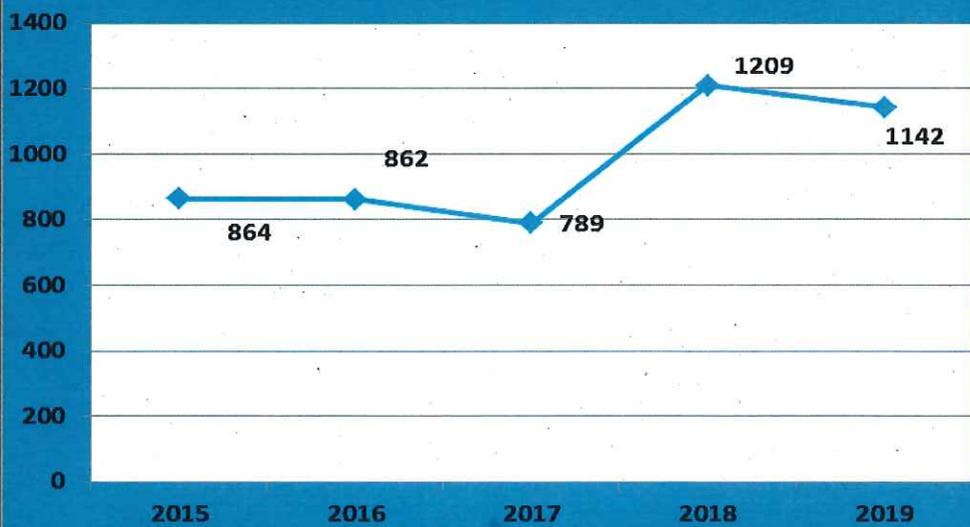
Incapacitated Person Calls

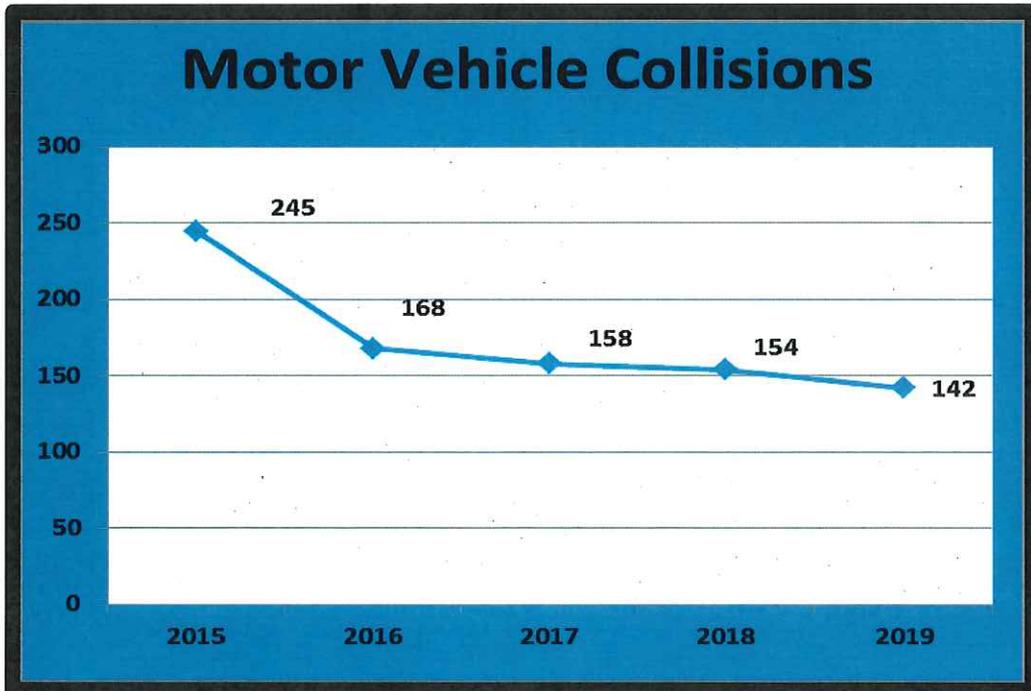
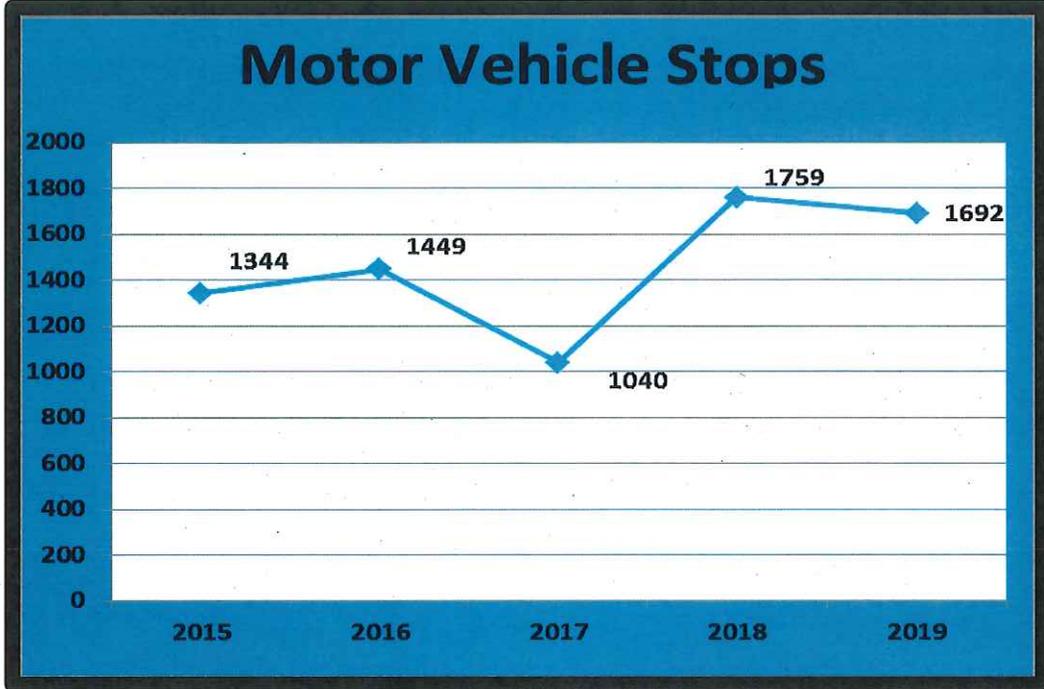


