



# Meeting Agenda

**The Provincetown Select Board will hold a public meeting on Monday, March 9, 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. Approve the appointment of regular member Linda Fiorella as an alternate member of the Building Committee with a term to expire on December 31, 2021
  - B. Approve the appointment of alternate member Paul Kelly as a regular member of the Building Committee with a term to expire on December 31, 2022
  - C. Approve the Parade Application Permit submitted by Paul Curley on behalf of American Lung Association Autumn Fundraiser 36<sup>th</sup> Annual Autumn Escape Bike Trek to be held on Sunday, September 27<sup>th</sup>, 2020.
  - D. Approve the Parade Application Permit submitted by James Morgrage on behalf of Harbor to the Bay 18<sup>th</sup> Annual Harbor to the Bay AIDS Benefit Bike Ride to be held on Saturday, September 26, 2020.
  - E. Proclaim March 8<sup>th</sup> through March 14<sup>th</sup>, 2020 as AmeriCorps Week in recognition and celebration of the many contributions made to Provincetown, its businesses, citizens and other organizations across Cape Cod.
  - F. Approve submission of a Housing Choice Initiative *Designation* Application through the Massachusetts Department of Housing and Community Development.
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. Planning Board – Alternate: Monica Stubner
    - B. Zoning Board of Appeals – Alternate: David Quinn Taylor
    - C. Year Round Market Rate Rental Housing Trust: Cass Benson
  4. 7 PM Public Hearings – (Votes may be taken on the following items):
    - A. Curb Cut – Application by Ted Smith, requesting approval to install an 18-foot wide driveway on the front of the property located at 46.5 Harry Kemp Way, Provincetown, MA, in order to access the property for parking. (Assessor's Map 13-1, Parcel 25-K).
    - B. Aquaculture License Applications – Approve as shown on maps posted at the Harbormaster's office for two (2) years as per Town regulations: Tidal Grant #120

approve for Joan Johnson, Tidal Grant #121 approve for Andrew Walsh, Tidal Grant #122 approve for Andrew Czyoski, Tidal Grant #123 approve for Kalliope Chute, and Tidal Grant #126 approve for Laurie Delmolino. Transfer the following aquaculture licenses as shown on maps posted at the Harbormaster's office and permit for two (2) years as per Town regulations: Tidal Grant #102 transferred from Nathaniel Mayo to Daniel DeGruttola, Tidal Grant #105 transferred from Famiglietti/Stanscia to Theodore Cormay, Tidal Grant #111 transferred from Theodore Cormay to Famiglietti/Stanscia, Tidal Grant #112 transferred from Jean Horner to Famiglietti/Stanscia and Tidal Grant #118 transferred from Daniel DeGruttola to Jean Horner.

- C. April 6, 2020 Annual and Special Town Meeting Warrant Articles. To hear public comment on articles submitted by the Select Board per the Provincetown Charter 2-3-g. Board recommendations may be voted.

**\* Items may be taken out of order at the discretion of the chair \***

- 5. Joint Meeting/Presentations/Requests – (Votes may be taken on the following items):
  - A. Cape Cod Commission: Update on Commission Staff activities and priorities the coming year in the Town of Provincetown. Presented by Executive director Kristy Senatori.
  - B. Discuss Climate Action Change Committee – Environmental Planner Timothy Famulare.
  - C. Discuss Emergency Management response to a pandemic/outbreak – Coronavirus Update – Town Manager Robin Craver & Health Director Morgan Clark
  - D. Discuss consideration of a location agreement with 21<sup>st</sup> Century Fox Television filming in Provincetown – Town Manager Robin Craver
  - E. Discuss consideration of Town & Pier Corporation Harbormaster Municipal Services Agreement. – Town Manager Robin Craver
- 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. Month day Year
- 8. Select Board Closing Matters - Topics to Include but not limited to: (Votes May be taken on the following items)
  - 1. Pending Items List



**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, March 9, 2020**

**00A**

# **SELECT BOARD APPOINTMENT**

Building Committee - Alternate

**Requested by:** Town Clerk Darlene Van Alstyne

**Action Sought:** Approve

## **Proposed Motion(s)**

Move that the Select Board appoint Linda Fiorella as an alternate member to the Building Committee with a term to expire on December 31, 2022

## **Additional Information**

- Ms. Fiorella is currently a regular member but due to her residence, will be stepping down to be an alternate member.
- 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: Linda Fiorella

*Please type or print*

Resident Address: 36 Nelson Ave U5 Provincetown, MA 02657

Mailing Address (if different): PO Box 929 Provincetown

Telephone #: 718-755-9050 Work # (508) 487-7000 x 535

Email address: lfiorella@provincetown-ma.gov

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

1. Building Committee - Alt.
2. \_\_\_\_\_
3. \_\_\_\_\_

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

As a current member of the Building Committee  
I want to continue but since I recently moved  
my legal residence to North Truro (15 Highland Ave.)  
I as a second home owner am only eligible to be an alternate

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

Signature of Applicant

2/25/2020

Date

### TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Town Clerk Certification: Applicant is a registered voter:  
 Yes  No

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: 2-24-2021

Date Received by Board of Selectmen

Date Received by Town Clerk

**RECEIVED**  
 FEB 25 2020  
 TOWN CLERK

<b>Building Committee</b>				
	<b>First</b>	<b>Last</b>	<b>Position</b>	<b>Term End</b>
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	LF 2/6/20			12/31/22
Alt	Paul	Kelly		12/31/21
Alt	Lisa	Westervelt		12/31/20



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Linda Fiorella  
15 Highland Ave  
North Truro, MA

Date: March 9, 2020  
Phone: 718-755-9050  
Email: [lfiorlla@provincetown-ma.gov](mailto:lfiorlla@provincetown-ma.gov)

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,  
You are hereby appointed a member to Building Committee - Alt  
for and within the Town of Provincetown for a term expiring December 31, 2021 .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board

Barnstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Linda Fiorella appointee to the  
Building Committee - 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, March 9, 2020**

**00B**

# **SELECT BOARD APPOINTMENT**

## **Building Committee**

**Requested by:** Town Clerk Darlene Van Alstyne

**Action Sought:** Approve

### **Proposed Motion(s)**

Move that the Select Board appoint Paul Kelly as a regular member to the Building Committee with a term to expire on December 31, 2021

### **Additional Information**

- Mr. Kelly is currently an alternate member.
- 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: PAUL KELLY

Resident Address: 22 BREWSTER ST. Provincetown, MA 02657

Mailing Address (if different): same

Telephone #: 617.571.8063 Work # ( )

Email address: PK@manitouarchitects.com

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

- 1. BUILDING committee; change from alternate to regular position
2.
3.

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

I have been on the Building committee as a alternate for years. Linda Fiorella is taking the alternate position and I will take the regular position.

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

Paul Kelly Feb. Signature of Applicant Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Form with Town Clerk Certification, Applicant's signature, and Application Termination Date (2.25.2020).

Date Received by Board of Selectmen

Date Received by Town Clerk

RECEIVED FEB 26 2020 TOWN CLERK

<b>Building Committee</b>				
	<b>First</b>	<b>Last</b>	<b>Position</b>	<b>Term End</b>
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	LF 2/6/20			12/31/22
Alt	Paul	Kelly		12/31/21
Alt	Lisa	Westervelt		12/31/20



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Paul Kelly  
22 Brewster St  
Provincetown, MA 02657

Date: March 9, 2020  
Phone: 617-571-8063  
Email: [pk@manitouarchitects.com](mailto:pk@manitouarchitects.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 \_\_\_\_\_ Building Committee  
for and within the Town of Provincetown for a term expiring December 31, 2022 .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Select Board

Barnstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Paul Kelly appointee to the  
Building 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, March 9, 2020**

**00C**

# PARADE PERMIT REQUEST

36<sup>th</sup> American Lung Association Autumn Fundraiser

**Requested by:** Paul Curley

**Action Sought:** Approval

## Proposed Motion(s)

**MOVE that the Select Board vote to approve the Parade Application Permit submitted by Paul Curley on behalf of American Lung Association Autumn Fundraiser 36<sup>th</sup> Annual Autumn Escape Bike Trek to be held on Sunday, September 27<sup>th</sup>, 2020.**

## Additional Information

See attached application and route information.

## Board Action

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

January 27, 2020

Elisabeth Paine  
Provincetown Board of Selectmen  
260 Commercial Street  
Provincetown, MA 02657



Dear Ms. Paine,

**This year's American Lung Association's Autumn Escape Bike Trek** is set to take place **Friday, September 25, through Sunday, September 27, 2020**. The Autumn Escape Bike Trek, now in its 36th year, is a three-day event to raise funds to help further our mission *to save lives by improving lung health and preventing lung disease*.

A maximum of 350 bicyclists will take part in the **Autumn Escape Bike Trek**. Riders participate at their own speed. All of the cyclists must wear ANSI approved helmets and are instructed to ride safely and follow all traffic laws and regulations. The **AEBT** will have both medical and mechanical support. We strive to limit our use of main roads when possible. Enclosed you will find a copy of our proposed route through your city/town.

I am contacting the Police Department and the Board of Selectmen/Town Manager for approval and recognition to pass through your town. Please sign this letter acknowledging your awareness of our event and return it the enclosed envelope no later than **March 15, 2020**. Your signature is necessary to obtain the appropriate State Highway Permits.

You can reach me with any questions or concerns at (781) 314-9000. Thank you for your continued support throughout the years.

More information is available on the **Annual Autumn Escape Bike Trek** at [www.biketreknewengland.org](http://www.biketreknewengland.org).

Sincerely,

Paul Curley  
Route Manager

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Please Print Name/Title

\_\_\_\_\_  
Date

**Northeast Office Locations**

East Hartford, CT	Framingham, MA	Portsmouth, NH	Buffalo, NY	New York, NY	White Plains, NY	Williston, VT
Augusta, ME	Springfield, MA	Albany, NY	Hauppauge, NY	Rochester, NY	Providence, RI	

**Donor Relations Center**

45 Ash Street | East Hartford, CT 06108  
Ph: 800-499-LUNG | Info@LungNE.org

Go	To	Signs	Direction	Location (roads of travel in Bold)	Landmarks	Fastest	Slowest
Wellfleet							
3.6	15.9		right	onto Lecounts Hollow Road	exit Rail Trail	8:47	9:30
0.7	16.6	sign	left	onto Ocean View Drive			
1	17.6		right	into Parking Lot Rest Stop #2, White Crest Beach 592 Ocean View Dr., Wellfleet, MA 02667	rest rooms across street		
0	17.6		right	on Ocean View Dr toward Cahoon Hollow Rd			
1	18.5	sign	left	onto Long Pond Rd			
1.9	20.4	sign	right	onto Lawrence Rd	new for 2018		
0.2	20.6	lights	right	onto US-6 E	Caution heavy traffic		
1.7	22.3		straight	on US-6 E	town line	9:00	9:58
Turo							
5.7	28		right	onto South Highland Rd	sign for camping		
1.4	29.4		straight	onto Coast Guard Rd	old route went left on Highland		
0.5	29.9		bear left	onto Old Kings Hwy			
0.1	30		bear left	onto Old Kings Bike Path			
0.6	30.6		right	onto Head of the Meadow Rd	new for 2019		
0.1	30.7		bear left	onto Holden St			
0.1	30.7		straight	into Rest Stop #3, Beach Parking Lot		9:33	11:18
0	30.7		enter	100 Head of the Meadow Rd., Turo, MA 02657			
2	32.7		right	onto Head of the Meadow Bike Trail	new pavement 2019		
0	32.7		right	into Trailhead parking lot	counter clockwise around lot		
0.3	33		straight	onto High Head Road	dirt road		
0.2	33.2	ss	bear right	on High Head Road	becomes paved		
1.7	34.9		right	onto Rt 6 East	Caution heavy traffic	9:48	11:42
P-town			straight	on Rt 6 East	town line		
2	36.9	lights	straight	on Rt 6 East	at Corwell/Race Point Road	9:54	11:54
0.7	37.6	BL - S	left	onto Shank Painter Rd			
0.1	37.7		left	onto Jerome Smith Rd	cemetery on left		
0.1	37.8		right	onto Winslow St	cemetery on left		
0.3	38.1		right	into Community Center	Finish Day 3	10:00	12:00
				2 Mayflower St., Provincetown, MA 02657			

# Parade Permit Application

Application must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name / Organization: Paul Curley / American Lung Association

Address: 260 W. Exchange St., Ste 102B City/Town: Providence State: RI Zip Code: 02903

Individual Responsible: Name: Paul Curley - Route Manager

Email: paul.curley@lung.org Phone: 781 314 9002

Applicant is:  Private Individual  Business  Non-Profit Corp

Name of Parade/Event: 36th Annual Autumn Escape Bike Trek

Description: Finish town for a 3 day bike ride from Plymouth to raise support for Lung health.

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Date of Parade/Event: Sept. 27, 2020 Rain Date (if any): rain or shine

Schedule: Start Time: 10 am Finish Time: 3 pm

Number of Marchers: 300 bicyclists Number of Vehicles: 20

The undersigned applicant agrees that the applicant and parade participants will conform with applicable laws, by-laws, and regulations as well as with special requirements that may be made a condition of the granting of a parade permit pursuant to this application. I/we agree to hold the Town of Provincetown harmless from any and all liability and will defend the Town of Provincetown in connection therewith.

Signature of Applicant:  Date: 2/7/2020

**Note: Use the attached map, highlight and provide a written plan of event route including assembly and disassembly locations, special features or events as well as stopping locations if any are requested.**

**For Office Use Only**

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

**Comments:** Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both [jgolden@provincetown-ma.gov](mailto:jgolden@provincetown-ma.gov) and [selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov).

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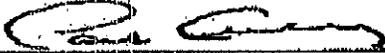
Town of Provincetown

# Parade Permit Application

Application must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name / Organization: Paul Curley / American Lung Association  
 Address: 260 W. Exchange St., Ste 102B City/Town: Providence State: RI Zip Code: 02903  
 Individual Responsible: Name: Paul Curley - Route Manager  
 Email: paul.curley@lung.org Phone: 781 314 9002  
 Applicant is:  Private Individual  Business  Non-Profit Corp  
 Name of Parade/Event: 36th Annual Autumn Escape Bike Trek  
 Description: Finish town for a 3 day bike ride from Plymouth to raise support for Lung health.  
 Date of Parade/Event: Sept. 27, 2020 Rain Date (if any): rain or shine  
 Schedule: Start Time: 10 am Finish Time: 3 pm  
 Number of Marchers: 300 bicyclists Number of Vehicles: 20

The undersigned applicant agrees that the applicant and parade participants will conform with applicable laws, by-laws, and regulations as well as with special requirements that may be made a condition of the granting of a parade permit pursuant to this application. I/we agree to hold the Town of Provincetown harmless from any and all liability and will defend the Town of Provincetown in connection therewith.

Signature of Applicant:  Date: 2/7/2020

Note: Use the attached map, highlight and provide a written plan of event route including assembly and disassembly locations, special features or events as well as stopping locations if any are requested.

**For Office Use Only**

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			<u>02/28/20</u>
Director of Public Works			
Licensing Department			
Parking Department			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both [golden@provincetown-ma.gov](mailto:golden@provincetown-ma.gov) and [selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov).

# Parade Permit Application

Application must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name / Organization: Paul Curley / American Lung Association  
 Address: 260 W. Exchange St., Ste 102B City/Town: Providence State: RI Zip Code: 02903  
 Individual Responsible: Name: Paul Curley - Route Manager  
 Email: paul.curley@lung.org Phone: 781 314 9002  
 Applicant is:  Private Individual  Business  Non-Profit Corp

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 Schedule: Start Time: 10 am Finish Time: 3 pm  
 Number of Marchers: 300 bicyclists Number of Vehicles: 20

The undersigned applicant agrees that the applicant and parade participants will conform with applicable laws, by-laws, and regulations as well as with special requirements that may be made a condition of the granting of a parade permit pursuant to this application. I/we agree to hold the Town of Provincetown harmless from any and all liability and will defend the Town of Provincetown in connection therewith.

Signature of Applicant:  Date: 2/7/2020

**Note: Use the attached map, highlight and provide a written plan of event route including assembly and disassembly locations, special features or events as well as stopping locations if any are requested.**

**For Office Use Only**

Public Safety Official	Approve	Disapprove	Date
Police Chief			<u>02-26-2020</u>
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

**Comments:** Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both [golden@provincetown-ma.gov](mailto:golden@provincetown-ma.gov) and [selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov).

(x) see attached memo



TOWN OF PROVINCETOWN  
260 Commercial Street, Provincetown MA 02657  
Phone: 508 487-7003 Fax: 508 487-0032

# PARADE PERMIT

## Conditions of Approval

Name of Parade/Event: 36<sup>th</sup> Annual Autumn Escape Bike Trek

### CONDITIONS and REQUIREMENTS

It is the obligation of applicants, organization(s) and responsible individuals to assure that their parade(s)/event(s) is (are) orderly. **Unless specifically authorized**, there will be no parades held during the hours of darkness and no stopping of the parade to advertise or perform.

All parades will be assigned and will follow a police cruiser on the approved route. If the Chief of Police deems it necessary to assign additional officers as part of the parade permit, then the cost of such special duty officers will be borne by the applicant.

Any violation of applicable laws, by-laws, regulations, the above requirements, and/or special requirements made a condition of the granting of a Parade Permit will be grounds for immediate revocation of the Parade Permit, prosecution, and denial of future parade permissions.

PARADE/EVENT ROUTE. SPECIAL CONDITIONS. (Please PRINT or TYPE and allow margin space)

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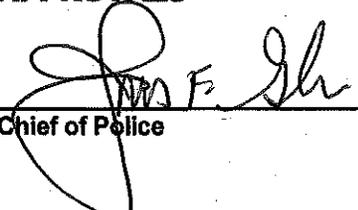
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Police Chief may attach additional conditions.

### **APPROVALS**

  
\_\_\_\_\_  
Chief of Police

Date: 02-26-2020

\_\_\_\_\_  
Chairman, Select Board

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

Date: \_\_\_\_\_

## Town of Provincetown

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



## Police Department

26 Shank Painter Road  
Provincetown, MA 02657  
Phone: (508) 487-1213  
Fax: (508) 487-4077  
www.provincetown-ma.gov

To: Provincetown Select Board

From: Chief of Police James Golden 

Subject: Staff Report 36<sup>th</sup> American Lung Association Autumn Fundraiser

Date: February 26, 2020 *Recommended for CONSENT AGENDA*

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Please know that I have reviewed the parade application for the 36<sup>th</sup> American Lung Association Autumn Fundraiser on Sunday September 27, 2019. They estimate about 300 riders not including vendors, well-wishers, and 20 support vehicles with event staff.

The event is scheduled from 10:00am to 3:00pm and will navigate a route ending at the Veteran's Memorial Community Center at 2 Mayflower Lane. Now that the VMCC parking lot is paid town parking, this permit request includes use of the lot Saturday night and all day Sunday. Since 2018 it has been approved upon payment of a fee.

The current route follows the direction of traffic as illustrated below.

- Enter Provincetown on US Route # 6 East from Truro Town Line
- Left Turn onto Shankpainter Road
- Immediate Left turn onto Jerome Smith Road
- Follow Jerome Smith Road to Winslow Street
- Turn right on Winslow Street
- Follow Winslow Street ending at Veteran's Memorial Community Center

They will need to be escorted for this route and have agreed to hire 3 detail Police Officers (9:00am to 4:00pm) for an 8-hour time-frame and 2 detail Police Officers for a 4-hour time-frame (10:00am to 2:00pm) as this event cannot be supported by shift staffing.

Five (5) police officers will be needed to execute the road closure on Winslow Street.

- One to secure the VMCC Parking Lot and be the department point of contact
- One at Winslow Street and Jerome Smith Road
- One at Winslow Street and High Pole Hill.

- The additional police officer will be needed to cover the finish line, facilitate access to Jerome Smith Lot and relieve the other two for breaks and hydration.

Labor estimate for four (4) police officers will be approximately **\$1540.00**.

If, on the date of the event, in opinion of the Police Supervisor in-charge more police officers are needed to address public safety concerns in greater numbers than those present, additional officers will be detailed at the expense of petitioner with no advance notice required.

Petitioner is required to contact Barbara Peters in the Police Department detail office at least 2-weeks before the event to make arrangements and confirm for their required special duty traffic officers.

This event is recommended for inclusion to the consent agenda.

Please let me know what questions you may have.

January 27, 2020

Elisabeth Paine  
Provincetown Board of Selectmen  
260 Commercial Street  
Provincetown, MA 02657

**RECEIVED**  
**FEB 24 2020**  
**SELECT BOARD**

Dear Ms. Paine,

**This year's American Lung Association's Autumn Escape Bike Trek** is set to take place **Friday, September 25, through Sunday, September 27, 2020**. The Autumn Escape Bike Trek, now in its 36th year, is a three-day event to raise funds to help further our mission *to save lives by improving lung health and preventing lung disease*.

A maximum of 350 bicyclists will take part in the **Autumn Escape Bike Trek**. Riders participate at their own speed. All of the cyclists must wear ANSI approved helmets and are instructed to ride safely and follow all traffic laws and regulations. The **AEBT** will have both medical and mechanical support. We strive to limit our use of main roads when possible. Enclosed you will find a copy of our proposed route through your city/town.

I am contacting the Police Department and the Board of Selectmen/Town Manager for approval and recognition to pass through your town. Please sign this letter acknowledging your awareness of our event and return it the enclosed envelope no later than **March 15, 2020**. Your signature is necessary to obtain the appropriate State Highway Permits.

You can reach me with any questions or concerns at (781) 314-9000. Thank you for your continued support throughout the years.

More information is available on the **Annual Autumn Escape Bike Trek** at [www.biketreknewengland.org](http://www.biketreknewengland.org).

Sincerely,



Paul Curley  
Route Manager



Authorized Signature

JAMES F. Goldw / chief of Police  
Please Print Name/Title

02-26-2020  
Date

**Northeast Office Locations**

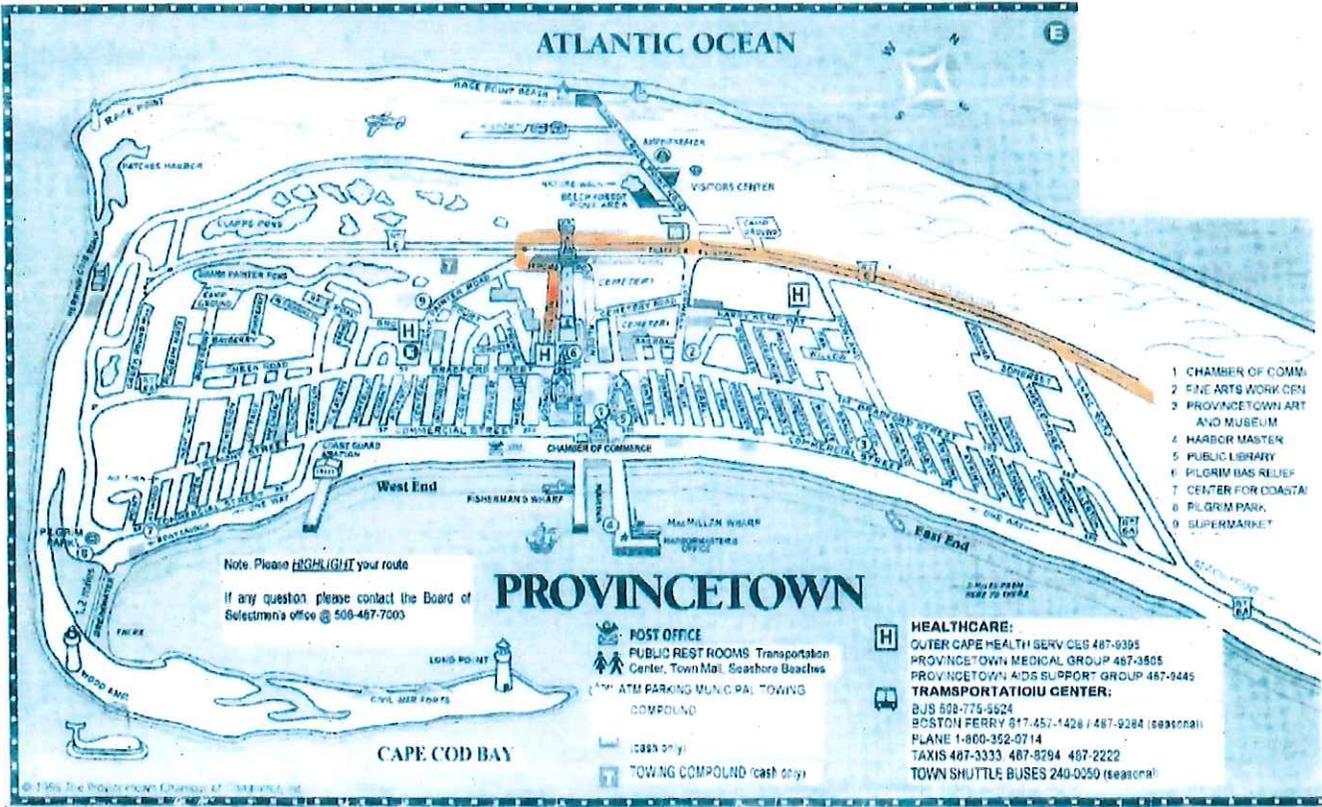
East Hartford, CT   Framingham, MA   Portsmouth, NH   Buffalo, NY   New York, NY   White Plains, NY   Williston, VT  
Augusta, ME   Springfield, MA   Albany, NY   Hauppauge, NY   Rochester, NY   Providence, RI

**Donor Relations Center**

45 Ash Street | East Hartford, CT 06108  
Ph: 800-499-LUNG | Info@LungNE.org



Please highlight your Parade Route on the Map





**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, March 9, 2020**

**OOD**

# PARADE PERMIT REQUEST

Cape Cod Gateway MS Bike Ride Fundraiser

**Requested by:** Emily Rivera

**Action Sought:** Approval

## Proposed Motion(s)

**MOVE** that the Select Board vote to approve the Parade Application Permit submitted by Emily Rivera on behalf of the National MS Society's annual Bike MS Cape Cod Getaway to be held on Sunday, June 28<sup>th</sup>, 2020.

## Additional Information

See attached application and route information.

## Board Action

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

# Parade Permit Application



Application must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name / Organization: Emily Rivera/National MS Society

Address: 101 First Ave Suite 6 City/Town: Waltham State: MA Zip Code: 02451

Individual Responsible: Name: Emily Rivera

Email: emily.rivera@nmss.org Phone: 781-693-5154

Applicant is:  Private Individual  Business  Non-Profit Corp

Name of Parade/Event: Bike MS Cape Cod Getaway

Description: Fundraising bicycle ride for the National MS Society.

Date of Parade/Event: June 28, 2020 Rain Date (if any): N/A

Schedule: Start Time: 8:00am Finish Time: 2:00pm

Number of Marchers: N/A Number of Vehicles: N/A

The undersigned applicant agrees that the applicant and parade participants will conform with applicable laws, by-laws, and regulations as well as with special requirements that may be made a condition of the granting of a parade permit pursuant to this application. I/we agree to hold the Town of Provincetown harmless from any and all liability and will defend the Town of Provincetown in connection therewith.

Signature of Applicant: *Emily Rivera* Date: 2/20/2020

**Note: Use the attached map, highlight and provide a written plan of event route including assembly and disassembly locations, special features or events as well as stopping locations if any are requested.**

**For Office Use Only**

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

**Comments:** Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both [jgolden@provincetown-ma.gov](mailto:jgolden@provincetown-ma.gov) and [selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov).

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# Parade Permit Application

Application must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name / Organization: Emily Rivera/National MS Society

Address: 101 First Ave Suite 6 City/Town: Waltham State: MA Zip Code: 02451

Individual Responsible: Name: Emily Rivera

Email: emily.rivera@nmss.org Phone: 781-693-5154

Applicant is:  Private Individual  Business  Non-Profit Corp

Name of Parade/Event: Bike MS Cape Cod Getaway

Description: Fundraising bicycle ride for the National MS Society.

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Signature of Applicant: *Emily Rivera* Date: 2/20/2020

**Note: Use the attached map, highlight and provide a written plan of event route including assembly and disassembly locations, special features or events as well as stopping locations if any are requested.**

**For Office Use Only**

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department	<i>E. Sussman</i>		2.21.20

**Comments:** Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both [igolden@provincetown-ma.gov](mailto:igolden@provincetown-ma.gov) and [selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov).

Must not interfere, or excessively obstruct, parking lot operations/motorized vehicle traffic at the Jerome Smith Rd/lot.

Parking Department received complaints from motorists that 2019 event staff were diverting vehicles.

# Parade Permit Application

Application must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name / Organization: Emily Rivera/National MS Society

Address: 101 First Ave Suite 6 City/Town: Waltham State: MA Zip Code: 02451

Individual Responsible: Name: Emily Rivera

Email: emily.rivera@nmss.org Phone: 781-693-5154

Applicant is: [ ] Private Individual [ ] Business [] Non-Profit Corp

Name of Parade/Event: Bike MS Cape Cod Getaway

Description: Fundraising bicycle ride for the National MS Society.

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Signature of Applicant: *Emily Rivera* Date: 2/20/2020

**Note: Use the attached map, highlight and provide a written plan of event route including assembly and disassembly locations, special features or events as well as stopping locations if any are requested.**

**For Office Use Only**

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department	Linda Fiorella		2/21/2020
Parking Department			

**Comments:** Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both [jgolden@provincetown-ma.gov](mailto:jgolden@provincetown-ma.gov) and [selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov).

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# Parade Permit Application

Application must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name / Organization: Emily Rivera/National MS Society

Address: 101 First Ave Suite 6 City/Town: Waltham State: MA Zip Code: 02451

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Signature of Applicant: Emily Rivera Date: 2/20/2020

**Note: Use the attached map, highlight and provide a written plan of event route including assembly and disassembly locations, special features or events as well as stopping locations if any are requested.**

**For Office Use Only**

Public Safety Official	Approve	Disapprove	Date
Police Chief	<input checked="" type="checkbox"/> <i>[Signature]</i>		<u>02-25-2020</u>
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			

**Comments:** Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both [jgolden@provincetown-ma.gov](mailto:jgolden@provincetown-ma.gov) and [selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov).

*(\*) See attached memo*



TOWN OF PROVINCETOWN  
260 Commercial Street, Provincetown MA 02657  
Phone: 508 487-7003 Fax: 508 487-0032

## **PARADE PERMIT**

### **Conditions of Approval**

Name of Parade/Event: Bike MS Cape Cod Getaway

#### **CONDITIONS and REQUIREMENTS**

It is the obligation of applicants, organization(s) and responsible individuals to assure that their parade(s)/event(s) is (are) orderly. **Unless specifically authorized**, there will be no parades held during the hours of darkness and no stopping of the parade to advertise or perform.

All parades will be assigned and will follow a police cruiser on the approved route. If the Chief of Police deems it necessary to assign additional officers as part of the parade permit, then the cost of such special duty officers will be borne by the applicant.

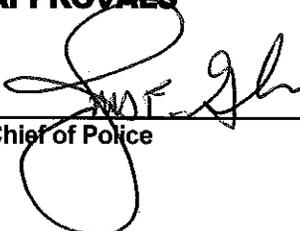
Any violation of applicable laws, by-laws, regulations, the above requirements, and/or special requirements made a condition of the granting of a Parade Permit will be grounds for immediate revocation of the Parade Permit, prosecution, and denial of future parade permissions.

**PARADE/EVENT ROUTE. SPECIAL CONDITIONS.** (Please PRINT or TYPE and allow margin space)

See attached route map.

Police Chief may attach additional conditions.

#### **APPROVALS**

  
\_\_\_\_\_  
Chief of Police

Date: 07-25-2020

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

Date: \_\_\_\_\_

## Town of Provincetown

James F. Golden  
Chief of Police  
[jgolden@provincetown-ma.gov](mailto:jgolden@provincetown-ma.gov)  
[www.provincetown-ma.gov](http://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 of Police James F. Golden  
Subject: Staff Report Cape Cod Gateway MS Bike Ride Fundraiser  
Date: February 25, 2020

Please know that I have reviewed the parade application submitted by the petitioner Emily Rivera of National MS Society, for the annual Cape Cod MS Society Ride Fundraiser. The event will be held on Sunday June 28, 2020. The event estimate calls for 1800-2100 cyclists not including vendors, well-wishers, volunteer vehicles or event staff to support the National Multiple Sclerosis Society.

The event is scheduled from 8:00am to 4:00pm (there permit requests 2:00pm), but in reality it will be closer to 4:00pm. and will navigate a route ending within a portion of the Jerome Smith Parking lot. The current route follows the direction of traffic as illustrated below.

*This event is planned for a SUNDAY and should not conflict with the Blessing of the Fleet Procession occurring during the same time frame.*

- Enter Provincetown on US Route # 6 East from Truro Town Line
- Left Turn onto Shankpainter Road
- Immediate Left turn onto Jerome Smith Road
- Follow Jerome Smith Road to westernmost portion of the Jerome Smith Lot.

### EVENT CONDITIONS:

- **PARKING**: There will be no discounted or free event parking for this event. Petitioner will work with the Provincetown Parking Department and pay the prescribed fee before the event. Parking is on a first-come, first-served basis. Parking spaces may not be reserved. There will be no free on-street, drop off, short term or staff/volunteer parking provided as a condition of this permit. Access to the VFW lot is controlled by event staff and not the local police. All violators will be ticketed and if necessary, towed at owner's expense.
- **POLICE DETAIL**: As this will involve road closures the petitioner assumes the cost of six (6) special duty traffic control officers pursuant to the parade route plan. This will include if, in the opinion of the Police Supervisor in-charge, special duty officers are needed in greater numbers than present at any given time, additional officers will be detailed at the expense of petitioner with no advance notice required.

*In partnership with the community*

## Town of Provincetown

James F. Golden

Chief of Police

[jgolden@provincetown-ma.gov](mailto:jgolden@provincetown-ma.gov)

[www.provincetown-ma.gov](http://www.provincetown-ma.gov)



## Police Department

26 Shankpainter Road

Provincetown, MA 02657

Phone: (508) 487-1212

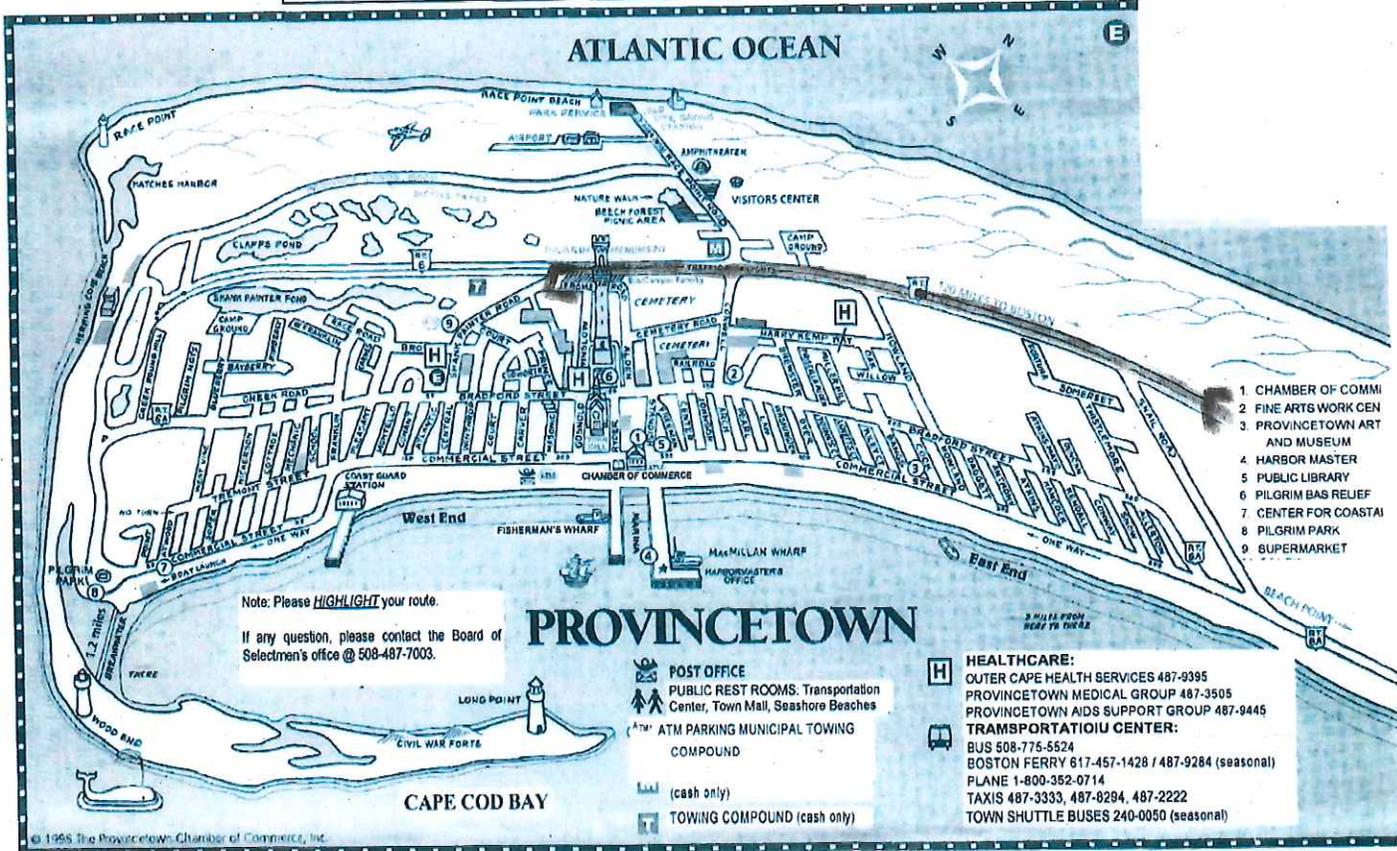
Fax: (508) 487-4488

- **JEROME SMITH LOT REMAINS OPEN TO PUBLIC:** Jerome Smith Road will be closed to all vehicle traffic from Shankpainter Road to Winslow Street. Alden Street and the Jerome Smith Parking Lot will be open for public access and local vehicle traffic and permit lot access from the easternmost entrance only.
- **STAGING TRUCKS AND BUSES:** No more than ONE tractor trailer can be parked on US Route #6 (proximate to the guardrail) next to the Jerome Smith parking lot during the active loading of bikes and event gear. Any other event vehicles waiting to proceed to this area must park further west of the Shankpainter Road intersection on US Route #6 beyond the lot entrance to the Provincetown Dog Park.
- **SAFETY:** Petitioner shall provide sufficient staff/volunteers based on number of attendees, to help provide direction to participants and to help ensure the safety of all.
- **LIABILITY INSURANCE:** Petitioner will be held responsible for any injury or damages to any town owned or private property occurring as a result of the group's activities. (Liability Insurance Certificate will be required)
- **REVOCAION OF PERMIT:** This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Chief of Police.

Please let me know what questions you may have.

*In partnership with the community*

Please highlight your Parade Route on the Map





**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, March 9, 2020**

**00E**

**AMERICORPS WEEK**

To recognize and celebration of many contributions made to Provincetown

**Requested by:** Lisa Philips, Volunteer Coordinator

**Action Sought:** Approval

**Proposed Motion(s)**

**Move that the Select Board vote to proclaim the week of March 8-14, 2020 as AmeriCorps Week.**

**Additional Information**

Please see attached Proclamation.

**Board Action**

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



# PROCLAMATION

WHEREAS, service to others is a hallmark of the American character, and throughout our history citizens have stepped up to meet our challenges by volunteering in their communities; and

WHEREAS, AmeriCorps provides opportunities to 75,000 Americans to serve their country through an intensive commitment to service nonprofits, schools, public agencies, and community and faith-based group across the country; and

WHEREAS, AmeriCorps enriches the lives of its members, building habits, that create engaged citizens who are active participants in civic matters affecting their communities long after their service terms are completed; and

WHEREAS, AmeriCorps members encourage collaboration and partnerships, leveraging millions of volunteers in service and acquiring the support of business partners to increase the effectiveness of their initiatives; and

WHEREAS, in Massachusetts, more than 8,000 AmeriCorps members of various ages and backgrounds helped to meet local needs at more than 1,100 locations in the State by mentoring and supporting children and youth, reaching out to the homeless population, restoring the environment, and empowering women with chronic and/or life threatening illnesses; and

WHEREAS, in exchange for their service, AmeriCorps members develop valuable work skills; earn money for continuing education; and strengthen the lives of their families, communities, and Massachusetts as a whole; and

WHEREAS, AmeriCorps Week is an opportunity to recognize the dedication and commitment of the more than 1 million Americans who have chosen to serve their country through AmeriCorps and their community partners, and to encourage more Americans to follow their footsteps in service;

NOW, THEREFORE, in recognition and celebration of the many contributions made to Provincetown, its businesses, citizens and so many other organizations and individuals across Cape Cod, the Select Board in the Town of Provincetown, in the County of Barnstable of the Commonwealth of Massachusetts, does hereby proclaim

**MARCH 8 – 14, 2020**

**AS**

**AMERICORPS WEEK**

*in the Town of Provincetown*

**The Honorable Select Board**

**David Abramson, Chairman**

**Robert Anthony, Vice Chair**

**John Golden**

**Louise Venden**

**ATTEST: Robin Craver, Town Manager**

**Lise King**



**Provincetown Board of Selectmen  
AGENDA ACTION REQUEST**

**Monday, March 9, 2020**

**00F**

# Housing Choice Initiative

## Designation Application

**Requested by:** Community Housing Specialist 3/3/20

**Action Sought:** Approval

### Proposed Motion(s)

Move that the Board of Selectmen vote to approve submission of a Housing Choice Initiative *Designation* Application through the Massachusetts Department of Housing and Community Development.

### Additional Information

Please see attached materials. The Town of Provincetown received designation in 2018 which expires on 5/13/20. Through the Choice Designation we received \$250,000 CIP grant for the new ADA units at Harbor Hill. Designation is for 2 years. The Housing Choice Initiative provides incentives, rewards, technical assistance and targeted legislative reform to encourage and empower municipalities to plan and build the diverse housing stock that the Commonwealth needs to continue to thrive. A Housing Choice Designation rewards communities that are producing new housing and have adopted best practices to promote sustainable housing development.

### Board Action

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



# Massachusetts PROVINCETOWN

March 3, 2020

## COMMUNITY HOUSING SPECIALIST & GRANT ADMINISTRATOR

**TO:** Select Board, Town Manager Robin Craver  
**FROM:** Michelle Jarusiewicz, *Housing Specialist & Grant Administrator*  
**Re:** **Housing Choice Designation 2020**

The Housing Choice Initiative provides incentives, rewards, technical assistance and targeted legislative reform to encourage and empower municipalities to plan and build the diverse housing stock that the Commonwealth needs to continue to thrive. A Housing Choice Designation rewards communities that are producing new housing and have adopted best practices to promote sustainable housing development. Housing Choice designation provides 1) exclusive admission to Housing Choice Capital Grants, Housing Choice Communities will be eligible to apply for a major competitive capital grant program and 2) Bonus Points for many Commonwealth grant and capital funding programs such as MassWorks, Complete Streets, MassDOT capital projects, and LAND and PARC grants. The electronic application is due by 3:00 pm on 3/23/20. See attached materials.