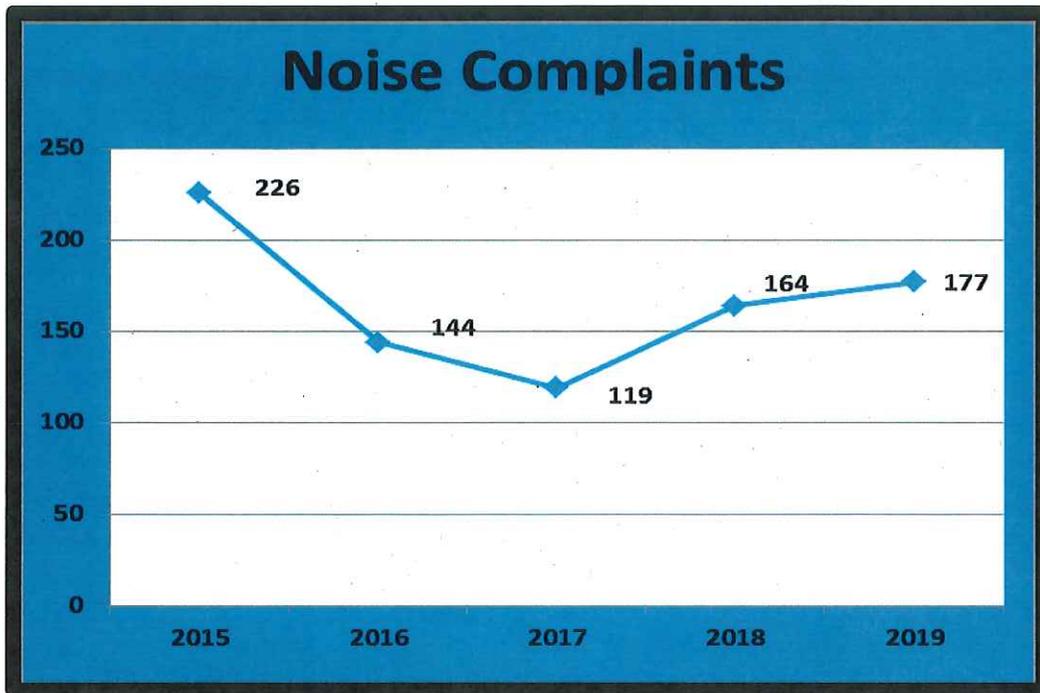
Larceny Calls

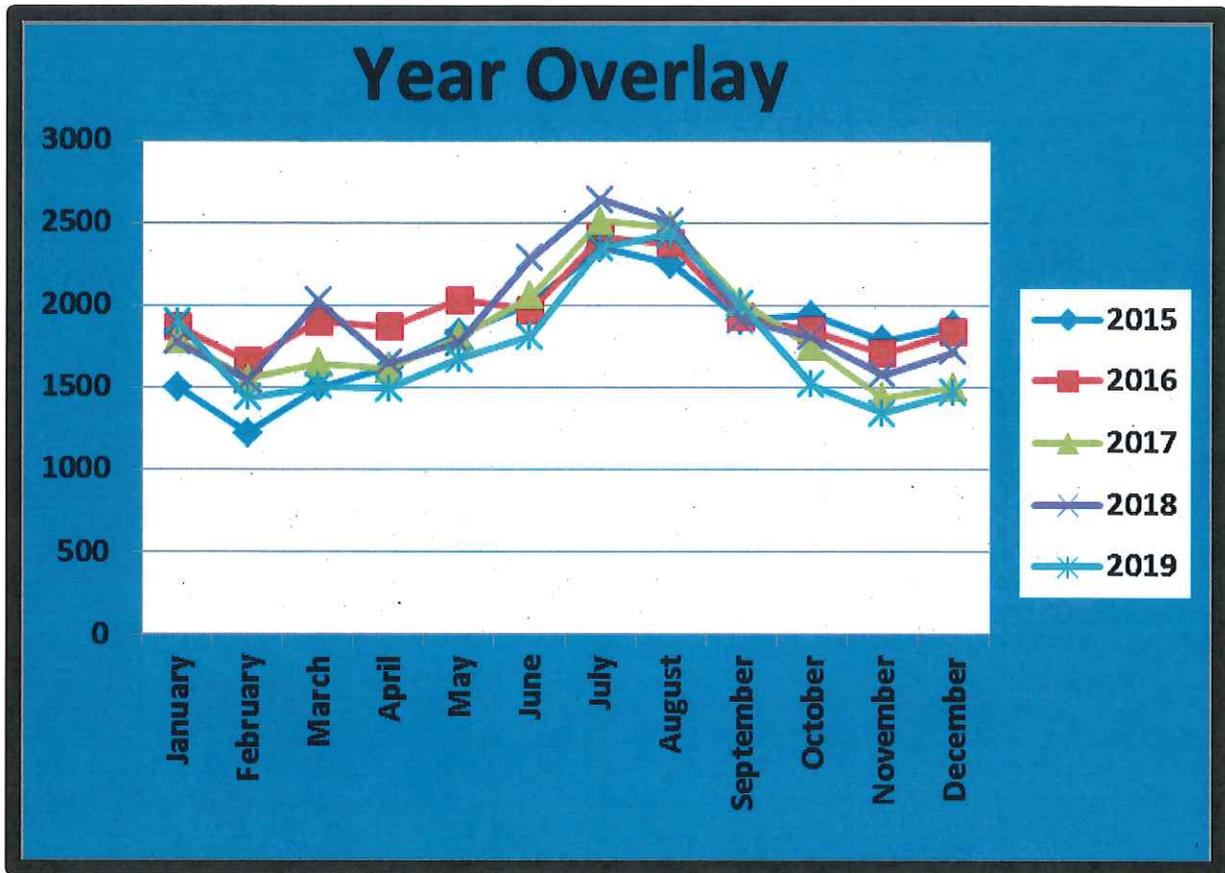


Park, Walk, and Talks









The total numbers of detainees, those arrested and those held for being incapacitated by alcohol are outlined below.

There were 143 arrests during the calendar year [January 01, 2019 to December 31, 2019]

January 2019:	05
February 2019:	07
March 2019:	08
April 2019:	08
May 2019:	10
June 2019:	17
July 2019:	24
August 2019:	27

September 2019: 15
October 2019: 10
November 2019: 07
December 2019: 05

Please know that during this year we received 151 reports of intoxicated persons with only 107 persons detained for being incapacitated from alcohol.

January 2019: 03
February 2019: 03
March 2019: 03
April 2019: 02
May 2019: 11
June 2019: 16
July 2019: 26
August 2019: 32
September 2019: 18
October 2019: 04
November 2019: 03
December 2019: 05

There were 154 motor vehicle accidents reported during 2019.

January 2018: 04
February 2018: 01
March 2018: 11
April 2018: 08
May 2018: 10
June 2018: 04

July 2018: 12

August 2018: 29

September 2018: 09

October 2018: 06

November 2018: 06

December 2018: 07

Please let me know what questions you may have.



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020**

5E

Schedule for Special and Annual Town Meetings

April 6, 2020

Requested by: Town Manager Robin Craver

Action Sought: Approval

Proposed Motion(s)

Move that the Select Board vote to approve the schedule for Special and the Annual Town Meetings to be held on April 6, 2020.

Additional Information

Important Dates to note:

- Warrant now open
- Staff available to receive citizen article review
 - February 18th 4 pm – 5 pm and February 20th 2 pm – 3 pm
- Warrant Closes March 6th at 11 am.
- Town Forums
 - Seashore Point – March 19th
 - Town Hall – March 25th

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

TIMETABLE: APRIL 6, 2020 SPECIAL AND ANNUAL TOWN MEETINGS

<i>Activity</i>	<i>Date</i>	<i>Charter and General Bylaw Reference</i>
SELECT BOARD votes to OPEN the warrant for the Annual and Special Town Meetings forthwith and CLOSE it on Friday, March 6, 2020 at 11:30 AM	VOTE: Monday, January 27, 2020 Regular Meeting	At least 60 days prior to the date of Town Meeting, per Charter §2-3-e
FINANCE COMMITTEE reviews articles and makes recommendations to the Select Board	February 4-28, 2020	Shall consider and make recommendations on the budget, per Charter §6-4-f
SELECT BOARD approves and inserts articles	VOTE: Monday, February 24, 2020 Regular Meeting	N/A
Town Meeting Warrant closes	Friday, March 6, 2020	30 days prior to the date of Town Meeting, per Charter §2-3-e
SELECT BOARD approves the Warrant for publication	VOTE: Friday, March 6, 2020 Special Meeting	N/A
Annual and Special Town Meeting warrants are posted on the Town web site	Monday, March 9, 2020	Within 2 days of the warrant closing, per Charter §2-3-e
SELECT BOARD AND FINANCE COMMITTEE hold a joint public hearing	Monday, March 9, 2020	Not later than 21 days prior to Town Meeting, per Charter §-6-4-g
SELECT BOARD vote their recommendations	VOTE: Monday, March 9, 2020 Regular Meeting	Charter §2-3-g
Notice is published of FINANCE COMMITTEE, PLANNING BOARD, BOARD OF HEALTH, CHARTER ENFORCEMENT COMMISSION, CONSERVATION COMMISSION (and any other board that has submitted an article) public hearings on petitioned articles	Thursday, March 12 & 19, 2020	N/A
Annual and Special Town Meeting warrants are published in the newspaper	Thursday, March 19, 2020	At least 14 days prior to Town Meeting, per Charter §2-3-e
Public Forum at Seashore Point	Thursday, March 19, 2020	N/A
FINANCE COMMITTEE, PLANNING BOARD, BOARD OF HEALTH, CHARTER ENFORCEMENT COMMISSION, and CONSERVATION COMMISSION (and any other board that has submitted an article) conduct hearings as necessary on petitioned articles	March 19-26, 2020	Charter §2-3-g and Bylaw §5-2-1
Public Forum in Town Hall	Wednesday, March 25, 2020	N/A
SELECT BOARD provides copies of the warrant to Town Moderator, Town Counsel and Town boards	On or before Monday, March 30, 2020	Within 7 days prior to Town Meeting, per Charter §2-3-f and Bylaw §5-2-1

Copies of FINANCE COMMITTEE report made available at Town Hall and on Town web site	On or before Monday, March 30, 2020	<i>At least 7 days prior to Town Meeting, per Charter §2-3-h and Bylaw §5-2-1</i>
SPECIAL AND ANNUAL TOWN MEETINGS at Town Hall	Monday, April 6, 2020 @ 6pm	<i>Charter §2-1 & 2-4-a</i>

DRAFT



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020

5F

ANNUAL TOWN MEETING - ARTICLES

Discuss potential Select Board Warrant Articles for ATM

Requested by: Town Manager Robin Craver

Action sought: Discussion/Approve

Proposed Motion(s)

Discussion Dependent/Votes May Occur

Additional Information

- Staff is looking for direction from there board as to any potential town meeting articles they wish to bring forth.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020**

5G

TOWN MANAGER'S EVALUATION FORM

6 Month Goals and Evaluation Form

Requested by: Chair David Abramson

Action sought: Approve

Proposed Motion(s)

MOVE that the Select Board approve the 6-month goal and evaluation form as [presented][amended] for the Town Manager's 6-month evaluation.