I will submit under the 5% category which requires at least 107 new units. The Building Commissioner's number is 128 IF we can count the 26 units at Harbor Hill converted from timeshare use to year round rental use. Otherwise our application would fall under the Production & Planning category; that is, with greater than 3% growth in new residential construction in the past 5 years. The threshold of 3% equals 64 new units from 1/1/15-12/31/19. For this category, we will also need to meet 7 of the 14 Best Practices outlined in the attached materials. Note that the on-line application requires uploading answers to each question which cannot be saved. So I have printed out the short version and handwritten basic response on the sheets. This is where the Town gets credit for the many pro-active strategies that we adopt.

We were designated in 2018 and subsequently received \$250,000 in Capital grant funding for the two new ADA units at Harbor Hill.



January 3, 2020

**Calendar Year 2020 Housing Choice Designation Criteria**

HCC designations announced on May 14, 2018 will lapse as of May, 13, 2020

HCC designations announced on May 9, 2019 will lapse as of May, 7, 2021

**Threshold qualifications to apply:**

1. Community must have an ADA Self-Evaluation Plan and ADA Transition Plan or agree to a MOU with DHCD and Mass Office of Disability that commits municipality to achieving these plans within 5 years.
2. Community may not have a housing moratorium or restrictions on housing that limit new housing to less than 5% growth / year.

**Production Threshold over the last 5 years (2015 through 2019)**

5% increase in net new housing units over the 2010 year round housing units and/or increase of 500 or more units;  
OR  
3% increase in net new housing units over the 2010 year round housing units and/or increase of 300 or more units AND 7 out of 14 best practices, two of which need to be affordable best practices.

**2020 Housing Choice Best Practices, affordable best practices are *italicized* and marked with \***

- ✓ 3%/300 communities must demonstrate that they have at least 7 of 14 of following Best Practices, with at least 2 being Affordable Housing Best Practices
- ✓ 5%/500 communities must identify which of the following best practices they have adopted

1. Yes Have at least one zoning district that allows multifamily by right (in addition to 40R districts) where there is capacity to add units and that allows for family housing that is not age restricted and does not restrict units with more than 2 bedrooms (or demonstrate a pattern of approving such developments over the last 5 years)
2. Yes \*Have *Inclusionary Zoning that provides for reasonable density increases so that housing is not unreasonable precluded*
3. \*Have an approved 40R Smart Growth or Starter Homes district. Please note, that if your community repealed its only 40R district, it no longer qualifies for this best practice. No
4. Yes Have zoning that allows mixed use or cluster / Open Space Residential development by right that is not part of a 40R district (or can demonstrate a pattern of approving such developments over the last 5 years)



- 5. Yes Have zoning that allows for accessory dwelling units by right (or can demonstrate a pattern of approving ADUs over the last 5 years)
- 6. Yes \*Designated local resources for housing such as established an Affordable Housing Trust, donated land, or spent substantial Community Preservation Act (CPA) funds for community housing over the last 5 years. Please provide a list of such expenditures over the last 5 years.
- 7. Yes Reduced parking requirement for Multi-Family units within the last 5 years, or require no more than 1 parking space per unit for multifamily units.
- 8. Yes Provide evidence of education and training for a majority of members on a land use board (Planning Board, Board of Appeals, Select Board and/or City Council) from Citizen Planner Training Collaborative, Massachusetts Housing Partnership's Housing Institute, or Urban Land Institute's (ULI's) Urban Plan Public Leadership Institute over the last 5 years. Comparable trainings will be evaluated on a case by case basis.
- 9. \*Have units currently eligible for inclusion in the Subsidized Housing Inventory (SHI) that equal or exceed 10% of total year round housing stock according to the DHCD subsidized housing inventory, where such 10% was not reached after local comprehensive permit(s) were denied or conditioned and had the denial or condition overturned by the Housing Appeals Court (HAC). NO  
9.71%
- 10. \*Have increased your community's SHI by at least 2.5% points in the last 5 years where such increase was not reached after local comprehensive permit(s) were denied or conditioned and had the denial or conditions overturned by HAC. NO  
8.67%  
↓  
9.71%
- 11. Yes Selected a housing best practice as part of a Community Compact
- 12. \*Participate in the Housing Development Incentive Program (HDIP), have adopted an Urban Center Housing Tax Increment Financing district, approved District Improvement Financing (DIF) related to housing, have adopted an Urban Renewal Plan that includes a significant Housing element. NO
- 13. Yes \*Have adopted local option property tax relief programs for income eligible seniors either as provided for by statute (MGL c. 59 section 5) or through a home rule petition; OR have adopted a Community Impact Fee for short term rentals (MGL c. 64G, section 3D) where your community has committed in writing to using a portion of such revenues for affordable housing.
- 14. \* Have a CERTIFIED Housing Production Plan which means that you have an DHCD approved Housing Production Plan and have subsequently seen an increase of 0.5% or 1% in your year round housing units (see <https://www.mass.gov/service-details/chapter-40-b-housing-production-plan> for more information) NO

The Housing Choice application for Designation requires the signatures of both the Local Building Official and the Chief Executive Officer (Mayor, Board of Selectmen Chair or City/Town Manager). Please print this page, get signatures, scan and upload the signed pages below.

14. Certification by Chief Executive Officer

-----  
Sign on the line above, enter name and title below

14.a. City/Town Chief Executive Officer Name \*

David  
*First Name*

Abramson  
*Last Name*

14.b. City/Town Chief Executive Officer Email \*

dabramson@provincetown-ma.gov

14.c. City/Town Chief Executive Officer Mailing Address \*

260 Commercial Street  
*Address Line 1*

*Address Line 2*

Provincetown  
*City*

Massachusetts   
*State*

02657  
*ZIP Code*

15. Upload Signature Page (s) here \*

Choose File Remove File No File Chosen

File uploads may not work on some mobile devices.  
Please print this page, get required signatures and upload the file here

Save and Resume Later (browser only)



Provincetown Select Board  
**AGENDA ACTION REQUEST**  
Monday, March 9, 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, March 9, 2020

2

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## SELECTMEN'S STATEMENTS

Requested by: Select Board

Action Sought: Discussion

Proposed Motion(s)

*Motions may be made and votes may be taken.*

**John Golden**

**Robert Anthony**

**Lise King**

**Louise Venden**

**David Abramson**

Additional Information

Board Action

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

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**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, March 9, 2020**

**3A**

# **SELECT BOARD APPOINTMENT**

Planning Board - Alternate

**Requested by:** Town Clerk Darlene Van Alstyne

**Action Sought:** Approve

## **Proposed Motion(s)**

Move that the Select Board appoint Monica Stubner as an alternate member to the Planning Board with a term to expire on December 31, 2021

## **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: Monica Stubner

*Please type or print*

Resident Address: 21 Race Point Rd Provincetown, MA 02657

Mailing Address (if different): \_\_\_\_\_

Telephone #: 508-237-6660 Work # ( 508 ) 237-6660

Email address: mstubner63@gmail.com

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

1. Planning Board
2. \_\_\_\_\_
3. \_\_\_\_\_

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

I have lived in Provincetown full time since 1988. I worked as the Contruction Supervisor and  
and Construction Manager for Community Housing Resource Inc for 16 years up intil 2017. I became a  
US citizen 2 years ago and would like to finally be able to serve the community by being on the  
Planning Board.

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

Signature of Applicant

2/7/2020

Date

**TO THE APPLICANT:** FILE COMPLETED FORM WITH THE TOWN CLERK

Town Clerk Certification: Applicant is a registered voter:

Yes  No

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: 2.9.2021

Date Received by Board of Selectmen

Date Received by Town Clerk

RECEIVED TOWN CLERK  
FEB 10 2020 AM 11:15

<b>Planning Board</b>				
	<b>First</b>	<b>Last</b>	<b>Position</b>	<b>Term End</b>
1	JP 2/5/20			12/31/21
2	Ross	Zachs		12/31/21
3	Paul C.	Graves		12/31/22
4	Brandon	Quesnell		12/31/20
5	John R.	Peters-Campbell		12/31/22
Alt	Jeffrey	Mulliken		12/31/21
Alt	SL 8/27/19			12/31/21



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Monica Stubner  
21 Race Point Road  
Provincetown, MA 02657

Date: March 9, 2020  
Phone: 508-237-6660  
Email: [mstubner63@gmail.com](mailto:mstubner63@gmail.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 Planning Board - Alt  
for and within the Town of Provincetown for a term expiring December 31, 2021.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board

Barnstable, ss. Date: \_\_\_\_\_

Personally appeared the above-named Monica Stubner appointee to the  
Planning 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, March 9, 2020**

**3B**

# **SELECT BOARD APPOINTMENT**

## Zoning Board of Appeals - Alternate

**Requested by:** Town Clerk Darlene Van Alstyne

**Action Sought:** Approve

### **Proposed Motion(s)**

Move that the Select Board appoint David Quinn Taylor as an alternate member to the Zoning Board of Appeals 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: DAVID QUINN TAYLOR (Quinn) Please type or print

Resident Address: 496 Commercial St. #1 Provincetown, MA 02657

Mailing Address (if different):

Telephone #: 323-251-5882 Work # ( )

Email address: ATWine@me.com

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

- 1. Zoning Board of Appeals
2.
3.

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

As a 27 year senior executive of television production and development, I've acquired the critical thinking needed to evaluate proposals, assess guidelines and make informed decisions/opinions that could benefit the ZBA.

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

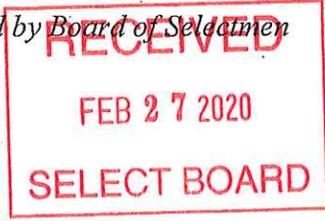
Signature of Applicant: [Handwritten Signature] Date: 2.26.20

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Table with 2 columns: Town Clerk Certification (Yes/No) and Application Termination Date (2.25.2021). Includes signature of Town Clerk.

Date Received by Board of Selectmen

Date Received by Town Clerk



RECEIVED TOWN CLERK FEB 27 2020 #1042

<b>Zoning Board of Appeals</b>				
	<b>First</b>	<b>Last</b>	<b>Position</b>	<b>Term End</b>
1	Daniel	Wagner	Regular	12/31/21
2	Peter H.	Okun	Regular	12/31/21
3	Steven	Latasa-Nicks	Regular	12/31/22
4	Jeremy	Callahan, Chair	Regular	12/31/20
5	Susan	Peskin	Regular	12/31/21
6	Robert	Nee	Alternate	12/31/21
7	SP 2/25/20		Alternate	12/31/20
8	Vacant		Alternate	12/31/22
9	Vacant		Alternate	12/31/23
10	Vacant		Alternate	12/31/23



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: David Quinn Taylor  
496 Commercial St. #1  
Provincetown, MA 02657

Date: March 9, 2020  
Phone: 323-251-5882  
Email: [gtwine@me.com](mailto:gtwine@me.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 Zoning Board of Appeals - 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 David Quinn Taylor appointee to the  
Zoning Board of Appeals - 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, March 9, 2020**

**3C**

# **SELECT BOARD APPOINTMENT**

## Year Round Market Rate Rental Housing Trust

**Requested by:** Town Clerk Darlene Van Alstyne

**Action Sought:** Approve

### **Proposed Motion(s)**

Move that the Select Board appoint Cass Benson as a regular member to the Year Round Market Rate Rental Housing Trust with a term to expire on December 31, 2021 Tyler D. Roderick, 33, of Provincetown

### **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: CASSANDRA BENSON

Please type or print

Resident Address: 6 JOHNSON ST Provincetown, MA 02657

Mailing Address (if different): Box 981

Telephone #: 508 317 6193 Work # ( ) —

Email address: CASSBENSON@ME.COM

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

- 1. Xenia Round House - Trust
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

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

BUSINESS OWNER, DEVELOPER OF SANDY HILL (12 AFFORDABLE HOME OWNERSHIP), MOTHER OF 2 BOYS WHO ATTENDED PROVINCETOWN SCHOOLS, C.P.A., R.E. BROKER, FORMER CHAIR OF LICENSING, 10 YEARS ON SCHOOL COMMITTEE

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

*[Handwritten Signature]*

Signature of Applicant

3/4/20

Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Town Clerk Certification: Applicant is a registered voter:

Yes  No

*[Handwritten Signature]*  
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: 3.3.2021

Date Received by Board of Selectmen

Date Received by Town Clerk

**RECEIVED**  
 MAR 04 2020  
**SELECT BOARD**

REC'D TOWN CLERK  
MAR 4 2020 AM 10:06

<b>Year-Round Market Rate Rental Housing Trust Board of Truste</b>				
	<b>First</b>	<b>Last</b>	<b>Position</b>	<b>Term End</b>
1	Louise	Venden	Regular - Select Board	12/31/22
2	Nathan	Butera	Chair	12/31/22
3	Douglas	Cliggott	Vice Chair	12/31/21
4	ca 2-12-20			12/31/21
5	Kevin	Mooney		12/31/20



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Cass Benson  
6 Johnson Street  
Provincetown, MA 02657

Date: March 9, 2020  
Phone: 508-317-6193  
Email: [Cassbenson@me.com](mailto:Cassbenson@me.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 Year Round Market Rate Rental Housing Trust  
for and within the Town of Provincetown for a term expiring December 31, 2021 .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board

Barnstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Cass Benson appointee to the  
Year Round Market Rate Rental Housing Trust 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, March 09, 2020**



---

## **PUBLIC HEARING – CURB CUT**

46.5 Harry Kemp Way

**Requested by:** Ted Smith

**Action Sought:** Conduct Public Hearing

### **Proposed Motion(s)**

**MOVE** that the Board of Selectmen vote, pursuant to Provincetown General By-Law Section 11, § 6-2, to [approve] [deny] the request of Ted Smith, for a curb cut at 46.5 Harry Kemp Way as presented. (Assessor's Map 13-1, Parcel 25-K)

### **Additional Information**

See Original Public Hearing Notice, Policy Statement, and Application.

### **Board Action**

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



## Select Board

# Public Hearing

## Curb Cuts: 46.5 Harry Kemp Way

The Provincetown Select Board will hold a Public Hearing on **Monday, March 9, 2020 at 7:00 p.m.** in the Judge Welsh Hearing Room, Provincetown Town Hall, 260 Commercial Street, Provincetown, MA 02657 pursuant to General Bylaws Section 11-6-2, for the following application:

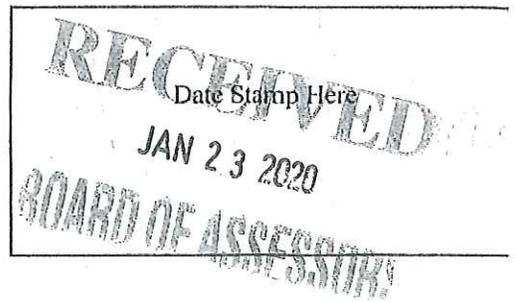
*Application by Ted Smith, requesting approval to install an 18-foot wide driveway on the front of the property located at 46.5 Harry Kemp Way, Provincetown, MA in order to access the property for parking. (Assessor's Map 13-1, Parcel 25-K).*

The public is encouraged to submit any written comments by Tuesday, March 3, 2020 by 12:00 noon, to [selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov) and/or Select Board, Town Hall, 260 Commercial Street, Provincetown, MA 02657, or in person at the hearing.

*David Abramson, Chair  
Select Board*

Fee Paid: 26.50  
 Cash \_\_\_\_\_  
 Check \_\_\_\_\_  
 Extra Fees: \_\_\_\_\_  
 Mailing: fee included  
 Extra Labels \_\_\_\_\_  
 Entered in Log [Signature]

*Please mail copy*



**Town of Provincetown  
 DMF/Assessors  
 CERTIFIED ABUTTERS LIST**

Person Making Request	<u>TEP SMITH ARCHITECT LLC</u>		
Address	<u>12 DARTMOUTH PL. BOSTON - 02116</u>		
Phone (Home)	<u>617-733-6039</u>	Phone (Work/Bus)	
Property Location (Street Address)	<u>46 1/2 <del>46</del> HARRY KEMP WAY</u>		
Map/Parcel Number	<u>13-1-25-K</u>		

Board of Submission	Criteria	Check One	Board of Submission	Criteria	Check One	Extra Labels
Board of Health	Immd. Abutters	<input type="checkbox"/>	Conservation Commission	100 Ft.	<input type="checkbox"/>	Yes No
Cape Cod Commission	Immd. Abutters	<input type="checkbox"/>	Licensing Board	75 Feet	<input type="checkbox"/>	Yes No
Curb Cut	Immd. Abutters	<input checked="" type="checkbox"/>	Liquor License	500 Feet Sch/Church	<input type="checkbox"/>	Yes No
Historic District Commission	75 Feet	<input type="checkbox"/>	Planning Board	300 Feet	<input type="checkbox"/>	Yes No
Pole Hearing	Immd. Abutters	<input type="checkbox"/>	Zoning Board of Appeals	300 Feet	<input type="checkbox"/>	Yes No

**Certification**

I certify to the Board of Submission (see above) that the following list contains all parties in interest and their addresses, as set forth in Massachusetts General Laws, c 40A, § 11, consisting of persons who are owners of land immediately abutting the above-identified property, owners of land directly opposite said property on any street or way, abutters to abutters within (see above criteria) feet of the said property, and/or parties in interest, all as they appear on the most recent applicable tax list.

This certification shall be valid for a period of thirty (30) days from date of process.

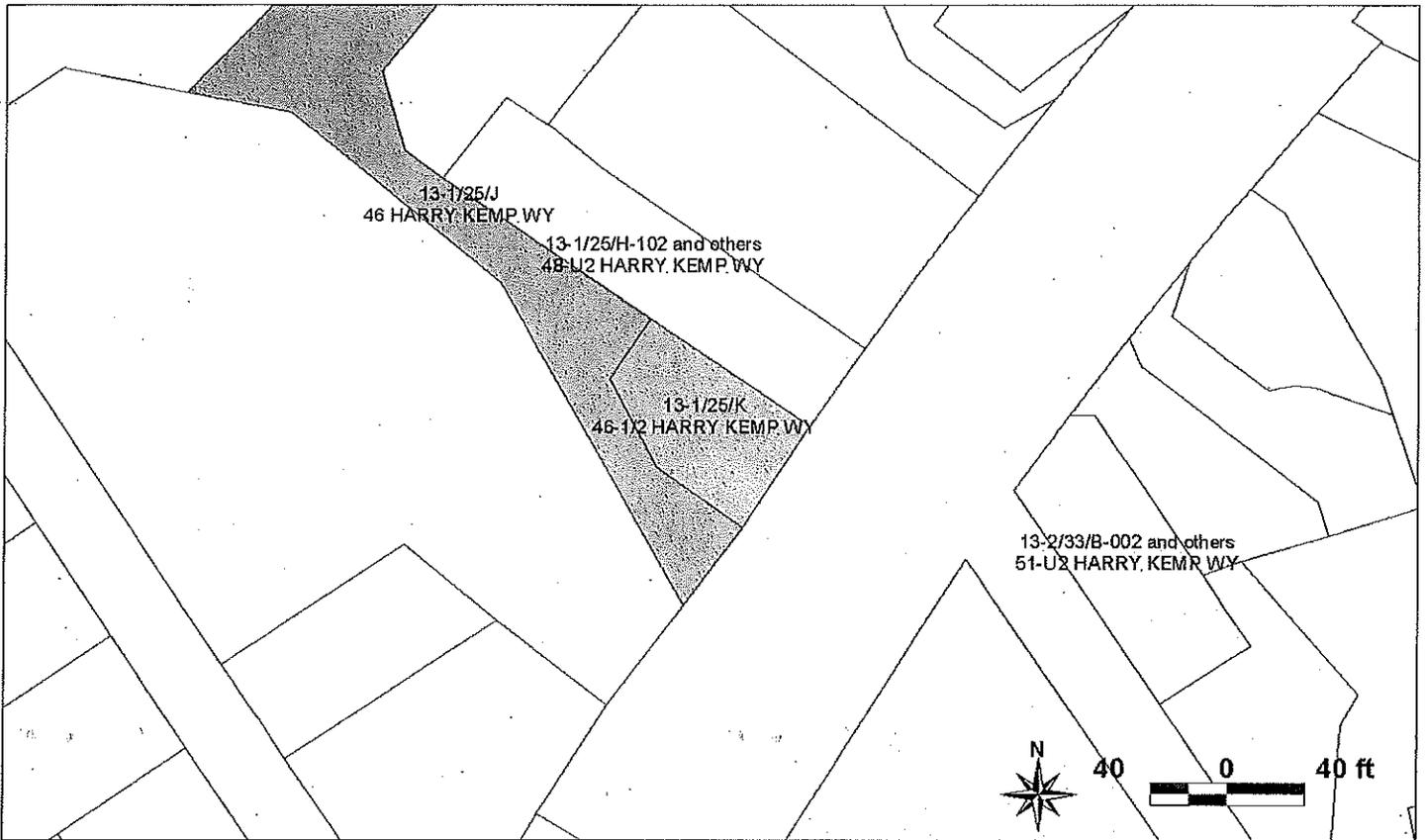
*Scott Fahle*  
 Scott Fahle  
 Principal Assessor

(We have ten days to process request)



TOWN OF PROVINCETOWN, MA  
 BOARD OF ASSESSORS  
 260 Commercial Street

Custom Abutters List



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
9430	13-1-25-J-R	HAWTHORNE CARO C	46 HARRY KEMP WY	80 WEEKS AVE	CORNWALL-ON-HUDSON	NY	12520
9431	13-1-25-K-R	LAGANA STEPHEN	46-1/2 HARRY KEMP WY	145 ESSEX ST	LAWRENCE	MA	01840
2999	13-1-25-H-101-R	ARSENAULT RICHARD R ET AL JOSEPH LACHIMIA JR	48-U1 HARRY KEMP WY	48-U1 HARRY KEMP WY	PROVINCETOWN	MA	02657
3000	13-1-25-H-102-R	KEVIN P DOLPHYN REV TR	48-U2 HARRY KEMP WY	16 CRANBERRY LN	NORWELL	MA	02061
3001	13-1-25-H-203-R	MARINO JOSEPH R ET AL JAMES J PERKOWSKI	48-U3 HARRY KEMP WY	11 BARBIERI CT	PRINCETON	NJ	08540
3002	13-1-25-H-204-R	NEWPORT LAURA A ET AL GINA LOMBARDO	48-U4 HARRY KEMP WY	320 SHAWMUT AVE #2	BOSTON	MA	02118-2004
3069	13-2-33-B-001-R	BARRETT KATHLEEN ET UX AUGUSTA K HAYDOCK	51-U1 HARRY KEMP WY	15 PARALLEL ST	ARLINGTON	MA	02474
3070	13-2-33-B-002-R	VALERIO LAWRENCE V ET AL DONALD YEARSLEY	51-U2 HARRY KEMP WY	1109 PENN ST	HARRISBURG	PA	17102
3076	13-2-34-0-E	OUTER CAPE HEALTH SERVICES INC	49 HARRY KEMP WY	PO BOX 598	HARWICH PORT	MA	02646

13-1-25-J-R

HAWTHORNE CARO C  
80 WEEKS AVE  
CORNWALL-ON-HUDSON, NY 12520

13-1-25-H-102-R

KEVIN P DOLPHYN REV TR  
16 CRANBERRY LN  
NORWELL, MA 02061

13-2-33-B-001-R

BARRETT KATHLEEN ET UX  
AUGUSTA K HAYDOCK  
15 PARALLEL ST  
ARLINGTON, MA 02474

13-1-25-K-R

LAGANA STEPHEN  
145 ESSEX ST  
LAWRENCE, MA 01840

13-1-25-H-203-R

MARINO JOSEPH R ET AL  
JAMES J PERKOWSKI  
11 BARBIERI CT  
PRINCETON, NJ 08540

13-2-33-B-002-R

VALERIO LAWRENCE V ET AL  
DONALD YEARSLEY  
1109 PENN ST  
HARRISBURG, PA 17102

13-1-25-H-101-R

ARSENAULT RICHARD R ET AL  
JOSEPH LACHIMIA JR  
48-U1 HARRY KEMP WY  
PROVINCETOWN, MA 02857

13-1-25-H-204-R

NEWPORT LAURA A ET AL  
GINA LOMBARDO  
320 SHAWMUT AVE #2  
BOSTON, MA 02118-2004

13-2-34-0-E

OUTER CAPE HEALTH SERVICES INC  
PO BOX 598  
HARWICH PORT, MA 02646



## Town of Provincetown

260 Commercial Street  
Provincetown, MA 02657  
Ph: (508) 487-7020

Receipt No.: **22534**

Receipt Date: **01/29/2020**

# RECEIPT

### RECORD & PAYER INFORMATION

Record ID: BOS200012  
Record Type: Curb Cut  
Property Address: 46 HARRY KEMP WY 1/2, Provincetown, MA  
Description of Work: Curb cut.  
Payer: Ted SMITH, ARCHITECT  
Applicant:

### PAYMENT DETAIL

Date	Payment Method	Reference	Cashier	Comments	Amount
01/29/2020	Check	1865	EBATTAGLINI		\$200.00

### FEE DETAIL

Fee Description	Invoice #	Quantity	Fee Amount	Current Paid
Curb Cut Fee	22135	1.00	\$200.00	\$200.00
			<u>\$200.00</u>	<u>\$200.00</u>



Town of Provincetown

# Curb Cut Application

Location: 46.5 HARRY KEMP WAY Parcel Number: 13-1-29-K  
 Applicant: TED SMITH ARCHITECT LLC Property Owner: STEPHEN LAGANA  
 Applicants Mailing Address: 12 DARTMOUTH PLACE · BOSTON · 02116  
 Applicant's Phone number: 617-733-6039 email: TEDSMITHARCHITECT@GMAIL.COM

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

Ted Smith  
 Applicant's signature

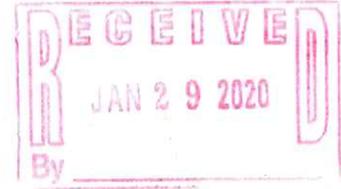
20 January 2020  
 Date

### For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief			
Police Chief			
Building Commissioner			
Town Planner			
Assistant Town Manager			
Emergency Coordinator			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Curb Cut Application



Location: 46.5 HARRY KEMP WAY Parcel Number: 13-1-25-K  
 Applicant: TEO SMITH ARCHITECT LLC Property Owner: STEPHEN LAGANA  
 Applicants Mailing Address: 12 DARTMOUTH PLACE · BOSTON · 02116  
 Applicant's Phone number: 617-733-6039 email: TEOSMITHARCHITECT@GMAIL.COM

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also Include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

*Ted Smith*  
 Applicant's signature

20 January 2020  
 Date

### For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief			
Police Chief			
Building Commissioner			
Town Planner			
Assistant Town Manager	<u><i>Egan</i></u>		March 5, 2020
Emergency Coordinator			

Comments: No comments or concerns. Appears to be consistent with Board policy.

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# Curb Cut Application

Location: 46.5 HARRY KEMP WAY Parcel Number: 13-1-25-K  
 Applicant: TEO SMITH ARCHITECT LLC Property Owner: STEPHEN LAGANA  
 Applicants Mailing Address: 12 DARTMOUTH PLACE · BOSTON · 02116  
 Applicant's Phone number: 617.733.6039 email: TEOSMITHARCHITECT@GMAIL.COM

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also Include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

Ted Smith  
 Applicant's signature

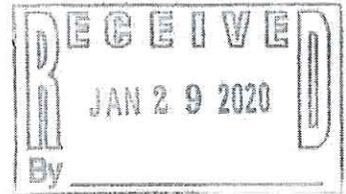
20 January 2020  
 Date

**For Office use Only**

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief			
Police Chief	<u>[Signature]</u>		<u>03-04-2020</u>
Building Commissioner			
Town Planner			
Assistant Town Manager			
Emergency Coordinator			

Comments: \_\_\_\_\_

ⓧ Assessor should consider re-numbering this parcel. Adjoining properties so from (49) - (58). Public safety responses will be streamlined if the properties were not 46 1/2. (A)(B)



Town of Provincetown

# Curb Cut Application

Location: 46.5 HARRY KEMP WAY Parcel Number: 13-1-25-K  
 Applicant: TED SMITH ARCHITECT LLC Property Owner: STEPHEN LAGANA  
 Applicants Mailing Address: 12 DARTMOUTH PLACE - BOSTON - 02116  
 Applicant's Phone number: 617-733-6039 email: TEDSMITHARCHITECT@GMAIL.COM

Pursuant to General Bylaw Section 11-6-2, I hereby request permission of the Board of Selectmen to establish a curb cut as per the attached plans showing existing conditions and proposed curb cut: (Please attach certified to-scale plot plan showing existing conditions, the actual location of the proposed curb cut, and the immediate area, including nearest adjacent curb cuts, public parking spaces, all structures, trees, landscaping, fences, power poles, utility equipment, Title 5 septic systems, propane or oil tanks, etc... Also include any photos of the existing conditions taken from various vantage points, other supporting documentation if necessary, and a written project narrative if warranted.)

Ted Smith  
 Applicant's signature

20 January 2020  
 Date

### For Office use Only

Public Safety Official	Approve	Disapprove	Date
DPW Director			
Fire Chief			
Police Chief			
Building Commissioner	<u>Approved</u>		<u>4 MARCH 2020</u>
Town Planner	<u>Shelly Seale</u>		<u>03/04/2020</u>
Assistant Town Manager			
Emergency Coordinator			

Comments: \_\_\_\_\_

SITE VISIT 1:15 PM 4 MARCH 2020 — DISCHARGE IS BETWEEN  
OCHS DRIVE & 2 BLDG / 4 CONDO UNIT ON NORTH SIDE —  
GOOD SITE LINES / NO DRIVEWAY CONFLICTS ANTICIPATED  
APPROVED



TOWN OF PROVINCETOWN  
 Community Development Department  
 260 Commercial Street, Provincetown MA 02657  
 Phone: 508 487-7020 Fax: 508 487-0032

# CURB CUT PERMIT

Location: 46.5 HARRY KEMP WAY

Applicant: TED SMITH ARCHITECT LLC

Applicants Mailing Address: 12 DARTMOUTH PLACE - BOSTON - 02116

Applicant's Phone number: 617-733-6039 Applicant's Email: TED.SMITH.ARCHITECT@GMAIL.COM

This Curb Cut Permit is issued pursuant to Provincetown General Bylaws Section 11-6-2 and in accordance with Board of Selectmen Policy Statement 2016-01-25A.

The Board of Selectmen held a public hearing on \_\_\_\_\_ and approved your Curb Cut request with the following conditions:

1. The applicant shall grade and place erosion control devices as needed to prevent stormwater and debris from flowing onto the Town road and into drainage structures during construction.
2. Upon Completion of the project, the applicant shall ensure that the edge of the paved road is supported and not undermined and that disturbed areas are restored and/or re-vegetated. Any construction damage to the Town road shall be repaired by the applicant.
3. Dig-safe must be contacted as required by state law.
4. Contact the Police Department at 508-487-1212 if a police detail will be required for work within the right-of-way.
5. Once the curb cut and driveway are installed, the applicant shall schedule a final inspection with Local Building Inspector at 508-487-7020.
6. Other: \_\_\_\_\_

Board of Selectmen:

\_\_\_\_\_

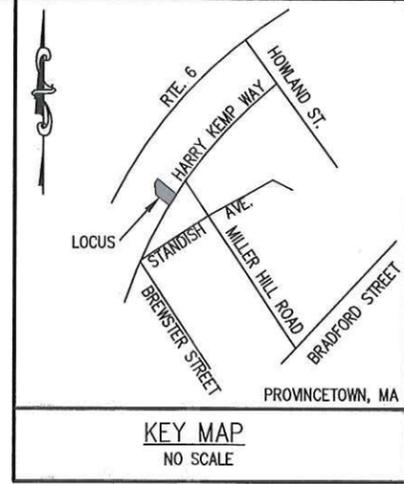
\_\_\_\_\_

All improvements shall be carried out as shown on the plans and specifications submitted by the applicant, except as modified above. These plans and specifications are incorporated into the conditions of this permit.

This permit is granted upon the condition that the work authorized herein is commenced within one year after the date of the approval noted above. If the work authorized by this permit is not commenced within one year or if such work is suspended in significant part for a period of one year after the time the work is commenced, this permit shall expire and be of no further effect; provided that, for reasonable cause, one or more extensions of time, for periods not exceeding ninety days each, may be allowed. Such authorization shall be provided in writing by the Building Commissioner.

Final Inspection Sign-off:

\_\_\_\_\_ Date: \_\_\_\_\_



**PLAN REFERENCES:**

ASSESSORS MAP 13-1, PARCEL 25-K  
LAND COURT PLAN 39970-G  
"46.5 HARRY KEMP WAY, PROVINCETOWN, MASSACHUSETTS," DATED NOVEMBER 15, 2019, PREPARED BY TED SMITH ARCHITECT, LLC (ARCHITECTURAL PLANS)

**DATUM NOTE:**

ELEVATIONS SHOWN HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM 1988 (NAVD 1988)

**LEGEND**

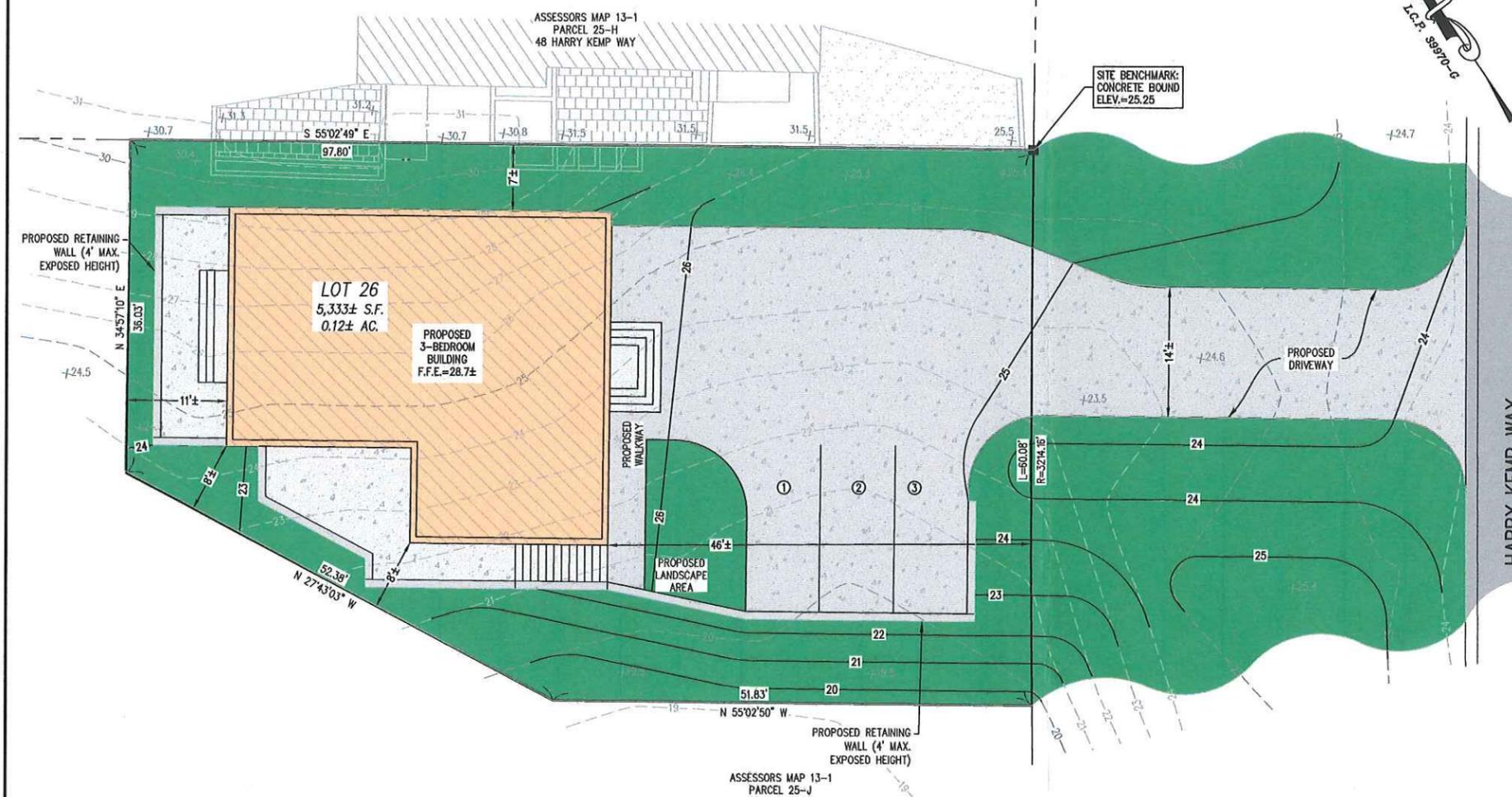
**EXISTING**

- BOUND
- FENCE
- - - 25 - - - CONTOUR
- 21.1 SPOT GRADE

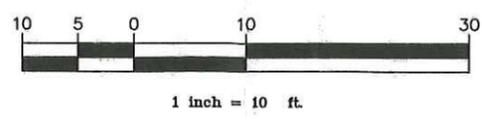
**PROPOSED**

- 25 — CONTOUR
- 22.6+ SPOT GRADE

NOTE: THIS PLAN IS INTENDED TO FACILITATE THE REVIEW OF THE SITE THROUGH GROWTH MANAGEMENT. THIS PLAN GENERALLY SHOWS THE PROPOSED LAYOUT AND GRADING FOR THE SITE. THIS PLAN SHALL NOT BE USED FOR CONSTRUCTION PURPOSES.



**PLAN**



**ZONING COMPLIANCE TABLE**

ZONING DISTRICT: RESB - RESIDENTIAL DISTRICT B USE: MULTI-FAMILY RESIDENTIAL

SUBJECT	REQUIRED	EXISTING	PROPOSED
MIN. LOT AREA	5,000 SF	5,333± S.F.	NO CHANGE
MIN. LOT FRONTAGE	50 FT	60.08 FT	NO CHANGE
MIN. FRONT YARD	20 FT	VACANT	46± FT
MIN. SIDE YARD (DWELLING)	6 FT	VACANT	7± FT (EAST) 8± FT (WEST)
MIN. REAR YARD	10 FT	VACANT	11± FT
MAX. LOT COVERAGE	40% (2,133 S.F.)	VACANT	1,289± S.F. (24.2%)
MIN. GREEN AREA	30% (1,600 S.F.)	VACANT	1,948± S.F. (36.5%)
MAX. BUILDING HEIGHT (HIP, GABLE, SHED)	33 FT	VACANT	SEE ARCH. PLANS
MIN. NUMBER OF PARKING SPACES	3 SPACES*	VACANT	3 SPACES

\* PROPOSED RESIDENTIAL USES REQUIRE 1 SPACE/DWELLING UNIT FOR 1 BEDROOM UNITS AND 1.5 SPACES/DWELLING UNIT FOR 2 BEDROOM UNITS.  
REQUIRED PARKING = 1 SPACE X 1 (ONE-BEDROOM) UNIT + 1.5 SPACES X 1 (TWO-BEDROOM) UNIT = 3 PARKING SPACES

ISSUED FOR REGULATORY REVIEW  
01-24-2020

PROJECT  
LAGANA  
46 1/2 HARRY KEMP WAY  
PROVINCETOWN, MA  
SHEET TITLE  
PLAN SHOWING PROPOSED  
SITE LAYOUT AND GRADING

SCALE AS NOTED  
DRAWING FILE C19203-P.dwg  
DATE 01-24-2020  
DRAWN BY CEM  
CHECKED BY

SKC-2  
1 OF 1 SHEETS  
PROJECT NO. C19203.00

NO.	DATE	REVISION	BY

**DEEP OBSERVATION HOLE LOGS**

NO SCALE  
 DATE OF TESTS: DECEMBER 6, 2019  
 PERCOLATION RATE: LESS THAN 2 MINUTES PER INCH DROP IN THE C HORIZON IN DOH#1 AND DOH#2  
 WITNESSED BY: CHRIS MCENTEE, CEC  
 DOUG GUEY-LEE, HEALTH AGENT  
 NO GROUNDWATER ENCOUNTERED

ESTIMATED HIGH GROUNDWATER CALCULATION (USGS/CCC METHOD)	N/A
INDEX WELL: # _____ ZONE: _____	
DATE OF READING: _____ DEPTH TO GROUNDWATER: _____	
GROUNDWATER LEVEL ADJUSTMENT: _____	
ACTUAL GROUNDWATER LEVEL @ SITE: EL= _____	
ESTIMATED (MAX.) HIGH GROUNDWATER LEVEL: EL= _____	

DEEP OBSERVATION HOLE 1 EL = 24.3±

DEPTH FROM SURFACE	SOIL HORIZON	SOIL TEXTURE	SOIL COLOR (MUNSELL)	SOIL MOTTLING	OTHER
0" - 18"	FILL	---	---	---	---
18" - 28"	A	SANDY LOAM	10 YR 2/1	NONE	GRANULAR, FRIABLE, ROOTS LOOSE, VARIATED COLOR
28" - 120"	C	MED. SAND	10 YR 5/4	NONE	

PERC AT 48" NO GROUNDWATER ENCOUNTERED AT A DEPTH OF 120"

DEEP OBSERVATION HOLE 2 EL = 22.9±

DEPTH FROM SURFACE	SOIL HORIZON	SOIL TEXTURE	SOIL COLOR (MUNSELL)	SOIL MOTTLING	OTHER
0" - 12"	A	SANDY LOAM	10 YR 2/1	NONE	GRANULAR, FRIABLE, ROOTS LOOSE, VARIATED COLOR
12" - 120"	C	MED. SAND	10 YR 5/4	NONE	

NO GROUNDWATER ENCOUNTERED AT A DEPTH OF 120"

DEEP OBSERVATION HOLE 3 EL = 21.5±

DEPTH FROM SURFACE	SOIL HORIZON	SOIL TEXTURE	SOIL COLOR (MUNSELL)	SOIL MOTTLING	OTHER
0" - 8"	A	SANDY LOAM	10 YR 2/1	NONE	GRANULAR, FRIABLE, ROOTS LOOSE, VARIATED COLOR
8" - 120"	C	MED. SAND	10 YR 5/4	NONE	

PERC AT 45" NO GROUNDWATER ENCOUNTERED AT A DEPTH OF 120"

DEEP OBSERVATION HOLE 4 EL = 20.2±

DEPTH FROM SURFACE	SOIL HORIZON	SOIL TEXTURE	SOIL COLOR (MUNSELL)	SOIL MOTTLING	OTHER
0" - 8"	A	SANDY LOAM	10 YR 2/1	NONE	GRANULAR, FRIABLE, ROOTS LOOSE, VARIATED COLOR
8" - 120"	C	MED. SAND	10 YR 5/4	NONE	

NO GROUNDWATER ENCOUNTERED AT A DEPTH OF 120"

**DESIGN CALCULATIONS:**

**DESIGN FLOW:** 3 BEDROOMS AT 110 GALLONS PER DAY PER BEDROOM = 330 GPD  
 330 GPD X 300% = 990 GALLONS - USE 6,500 GALLON SEPTIC TANK, MINIMUM ALLOWED  
 A 20.17' x 15.17' W x 2'D. LEACHING CHAMBER CAN LEACH:  
 $V_L = (20.17 \times 15.17 \times .74) + (2 \times 20.17 \times 2 \times .74) + (2 \times 15.17 \times 2 \times .74) = 331 \text{ GPD}$

**INSTALL:** ONE (1) - 20.17' x 15.17' W x 2'D LEACHING CHAMBER (H-20) V<sub>L</sub> = 331 GPD > 330 GPD REQ'D.  
 ONE (1) - 6,500 GAL. SEPTIC TANK (H-20), MINIMUM ALLOWED  
 ONE (1) - DISTRIBUTION BOX (DB-5) (H-20)

**PUMP SPECIFICATIONS:**

- PUMP SYSTEM SHALL BE LIBERTY LE40 SUBVERSIBLE SEWAGE PUMP OR EQUAL, 4/10 HP, SINGLE PHASE, PUMP RATE = 46 GPM @ 16.8' TDH  
 PROPOSED DOSE = 110 GALLONS (INCLUDES ALLOWANCE FOR PIPE VOLUMES).  
 CONTROLS SHALL BE FOR A SIMPLEX SYSTEM (1 PUMP).
- FORCE MAINS SHALL BE 2" DIA. SCHEDULE 40 PVC PRESSURE PIPE WITH A MINIMUM OF 3' OF COVER, 1.5 C.F. POURED CONCRETE THRUST BLOCKS SHALL BE PROVIDED AT FORCE MAIN ANGLE POINTS. FORCE MAINS SHALL DRAIN TO PUMP CHAMBER.
- A SEPARATE CIRCUIT HIGH WATER ALARM SHALL BE INSTALLED WITH THE PUMP CONTROLS.
- ALL PUMP INSTALLATION HARDWARE SHALL BE STAINLESS STEEL.
- AN ELECTRICAL PERMIT WILL BE REQUIRED FOR PUMP INSTALLATION.
- PUMP CONTROLS AND ALARMS SHALL BE MOUNTED TO BUILDING.