Additional Information

See attached documents.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

PERFORMANCE APPRAISAL FORM - 6 MONTH REVIEW

GOAL	TASKS	
Select Board Relations		
1	Keep Board appraised of major issues related to Town issues	_____
2	Show effective decision-making in meeting Select Board FY20 Goals and Objectives	_____
3	Provide recommendations for FY21 Goals and Objectives	_____
FY21 Town Meeting and Budget		
4	Familiarize self with Provincetown Town Meeting process	_____
5	Oversee Town Meeting Process	_____
6	Make sound recommendations on balancing the budget deficit.	_____
Organization		
7	Review history and make recommendations relative to the organization of the Marine/Harbormaster Department.	_____
8	Review and make recommendations regarding the Town's relationship with the Pier Corporation.	_____
9	Review and make recommendations regarding fire and EMS services.	_____
10	Familiarize self with Parking Department and make recommendations for efficiencies (personnel, operations and capital).	_____
Personnel		
11	Familiarize self with Provincetown staff; assess strengths and areas for improvement. Board acknowledges this will be ongoing, so will be looking for the process to begin and strategies for assessment.	_____
12	Familiarize self with Provincetown Unions (AFSCME and NEPBA); open union negotiations.	_____
13	Review and implement strategies to enhance staff involvement in the community.	_____
14	Review and implement strategy to enhance department communications.	_____
Capital Projects		
15	Familiarize self with VFW property and recommend plan for moving forward.	_____
16	Review history and make recommendations relative to the Police Station capital project including site selection, timeline, public input/consensus building.	_____
17	Review Wastewater treatment expansion & limitations. Recommend process for moving forward.	_____
Community Awareness and Communication		
18	Actively introduce self to residents; businesses; boards/committees; non-profits; and state & federal agencies.	_____
19	Open door policy	_____
20	Actively seek input from relative boards & committees when considering municipal projects.	_____
	Total	



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 27, 2020**

6

TOWN MANAGER'S REPORT

Administrative Updates

Requested by: Acting Town Manager David Gardner

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent – votes may be taken.

Additional Information

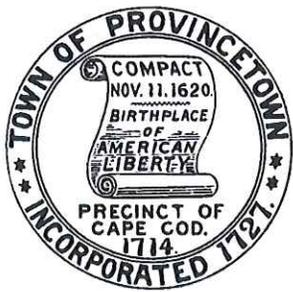
The following is important to highlight as accomplishments as they pertain to the Select Board's FY20 Goals and Objectives. These include the success of the Town's participation in the Barnstable County Roundtable Pilot Program; progress at Harbor Hill; the triumph of the Crop Swap; the completion of the installation of the wave attenuator; the retirement of a long standing DPW employee and rise of another; information for the public on the Town's compliance with inspections of means of egress; opportunities for senior volunteers to abate a portion of their property taxes; and an update on the rental tax revenue received by the Town.

Attached documents:

- Town Manager's Report – Administrative Updates
 - Biweekly Staff Report
 - Winter Wednesday Flyer
 - Previously emailed reference materials regarding the budget: Budgetary terms and Common fund types.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



TOWN MANAGER

Memo

To: The Select Board
From: Robin Craver, Town Manager
Date: January 21st, 2020
Re: Town Manager's Report

This report is for the period January 8th through January 21st, 2020

1. Personnel Matters

Open Positions: All of the following job openings can be found on the Town of Provincetown Website, under "Employment Opportunities."

<http://www.provincetown-ma.gov/6/Employment>

2020 Summer Police Officers - *Applications due February 14th, at 11am*

2020 Seasonal Public Works Positions – *Applications due Monday, March 30th, at 5pm*

Town Engineer – *Position will remain open until filled*

On-Call Telecommunicators – *Position will remain open until filled*

On-Call Secretaries – *Position will remain open until filled*

2. Department Update

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

Items of Interest

Winter Wednesdays 2020: Winter Wednesday's are back, with posters and brochures displayed throughout the community. For your convenience, a brochure is attached. The classes will run from Wednesday, February 5th, through Wednesday, March 25th, 6-8 pm, at the Provincetown Schools. Free childcare and free transportation is available to residents of Provincetown, Truro, and Wellfleet

Climate Action Committee: On January 13th, Lise King recommended that the Town look into creating a Climate Action Committee, similar to what had been created in the Town of Truro in 2019. This group would be comprised of Town Staff, volunteers, and representatives from the Cape Cod National Seashore and Provincetown Center for Coastal Studies. The group would review current reports on climate change impacts to the Town. Louise Venden recommended that this group also work with neighboring outer Cape Towns, as this issue is not exclusive to

Provincetown. More information on the creation of this group will be provided as it is available (*Town Manager*).

Barnstable County Roundtable (BCR) Pilot Program: In March of 2018, Governor Baker signed a bill extending Occupational Safety and Health Act protections to all public employees. In the fall of 2019, Marina Brock, a Barnstable County Health and Environmental Department employee and Mass Maritime Assistant Professor, sought out representatives from various Cape Cod towns who were willing to discuss how each Town addressed safety in their daily operations. The January 2020 issue of the newsletter, *The Beacon*, featured an article about the BCR, a group of representatives throughout Barnstable County, who are working with Marina to focus on how to implement these standards. The Town of Provincetown is fortunate enough to have five representatives attend these bi-monthly meetings. The BCR has been an opportunity for Towns to share their concerns in a safe environment, as well as develop Standard Operating Procedures for daily operations. A great deal of gratitude goes to these representatives as they look to make safety a priority in the workplace (*Town Manager*).

Economic Development

Objective: Support and increase the year round population

Federal Census: In the Council on Aging (COA) January newsletter, the Department shared information regarding the process and importance of the upcoming Federal Census. The Department specifically referenced the annual Formula Grant, which is based on Federal Census data, as an example of one of the positive benefits to the Town. The COA Director and Outreach Coordinator have attended regional meetings on outreach to older adults and process specific to the Outer Cape. The Department will continue to work with the Town Clerk to publicize information (*Council on Aging*).

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

CPA: 10 applications for funding were received for Community Preservation Committee Grants, for total of \$727,266 for various historic preservation, community housing, and open space/recreation projects. The Public Hearing on these applications has been scheduled for February 10th, 2020 (*Housing and Economic Development Division*).

Pier Operations: As the Town enters the new calendar year, preparation for next season begins at the Harbor. The Department is working with its engineers to put together bid packages for Pier Maintenance as well as the fender pile replacement "Phase II" project. The Trap Sheds applications are coming in, and will be reviewed in February (*Provincetown Harbormaster*).

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 to develop a new website. The site soft launch happened on November 19th. The Department will be in the soft launch stage until the end of February while edits and updates are being made to the website. Stakeholders have been providing helpful feedback and specifics about their businesses and after the soft launch period, additional pages and enhancements will be added to the site. A great deal of gratitude goes to all that worked on this website (*Tourism Department*).

Social Media and Digital Display Campaign: For the first quarter of the New Year, the Department launched a campaign to encourage visitors to plan their vacation this year in Provincetown. This effort is to stimulate activity around booking stays for the 2020 calendar year, with the ads being updated regularly. This effort will run through March (*Tourism Department*).

Housing

Objective: Increase Community Housing availability

Buy-Down: The Community Housing office sponsored buy-down program for a first-time homebuyer in Provincetown is moving forward. The qualified applicant executed a Purchase and Sales Agreement on December 31st, 2019. The execution of this deed restriction is on the Select Board's agenda (*Housing and Economic Development Division*).

Harbor Hill: Building #5 fully occupied. The Department anticipates that Building #4 will come online at the end of this month. The renovation work is continuing to move along for Buildings 6 and 7 (*Housing and Economic Development Division*).

Community Connectivity and Communications

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

Crop Swap: Provincetown's Produce Swap Shop: Since the program began in September 2019, the Crop Swap has given out over 4,000 pounds of produce: that amount equivocates to the size of a full-grown giraffe. Amy Raff, Library Director, spoke at the Annual Library Legislative Luncheon at the Brewster Ladies' Library about the program, as well as attended Cape Cod Hunger Network Meeting to present on the Crop Swap. During this meeting, the Crop Swap received a \$500 donation to be put towards the program (*Library*).

Collaborations with Provincetown Independent: At the request of Molly Newman, Associate Publisher of the Provincetown Independent, outer Cape librarians are writing a monthly column about books. Provincetown Library staff members, Brittany

Taylor and Nan Cinnater, have already contributed to this column. The Independent held an "Open Newsroom" program at the Library Saturday, January 18th, at 1pm. The public was invited to talk with editors about what is in the news and what ought to be in the news, with the purpose of supporting civic engagement (*Library*).

Mystery-Making Event with Jeannette de Beauvoir: On Tuesday, January 21st, from 6:00pm-7:30pm the public had the opportunity to become Agatha Christie for a night in the Library's Marc Jacobs Reading Room. Ever wonder how mystery authors come up with their plots, characters, and red herrings? This was the chance to participate in the making of a mystery. Local mystery author Jeannette de Beauvoir took the audience's suggestions for weapons, venues, and suspects to weave together a plausible story (*Library*).

Objective: Adopt means of creating public engagement with seniors, young adults, youths, people of color, and immigrants

Mashup Sport Night: The last two winters, the Recreation Department has been running an adult co-ed dodgeball league. While participation has been good the last two winters, the public has consistently asked the department about offering other adult sports. This winter, the Recreation Department will be offering Mashup Sports Night, which will offer 6 different sports every Tuesday, starting January 28th and running through March 3rd. This sports night will be co-ed, drop-in style, and commitment free, with teams evenly matched up each night. The intent of this program is to offer a winter activity and gain feedback about which sports are coveted the most. After the 6-week period, the Department will take feedback from participants and offer another session with the sports that people enjoyed the most (*Recreation Department*).