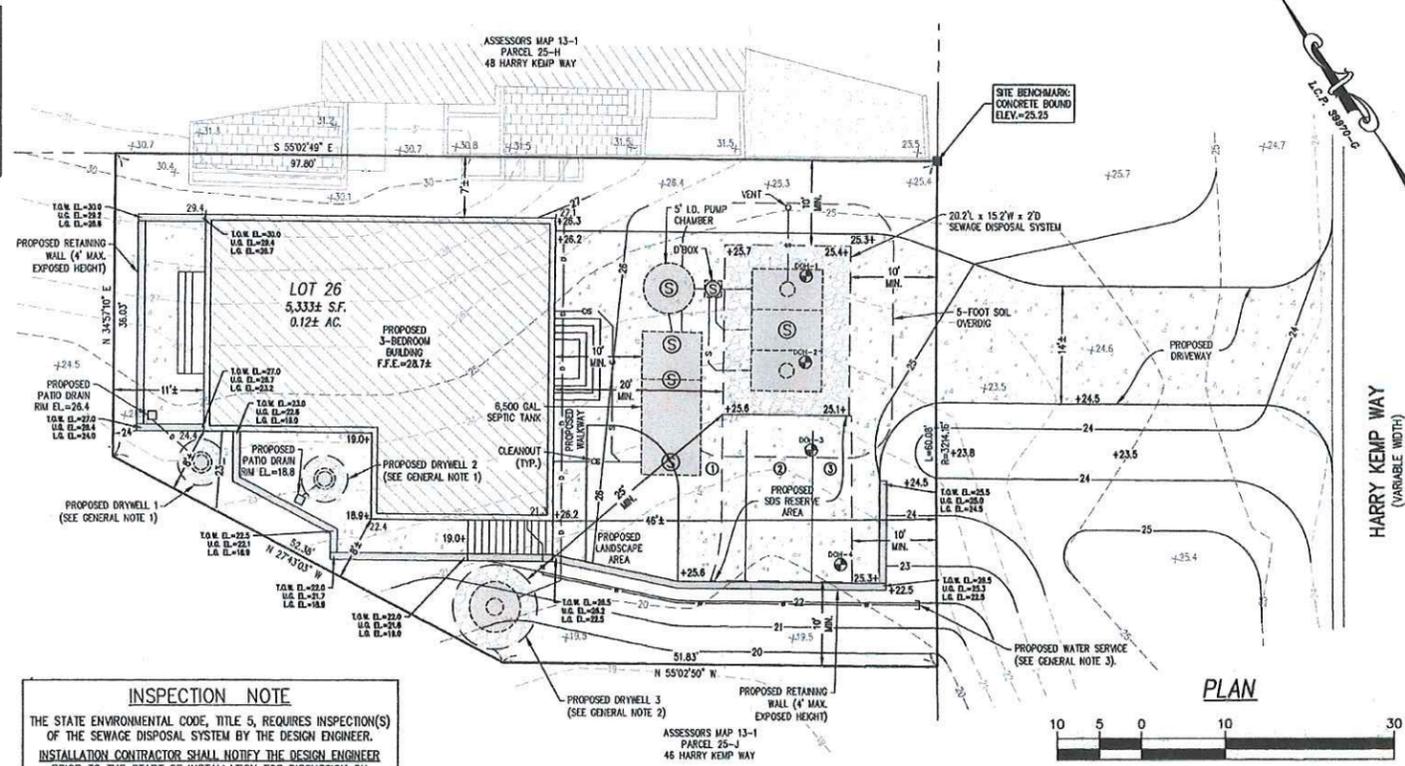
**SEWAGE DISPOSAL SYSTEM NOTES:**

- THE INFORMATION HEREON HAS BEEN PREPARED ACCORDING TO THE REQUIREMENTS OF TITLE 5 OF THE STATE ENVIRONMENTAL CODE FOR SUBSURFACE DISPOSAL OF SANITARY SEWAGE AND LOCAL BOARD OF HEALTH REGULATIONS.
- GARBAGE GRINDERS ARE NOT ALLOWED WITH THIS DESIGN.
- THE INSTALLER IS RESPONSIBLE FOR ASSURING THAT COMPONENTS OF THE SEWAGE DISPOSAL SYSTEM ARE DESIGNED WITH SUFFICIENT STRENGTH TO SUSTAIN ALL LOADS TO BE IMPOSED ON THEM. ANY COMPONENT OF THE SYSTEM SUBJECT TO VEHICULAR TRAFFIC SHALL COMPLY WITH A MINIMUM STANDARD OF A.S.H.T.E. H-20 WHEEL LOADS.
- PRIOR TO SETTING ANY SEWAGE DISPOSAL SYSTEM COMPONENT, INSTALLER SHALL VERIFY EXISTING CONDITIONS, INCLUDING ELEVATIONS OF EXIST INVERTS, AND REPORT ANY DISCREPANCIES TO THE DESIGN ENGINEER.
- ALL GRAVITY SEWER PIPE SHALL BE 4" DIA. SCH 40 PVC UNLESS OTHERWISE NOTED. THE MINIMUM SLOPE OF 4" DIA. SCH 40 PVC SHALL BE 0.01 FT/FT.
- NO PART OF THIS DESIGN SHALL BE ALTERED WITHOUT PRIOR APPROVAL FROM THE DESIGN ENGINEER AND THE AGENT OF THE LOCAL BOARD OF HEALTH. ALL REQUESTS FOR CHANGES SHALL BE MADE IN WRITING PRIOR TO CONSTRUCTION.
- THE USE OF ALTERNATE MANUFACTURERS FOR SYSTEM COMPONENTS SHALL NOT BE APPROVED IF THE USE OF THEIR EQUIPMENT REQUIRES CHANGES IN DESIGN.
- THE INSTALLER SHALL ASCERTAIN THE LOCATION OF EXISTING UNDERGROUND UTILITIES PRIOR TO EXCAVATION, AND SHALL PROTECT UTILITIES WITHIN THE WORK AREA DURING CONSTRUCTION.
- ALL SYSTEM COMPONENTS SHALL BE MARKED WITH MAGNETIC MARKING TAPE OR A COMPARABLE MEANS IN ORDER TO LOCATE THEM ONCE BURIED.
- ALL WATER FIXTURES SHALL BE WATER TESTED BY CONTRACTOR TO VERIFY ALL SEWER EXIT LOCATIONS PRIOR TO INSTALLATION OF ANY SYSTEM COMPONENTS.

**GENERAL NOTES:**

- CONTRACTOR SHALL NOT CONNECT ROOF COLLECTION OF ANY OTHER DRAINAGE SYSTEMS TO THIS DRYWELL.
- VERIFY GUTTER AND DOWNSPOUT LOCATIONS TO CONNECT TO DRYWELL (SEE ARCHITECTURAL PLANS).
- BASED ON BEST AVAILABLE INFORMATION FROM THE PROVINCETOWN WATER DEPARTMENT, A WATER TIE RECORD FOR THE VACANT LOT DOES NOT EXIST. COORDINATE WITH PROVINCETOWN WATER DEPARTMENT FOR LOCATION OF WATER SERVICE CONNECTION. SLEEVE THE WATER SERVICE AT LOCATIONS WHERE THE PROPOSED SEWER PIPE IS LESS THAN 10- FEET FROM THE WATERLINE OR WHERE THE WATER SERVICES CROSS A SEWER PIPE. THE WATER SERVICE SHALL NOT BE LESS THAN 10- FEET FROM THE SEPTIC TANK, PUMP CHAMBER, AND/ OR SOIL ABSORPTION SYSTEM.
- CABLE AND ELECTRIC SERVICE TO THE NEW BUILDING SHALL BE CONSTRUCTED UNDERGROUND.

SEIVE SIZE	PERCENT PASSING
4	100%
50	10%-100%
100	0%-20%
200	0%-5%



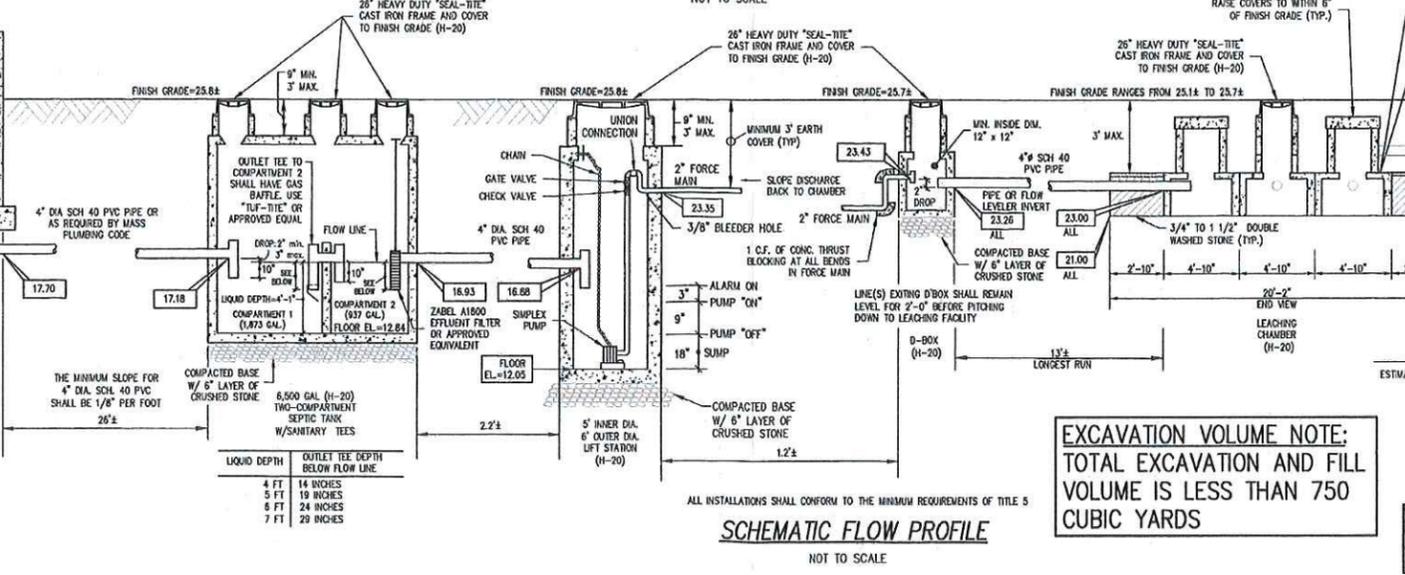
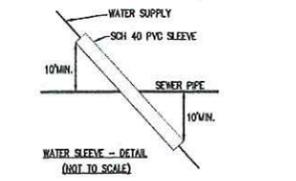
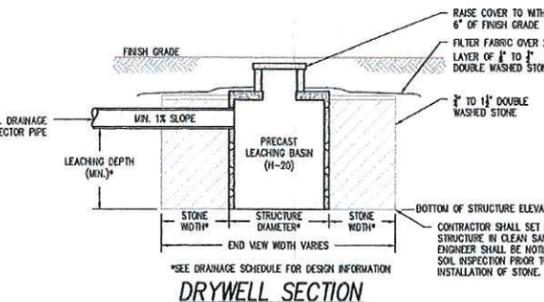
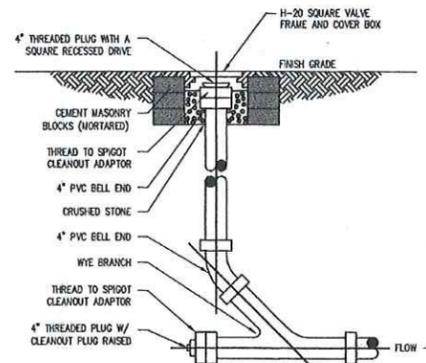
**INSPECTION NOTE**  
 THE STATE ENVIRONMENTAL CODE, TITLE 5, REQUIRES INSPECTION(S) OF THE SEWAGE DISPOSAL SYSTEM BY THE DESIGN ENGINEER.  
 INSTALLATION CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER PRIOR TO THE START OF INSTALLATION FOR DISCUSSION ON REQUIRED INSPECTIONS.

**DRAINAGE SCHEDULE**

STRUCTURE	SYSTEM DESCRIPTION	STRUCTURE DIAMETER	STONE WIDTH	LEACHING DEPTH	BOTTOM OF STRUCTURE
DRYWELL 1	5.5" DIA. X 2.17'D DRYWELL	2.5" DIA.	1.5- FEET	2.17- FEET	EL.=19.20'
DRYWELL 2	5.5" DIA. X 2.17'D DRYWELL	2.5" DIA.	1.5- FEET	2.17- FEET	EL.=15.09'
DRYWELL 3	10" DIA. X 3'D DRYWELL	6" DIA.	2- FEET	3- FEET	EL.=13.23'

**WATER SUPPLY NOTE:**

INSTALL WATER SUPPLY GREATER THAN 10' FROM ANY COMPONENTS OF SEWAGE DISPOSAL SYSTEM. WHERE THE WATER SERVICE DISPOSAL THE PROPOSED SEWER PIPE OR WHERE THE 10' SEPARATION IS NOT POSSIBLE, PROVIDE A SLEEVE OF SCHEDULE 40 PVC PIPE OVER THE PROPOSED WATER SERVICE(S). SLEEVE TO EXTEND A MINIMUM OF 10' BEYOND SEWER PIPE OR SYSTEM COMPONENT (SEE DETAIL).



**EXCAVATION VOLUME NOTE:**  
 TOTAL EXCAVATION AND FILL VOLUME IS LESS THAN 750 CUBIC YARDS

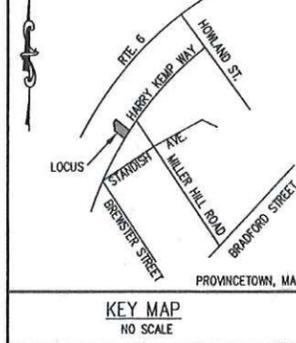
**LEGEND**

**EXISTING**

- BOUND
- FENCE
- CONTOUR
- SPOT GRADE
- DEEP OBSERVATION HOLE

**PROPOSED**

- CONTOUR
- SPOT GRADE
- T.O.W. TOP OF WALL
- U.G. UPPER GRADE
- L.G. LOWER GRADE
- I.D. INNER DIAMETER
- WATER SERVICE LINE
- STORMWATER PIPE
- SEWER PIPE
- SEWER CLEANOUT
- PARKING SPACE (8'W x 18'L)



**PLAN REFERENCES:**  
 ASSESSORS MAP 13-1, PARCEL 25-K  
 LAND COURT PLAN 39970-G  
 \*46.5 HARRY KEMP WAY, PROVINCETOWN, MASSACHUSETTS, DATED NOVEMBER 15, 2019, PREPARED BY TED SMITH ARCHITECT, LLC (ARCHITECTURAL PLANS)

**DATUM NOTE:**  
 ELEVATIONS SHOWN HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM 1988 (NAVD 1988)

**ZONING COMPLIANCE TABLE**

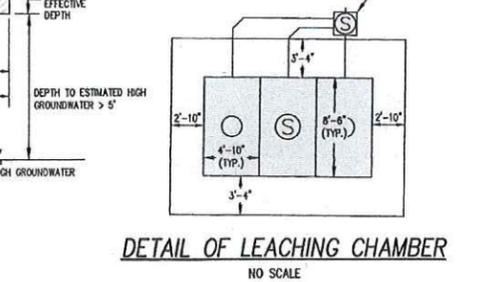
ZONING DISTRICT: RESB - RESIDENTIAL DISTRICT B USE: MULTI-FAMILY RESIDENTIAL

SUBJECT	REQUIRED	EXISTING	PROPOSED
MIN. LOT AREA	5,000 SF	5,333± S.F.	NO CHANGE
MIN. LOT FRONTAGE	50 FT	60.09 FT	NO CHANGE
MIN. FRONT YARD	20 FT	VACANT	48± FT
MIN. SIDE YARD (DWELLING)	8 FT	VACANT	7± FT (EAST) 8± FT (WEST)
MIN. REAR YARD	10 FT	VACANT	11± FT
MAX. LOT COVERAGE	40% (2,133 S.F.)	VACANT	1,289± S.F. (24.2%)
MIN. GREEN AREA	30% (1,600 S.F.)	VACANT	1,948± S.F. (36.5%)
MAX. BUILDING HEIGHT (HP, GABLE, SHED)	33 FT	VACANT	SEE ARCH. PLANS
MIN. NUMBER OF PARKING SPACES	3 SPACES*	VACANT	3 SPACES

\* PROPOSED RESIDENTIAL USES REQUIRE 1 SPACE/DWELLING UNIT FOR 1 BEDROOM UNITS AND 1.5 SPACES/DWELLING UNIT FOR 2 BEDROOM UNITS.  
 REQUIRED PARKING = 1 SPACE X 1 (ONE-BEDROOM) UNIT + 1.5 SPACES X 1 (TWO-BEDROOM) UNIT = 3 PARKING SPACES

**SOIL REMOVAL NOTE:**

REMOVE "FILL" HORIZON AND "A" HORIZON WITHIN 5- FEET OF LEACHING FIELD DOWN TO "C" HORIZON AND REPLACE WITH SAND FILL IN ACCORDANCE WITH SEWAGE DISPOSAL SYSTEM NOTE 11.



NO.	DATE	REVISION
1	01-24-2020	UPDATE WATERLINE LOCATION AND PROVIDE VOLUME CALCULATION

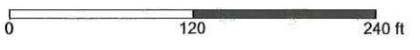


PROJECT: 46-1/2 HARRY KEMP WAY  
 SHEET TITLE: PLAN SHOWING PROPOSED SITE IMPROVEMENTS AND SEWAGE DISPOSAL SYSTEM  
 SCALE: AS NOTED  
 DRAWING FILE: C19203-P.dwg  
 DATE: 01-24-2020  
 DRAWN BY: CPM  
 CHECKED BY: SRK  
 PROJECT NO.: C19203.00  
 SHEET NO.: 1 OF 1 SHEETS  
 ISSUED FOR REGULATORY REVIEW 01-24-2020



- Places - Town
  - Fire Station
  - Police Station
  - Town Hall
  - Public Library
  - School
- Places - MA
  - Ice Rink
  - Lighthouse
  - Community Health Cent
  - Hospital
- 2ft Contours
- Buildings (based on Building E
- Driveways
- Edge Of Pavement
- Sidewalks
- Parcels
- Three Nautical Mile Line
- MA Highways
  - Interstate
  - US Highway
  - Numbered Routes
- Town Boundary
- Abutting Towns Opaque
- Abutting Towns
- Streets
- Bathymetry
  - 0-5 ft
  - 5-10 ft
  - 10-15 ft
  - 15-20 ft
  - 20-30 ft
  - 30-40 ft
  - 40-50 ft
  - 50-60 ft
  - 60-70 ft
  - 70+ ft

The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.





**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, March 9, 2020**

**4B**

# **PUBLIC HEARING:**

## **Shellfish Aquaculture License Applications and Transfers**

**Requested by:** Stephen Wisbauer, Shellfish Constable on behalf of the Shellfish Committee

**Action Sought:** Approval

### **Proposed Motion(s)**

MOVE that the Select Board vote to approve the following aquaculture license applications for two (2) years as per Town regulations:

- Tidal Grant #120 approve for Joan Johnson
- Tidal Grant #121 approve for Andrew Walsh
- Tidal Grant #122 approve for Andrew Czyoski [SEP]
- Tidal Grant #123 approve for Kalliope Chute
- Tidal Grant #126 approve for Laurie Delmolino [SEP]

MOVE that the Select Board vote to transfer the following aquaculture licenses as per Town regulations:

- Tidal Grant #102 transferred from Nathaniel Mayo to Daniel DeGruttola
- Tidal Grant #105 transferred from Famiglietti/Staniscia to Theodore Cormay
- Tidal Grant #111 transferred from Theodore Cormay to Famiglietti/Staniscia
- Tidal Grant #112 transferred from Jean Horner to Famiglietti/Staniscia
- Tidal Grant #118 transferred from Daniel DeGruttola to Jean Horner

### **Additional Information**

At meetings held on December 17, 2019 and January 8, 2020 the Provincetown Shellfish Committee voted 5-0-0 to recommend that the Select Board vote to approve the shellfish aquaculture license applications shown above. The transfers above follow the method described in the Town Aquaculture Regulations and are for the purpose of better organizing the grant area. See attached additional documentation.

### **Board Action**

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



# Public Hearing Notice

## Shellfish Aquaculture License Applications and Transfers

The Provincetown Select Board will hold a Public Hearing on Monday, March 09, 2020, at 7:00 p.m. in the Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657 to receive comments from the public on the following requests pursuant to MGL C.130,§57-60:

VOTE to approve the following aquaculture license applications as shown on maps posted at the Harbormaster's office for two (2) years as per Town regulations:

- Tidal Grant #120 approve for Joan Johnson
- Tidal Grant #121 approve for Andrew Walsh
- Tidal Grant #122 approve for Andrew Czyoski
- Tidal Grant #123 approve for Kalliope Chute
- Tidal Grant #126 approve for Laurie Delmolino

VOTE to transfer the following aquaculture licenses as shown on maps posted at the Harbormaster's office and permit for two (2) years as per Town regulations:

- Tidal Grant #102 transferred from Nathaniel Mayo to Daniel DeGruttola
- Tidal Grant #105 transferred from Famiglietti/Stanscia to Theodore Cormay
- Tidal Grant #111 transferred from Theodore Cormay to Famiglietti/Stanscia
- Tidal Grant #112 transferred from Jean Horner to Famiglietti/Stanscia
- Tidal Grant #118 transferred from Daniel DeGruttola to Jean Horner

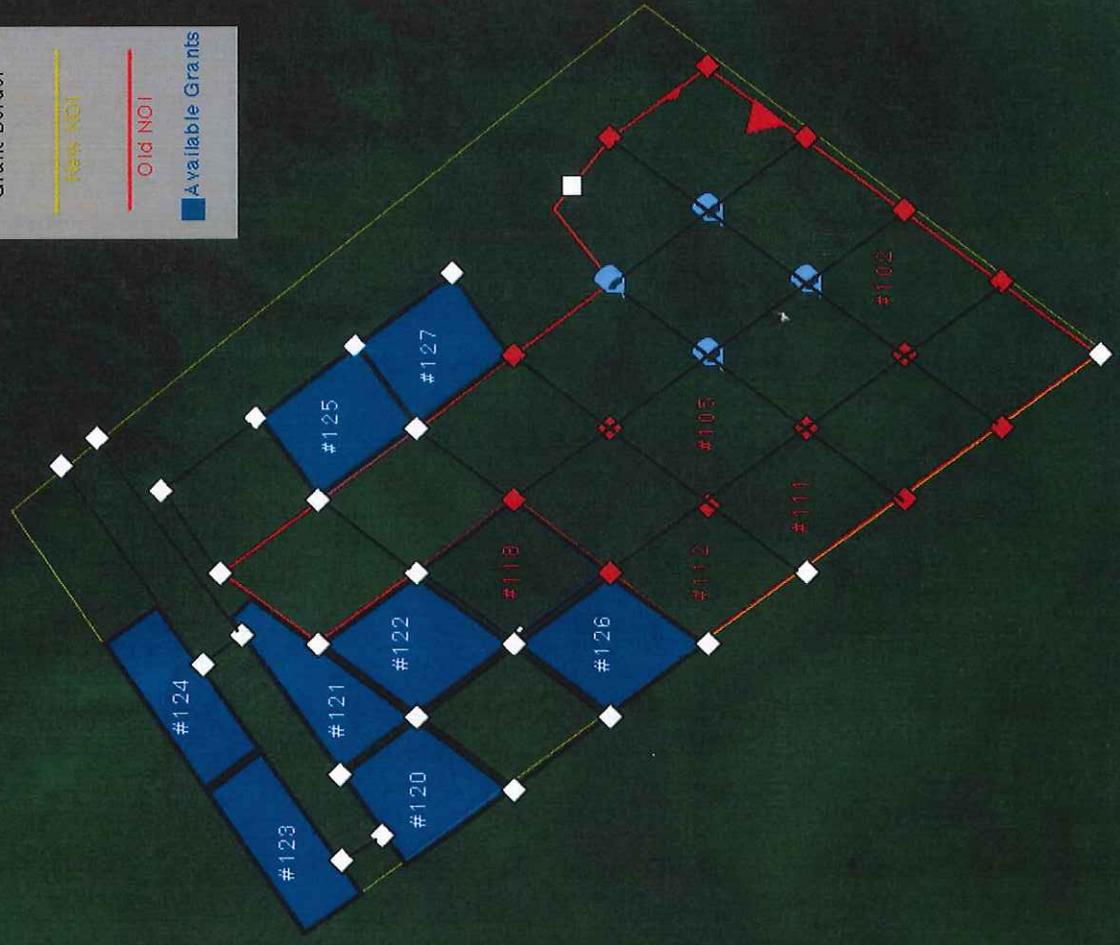
Comments may be submitted in writing by Tuesday, March 3, 2019, 12 p.m. to the Office of the Select Board 260 Commercial Street, Provincetown, MA 02657 or [selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov) or in person at the hearing.

*David Abramson, Chair  
Select Board*

Posted: Town Hall, <http://www.provincetown-ma.gov> , 01/16/2020, 2:35 pm AR  
Published: Banner: February 20, and February 27, 2020



Grant Border  
New NOI  
Old NOI  
Available Grants



# 2020 Available Aquaculture Grants and Transfers



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, March 09, 2020**

**4C**

# **PUBLIC HEARING**

April 6, 2020 Special and Annual Town Meeting Select Board's submitted Articles

**Requested by:** Chair David Abramson **Action Sought:** Conduct Hearing/Vote

## **Proposed Motion(s)**

**MOVE** that the Select Board vote [to recommend / not to recommend / to reserve recommendation on] Article \_\_.

**Move** that the Select Board vote to continue the public hearing to March 23, 2020 at 7 pm.

## **Additional Information**

- 2-3-g. When an article on the Town Meeting Warrant addresses the following topics, the Town Board identified below shall hold a Public Hearing, soliciting comments from the Public on the article and voting whether its members are in favor of or opposed to the article, and prior to the article coming to a vote at Town Meeting, the Town Board shall report the votes of its members and explain the view of the majority to the Town Meeting:
  - 1) the Conservation Commission for matters relating to the natural environment,
  - 2) the Board of Health for matters relating to public health,
  - 3) the Planning Board for matters relating to land use or development,
  - 4) the Charter Compliance Commission for matters concerning the Charter,
  - 5) the Finance Committee for matters concerning the expenditure of town funds, and
  - 6) any Town Board for an article submitted by that Town Board.

## **Board Action**

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

**From:** Patricia Miller  
**To:** [Elizabeth Paine](#)  
**Subject:** FinCom Article Attempting to Change the Charter  
**Date:** Tuesday, March 3, 2020 8:39:39 AM

---

Good morning Ladies and Gentlemen:

I write on behalf of myself and the PPRTA membership. First, I want to thank you all for your very close attention and consideration of comments made by me at the last Select Board meeting. I further wanted to thank those of you who took the time to speak with me after the meeting and expressed empathy for the rather unfair treatment of a part-timer's application to be a FinCom alternate.

I will not rehash the facts of what transpired except to say the sands have shifted with respect to excuses given, first by the Town Moderator and now the FinCom Chair, as to why a part-timer should not even be interviewed regardless of excellent credentials; regardless that the part-timer is the only application pending for months; and regardless that the people voted to revise the Charter to include part-timers. And now, the latest excuse is that part-timers should simply never sit, in any capacity, on FinCom.

I am strongly urging the Select Board to recommend voting against this FinCom article. As was stated by Ms. Venden, it is time to stop the divisiveness. It is also time, I would add, to not allow a couple of people to seemingly do all in their power to circumvent the will of the voters. The optics alone will only fan already hot flames.

We are all so much better when we incorporate diversity, including diversity of thought and experience. Please do not shut out part-timers.

I thank you so much on behalf of myself and the PPRTA membership.

Patricia Miller  
President, Provincetown Part-Time Residents Taxpayer Association

**From:** Steve Fossella  
**To:** [Elizabeth Paine](#)  
**Subject:** TM Warrant  
**Date:** Tuesday, March 3, 2020 8:58:07 AM

---

With respect to the Finance Committee's Warrant Article to restrict participation of part-time residents to serve as alternates on that committee, the Select Board has heard all the facts as to why the treatment of a part-timer's application to FinCom was so terribly unfair. The efforts by one elected official and one non elected official to ignore the Charter and the will of the people must be stopped.

As a registered Provincetown voter, I ask you to please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on FinCom.

Respectfully,  
Steven Fossella  
23 C



Virus-free. [www.avast.com](http://www.avast.com)

## Elizabeth Paine

---

**From:** Daniel Squire <dhs.squire@gmail.com>  
**Sent:** Tuesday, March 3, 2020 10:09 AM  
**To:** Elizabeth Paine  
**Subject:** FinCom proposal -- Vote NO

*The Select Board has heard all the facts as to why the treatment of a part-timer's application to FinCom was so terribly unfair. The efforts by one elected official and one non elected official to ignore the Charter and the will of the people must be stopped. Please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on FinCom.*

**From:** Frank Matteotti  
**To:** [Elizabeth Paine](#)  
**Cc:** [Provincetown Part-Time Resident Taxpayers Association](#)  
**Subject:** FinCom's Pending Request to Change the Charter  
**Date:** Tuesday, March 3, 2020 10:22:06 AM

---

This is a strong plea that you do not support the FinCom's request to change the Charter for the Town of Provincetown. The Select Board has heard all the facts as to why the treatment of a part-timer's application for a seat on the FinCom was so terribly unfair. The efforts by one elected official and one non-elected official to ignore the Charter and the will of the people must be stopped. Please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on the FinCom.

Thank you for your "no" vote.

Frank Matteotti  
690 Commercial Street, 11-C  
Provincetown, MA 02657

Cell: 201-981-0947

**From:** GREGORY CONNORS  
**To:** [Elizabeth Paine](#)  
**Subject:** Please bring the community together!  
**Date:** Tuesday, March 3, 2020 10:26:03 AM

---

*Dear select board members -*

*The Select Board has heard all the facts as to why the treatment of a part-timer's application to FinCom IS unfair. The efforts by one elected official and one non elected official to ignore the Charter and the will of the people must be stopped.*

*Please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on FinCom.*

*PLEASE , bring this community together. Don't add fuel to the fire of dividing part timers vs full time residents.*

*TREAT EVERYONE EQUALLY ! It's what Provincetown Is about and stands for .*

*Sincerely,*

*David Deckelbaum  
Trustee  
The Hughey trust  
101 commercial street  
Provincetown MA*

**From:** Rieker, Patricia P  
**To:** [Elizabeth Paine](#)  
**Subject:** Vote no  
**Date:** Tuesday, March 3, 2020 11:01:13 AM

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Dear Selectmen:

*Now that the Select Board has heard all the facts regarding the very unfair treatment of a part-timer's application to FinCom I urge you to reconsider their FinCom's actions. The combined efforts by one elected official and one non elected official to ignore the Charter and, importantly, the voted will of the people needs to be addressed. Please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on FinCom. It is time to bring all parts of the Ptown community together and end the divisiveness that negatively affects all residents.*

*Sincerely, Patricia Rieker  
155 Commercial St #4*









Sent from my iPhone

**From:** Tom Burke  
**To:** [Elizabeth Paine](#)  
**Subject:** FinCom  
**Date:** Tuesday, March 3, 2020 11:15:47 AM

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The Select Board has heard all the facts as to why the treatment of a part-timer's application to FinCom was so terribly unfair. The efforts by one elected official and one non elected official to ignore the Charter and the will of the people must be stopped. Please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on FinCom.

Sincerely,  
Tom Burke & Axel Brunger  
27 Tremont Street  
Provincetown

**From:** kevin cronin  
**To:** [Elizabeth Paine](#)  
**Subject:** Please read  
**Date:** Tuesday, March 3, 2020 11:30:14 AM

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*The Select Board has heard all the facts as to why the treatment of a part-timer's application to FinCom was so terribly unfair. The efforts by one elected official and one non elected official to ignore the Charter and the will of the people must be stopped. Please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on FinCom.*

*We are part residents and would like to be involved more and represented in town affairs that have direct impact on all property owners.*

*Why not do this and have more diverse thought and leadership? In my humble opinion this would be a great value add!*

*Kevin Cronin  
9 Carnes Lane Unit b  
ptown*

**From:** ronald akie  
**To:** [selectmen@provincetown.gov](mailto:selectmen@provincetown.gov)  
**Subject:** Finance Committee  
**Date:** Tuesday, March 3, 2020 12:19:38 PM

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*The Select Board has heard all the facts as to why the treatment of a part-timer's application to FinCom was so terribly unfair. The efforts by one elected official and one non-elected official to ignore the Charter and the will of the people must be stopped. Please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on FinCom. As you know, part-timers contribute substantially to the town revenues and deserve a voice.*

Thank you for your consideration.

Ronald Akie  
13B Willow Drive  
Provincetown, MA 021657

**From:** Cathy Kucinkas  
**To:** [Elizabeth Paine](#)  
**Cc:** [Phil Kay](#); [ptown.nrta@gmail.com](mailto:ptown.nrta@gmail.com); [Robin Craver](#)  
**Subject:** March 9, FinCom's request to change the Charter  
**Date:** Tuesday, March 3, 2020 1:08:17 PM

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Dear Select Board Chairman and Members,

I am writing to encourage a no vote regarding the unfair practice of the FinCom to request a change to the Charter regarding not allowing part-time residents to participate as a alternate to the FinCom Board.

The Select Board is well informed to the facts as to the treatment of a very qualified part-time resident which submitted an application to the FinCom which has lead to a formal request to change the Charter. It is so terribly unfair and plain right wrong to have the efforts of the elected official Mr. Hatch and a non elected official to ignore the Charter and the will of town voters.

Please vote against the article to change the Charter which would completely eliminate part-time residents having a voice on the FinCom.

The part-time residents of our town contribute highly to our town, and we should have respect and a voice with in our government.

Why should the opinion of one elected officer, override the votes of registered voters, because he does not want to recognize the law - please bring fairness to our community without prejudice to all the people financially supporting our town.

Thank you for your time and efforts,  
Cathy and Phil Kucinkas  
11 Bradford Acres Road  
Provincetown, MA

**From:** Paul Donovan  
**To:** [Elizabeth Paine](#)  
**Subject:** No Support Vote for FinCom request to change the Charter  
**Date:** Tuesday, March 3, 2020 1:58:17 PM

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Dear Select Board Members,

Please do not make the divide between Second Home Owners and Full Time Residents worse than it already is. Allowing second home owners to sit as alternatives on regulatory committees was a step in the right direction for patching an already divisive situation between second home owners and full time residents. A bridge was built to help connect the two communities and help Provincetown continue to thrive. Now FinCom is erecting a wall to keep second homeowners out. Enough walls!! We are not a community that encourages exclusion.

I certainly hope that each of you will vote against FinCom article to change the Charter! Stop pitting neighbor against neighbor in such an inclusive community. Tear down the walls and continue to bring together all members of the Ptown community. You, as a Select Board Member, represent the entire community including second home owners. Please do your job and uphold what the voters, voted in. Allow second homeowners to continue to serve on committees, including FinCom.

Sincerely,

Paul J Donovan  
5 Thistlemore Way

**From:** Joel M. Shaw  
**To:** [Elizabeth Paine](#)  
**Subject:** Fin Com  
**Date:** Tuesday, March 3, 2020 3:07:52 PM

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Hi Elizabeth,

Please forward to all SB and have read into the official record.

“

*The Select Board has heard all the facts as to why the treatment of a part-timer's application to FinCom was so terribly unfair. The efforts by one elected official and one non elected official to ignore the Charter and the will of the people must be stopped. Please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on FinCom."*

The Board needs to respect the will of the people!

Thanks and my best,

Joel M. Shaw  
Boston and Provincetown  
617-510-0439 M  
617-254-1116 O  
[jmstiki@gmail.com](mailto:jmstiki@gmail.com)

**From:** Doug Raymond  
**To:** [Elizabeth Paine](#)  
**Date:** Tuesday, March 3, 2020 3:15:51 PM

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Ladies and Gentlemen,

I am writing to you regarding the lack of representation by second-homeowners in Town government and on the Finance Committee. As tax-paying property owners, our voices should be heard. I'm further troubled by the complete disregard for the Charter bylaws by the chair of the committee. His unilateral disregard for the process and the will of the voters in Provincetown is appalling. I would call for his removal given that he is not an elected official.

Second-homeowners have a vesting interest in the best operations of the Town as we are "invested" in the Town and its success. This disregard for such a large percentage of the tax-paying property owners is troubling. Frankly, it is the second-homeowners who fund most of the projects and bring in much of both seasonal and off-season tourism.

Perhaps, in the next round of tax bills the second-homeowners should hold back their checks and you will quickly see how important they are to the daily functioning of the Town.

Provincetown is supposed to represent a place for everyone to belong and to feel at home and safe. Treating second-homeowners as second class citizens is "taxation without representation." You remember there was a revolution fought over it! It is time to tell "King Hatch" enough is enough.

It's time for the Town to embrace all of its citizens and to welcome everyone to participate!

Doug Raymond  
5 Thistlemore Way

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*A party without cake is just a meeting.* -- Julia Childs

"During almost fifteen centuries has the legal establishment of Christianity been on trial. What has been its fruits? More or less, in all places, pride and indolence in the clergy; ignorance and servility in the laity; in both, superstition, **bigotry and persecution.**" - James Madison, *General Assembly of the Commonwealth of Virginia (1785)*

*"What I've come to learn is that the world is never saved in grand messianic gestures, but in the simple accumulation of gentle, soft, almost invisible acts of compassion."* -- Christopher Abani

*Respect for ourselves guides our morals; respect for others guides our manners.* -- Laurence Sterne

**From:** Barbara Jacobs  
**To:** [Elizabeth Paine](#)  
**Subject:** application to FinCom  
**Date:** Tuesday, March 3, 2020 3:16:51 PM

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The Select Board had all the facts as to why treatment of a part-timer's application fo FinCom was so terribly unfair. The efforts by one elected official and one non elected official to ignore the Charter and the will of the people must not continue.

Please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on FinCom.

Sincerely,

--

Barbara L. Jacobs

>Part timer since 1975

>Former Commercial Street Business Owner

>Volunteer for PIFF, the Library, coming Provincetown 400

303 432-8201

347 613-1375

**From:** Nicole Barnum  
**To:** [Elizabeth Paine](#)  
**Subject:** from a part-time resident of Provincetown re: FinCom  
**Date:** Tuesday, March 3, 2020 4:02:20 PM

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Hello,

I am a part-time resident of Provincetown. I am writing to encourage the SB to enter a "no support" vote to FinCom's desire to ignore the existing charter as non-binding and to revise what the voters have already done.

The Select Board has heard all the facts as to why the treatment of a part-timer's application to FinCom was so unfair. The efforts by one elected official and one non elected official to ignore the Charter and the will of the people should not be allowed. Please vote against the FinCom article to change the Charter and completely eliminate part-timers from having a voice on FinCom.

Part-timers play many important roles in our community and should be considered, as they are allowed to be, on FinCom.

Thank you for your consideration.

Nicole Barnum

**From:** Preston Hill  
**To:** [Elizabeth Paine](#)  
**Subject:** FinCom Deboccle  
**Date:** Tuesday, March 3, 2020 4:42:05 PM

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**How can you possibly allow this to happen? How does this committee have the audacity to ignore our vote. What exactly is the members of the FinCom committee hiding or afraid of.**

**I suggest that you launch an investigation into these two individuals immediately. Something is wrong here and if you do not take immediate corrective action here I am going to contact the governors office and request that they open up a formal inquiry into this matter.**

**This is absolutely ridiculous. Please do the right thing.**

**Preston**

**From:** George Nader  
**To:** [Elizabeth Paine](#)  
**Cc:** [P-Town PART TIME RESIDENCE](#)  
**Subject:** Fin Com  
**Date:** Tuesday, March 3, 2020 7:32:36 PM

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Please oppose Fin Com attempt to prevent part timers from participating on town committees.  
Thanks

George Nader & Charlie Pisano  
from my iPhone

**From:** Toni Levin  
**To:** [Elizabeth Paine](#)  
**Subject:** FinCom proposal  
**Date:** Tuesday, March 3, 2020 2:14:17 PM

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Dear Select Board,

Please deliver a message to fincom that they are charged with following town and state laws. They are indeed an advisory committee and as such the town charter has allowed for the consideration of part-timers as alternates. I urge you to deny their petition to change the charter.

Toni Levin



Provincetown Select Board  
**AGENDA ACTION REQUEST**  
Monday, March 9, 2020

5A

# CAPE COD COMMISSION

## Update on Commission activities and priorities for Provincetown

Requested by: Executive Director Kristy Senatori

Action Sought: Presentation

### Proposed Motion(s)

### Discussion Dependent/Votes May Occur

### Additional Information

This is an annual update given by the executive director to the Select Board. No presentation was provided.

### 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, March 9, 2020**

**5B**

## **COASTAL RESILIENCE**

### Coastal Resiliency Advisory Committee

**Requested by:** Timothy J. Famulare, Environmental Planner    **Action Sought:** Discussion and Approval

#### **Proposed Motion(s)**

**MOVE** that the Select Board vote to establish the Coastal Resiliency Advisory Committee and advertise for appointment of members of the Committee.

#### **Additional Information**

- The Select Board directed staff on January 13, 2020 to draft a proposal for a Coastal Resiliency Advisory Committee. Staff reviewed similar committees in the Towns of Situate, Nantucket, Falmouth and Truro. The membership proposed by staff would consist of an at large member appointed by the Select Board, as well as representatives from Conservation Commission, Planning Board, Harbor Committee, Historic District Commission, Recycling and Renewable Energy Committee and Board of Health to form a 7-member board. Attached is the proposal for Town of Provincetown Coastal Resiliency Advisory Committee which includes the mission statement, purpose, membership and staff advisors.
- Mr. Famulare will be present at the meeting to answer any questions.