Recreation Movie Night: On January 10th, the Recreation Department started providing free movie nights for ages 5 and older. This will be the eight consecutive year that the program has run, with it being well received with high attendance. This program gives parents a much needed night out, while their children can hang out, watch a movie, and snack on popcorn while wearing their pajamas. It is free of cost to families, and open to Provincetown school students and residents (*Recreation Department*).

Youth Basketball Season: Practices have been underway since the beginning of December, and it's now time for the players to participate in games. The Recreation Department will be fielding four teams this year, from grades K-6th. The girls' team will play on Monday nights, and the boys will play on Wednesdays nights in the VMCC gym. Each team will play for the duration of 10 weeks, and at the end of the season will have the choice of participating in the annual Billingsgate basketball tournament in Wellfleet. All these teams are coached by volunteers, and this program would not be possible without these people donating their valuable time. For a schedule of

games please visit the Recreation Page of the town website. Fans are welcome and encouraged to attend (*Recreation Department*).

Built and Natural Environment

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

Regulatory: The Health Department is reviewing the compliance status of all full service and limited facility restaurant licensees with grease trap pumping and monitoring requirements. It will issue notices advising any businesses that have missed meeting applicable standards, and this information will be shared with the Licensing and Water and Sewer Boards (*Community Development-Health Division*).

Water Department: The Department will be performing a repair at the treatment plant to the filtration feed line and installing an isolation valve to one the filtration units, and will be performed on the other filtration units in the near future. Staff will continue to oversee the water main construction project on Conant and Montello Streets. Leak detection activities are being performed throughout the system in an effort to reduce overnight flow rates (leak losses) (*Department of Public Works*).

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

Highway Department: Highway Department crews are finalizing the installation of the parking islands at MPL and Grace Hall. Once the concrete is cured, the new booths will be installed on the island for Wescor to wire the equipment. Crews are also preparing the pavement around each island for resurfacing, which the Department hopes to accomplish before the seasonal closure of the paving plant (*Department of Public Works and Emergency Management and Transportation Coordinator*).

Objective: Implement the recently adopted Harbor Plan

Floating Dock Reconstruction Project: The general contractor, ACK Marine, has completed the project, and the Department has received all final utility inspections. Demobilization began the week of January 13th, with the Crane barge picked up on January 14th, and the remaining barge and office trailer will be removed soon thereafter, weather permitting. The final requests into FEMA will take place as soon as all remaining invoices have been received (*Provincetown Harbormaster*).

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***

Buildings & Grounds: The Building and Grounds division saw the retirement of longstanding Foreman Tony Lemme on January 10th after 19 years in the position. The Department wishes Tony the very best in his next chapter of life. Brian Cowing, a 30 year veteran of the DPW, has accepted the position of Foreman, and is working with the administration to find a skill laborer to fill his position (*Department of Public Works*).

Parking Staffing: The Department continues the development of a Standard Operating Procedure (SOP) that will codify the roles and responsibilities of the Parking Department, Highway Department, Enforcement Agents etc. It is the goal of the Department to improve operational efficiency throughout the year for this valuable asset of the Town (*Emergency Management and Transportation Coordinator*).

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

Means of Egress stairways and fire escapes: 780 CMR, MA. State Building Code, contains provisions for the maintenance and certification of all exterior bridges, steel or wooden stairways, fire escapes and egress balconies to be examined and/or tested, and certified for structural adequacy and safety every five (5) years, by a registered design professional, or others qualified and acceptable to the building official; said professional or others shall then submit an affidavit to the building official. This provision does not apply to one- and two-family dwellings. The Department has begun to inspect and inform all relevant property owners of this code provision. This will further the Town of Provincetown's compliance with Building Code, and promote safer means of ingress and egress for both occupants and Fire Services. A Public Service Announcement has been given for notice in the local newspaper, as well as posted on the Town Website (*Community Development-Building Division*).

Massachusetts Cultural Council Cultural District Grant: The Department completed and submitted its 2020 MCC Grant application. The grants are up to \$5,000 for use in fiscal year 2020. Provincetown is being awarded the full \$5,000 and the Town Manager received the grant notification letter with the contract to be signed and returned to the MCC by January 31, 2020. This grant is for support of the Provincetown Cultural District. The Provincetown Cultural Council is the managing entity and will oversee the use of the funds. This is a non-matching grant and the funds will be deposited in the Provincetown Cultural District Fund (*Tourism Department*).

Objective: Support efforts to achieve educational excellence and increase student population

Student Athletics: The basketball teams opened their season last week. The Town's first co-ed cheerleading team has been practicing hard in order to support the team (*Provincetown Schools*).

Objective: Review and establish policies for Human Services grants

Human Services Committee: The Committee has completed a thorough review of the Human Services Grant applications for FY2021 and has voted to recommend funding in the amount of \$64,300 for 13 agencies, including one first-time applicant. This is a 17% decrease from the current year as three previous recipients did not submit applications by the deadline (*Council on Aging*).

Objective: Coordinating MacMillan Pier and Ferry with the Airport and Buses

Ferry Boat Transportation 2020: The Harbormaster is working on new lease drafts for the three Ferry Companies which utilize the pier. The Department plans to have contracts signed by the end of March (*Provincetown Harbormaster*).

Finance

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

Tax Title: The Town received \$224,000 in tax title receipts last week. This figure represents a full pay of and removal of the property's tax lien (*Finance Director*).

Senior Real Estate Tax Abatement Program: The Council on Aging is now accepting applications from residents 60+ years of age, as well as requests from Town Departments, Boards and Committees interested in participating in the Tax Abatement Program for 2020. In 2019, 54 people completed the program for a total abatement amount of \$52,750 (*Council on Aging*).

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

2020 Parking Season: The Department is working in tandem with the Treasurer's Office to prepare for the 2020 Parking Season Permit roll out. It is exploring the potential to sell permits online, and is aiming to open sales in February. The Department plans an incremental roll-out by permit category to ease into the new system and test public facing iterations of the process (*Emergency Management and Transportation Coordinator*).

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.

ViewPoint: MIS is coordinating an effort to transition the Town's permitting and licensing system to ViewPoint, an OpenGov product. MIS will be working closely with Community Development during this transition. The Town will be receiving

assistance from the Cape Cod Commission for this project (*Management Information Systems Department*).

Objective: Create and implement a long term plan for revenue from short term rental and marijuana taxes

Room's Tax: Room's Tax received in December from August, September, and October totaled \$1,546,000. This was an increase of 49% from the December 2018 receipts. The Overall increase for FY20 year to date is 21% (*Finance Director*).

**ALL CLASSES AT
PROVINCETOWN SCHOOLS
12 WINSLOW STREET**

Park in Grace Hall lot off Prince Street. Enter through southwest entrance between Fishermen Hall and playground.

A FREE community program supported by the Provincetown Department of Health, Provincetown Public Library, Provincetown Department of Housing and Economic Development, Provincetown Schools, Wellfleet Health and Conservation Department, and Truro Central School Committee.

**FREE CHILDCARE &
TRANSPORTATION**

FOR RIDES:

Call Cape Cab at 508-487-2222 and mention "Winter Wednesdays" for a free ride from Provincetown, Truro or Wellfleet and back.

FOR CHILDCARE:

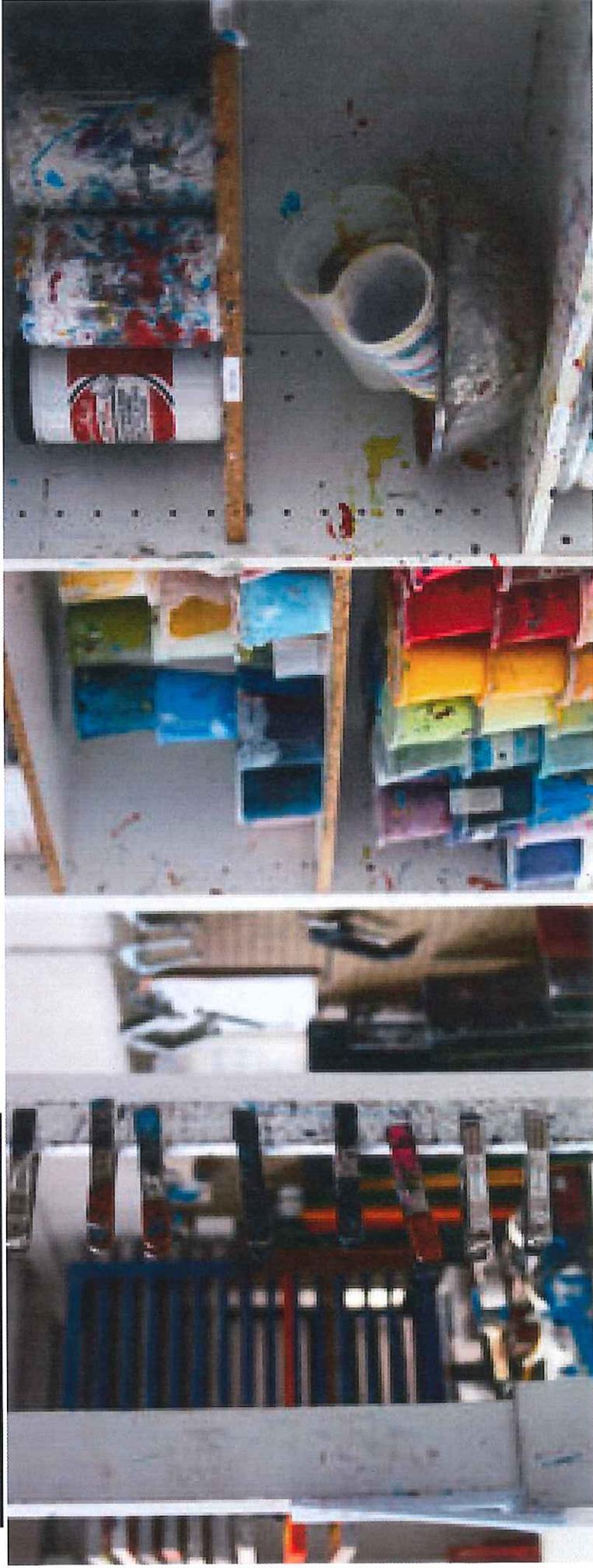
For children ages 5-12. Email winterwednesdaysCC@gmail.com by **noon** on **Wednesday** to register for childcare for that evening.