#### **Board Action**

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

# Memo

**To:** Robin Craver, Town Manager  
**Cc:** David Gardner, Assistant Town Manager and Community Development Director  
**From:** Timothy Famulare, Environmental Planner  
**Date:** March 4, 2020  
**Re:** Coastal Resiliency Advisory Committee - Proposal to Select Board

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At the direction of the Select Board during the discussion of the formation of a climate action committee at the Board's January 13, 2020, meeting, and in consultation with the Community Development Director, the Town Planner, the Marine Coordinator, and the Emergency Coordinator, I have prepared the enclosed draft proposal for a Coastal Resiliency Advisory Committee. In developing this proposal, I reviewed the purview and membership of similar committees in the Towns of Scituate, Nantucket, and Falmouth, in addition to the recently established Climate Action Committee in Truro.

The charge of Truro's committee focuses on reduction of the Town's greenhouse gas emissions and the carbon footprint. Those aims are already within the scope of Provincetown's Recycling and Renewable Energy Committee. Also, Provincetown has been participating in the state's Green Communities program since 2009, and since that time, has reduces its greenhouse gas emissions by 22%.

The top four natural hazards from climate change identified during the MVP Community Resilience Building workshop were flooding, sea level rise, severe storms/wind, and coastal erosion, and it is the recommendation of Town staff that the involvement of a Town committee would be most helpful if it focused on advising staff in establishing priorities for projects and initiatives to improve the Town's resilience to these hazards. The attached proposal mirrors the purview of coastal resilience committees in other Massachusetts coastal towns, especially Nantucket's. I learned a great deal about how this committee interacts with Nantucket town staff when I attended the Nantucket Coastal Conference and the Keeping History Above Water conference there in June 2019.

The membership is proposed to be appointed by the Select Board and by members of regulatory and other boards that most frequently address issues of sea level rise, coastal erosion, and flooding. I look forward to discussing this proposal with the Select Board at its March 9, 2020, meeting.

## **Proposal for Town of Provincetown Coastal Resiliency Advisory Committee**

### **March 2020**

#### **Mission**

This committee will work with Town staff in the development, oversight, and implementation of coastal resiliency and climate action initiatives and projects for the Town of Provincetown which address the risks and hazards to Town infrastructure and coastal properties (public and private) that may be caused by the impacts of climate change, including coastal erosion, coastal storms, and sea level rise. The Committee shall address planning across the system-wide needs of the community and include social, cultural and economic needs, infrastructure needs, and environmental needs. The preservation of historical landmarks shall be a component of these efforts.

#### **Purpose**

The Coastal Resiliency Advisory Committee was established by Provincetown's Select Board on \_\_\_\_\_, 2020. This committee works with Town staff to recommend a coastal resiliency and climate action plan to the Select Board by:

- Providing input as plan modifications/updates/finalization of coastal resiliency and climate action initiatives, plans, and studies.
- Recommending priorities of coastal resiliency projects, including review of costs and funding sources/grant opportunities, professional services requirements, next steps, action steps, additional resource needs – including the development of a team of scientific advisors, partnership opportunities.
- Maintaining communication with similar committees in other Cape and Islands municipalities, and with county, state, and federal commissions and agencies, including the Cape Cod National Seashore, and coordinating planning and projects where practical.
- Reviewing and summarizing the key actions, studies and reports that the Town has taken or prepared in recent years to improve the Town's coastal resilience, in order to identify common findings, goals, opportunities for coordination, and recommendations, including the following:
  - Hazard Mitigation Plan,
  - Summary of Findings from the 2019 MVP Community Resiliency Building workshop,
  - "Increasing Coastal Resiliency and Reducing Infrastructure Vulnerability by Mapping Inundation Pathways" report (2016),
  - Harbor Plan,
  - Local Comprehensive Plan,
  - Open Space & Recreation Plan, and

- other relevant studies and reports.
- Conducting public education and outreach to residents, homeowners, businesses, and other stakeholders about the Town's vulnerabilities to climate change and sea level rise.
- Reviewing pertinent existing policies and regulations to include climate change mitigation/adaptation and coastal resiliency accommodations; identifying any "disconnects" between regulations and practice and/or conflicts and recommending ways to achieve alignment; reviewing proposed pertinent regulations for climate change mitigation/adaptation and coastal resiliency purposes.
- Regularly reviewing information on sea level rise projections with regard to impact on the Town.
- Reviewing the activities of other coastal communities as related to coastal resiliency planning projects.
- Providing regular updates to the Select Board and the Town Manager.
- Other related tasks as may be requested by the Select Board and/or Town Manager.

### **Membership**

The Committee shall consist of seven members, as follows:

- One at-large member appointed by the Board of Selectmen based upon qualifications to advance coastal resiliency and climate change planning and implementation. Relevant knowledge or expertise may include:
  - Environmental sciences related to wetlands, coastal systems, climate change, etc.
  - Engineering fields related to erosion control, coastal infrastructure, etc.
  - Knowledge of State and Federal Grant opportunities, grant writing.
- One Conservation Commission member appointed by the Conservation Commission.
- One Planning Board member appointed by the Planning Board.
- One Harbor Committee member appointed by the Harbor Committee.
- One Historic District Commission member appointed by the Historic District Commission.
- One Recycling and Renewable Energy Committee member appointed by the Recycling and Renewable Energy Committee.
- One Board of Health member appointed by the Board of Health.

### **Staff advisors:**

- Environmental Planner/Conservation Agent (liaison)
- Town Planner
- Emergency Management Coordinator
- Marine Coordinator
- Public Works Director



**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, March 9, 2020**

**5C**

**EMERGENCY MANAGEMENT**

Response to a pandemic/outbreak – Coronavirus Update

**Requested by:** Town Manager Robin Craver

**Action Sought:** Presentation

**Proposed Motion(s)**

Discussion Dependent/Votes May Occur

**Additional Information**

On Monday March 2, 2020, we held a multi-department meeting to facilitate a coordinated response effort between Town departments and other public response organizations. Participants included: The Assistant Town Manager, Health Director, Police Chief, Fire Department Captain, Fire EMTs, EMS Coordinator, Emergency Management Coordinator, Tourism Director, Project Manager, Secretary to the Select Board, Harbormaster, Pier Facilities Manager, Council on Aging Director, School Principal, and School Nurse as well as representatives from Lower Cape Ambulance and Outer Cape Health Services. Coordination efforts in advance of emergency services are critical to efficient process and effectiveness. All participating were committed to providing Provincetown residents, businesses and guests the highest level of service in their prospective areas from immediate and long term medical care if the need arises; efficient transportation that protects both the patient and the worker; information on how to prevent or minimize contracting the virus; interfacing with media to enlist confidence for those who vacation here; and following state and federal guidelines and using best practices.

**Board Action**

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

# Memo

**To:** Select Board

**From:** Robin L. Craver, Town Manager 

**Date:** March 4, 2020

**Re:** Emergency Management Plan – Emergency Preparedness, Resilience, Coronavirus

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As you know, I have been reviewing the Town's emergency management processes with staff and feel it's important to provide you an update on general preparedness and in particular, the issues relating to the global outbreak of COVID-19, otherwise known as "Coronavirus".

## EMERGENCY PREPAREDNESS AND RESILIENCY

On October 2018, the previous town manager provided the Board an overview of department readiness of our emergency management operations with a focus on winter storm/hurricane response given the previous winter's storm causing significant flooding & power outages. Several recommendations were made at that time which have been implemented such as hire a permanent emergency management coordinator; review our emergency shelter operations and protocols (staffing, equipment etc.); and fund a generator to make the Library a warming center initiative and improve Fire operations in the east end.

Another 2018 recommendation was to undertake design & permitting of beach nourishment at Ryder & Gosnold Streets. Design is complete and this Annual Town Meeting will be asked for authority to acquire easements for installing and maintaining a Ryder Street Beach dune enhancement project in an effort to reduce impacts of coastal storm flood events to public and private property, like those that resulted from the flooding on January 4, 2018. Access paths to the beach will be established from Ryder Street Extension and at the Gosnold Street Town Landing. An additional \$200,000 is also being requested to cover the anticipated costs associated with acquiring easements.

Town has completed installation of the Wave Attenuator which enhances pier, boat and harbor protection for heavy and extreme wave action. Also completed is the Phase 3 of the Commercial Street Porous Pavement Program. And finally, Eversource begins work this week to install a storage battery to power the community for a short duration, several hours, in the event of a power outage. Regarding our notification system with the public, we continue efforts to sign up residents and businesses on the notification system. There are currently 2,526 (an increase of 379 since 2018) individuals signed up for emergency alerts. This level of engagement is very encouraging and shows active participation by community members.

## CORONAVIRUS

On March 2, 2020, we held a multi-department meeting to facilitate a coordinated response effort between Town departments and other public response organizations. Participants included: the Assistant Town Manager, Health Director, Police Chief, Fire Department Captain, Fire EMTs, EMS Coordinator, Emergency Management Coordinator, Tourism Director, Project Manager, Secretary to the Select Board, Harbormaster,

Pier Facilities Manager, Council on Aging Director, School Principal, and School Nurse as well as representatives from Lower Cape Ambulance and Outer Cape Health. Coordinated efforts in advance of emergency services are critical to efficient process and effectiveness. All participating were committed to providing Provincetown residents, businesses and guests the highest level of service in their prospective areas from immediate and long term medical care if the need arises; efficient transportation that protects both the patient and worker; information on how to prevent or minimize contracting the virus; interfacing with media to enlist confidence for those who vacation here; and following state and federal guidelines and using best practices.

Highlights and follow-up of our discussion include:

The Project Administrator and Emergency Management Coordinator are increasing communications with the public on matters of emergency management providing multi-language messaging focusing on education and where to find additional material regarding the coronavirus.

The Health Department is developing fact sheets for individual and for businesses to address questions posed locally. The Health Department's website has been updated with links to MA-DPH and the CDC, as well as helpful public health posters for community members to print. The Department will also partner with PTV to provide content for the channel on COVID-19. The next quarterly drill required by the CDC will be COVID-19 specific.

Provincetown Schools are aware of protocol for school closure if the need arises. They reported the following:

**Parent Letter** - On Feb. 28, families received a letter from the Superintendent assuring parents the school is closely monitoring the developing situation.

**Sanitizing** - Custodians have been given a new routine to sanitize "hot spots" for virus transmission. Additional supplies, including hand sanitizer and bleach are stocked.

**Hygiene Instruction** - The school nurse and physical education teacher are developing a lesson to present to all students regarding safeguarding health.

**At-Risk** - Students and staff who are at a higher risk for severe virus symptoms and/or returning from international travel are being identified and monitored.

**Education/Information** - Administration is reviewing information and resources from sister schools, DESE, and International Baccalaureate.

**Pre-planning for Potential Closure** - To ensure learning can continue if school closure becomes necessary, a contingency plan is being developed for off site learning.

**Town Assistance** - If the Department of Public Health needs assistance in screening citizens, the school nurse will coordinate with the department to provide assistance on the school site.

**Study Trips** - Locations and travel conditions for field study trips are being monitored twice daily to ensure the well-being of students and staff. Contingency plans are already in motion. Parents are informed of our monitoring efforts.

**School Committee** - On Mar. 4, the Committee will review the school's action plan for responding to a potential crisis.

Harbormaster has protocols for emergencies (including a Hurricane Plan, Standard Operating Plan, Hazard Mitigation Plan, and Port Security Plan), and undertakes yearly US Coast Guard required training sessions of staff and their employees are being trained in Incident Command Training (ICS), the federally mandated system for emergency response. Further, the Harbormaster has contacted the cruise and ferry companies in order to review their procedures and protocols including any new mitigations to decrease and/or contain virus spread.

The Council on Aging has a program to ensure people who have filled out the Special Assistance Form have necessities such as, but not limited to, water, batteries, and oxygen based on storm preparedness. It will be useful in monitoring the health of our vulnerable seniors in relation to a medical emergency. In coordination with the Police Department they maintain a list of those individuals who identify themselves as having with particular needs and have requested to be checked in case of an emergency.

The Health Department has a good working relationship with Provincetown's local markets and grocery store that is often exercised during emergency operations. Although this partnership was developed to address winter storms, it is also transferable in the case we need to shelter in place. Staff and Commissary volunteers have access to Stop and Shop to purchase food if sheltering or other emergency operations are likely to occur. Stop and Shop recognizes its vital role in providing food for the community at large as well as the Town's emergency efforts and does an excellent job in planning ahead for emergencies and ensuring that emergency operations in the store allow the greatest amount of product available for purchase as can be provided safely.

Additionally, ensuring adequate access to food in extended events is a priority of the Barnstable County Regional Planning Committee as well. Andrew Platt, the Emergency Preparedness Project Specialist for the County, has mapped every grocery store, market, and smaller grocer on Cape Cod as a planning tool for emergency operations on the County level. They also surveyed each business to gauge their generator capacity and interest in partnering with the BCREPC if the agency were to provide generator trailers to provide additional capacity for food storage and resources could be provided if needed.

Lastly, at the Federal level, the Cybersecurity and Infrastructure Security Agency (CISA) has been monitoring the evolving Coronavirus situation closely, taking part in interagency and industry coordination calls, and working with critical infrastructure partners to prepare for possible disruptions to critical infrastructure that may stem from widespread illness, should the virus take hold in the U.S. They continues to work closely with federal partners to prepare the nation for possible impacts of an outbreak in the U.S. This whole-of-nation effort is led by Health and Human Services (HHS) through the Centers for Disease Control and Prevention (CDC), with all other agencies, including CISA, in a support role. The World Health Organization (WHO) declared the outbreak a Public Health Emergency of International Concern (PHEIC). The Department of Health and Human Services (HHS) declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19.

# COVID-19 FACT SHEET

For Individuals

March 9, 2020

## SYMPTOMS

The symptoms of COVID-19 are similar to symptoms of flu and other respiratory illnesses. Only a healthcare provider can determine the cause of your symptoms. Those symptoms can include:

- Fever
- Cough
- Shortness of breath



## CHECK THE MOST UP-TO-DATE RESOURCES

The CDC maintains the most up-to-date, helpful information for the public on COVID-19 here:

<https://www.cdc.gov/coronavirus/2019ncov/community/index.html>

## CALL YOUR LOCAL HEALTH DEPARTMENT FOR ASSISTANCE

Provincetown Health

Department: 508-487-7020

Wellfleet Health

Department: 508-349-0308

Nantucket Health Department:

508-228-7200, ext. 7014 and 7020

## IF YOU FEEL OK:

- Avoid close contact with people who are sick.
- Avoid touching your nose, or mouth. People do this all day long unconsciously – try to be mindful of the urge and hold back.
- Clean and disinfect frequently touched objects including cell phones and surfaces using an EPA-approved household cleaning spray or wipe (the CDC has a list of disinfectants on their website).
- Cover a cough or sneeze with a tissue, throw the tissue in the trash, then wash your hands.
- Use your clothes/elbow only if there are no tissues. Still wash your hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.

## IF YOU FEEL LIKE YOU MIGHT HAVE A RESPIRATORY ILLNESS:

Follow the steps above and...

- Stay home. Restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas.
- If you have a medical appointment, call the healthcare provider and tell them that you are having symptoms of respiratory illness. This will help the healthcare provider's office take steps to keep other people from exposure.
- If you have an emergency and need to call 911, notify the dispatch personnel that you are having symptoms of respiratory illness.

## IF YOU ARE PRACTICING ISOLATION:

Follow all instructions from your local public health nurse or official, and the steps above. What follows is general advice that may not suit your specific situation.

- Follow CDC guidance on how to prevent the spread of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>
- If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19.
- Separate yourself from other people and animals (except service animals) in your home. If possible, use a different bathroom.
- Wear a face mask around other people in your home or at a medical appointment.
- Stay in touch with your friends and family through the phone or internet. Feeling socially isolated can make symptoms feel worse.
- Call your local health department if you need food, medication, other basic needs, crisis counseling or other mental health services.

Household members of someone under quarantine or isolation should follow the CDC guidelines available here: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

# COVID-19 FACT SHEET

For Businesses

March 9, 2020

## SYMPTOMS

The symptoms of COVID-19 are similar to symptoms of flu and other respiratory illnesses. Only a healthcare provider can determine the cause of your symptoms. Those symptoms can include:

- Fever
- Cough
- Shortness of breath



## CHECK THE MOST UP-TO-DATE RESOURCES

The CDC maintains the most up-to-date, helpful information for the public on COVID-19 here:

<https://www.cdc.gov/coronavirus/2019ncov/community/index.html>

## CALL YOUR LOCAL HEALTH DEPARTMENT FOR ASSISTANCE

Provincetown Health

Department: 508-487-7020

Wellfleet Health

Department: 508-349-0308

Nantucket Health Department:

508-228-7200, ext. 7014 and 7020

## TO REDUCE THE SPREAD OF VIRUSES AT YOUR BUSINESS:

The CDC has guidelines for businesses and employers here: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use cleaning agents that are commonly used in these areas and follow the directions on the label.
  - Door handles and light switches are some of the most frequently touched surfaces.
  - Disinfect any surfaces that may have blood, stool, or body fluids on them.
- Install methods of opening doors, especially bathroom doors, that don't require handles such as automatic doors or door foot pulls.
  - Or place paper towels and trash cans near restroom doors with handles so that patrons can open them with paper towels.
- Actively encourage sick employees to stay home, and ensure your employees have the means to stay home if they show symptoms (allow telecommuting or call outs, have employees on reserve, pay them to stay home sick).
- Limit the use of cell phones while on the job and provide wipes to clean them.
- Provide cleaning/maintenance staff with personal protective equipment (gloves, eye protection, masks, etc.).

## IF A PATRON OF YOUR ACCOMMODATIONS DEVELOPS RESPIRATORY SYMPTOMS:

- Direct them to make an appointment with a local health care provider and ask them to tell the provider's office that they are having symptoms of respiratory illness.
- Call your local health department for advice on how to manage social distancing in your establishment.



**Provincetown Select Board**  
**AGENDA ACTION REQUEST**

**Monday, March 9, 2020**

**5D**

# LOCATION AGREEMENT

Consideration for agreement with 21<sup>st</sup> Century Fox Television

**Requested by:** Town Manager Robin Craver

**Action Sought:** Discuss/Approve

## Proposed Motion(s)

Move that the Select Board vote to approve in concept the Location Agreement between the Town of Provincetown and the 21<sup>st</sup> Century Fox Television to allow for a film production on Town Property between March 23<sup>rd</sup> to April 17<sup>th</sup>, 2020, and to direct the Town Manager to finalize the agreement in consultation with the Police Chief and Town Counsel.

## Additional Information

On Friday February 28<sup>th</sup>, 2020 Town Staff (Town Manager, Assistant Town Manager, Town Clerk, Tourism Director, Health Agent, Project Manager, Secretary to the Select Board, and Licensing Agent) met with Location Managers from 21<sup>st</sup> Century Fox Television Matt Prisk and Tiffany Kinder to review the Town regulations per the 2019-10-15 Film, Videography, Photography, and Droning Policy and Application.

- The Town Manager is working with the Tourism Department and the Police Chief to finalization the location agreement.

Proposed Dates: March 23<sup>rd</sup> – April 17<sup>th</sup>, 2020 with filming occurring between March 30<sup>th</sup> – April 12<sup>th</sup>, 2020

## Board Action

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



[www.provincetown-ma.gov](http://www.provincetown-ma.gov)  
[selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov)  
508.487.7003

Provincetown Town Hall  
260 Commercial Street  
Provincetown, MA 02657

Select Board

# Policy Statement

2019-10-15

## Film, Videography, Photography, and Droning Policy and Application

### I. POLICY STATEMENT:

Film, Videography, Photography, and Droning companies and productions may be permitted to use property under the control of the Town of Provincetown for approved projects.

### II. PURPOSE:

Provincetown has long been a highly-sought after location for commercial film, video, and photography companies. The Town of Provincetown supports these industries and encourages their use of the Town. It is recognized that these industries can provide both direct and indirect economic benefits to the Town.

Due to the Town's size, location, historical significance, fragile natural resources, and seasonal tourist demands, such activity requires regulation to ensure to minimize any impacts on vehicle and pedestrian traffic, ensure the safety of bystanders, keep the crews protected, and make certain the least possible disruption to the community.

This policy applies to all Town properties including streets and public ways, Harbor, Conservation, and Recreation properties, excluding the Cape Cod National Seashore, Provincetown Airport, and Private Properties not under the jurisdiction of the Town of Provincetown. The guidelines and regulations contained herein apply to all commercial filming activity. Additional conditions may be attached to individual permit based on impact.

### III. ADMINISTRATION:

The Tourism Department or his/her designee shall be the initial contact for all filming and photography projects, and is responsible for managing requests.

All commercial film, videography, photography, and droning requests must be approved prior to commencing work on site in Town. This policy is administered by Town Administration on behalf of the Select Board. Required fees and ancillary permits associated with the production must be approved prior to filming.