www.winterwednesdays.org
Facebook: @WinterWednesdays
winterwednesdaysCC@gmail.com

Winter Wednesdays



**WEDNESDAYS
6 TO 8 PM
FEB 5 TO MARCH 25**



INTRO TO ILLUMINATION - HELENA MOTA

Learn the forgotten art of illumination, the decorating of manuscripts and scrolls. Make your own handcrafted illuminated manuscript or scroll for any occasion. Various techniques will be introduced.

THE ART OF DYING: DEATH EDUCATION AND CONVERSATION - DAWN WALSH

Feb 5 - Death Cafe- Participant-led, open-ended discussion about death with the aim of increasing awareness and helping each other make the most of our (finite) lives. Cafe snacks provided!

Feb 12 - Advance Directives
Discussion-based presentation on advance directives - legal documents detailing one's end-of-life wishes.

Feb 19 - Hospice & End-of-Life Choices
What services does hospice provide? How do I choose a hospice provider? Answers to these questions and more.

Feb 26 - Remembering Our Dead
Create an ofrenda ("offering" in Spanish) in honor of a loved one. Bring any combination of photos, personal mementos, candles, flowers, and favorite food/drink of your loved one.

Mar 4 - Home Funerals
Interactive workshop exploring our right to care for our own dead. Home funerals allow for intimate connections, inspire feelings of gratitude, and support the grieving process.

Mar 11 - Natural Burials
Presentation about in-earth and at-sea natural burial options, which are environmentally sustainable, economical and community-centered.

Mar 18 - Celebration of Life
How would you like your life commemorated? Creative exploration of DIY ideas to bring joy, meaning, personalization, and ritual to memorial ceremonies.

Mar 25 - Death Cafe- Participant-led, open-ended discussion about death with the aim of increasing awareness and helping each other make the most of our (finite) lives. Cafe snacks provided!

TALK (WOOD)SHOP - NATE MCKEAN

Work alongside your friends and neighbors with guidance from woodworking professionals. Bring your own materials and projects or work together on a group project. Woodshop tools and equipment are available for use.

Stop by the Provincetown Public Library for reading materials and displays to complement the courses.

THE ART OF CALLIGRAPHY - JAN FLANDERS

Get acquainted with the tools, materials and techniques that every calligrapher needs in this introductory course.

Feb 5 - Introduction & Basics of Simple Italic Alphabet
Feb 12 - Place Cards

Feb 19 - Addressing Envelopes, Stationery, Etiquette
Feb 26 - Copperplate Hand

March 4 - Copperplate Part II
March 11 - Creating a Greeting Card

March 18 - Final Project Part I
March 25 - Final Project Completion

BOOKBINDING & ZINE-MAKING - WAYNE BUND

Learn to bind a book by hand. Techniques of monastic bookbinding, tearing paper with bone folder, folding paper to create signatures, and more.

Feb 5 - Intro to Bookbinding & Making Signatures
Feb 12 - Sewing Signatures

Feb 19 - Gluing Your Binding
Feb 26 - Making Covers

March 4 - Zine-Making, Filling Your Books
March 11 - Making an Addition - Round 1

March 18 - Making an Addition - Round 2
March 25 - Making an Addition - Round 3

IMPROV 101 - KATIE PENTEDEMOS

Learn the basics of improv in an inclusive, funny, and empowering atmosphere.

Feb 5 - Collaboration, Support, and Saying "Yes" to Your Scene Partner

Feb 12 - Emotions and Offers
Feb 19 - Physicality

Feb 26 - Character-building
March 4 - Desires

March 11 - Vulnerability
March 18 - Game
March 25 - Putting it All Together

GRAPHIC DESIGN: BASIC & BEYOND - GRANT KING

An overview of the fundamentals of graphic design. Learn examples of and discuss one or more key components of graphic design in each class (including layouts; color; typography; use of imagery; color composition and content emphasis)...and how these components are used to create items such as logos, brochures, flyers, ads, and packaging

STORYTELLING THROUGH MEDIA - AMY DAVIES

A series of classes designed to encourage people to try new techniques and equipment to produce audio, video, and photos to tell a story of their own.

Feb 5 - iPhone Photography Tips
Feb 12 - iPhone Video Tips

Feb 19 - Composition Basics
Feb 26 - Recording Audio

March 4 - Podcast Basics
March 11 - Storytelling with Video

March 18 - Lighting Basics
March 25 - Introduction to DSLR Filmmaking

FUTURE PROOFING CAPE COD - IAN EDWARDS

A creative exploration of sustainability done through an unusual lens.

Feb 5 - Imagining a World Made Sustainable
Feb 12 - Time, Nature, and Future Generations

Feb 19 - Future Generations
Feb 26 - Nature and Personhood

March 4 - Backcasting
March 11 - Millennium Camera

March 18 - Visions of a Sustainable Future
March 25 - Presenting a Sustainable Cape Cod

AYURVEDA: DISCOVERY OF THE INNER HEALER - JAMILA COLOZZI

Journey to a new level of wellness by understanding the relationship of nature's elements, honoring individual constitution, tuning into nature's rhythms, incorporating healing herbs and spices, and breath work.

Feb 5 - Tuning Into the Natural Cosmic Energy - Your healer is within.

Feb 12 - The Elements - You are the universe.
Feb 19 - Embracing the Individual Constitution - You are unique.

Feb 26 - Seasons and Rituals - You are part of nature's flow.
March 4 - Eating & Nutrition - Feeding your inner healer.

March 11 - Cooking & Community - Stoking the fire of connectivity.
March 18 - Herbs & Home Remedies - Your medicine is your pantry.

March 25 - A Holistic Model of Living - Your health matters to everyone.

COMMON FUND TYPES

Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds.

1. **General Fund** – The fund used to account for most financial resources and activities governed by the normal town meeting/city council appropriation process.
2. **Capital Projects Fund** – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).
3. **Special Revenue Fund** – Funds, established by statute only, containing revenues that are earmarked for and restricted to expenditures for specific purposes. Special revenue funds include receipts reserved for appropriation, revolving funds, grants from governmental entities, and gifts from private individuals or organizations.
4. **Debt Service Fund** – Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. In Massachusetts, these are only allowed by special legislation.
5. **Permanent Funds** – A fiduciary fund type used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs, that is, for the benefit of the government for its citizenry. An example is a cemetery perpetual care fund.

Common Special Revenue Funds

1. **Stabilization Fund** – A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Communities may establish one or more stabilization funds for different purposes and may appropriate into them in any year an amount not to exceed ten percent of the prior year's tax levy. The total of all stabilization fund balances shall not exceed ten percent of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting or city council is required to establish, amend the purpose of, or appropriate money into or from the stabilization fund. (See DOR IGR 04-201)
2. **Receipts Reserved for Appropriation** – Proceeds that are earmarked by law and placed in separate accounts for appropriation for particular purposes. For example, parking meter proceeds may be Department of Revenue/Division of Local Services Municipal Finance Glossary 23 appropriated to offset certain expenses for parking meters and the regulation of parking and other traffic activities.

3. **Revolving Fund** – Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch. 44 §53E½ stipulates that each fund must be reauthorized each year at annual town meeting or by city council action, and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the city or town in the most recent fiscal year, and no more than one percent of the amount raised by taxation may be administered by a single fund. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.
4. **Waterways Improvement Fund** – An account into which fifty percent of boat excise tax and mooring fees imposed under MGL Chapter 91 §10A receipts are deposited. Use of these proceeds is limited to certain waterway expenses as outlined in MGL Ch. 40 §5G.
5. **Sale of Cemetery Lots Fund** – A fund established to account for proceeds of the sale of cemetery lots. The proceeds may only be appropriated to pay for the cost of the land, its care and improvement or the enlargement of the cemetery under provisions of MGL Ch. 114 §15.
6. **Sale of Real Estate Fund** – A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure. MGL Ch. 44 §63 states that such proceeds shall be applied first to the retirement of debt on the property sold. In the absence of such debt, funds may generally be used for purposes for which the city or town is authorized to borrow for a period of five years or more.
7. **Chapter 90 Highway Funds** – State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provisions of MGL Ch. 90 §34. The Chapter 90 formula comprises three variables: local road mileage (58.33 percent) as certified by the Massachusetts Highway Department (MHD), local employment level (20.83 percent) derived the Department of Employment and Training (DET), and population estimates (20.83 percent) from the US Census Bureau. Local highway projects are approved in advance. Later, on the submission of certified expenditure reports to MHD, communities receive cost reimbursements to the limit of the grant.
8. **Conservation Fund** – A city or town may appropriate money to a conservation fund. This money may be expended by the conservation commission for lawful conservation purposes as described in MGL Ch. 40 §8C. The money may also be expended by the conservation commission for damages arising from an eminent domain taking provided that the taking was approved by a two thirds vote of city council or town meeting.

9. **Community Preservation Fund** – A special revenue fund established pursuant to MGL Ch. 44B to receive all monies collected to support a community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

Fiduciary Funds – Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

1. **Agency Fund** – This is one of four types of fiduciary funds. It is used to report resources in a purely custodial capacity by a governmental unit. Agency funds generally involve only the receipt, temporary investment, and periodic transfer of money to fulfill legal obligations to individuals, private organizations, or other governments. For example, certain employee payroll withholdings typically accumulate in an agency fund until due and forwarded to the federal government, health care provider, and so forth.
2. **Pension (and other employee benefit) Trust Funds** – A fiduciary fund type used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, other postemployment benefit (OPEB) plans, or other employee benefit plans.
3. **Private-Purpose Trust Funds** – A fiduciary trust fund type used to report all trust arrangements, other than those properly reported in pension trust funds or investment trust funds, under which principal and income benefits individuals, private organizations, or other governments. An example is a scholarship fund.
4. **Trust Fund** – In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Proprietary Funds – Funds that account for government's business-type activities (e.g., activities that receive a significant portion of their funding through user charges). The fund types included in proprietary funds are the enterprise fund and the internal service fund.

1. **Enterprise Fund** – An enterprise fund, authorized by MGL Ch. 44 §53F½, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of

service delivery--direct, indirect, and capital costs--are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services. See DOR IGR 08-101

2. **Internal Service Fund** – A municipal accounting fund used to accumulate the cost of central services such as data processing, printing, postage, motor pool. Costs or charges to an internal service fund are then allocated to other departments or funds within the government unit.

EXPLANATION OF COMMON BUDGETARY TERMS

Capital Outlay Expenditure Exclusion – A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require two-thirds vote of the selectmen or city council (sometimes with the mayor's approval) and a majority vote in a community-wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

Debt Exclusion – An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 2½. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2½, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

Debt Limit – The maximum amount of debt that a municipality may authorize for qualified purposes under state law. Under MGL Ch. 44 §10, debt limits are set at 5 percent of EQV. By petition to the Municipal Finance Oversight Board, cities and towns can receive approval to increase their debt limit to 10 percent of EQV.

Equalized Valuations (EQVs) – The determination of an estimate of the full and fair cash value (FFCV) of all property in the Commonwealth as of a certain taxable date. EQVs have historically been used as a variable in distributing some state aid accounts and for determining county assessments and other costs. The Commissioner of Revenue, in accordance with MGL Ch. 58 §10C, is charged with the responsibility of biannually determining an equalized valuation for each city and town in the Commonwealth.

Free Cash (Also Budgetary Fund Balance) – Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Director of Accounts.

Overlay (Overlay Reserve or Allowance for Abatements and Exemptions) – An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve need not be Department of Revenue/Division of Local Services Municipal Finance Glossary 21 funded by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet. **Overlay Deficit** – A deficit that occurs when the

amount of overlay raised in a given year is insufficient to cover abatements, statutory exemptions, and uncollected taxes for that year. Overlay deficits must be provided for in the next fiscal year. Overlay Surplus – Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. Within ten days of a written request by the chief executive officer of a city or town, the assessors must provide a certification of the excess amount of overlay available to transfer, if any. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue; in other words, it becomes a part of free cash.

Raise and Appropriate – A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipt.



**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, January 13, 2020

7

MINUTES OF THE SELECT BOARD'S MEETINGS

Requested by: Select Board

Action Sought: Approval

Proposed Motion(s)

Move that the Select Board approve the minutes of:

January 13, 2020 6pm (Regular) [] as printed [] with changes so noted

January 14, 2020 530 pm (Special) [] as printed [] with changes so noted

January 15, 2020 530 pm (Special) [] as printed [] with changes so noted

January 21, 2020 530 pm (Special) [] as printed [] with changes so noted

January 22, 2020 530 pm (Special) [] as printed [] with changes so noted

Additional Information

See attached minutes.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

**TOWN OF PROVINCETOWN – SELECT BOARD
MEETING MINUTES – REGULAR MEETING
JANUARY 13, 2019, 6:00 PM
TOWN HALL – JUDGE WELSH ROOM**

Chair Abramson convened the open meeting at 6:00 pm noting the following:

Select Board attending: Chair David Abramson, Vice Chair Robert Anthony, Members and Louise Venden

Excused: Members John Golden and Lise King

Other attendees: Acting Town Manager David Gardner and Select Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

Consent Agenda – Approval without objection required for the following items:

- A. Approve the appointment of alternate member Donald German to regular member on the Licensing Board with a term to expire December 31, 2022.*
- B. Approve the appointment of Wendy Loughlin as a regular member to the Shellfish Committee with a term to expire on December 31, 2022.*
- C. Approve the appointment of Christine McCarthy as an alternate member of the Shellfish Committee with a term to expire on December 31, 2022.*
- D. Approve the appointment of Barbara Yates as an alternate member on the Council On Aging with a term to expire on December 31, 2020.*
- E. Approve the appointment of Craig W. Combs as a regular member of the Cultural Council with a term to expire on December 31, 2022.*
- F. Approve the appointment of Rick Ramsay as a regular member to the Economic Development Committee with a term to expire on June 30, 2022.*
- G. Approve the appointment of Joel M. Shaw as an alternate member of the Bicycle Committee with a term to expire on December 31, 2021.*
- H. Approve the appointment of alternate member Kristin Hatch to regular member on the Recreation Commission with a term to expire on December 31, 2022.*
- I. Authorize the Town Manager to enter into a Memorandum of Understanding with Eversource Energy for the Eversource Community Battery Facility to be located at 90 Race Point Road.*
- J. Authorize the Town Manager to enter into the contract in the amount of \$150,000 between the Town of Provincetown and Environmental Partners for the engineering and supplemental services in connection with the Court Street flooding mitigation.*
- K. Authorize the Town Manager to execute the amended contract in the amount of \$320,000 between the Town of Provincetown and Environmental Partners for Engineering and Supplemental Services in Connection with Shank Painter Road Rehabilitation.*

Without objection Chair Abramson waived the reading of the consent items and without further objection declared the consent agenda approved.

- 1. Public Statements – Three (3) minutes maximum. Select Board Members do not respond during public statements**
 - ..
 -
- 2. Select Board Member’s Opening Statements – (Votes may be taken)**

- **John Golden** – I've got nothing
- **Robert Anthony** – I'm all set.
- **Lise King** – Would like to acknowledge the passing of the prominent community members who pass over the holiday.
- **Louise Venden** – Thank you to David Gardner and welcome to robin craver
- **David Abramson** – Another shout out to the crop swap at the Provincetown Public Library, fresh produce available to anyone.

3. Appointments

- A. Consider the appointment of Russel L Dutra as an alternate member of the Licensing Board with a term to expire on December 31, 2020

Mr. Dutra was not present at the meeting.

- B. Consider the appointment of Julie Knapp as an alternate member of the Licensing Board with a term to expire on December 31, 2020

Ms. Knapp gave brief introduction to her desire to join the licensing board. She is currently on three other boards. She requested to be an alternate board so that she can learn how the board operates.

Move that the Select Board appoint Julie Knapp as an alternate member to the Licensing Board with a term to expire on December 31, 2020.

Motion: John Golden

Seconded: Lise King

Vote: 5-0-0

4. Public Hearings

- A. **Pole Hearing – Application by Jessica Elder on behalf of Eversource Energy requesting permission to install 1,150' (feet) of conduit and 7 Man Holes in the town road beginning on Rt 6 W to Race Point Road, Provincetown. At the following locations: US Rt 6W to Race Point Road, Provincetown**

Staff requests the hearing be continued to February 24th to allow more time to gather materials from Eversource.

Move that the Select Board continue the public hearing until February 24, 2020.

Motion: David Abramson

Seconded: Louise Venden

Vote: 5-0-0

5. Joint Meeting/Presentations/Requests – (Votes may be taken on the following items):

- A. **Review Financial Policies and Procedures Manual 15. Travel Reimbursement Policy.**

Brief review of the approve policy prior to the board members attending the MMA conference in Boston.

- B. **Reconsideration of policy statement – Distribution of the Inclusionary Housing Payment In-Lieu**

Fee

Acting Town Manager presented a revised policy for the Inclusionary housing payment. The change would split the fund to Housing Trust account and the Year Round Rental Housing Trust. The Board and staff discussed what the policy change would mean. The board requested the proposed changes be discussed after town meeting.

Move that the Select Board continue the discussion on this item until after the April Annual Town Meeting.

Motion: John Golden

Seconded: Robert Anthony

Vote 5-0-0.

C. Discuss formation of Climate Action Committee

Member Lise King presented to the Board her desire to form a Climate Action Committee, using the Town of Truro as a model. Staff requested time to put together a proposal and to also look at current boards and committees to see who may already be covering some of the issues discussed.

D. Approve and Execute a contract for Robin Craver for Town Manager.

Move that the Select Board direct the Chair to executive the contract with Robin Craver for Town Manager as submitted.

Motion: Louise Venden

Seconded: Robert Anthony

Vote 5-0-0.

6. Town Manager Administrative Matters – Topics to include but not limited to: (Votes May be taken on the following items)

1. 6 month review of Town Wide Goals

Project Manager Erin Ellis presented the Select Board with the staff 6-month update of Town Wide Goals.

2. Staff Biweekly updates

Acting Town Manager David Gardner gave a brief update to the Select Board. An offer has been made to a new Town Planner, who will be starting December 30th. Thanked Bobby for mentioning the passing of the Mr. Thomas.

7. Minutes - (Votes May Be Taken)

1. December 9, 2019 6 pm
2. December 16, 2019 5 pm
3. December 17, 2019 5 pm
4. December 30, 2019 5 pm

5. January 6, 2020 5 pm

Move that the Select Board approve the minutes of:

December 9, 2019 6pm	(Regular) [] as printed	[x] with changes so noted
December 16, 2019 5 pm	(Special) [] as printed	[x] with changes so noted
December 17, 2019 5 pm	(Special) [] as printed	[x] with changes so noted
December 30, 2019 5 pm	(Special) [] as printed	[x] with changes so noted
January 6, 2020 5 pm	(Special) [] as printed	[x] with changes so noted

Motion: John Golden
Seconded: Robert Anthony
Vote:5-0-0

8. Select Board Closing Matters - Topics to Include but not limited to: (Votes May be taken on the following items)

1. Pending Items List

Without objection the meeting was adjourned at 8:31 pm

Minutes transcribed by: Elizabeth Paine

**TOWN OF PROVINCETOWN – SELECT BOARD
MEETING MINUTES – SPECIAL MEETING
JANUARY 14, 2020, 5:30 PM
TOWN HALL – TOWN MANAGERS CONFERENCE ROOM**

Chair Abramson convened the open meeting at 5:30 pm noting the following:

Select Board attending: Chair David Abramson, Vice Chair Robert Anthony, Member John Golden, Lise King and Louise Venden

Excused:

Other attendees: Town Manager Robin Craver, Assistant Town Manager David Gardner, Finance Director Josee Young and Secretary to the Select Board Elizabeth Paine

Recorder: Elizabeth Paine

1. Town Manager’s FY2021 Budget Message and Revenue Expenditure Overview

Acting Town Manager gave an overview of the Town’s position within the budget. This year has been challenging, at \$31,291,000 ask there is a 5.6% increase, creating a \$341,000 deficit. 71% of the budget is from the tax levy. Considerable increases in solid waster and disposal cost, as well as school budget and residential placement were a few of the major expense drivers for FY2021. Options for consideration are to do further budget cuts, no cola increase for all town employees, operating override, use of tourism fund, or fund OPEB with free cash. Long term considerations would be to create fees fro trash pickup or disposal and or create new tax as an identified funding source for OPEB. Asks that the Board does not approve any ortionof the budget until the final night, reduce the budget further where possible, transfer out unappropriated funds within the Tourism Fund, remove OPEB from budget and fund it with free cash, delay some of the CIP projects and if necessary , bond CIP prihjects that are essential and cannot be covered by Capital Stabilization or Free Cash.

2. FY2021 Overall Budget Review Inclusive of the following: (Votes May Occur on the following items)

A. Consent Budge Review and Approval

Please know that the following budgets were reviewed on consent last year and have not been invited to attend at this time as there are no substantive changes:

- 672 Art Commission
- 294 Harbor Committee
- 545 Disability Committee
- 550 Animal Welfare
- 560 Bicycle Committee
- 543 Veterans Services

B. General Government

- 113 Elections & Town Meetings – Town Clerk
- 161 Town Clerk – Town Clerk

Increase in Education and Training budget due to a certification program that takes place yearly overseas.

- 122 Select Board

Salary increased due to reclassification, operation budget decreased. Overall increase 2.43%

- 123 Town Manager – Town Manager

Salary increase for Town Manager, operation budget decrease. Overall increase of 7.14%

- 151 Legal Services – Town Manager

Flat

- 156 General Government – Town Manager

Slight increase to be reflective of FY19 actuals, overall increase of 0.84%

- 482 Airport Commission – Airport Manager, Airport Commission

Proposed budget moves the airport security to the police budget. Overall budget decreased by 41.02%. The TSA requires their to be a police officer present during screening. The Chief proposed hiring two new officers to cover the shift.

- Airport Capital Improvement Program

The proposed CIP costs total \$200,000.

C. Finance

- 136 Information Systems – MIS Director

Two major increases are for telecommunication and software & licensing. The overall budget increased by 7.44%

- 141 Board of Assessors – Principal Assessor

Overall budget increased by 0.12%

- 145 Treasurer/Collector – Treasurer

The budget has a 44.17% increase in staff as the HR manager has been moved to the Treasurer's budget. The operating budget decreased by 8.47%. The overall budget increase is 33.42%.

- 710 Debt Service – Treasurer

The first two lines are the existing debt, the next two lines are the new anticipated debt.

- 135 Town Accountant – Director of Finance

HR manager moved out of personnel expenditures. Operating expenditures decreased by 2.20%. Overall budget decreased by 17.74%.

- 910 Retirement/Benefits/Insurance – Finance Director

Operating expenses increased to cover entire OPEB payment through the budget. Total operating expenditures overall budget increased by 6.99%.

- 291 Emergency Management – Emergency Management Coordinator

Operating budget increase is mainly for instate travel. Overall budget increased by 6.53%

- 299 Parking – Parking Administrator

Due to retirement, the department was able to restructure department. Operating expenditures also decreased. Overall budget decreased by 24.44%.

- Parking Capital Improvement Program

CIP request on the docket for FY2021 are the most pressing, that would include the West End Rotary Parking improvements, VMCC lighting and upgrades to AIMS software.

1. Without objection the meeting was adjourned at 7:50 pm

Minutes transcribed by: Elizabeth Paine

**TOWN OF PROVINCETOWN – SELECT BOARD
MEETING MINUTES – SPECIAL MEETING
JANUARY 15, 2020, 2019 5:30 PM
TOWN HALL – TOWN MANAGERS CONFERENCE ROOM**

Chair Abramson convened the open meeting at 5:30 pm noting the following:

Select Board attending: Chair David Abramson, Vice Chair Robert Anthony, Member John Golden, Lise King and Louise Venden

Excused:

Other attendees: Town Manager Robin Craver, Assistant Town Manager David Gardner, Finance Director Josee Young and Secretary to the Select Board Elizabeth Paine

Recorder: Elizabeth Paine

1. FY2021 Overall Budget Review Inclusive of the following: (Votes May Occur on the following items)

A. Public Safety - Fire

- 231 Ambulance Service –Treasurer, Lower Cape Ambulance

Steve Roderick, Chief Operator, presented the Ambulance Service's budget. For FY2021, modest increase of 1.98%. Lower Cape Ambulance is hoping to replace one of their ambulances and looking to add another ambulance if the current contract is up this July.

Questions from the Board.

What are longer term need for the communities?

Call of services for the last two years?

How does the income of lower cape show up when you are transporting in the provincetown ambulances?

Are your calls breakdown broken down into demographics?

Lower cape is the provider for billing for all three outer cape towns. the software is being enhanced right now, so after that is done we may be able to create reports.

- 220 Fire – Fire Chief

The biggest increase being asked for is the formation of the EMS Coordinator position, that position has to be filled by a parametic.

Questions from the Board.

Is this maindated from the state?

Where did the pay range come from?

How many hours would be towards to the clerical, training or medic?

Town Manager Craver – met with the Fire Chief today to see where the Department is moving. The idea would be to extend the contract for a year and use that year to analysis the data to see the need. This department has an amazing fire response time. now is the time to look at the numbers and see what the needs will be for the future of the department.

- Fire Capital Improvement Program

Looking to replace a 10 year old ambulance, the hope would be to keep the old ambulance for a spare. Looking at having the spare because this would allow them to have an extra ambulance when one of theirs breaks downs. The recommendations is now to have two sets of gears due to the cancer situation.

Questions from the Board.

Have you seen grant money for the Turnout Gear and Washer Dryer?

Building needs assessment will be placed on the special town meeting so that those funds can be spent earlier?

Is the turn out gear recommended?

B. Public Safety - General

- 295 Marine – Harbormaster and Marine Coordinator

Largest change is the addition of the Marine Coordinator position. Overall budget increase of 57.88%.

- 296 Shellfish- Shellfish Constable

The only increase in the budget is under personnel expenses. Overall budget increase of 2.71%

- Pier Capital Improvement Program

The three CIP items were identified in 2016 as a priority to replace. Piling replacement, electrical updates and watermain replacement.

The pier has been analysis the entire pier's revenue to see where dockage fees can be adjusted.

- 250 Community Development Support – Assistant Town Manager

Personell increase only 0.82% due to change of staff. The operating expetiures went up by 41.78% due to software costs. With an overall budget increase of 3.14%

- Community Development Capital Improvement Program

Town meeting approved 200K in FY19, and 50K in FY20. The town will have to aquire property interst for this project. Seeking additional fund for appraisal and construction cost.

Do we have the dollar amount for damage done to that area from that flooding event?

- 251 Building Department – Building Commissioner

The increase in salary comes from the inspectors salaries. The department consists of two full time persons and two partime persons. The departments overall increase is 5.28%.

- 255 Housing Office – Housing Specialist

Flat budget for operating expenses and 2.01% for personell. Overall budget increase of 0.92%

- 253 Health Department – Health Director

Level funded except for peronsell cost, overall budget increase of 0.92%

C. Public Services - Police

- Police – Chief of Police

With the organization of the department taking on the enforcement of parking as well as two additional ofierecs to cover the airport operations. Additionals services has been calculated for the 2020 celebrations. Personell increased by 9.38% and expenditures increased by 13.21%, overall budget increase of 9.66%. The last time we had any police increase in personell was 1993. The additional officers will go to a three man day shift and 3 man evening shift.

- Police Capital Improvement Program

The two CIP items include vehicle replacements and police tech equipement. Hoping the police tech will go on the STM to be able to get the equipement for the summer. Currently vehicle replacement program is 5 years.

Without objection the meeting was adjourned at 7:50 pm

Minutes transcribed by: Elizabeth Paine

**TOWN OF PROVINCETOWN – SELECT BOARD
MEETING MINUTES – SPECIAL MEETING
JANUARY 22, 2020, 2019 5:30 PM
TOWN HALL – TOWN MANAGERS CONFERENCE ROOM**

Chair Abramson convened the open meeting at 5:30 pm noting the following:

Select Board attending: Chair David Abramson, Vice Chair Robert Anthony, Member John Golden, Lise King and Louise Venden

Excused:

Other attendees: Town Manager Robin Craver, and Secretary to the Select Board Elizabeth Paine

Recorder: Elizabeth Paine

1. Town Manager 6 Month Review

Town Manager Robin Craver presented a draft performance appraisal form. The Board discussed with the Town Manager the evaluation process and scale for grading.

Town Manager Robin Craver went through the draft and explained the different goals; Select Board Relations, FY21 Town Meeting and Budget, Organization, Personnel, Capital Projects and Community Awareness and Communication. The Select Board gave input and asked for clarification on different items, they also expressed their expectations and desires for the first 6-month. The board and the town manager will be meeting at the end of June to review expectation established for the 6-month probationary period.

Without objection the meeting was adjourned at 7:47 pm

Minutes transcribed by: Elizabeth Paine

**TOWN OF PROVINCETOWN – SELECT BOARD
MEETING MINUTES – SPECIAL MEETING
JANUARY 21, 2020, 2019 5:30 PM
TOWN HALL – TOWN MANAGERS CONFERENCE ROOM**

Chair Abramson convened the open meeting at 5:30 pm noting the following:

Select Board attending: Chair David Abramson, Vice Chair Robert Anthony, Member John Golden, Lise King and Louise Venden

Excused:

Other attendees: Town Manager Robin Craver, Assistant Town Manager David Gardner, Finance Director Josee Young and Secretary to the Select Board Elizabeth Paine

Recorder: Elizabeth Paine

1. FY2021 Overall Budget Review Inclusive of the following: (Votes May Occur on the following items)

A. Enterprise Funds

- 6001 Water Enterprise Fund – DPW Director, DPW Director of Operations and Water Superintendent.

This years budget reflects a 2.5% increase for personell and a 12.57% decrease for the operating expensitures. Overall Budget has a decrease of 8.56%. Projected revenues has a 4.26% increase.

- Water Enterprise Fund Capital Improvement Program

CIP request include the Knowles Crossing Buildign Renovations, Water Main replacement on Shankpainter Road, wellfield re-development, filtration plant maint modules replacement and customer self service portal software.

- 6002 Wastewater Enterprise Fund

This years budget reflects a 6.44% increase for personell and a 4.36% increase for the operating expensitures. Overall budget has increased by 4.41%. Revenues projects show a 3% increase.

B. Public Works

- 192 Buildings & Grounds – DPW Director, Deputy Director and Director of Operations

This years budget reflects a 0.02% personnel expeditures and a decrease of 10.35% in the operating expeditures. Overall decrease by 4.5%.

- 421 Administration

This years budget reflects a 2.39% increase for personell and a 0.87 decrease for operating expeditures. Overall increase of 0.93%.

- 422 Highway

This years budgte reflects a 1.23% decrease for personell and a decrease of 6.06% for operating expeditures. Overall decrease of 2.22%

- 423 DPW Snow & Ice

This years budget is flat.

- 431 DPW Solid Waste and Recycling

This years budget reflects a 1.26% decrease in personell and a 52.57% increase in operating expenditures. The increase comes the cost of waste tipping fee and recycling tipping fees in the new contract.

- 432 Recycling and Renewable Energy

This budget was reduced by 8.37%

- Public Works Capital Improvement Program

This years CIP includes vehicle fleet replacement, stormwater repair, pavement management plan, street, sidewalks & bike path, and building maintenance plan.

C. Public Services

- 630 Recreation – Director

This years budget reflects a 6.89% increase of personell and a 5.56% increase in operating expenditures. An overall budget increase of 6.75%.

- Recreation Capital Improvement Program

The town purchased 387 Commercial Street. The recreation commission is looking to hire a consultant to advise the commission.

- 512 Human Services – Director

This years budget reflects a 2.15% increase of personell and a decrease of 0.85%. An overall budget increase of 0.45%.

- 541 Council on Aging – Director

This years budget reflects a 2.05% personell increase and a decrease of 1.95% in the operating expenditures. The overall budget increase is 1.68%.

- 610 Library – Director

This years budget reflects a 1.83% increase in personell and a 1.98% increase in operating expenditures. An overall budget increase of 1.87%

D. Board budgets and grant funding proposals for town meeting consideration

- 672 Art Commission

The 8000 ask would allow the art commission to produce a pamphlet for town hall to describe what is in the town hall.

- 294 Harbor Committee
- 545 Disability Committee
- 550 Animal Welfare
- 560 Bicycle Committee
- 543 Veterans Services
- Cultural Council

Requesting matching funds of 4,800. The grants go to promoting cultural events in Provincetown. The request will be made to town meeting.

- Economic Development Committee

The Select Board has encouraged the EDC to increase their budget requests at Town Meeting. The EDC is looking to increase to 50K.

- E. **Capital Improvement Plan – Funding Plan Considerations**
- F. **Overall Budget Deficit Considerations and Options for Planning**
- G. **Approve FY2021 Budget and Capital Improvement Plan (Votes May Be Taken)**

Without objection the meeting was adjourned at 8:28 pm

Minutes transcribed by: Elizabeth Paine



**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, January 27, 2020

8

SELECT BOARD CLOSING MATTERS

Closing Statements, Pending Agenda Request Items and Other

Requested by: Select Board

Action Sought: Approval

Proposed Motion(s)

Motions may be made and votes may be taken.

Robert Anthony

Lise King

Louise Venden

John Golden

David Abramson

Additional Information

- Please see attached

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

Pending Items List

January 21, 2020

Topic:

Requested by:

When:

1. Legislation Update – Sarah Peake, Julian Cyr
2. Social Services – Housing
3. LCP Update
4. Auditorium Chairs
5. Tank Expansion Update
6. Sewer Expansion Planning
7. DPW Report on the reprogramming of traffic light on Route 6
8. Harbor Master services agreement
9. Indigenous Consultant
10. Legal Litigation Update
11. Harbor Hill Update
12. Climate Action Committee

Work Sessions

1. Communication
2. Police Station
3. New Funding Sources
 - a. Marijuana Tax
 - b. Short Term Rental Tax
4. Joint Meeting w/ Truro – Mass Housing Partnership – Outer Cape Housing February
5. FINCOM – Budget
6. School – Budget
- 7.

RA

Joint Meetings

1. Economic Development Committee – Micro and Macro Grants
2. Airport Commission
3. Housing Authority
4. Visitor Services Board – Grants
- 5.

Upcoming Public Hearing

1. Set speed limit throughout Town at minimum 20 mph
2. Renaming of Bradford Street Extension as Mary Oliver Way
3. Growth Management Report
4. Parking Fee – Board Members

April after TM
02/10/20
02/10/20