### IV. RULES AND REGULATIONS:

- 1) PERMIT REQUIRED: A Film Permit shall be required for (but not limited to) the following conditions:
  - a) For Film, Videography, Photography, or Droning production for commercial purposes on or from Town of Provincetown.
  - b) For productions involving the use of, or impacting upon public property, traffic flow, pedestrian movement, public facilities, parks, sidewalks, street areas, or harbor.
  - c) Student productions filming for non-commercial and educational purposes may be exempt from

- some fees but are still required to file an application.
- d) As determined by Select Board in consideration of impact to the Community, Businesses, and Natural Resources
  - e) Any activities which result in adverse impacts on adjacent properties from, but not limited to, the use of explosions, noise from firearms, bullhorns, pyrotechnics, car chases, sirens, lighting apparatus, after hour filming, parking, and obstruction of public access, etc., a permit application and approval will be required prior to commencing work on site.
- 2) PERMIT EXEMPTIONS:
- a) Credentialed members of the media such as reporters, photographers or cameramen in the employment of a newspaper, news service, radio or television broadcasting station, or similar entity engaged in on the spot broadcasting, reporting or photographing of news of general public.
  - b) Private social events (i.e. weddings)
  - c) Wedding and Family Portraits.
  - d) Amateur photographers and tourists.
  - e) Artists
- 3) RESTRICTIONS
- a) Night shooting between the hours of 11:00pm to 6:00 a.m. is restricted without the prior approval. Town Center Commercial may also be restricted during certain hours due to considerations such as impact to pedestrian and vehicle traffic, and business interruption.
- 4) INSURANCE:
- a) All productions are required to submit an original, signed Certificate of Insurance, in an amount of \$1,000,000 minimum per instance of claim, for general liability for the duration of the production, with the "Town of Provincetown" listed as additional insured.
  - b) Additional coverage may be required for productions with significant impact on public property and/or natural resources and those with extensive special effects.
  - c) Student projects may be exempt from the insurance requirement. Student applicants should provide an original signed letter on school letterhead from their instructor, department head or dean of college stating the student's name(s), title of the project, purpose of the project, and confirmation that the project is an official school assignment covered by the school's liability insurance policies.

## V. APPLICATION PROCESS

- 1) TIMELINE: The timeline for approvals for permitting is dependent on the scope of the project. Initial inquiries for filming or photography on Town property must be submitted via the Town's online Application as follows:
- a) The application **should be received a minimum of Ten (10) days** prior to the date of anticipated filming in order to receive all of the necessary reviews. Permission may be denied if the request cannot be accommodated within the available time frame.
  - b) **If roadway closures or police details be necessary for the proposed work, the deadline for the application is a minimum of 60 days prior to the date of anticipated filming.**
  - c) Please note: for those requests which require multiple departmental approvals, more than 60 days prior to the anticipated start date of work may be necessary to ensure full compliance.
- 2) REVIEW/APPROVAL:
- a) Applications for approval for commercial film, videography, photography, or droning are managed through the Tourism Department.
  - b) Once the online application has been received, the request will be reviewed to determine whether a production/event meeting with the designated parties is necessary. The availability of the requested Town properties will also be established at this time, as well as the need for any

- additional insurance requirements, fees, and ancillary permits.
- c) No fee is required for submitting an application.
  - d) Based on the scope of the request, approvals may be required by other Town Departments, Town Manager, or the Select Board. Additional fees, location agreements, and/or other required paperwork may incur. Examples are:
    - i) Use of Town Property (i.e. Bas Relief, Town Hall, etc.)
    - ii) Use of Conservation Properties
    - iii) Police detail and/or street closures
    - iv) Department of Public Works cleanup
    - v) Use of metered parking spaces
    - vi) Health Department Permits
    - vii) Licensing
    - viii) Use of Town resources not otherwise detailed above
  - e) Police Details may be required as determined by the Chief of Police or designee beyond what is requested in the proposed application. Fees for Police Details are determined by the scope of work in the application and are billed separately from Permit Fees.
  - f) Any use of a drone requires notification to the Provincetown Police Department, and must include (at a minimum) the following:
    - i) Date(s) of use
    - ii) Time(s)
    - iii) Location(s)
  - g) It is the responsibility of the applicant to work with residents and business owners in advance of the use of the proposed production locations to ensure that neither business nor daily living functions are impacted by the proposed production. To ensure minimal disruption, notification must include the duration and location of the filming and any planned interference with pedestrian or vehicular traffic. The applicants must work with these residents and businesses to determine if any compensation is required.
  - h) The Town is indemnified from any responsibility for work done on private property.
  - i) Once approved, a Film Permit will be prepared by Town Administration with all insurance, fees, and additional ancillary permits required.

Adopted: October 15, 2019

In Favor: Abramson, Anthony, Golden, Venden, and King

Opposed:

# Film, Videography, Photography, and Droning Checklist

Town of Provincetown, 260 Commercial Street Provincetown, MA 02657

508-487-7000 [www.provincetown-ma.gov](http://www.provincetown-ma.gov)



The Provincetown Film Permit authorizes film crews to film on public property only. The Town does not and cannot authorize anyone to utilize private property for filming or any other purpose. The Applicant is required for identifying and notifying any private property owners and/or abutters.

*No fee is required for the application review. Depending on the scope of the request, a location agreement and subsequent fees may be required.*

## CHECKLIST: PLEASE SUBMIT WITH YOUR APPLICATION

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Application filed with the Town of Provincetown  | <i>This must be submitted to the Town of Provincetown Tourism office a minimum of ten (10) days prior to the proposed work-see Town Policy for additional timeline requirements.</i>   |
| <input checked="" type="checkbox"/> Submitted Proof of Insurance Form. The following name and address should appear on the certificate of insurance:<br><b>Town of Provincetown<br/>260 Commercial Street<br/>Provincetown, MA 02657</b> | <i>All productions are required to submit an original, signed Certificate of Insurance, in an amount of \$1,000,000 minimum per instance of claim, for general liability for the duration of the production, with the "Town of Provincetown" listed as additional insured.<br/>Certificates can be emailed to: <a href="mailto:tourism@provincetown-ma.gov">tourism@provincetown-ma.gov</a> or mailed to the Town of Provincetown, Attention: Tourism Department, 260 Commercial Street, Provincetown, MA 02657.</i> |
| <u>The following are only applicable in certain circumstances.</u> Please check all that apply.  |  |
| <input checked="" type="checkbox"/> Location Agreement   | <i>This may be required if scope of the work includes use of town property, road closures, etc. Fees may apply.</i>  |
| <input checked="" type="checkbox"/> Police Detail  | <i>This will be required when a police officer presence is necessary for management of street closures, traffic, security, etc. Call the Provincetown Police Department at 508-487-1212 to determine if a detail is necessary. Fees may apply.</i>   |
| <input checked="" type="checkbox"/> Use of Town Property   | <i>This includes but is not limited to use of the Auditorium, Bas Relief, Town Hall, etc. Use of Town property is subject to scheduling availability. Fees may apply.</i>  |
| <input checked="" type="checkbox"/> Parking and Use of Town Parking Lots   | <i>This will be required when requesting parking reservations, meter bagging requests, etc. Fees may apply.</i>  |
| <input checked="" type="checkbox"/> Health Department Applications   | <i>This will be required when providing any food service for production staff and crew. Fees may apply.</i>  |
| <input type="checkbox"/> Licensing Board Requests  | <i>This may be required if proposed work necessitates a waiver of the Town of Provincetown Noise By-Law. A public hearing will be required.</i>  |
| <input type="checkbox"/> Public Works Services   | <i>This will be required when tapping into water mains, requesting saw horses for road closures, street clean ups, etc. Fees may apply.</i>  |
| <input type="checkbox"/> Fire Department Services  | <i>This will be required when fire and ambulance detail, use of fireworks, etc. are proposed. Fees may apply.</i>  |
| <input checked="" type="checkbox"/> Use of Harbor or MacMillan Pier  | <i>This will be required when using the property under the jurisdiction of the Harbormaster and Pier Corporation. Fees may apply.</i>  |
| <input type="checkbox"/> Use of a Drone  | <i>The Provincetown Police Department must be notified when use of a drone is proposed.</i>  |

*Please note: submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.*

# Town of Provincetown

## Film, Videography, Photography, and Droning Application

Please fill out the following application. For those categories which do not apply, simply write N/A.

**Production Company:** 20th Century Fox Television

**Production Title:** Ryan Murphy Productions

**Applicant Name & Title:** Julie Herrin, Producer

**Company Address:** 10201 West Pico Blvd, Los Angeles, CA 90064

**Applicant Phone:** 310-428-4108

**Company Phone:**

**Cell Phone:** SAME

**E-mail:** mattprisk@gmail.com

**Local Address:**

**Local Phone:**

**Local Fax:**

**Location Manager:** Matthew Prisk

**Telephone:**

**Cell Phone:** 310-428-4108

**E-Mail:** mattprisk@gmail.com

**How many people are in your production crew?** 130

**Will trucks be necessary to bring in Equipment?**  Yes  No *If Yes, please provide the following:*

*Size* TBD *Type* TBD *Parked Location* TBD

**Production Type:**  Feature Film  Television Film  Documentary  Commercial  
 Industrial  Still Photography  Music Video  Droning

*Please note: submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.*



Will Town streets be used for Parking?  Yes  No If yes, please provide the following:

Date(s): Time(s):

Description: **\*PLEASE ATTACHED LOCATION LIST**

A map indicating the streets you plan to utilize should be submitted with your application. Include which side(s) of the street(s), which intersections where parking will be located, the duration, where filming will be located, and any additional pertinent information. Please review the Town's Traffic and Parking regulations regarding any question about vehicular size restrictions.

Will parking meters need to be bagged/spaces held?  Yes  No

If yes, please provide the following:

Date(s): Time(s):

**AREA TBD, SOMETIME BETWEEN MARCH 30th and APRIL 13th, 2020**

Will any of these scenes involve the use of explosives, fire, firearms, or aircraft?  Yes  No

If yes please describe:

Will this require turning off street lights?  Yes  No If yes, please provide the following:

Date(s): Time(s):

Description:  
NOT AT THIS TIME

*Please note: Submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.*



**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, March 9, 2020**

**5E**

# **AGREEMENT FOR PROVISION**

## Harbormaster's Services

**Requested by:** Town Manager Robin Craver

**Action Sought:** Approved

### **Proposed Motion(s)**

Move that the Select Board vote to execute the agreement for provision of Harbormaster services with a term to expire on March 8, 2021.

### **Additional Information**

This agreement will be between the Town of Provincetown and the Provincetown Public Pier Corporation (PPPC) for the provisions of certain harbormaster services. The Town agrees to pay the PPPC the annual personal costs together with defined operational costs in the total amount of \$154,170 for FY2021. This agreement will expire in one year unless otherwise terminated by the parties. To view the terms of agreement, please see attached.

### **Board Action**

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

## AGREEMENT FOR PROVISION OF HARBORMASTER SERVICES

This agreement is made and entered into as of the 9th day of March, 2020 by and between the Town of Provincetown (hereinafter referred to as the "Town"), acting by and through its Select Board and Town Manager, and the Provincetown Public Pier Corporation (hereinafter referred to as "Pier Corporation"), acting by and through its Board of Directors.

WHEREAS, the Pier Corporation is a public entity established in accordance with Chapter 13 of the Acts of 2000, as amended by Chapter 260 of the Acts of 2002, for the purpose of, among other things, managing MacMillan Pier; and

WHEREAS, sections 5(d) and 5(n) of Chapter 13 of the Acts of 2000 authorize the Pier Corporation to enter into contracts with the Town for the furnishing of services; and

WHEREAS, the Town desires to contract with the Pier Corporation for the provisions of certain harbormaster services as specified herein; and

WHEREAS, the Town and the Pier Corporation have determined that there operational synergies between the Pier Corporation's pier management operations and the functions of the Town's Harbormaster and Marine Department, and that it is to both parties' benefit to ensure that these functions are managed in accordance with shared operational goals and objections;

NOW, THEREFORE, the Town and the Pier Corporation agree as follows:

1. *Scope of Services.* Commencing on July 1, 2020, the Pier Corporation agrees to provide to the Town harbormaster services, as defined herein and in accordance with the scope of services set forth in Attachment A.
2. *Term.* This Agreement shall be for a term of one year unless otherwise terminated by the parties.
3. *Compensation.* The Town agrees to pay the Pier Corporation an amount appropriated annually to fund the personnel costs (salary and benefits) for assistant harbormaster positions, together with defined operational costs, presently denoted as "Harbormaster Contracted Services" in the Town's so-called "295 Marine/Harbormaster" budget detail. For FY 2021, that budgeted amount (subject to Town Meeting appropriation) is \$154,170. The compensation amount may be adjusted from year to year based on changes in the average cost of operations of other Town departments, the Town's annual appropriation process, and by any mutually-agreed changes to the scope of services and/or staffing levels of the Harbormaster's Office as outlined in attachments hereto.

Payment of the annual compensation amount shall be made on a monthly basis in equal installments. The obligation of the Town under this Agreement shall be subject to annual appropriation. In the event that sufficient funds are not appropriated or otherwise made available to support the continuation of this Agreement in any fiscal year, the Town may cancel this Agreement.

4. *Appointment and General Role of the Harbormaster.* The Harbormaster is appointed by the Town Manager, and serves as a Town employee, consistent with the Town Charter, bylaws, and any other applicable provisions of local, state and federal law. The Harbormaster shall have all powers

and duties conferred upon that position by virtue of state and federal law. The Harbormaster works cooperatively with the Pier Manager to ensure proper management of marine-related activities both on and off MacMillan Pier, within their respective jurisdictions. To facilitate this working relationship, the Pier Corporation agrees to physically house the Harbormaster's Office, and/or other Town staff with marine-related functional duties as may be requested by the Town Manager, at MacMillan Pier (which is leased by the Pier Corporation from the Town pursuant to an existing Lease Agreement, as authorized pursuant to Section 3(b) of Chapter 13 of the Acts of 2000).

5. *Duties of the Harbormaster.* The duties of the Harbormaster and of the staff of the Harbormaster Office staff are outlined in Attachment B of this Agreement. The day-to-day supervision of the Harbormaster in the performance of these duties shall be the responsibility of the Town Manager. Although Assistant Harbormasters are technically Pier Corporation employees, they shall report to and be managed by the Harbormaster for all matters within the Harbormaster's jurisdiction.

6. *Harbormaster Office - Department Staff.* Aside from the Harbormaster, the staff of the Harbormaster's Office shall be employees of the Pier Corporation, while serving under the day-to-day direction and supervision of the Harbormaster as set forth in Paragraph 5 of this Agreement. The salary and employment benefits of the staff of the Harbormaster's Office shall be determined and paid for by the Pier Corporation. The Pier Corporation agrees, however, to classify and categorize such personnel consistently with like Town positions, for compensation purposes, to the largest degree possible and practical.

7. *Status of Pier Corporation Employees and Participation in Town Benefit Programs.* Pursuant to Section 3 (e) of Chapter 13 of the Acts of 2000, personnel employed by Pier Corporation are designated as Special Municipal Employees for purposes of G.L. c. 268A. In addition, such personnel shall be allowed to participate in the Town's employment benefit programs under the same terms and conditions as Town employees, pursuant to Section 5(c) of Chapter 13 of the Acts of 2000. Any required employer contribution toward such benefits shall be paid by the Pier Corporation, either as a direct reimbursement to the Town or through the overall process of determining the annual amounts to be paid to the Pier Corporation by the Town for Harbormaster Contracted Services, per Paragraph 3 of this Agreement.

8. *Administration of Personnel: Hiring and Payroll Processing.* The parties agree that the Town shall provide payroll processing services for Pier Corporation employees. The parties further agree that the advertisement of and hiring for Pier Corporation positions shall be administered by the Town, in accordance with the Town's normal policies, practices and procedures for Town personnel. Notwithstanding the above, the parties acknowledge that the Pier Corporation Board of Directors has the ultimate authority to decide general staffing needs, and compensation rates for all Pier Corporation staff. The parties agree as part of the budget review process described in Paragraph 10, below, that operational staffing levels shall be discussed as may be necessary, particularly where any significant changes in staffing levels are anticipated in the upcoming fiscal year.

9. *Resolution of Potential Operational Conflicts.*

The parties understand that from time to time conflicts may arise between the operational priorities and requirements of the Town relative to the functions of the Harbormaster's Office and those of the Pier Corporation relative to its functions of pier operations and maintenance. Employment of managerial best practices for work planning and personnel scheduling and timely and effective communications between Harbormaster, the Town Manager and the Chair of Pier Corporation will

hopefully eliminate most conflicts of this nature, but should conflicts arise, it is agreed that they will be resolved by the Town Manager and the Chair of Pier Corporation. If the Town Manager and Chair of Pier Corporation cannot arrive at a mutually agreed resolution, this agreement may be terminated by either the Select Board or the Directors of Pier Corporation.

Conflicts regarding tasking, scheduling and/or deployment of the staff of the Harbormaster's Office for matters under the Harbormaster's jurisdiction shall be resolved by the Harbormaster in the first instance. It is expected that the Harbormaster shall work with the Pier Manager to narrow the scope of any such conflicts, but if the two are unable to reach resolution on any particular conflict, the matter shall be referred to the Town Manager and the Chair of the Pier Corporation for resolution.

The Town Manager and the Chair of the Pier Corporation, together with the Harbormaster and Pier Manager, shall meet regularly at mutually-convenient times to ensure effective and ongoing communication in furtherance of the shared operational goals.

10. *Communications, Budget Development, and Accountability.* The Chair of Pier Corporation shall be accountable to the Select Board for the overall performance of all Pier Corporation employees working under this Agreement. The Pier Corporation Board of Directors shall meet with the Select Board for a performance review in November of each year. The agenda of this joint meeting will be Pier Corporation's report on the management of MacMillan Pier and related operations for the prior year and plans for the coming year. At this meeting, the Pier Corporation shall provide a budget request for the Harbormaster's Contracted Services for the Town's next fiscal year and an updated list of all Town and Pier Corporation assets in operation with a value over \$5,000 (i.e., vehicles, vessels, or equipment).

11. *Termination.* This Agreement may be terminated by either party for convenience after ninety (90) days written notice.

12. *Successor and Assigns.* This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the Town nor the Pier Corporation shall assign or transfer any interest in the Agreement without the written consent of the other.

13. *Compliance with Laws.* The Pier Corporation shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, such provisions being incorporated herein by reference. The Pier Corporation shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.

14. *Severability.* If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

15. *Governing Law.* This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts.

16. *Entire Agreement.* This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either

written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

**TOWN OF PROVINCETOWN**

**PROVINCETOWN PUBLIC  
PIER CORPORATION**

By its Select Board:

By its Board of Directors:

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Town Manager:

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## ATTACHMENT A

### Scope of Services

In fulfillment of its obligations under this Agreement, the Pier Corporation shall provide:

1. Professionally-qualified personnel to support the Town's Harbormaster in the performance of his or her duties. The Pier Corporation shall be responsible for hiring, managing, and compensating the following categories of staff:

- **Assistant Harbormaster** - provide line staffing for patrol, enforcement, service and emergency response, seasonal staff training and supervision of maintenance of facilities and vessels.
- **Seasonal Assistant Harbormaster** - provide line staffing for patrol of beaches, harbor and pier, enforcement, public safety, pump-out service and emergency response, maintain facilities and vessels. It is anticipated that seasonal staff will be employed from April to November with staggered starts with second and third shifts as needed.
- **Radio Dispatch & Office Administration** - Year-round bonded position, to provide internal transaction control, bookkeeping, monthly reconciliation with Town Finance Dept., mooring field administration, grant administration, radio dispatch and coordination of service calls, and staff normal business hours. Assistant harbormasters will cover radio dispatch and service call coordination after normal business hours.

2. Office and work spaces for the Harbormaster's Office on MacMillan Pier. The Pier Corporation shall pay for the utilities, maintenance and upkeep of these facilities.

3. Funds and personnel to operate, and maintain the Harbormaster's vessels, which are to be provided by the Town. At the commencement of this agreement there are four vessels in the Harbormaster's fleet, and a fifth vessel which is owned by Pier Corporation and used periodically in harbor operations.<sup>1</sup>

4. Funds and personnel to operate and maintain the Pump-out Facility adjacent to the Courtesy Float.

5. Administration of the Town's mooring fields and the collection of mooring fees, under the direction of the Harbormaster. (It is noted that the mooring fees collected are used to offset partially the cost of this Agreement.)

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1. At the time of signing of this agreement, the vessels maintained and operated by the Harbormaster consisted of:

- Marine One -- a 2003 twin 130 hp. Evinrude 24-foot center console vessel for patrol;
- Marine Two -- a 2014 Alcar Environmental 24-foot center console pump-out boat with additional emergency response capabilities;
- Marine Three - a 1994 20-foot former pump-out vessel now used for maintenance of the pier and harbor with 150 hp Evinrude;
- Marine 7 -- a 14 ft Jon Boat with 6 hp outboard

## ATTACHMENT B

### Duties and Responsibilities of the Harbormaster

The Harbormaster:

- Performs tasks outlined in Massachusetts statutes (Chapters 90b, 91, 102 and elsewhere in the Acts of the Legislature) regarding duties and authorities of harbormasters
- Maintains buoys and channels, directs vessel traffic, lightering, loading and berthing within the Harbor
- Enforces the Town's Harbor Regulations
- Enforces Federal, State and Local Environmental Regulations
- Coordinates harbor operations and emergency response with other Law Enforcement agencies and the U.S. Coast Guard
- Educates public on boating safety and environmental issues
- Coordinates and supports interactions with Town departments as directed by the Town Manager
- Provides staff liaison to Harbor Committee, Conservation Commission and other town boards, as required
- Provides operational support and supervisory assistance to the Shellfish Constable, as required
- Pursues grants funding in support of Town objectives for the harbor and the water space under the jurisdiction of the Town
- Ensures staff are current in all required professional development training and qualifications
- Assists in planning and coordinating joint operational training with Coast Guard Station Provincetown, and the Town's Police and Fire Departments and Emergency Management Coordinator
- Develops budgets and financial reports related to harbor management as required by the Town Manager
- Manages Harbormaster Office, and directs and supervises staff in performance of the functions outlined below
- Provides harbor-related inputs to the Town's CIP Program prior to the Select Board's annual CIP reviews in September (e.g replacement of a patrol vessel with upgrades for CBRNE detection, fire-fighting, and search & rescue/mass casualty support capabilities).

## Functions of the Harbormaster Office and Staff

The Harbormaster Office staff:

- Provides radio, phone and customer counter service response to tenants of the Pier, mooring and other permit holders, the general public and crews of fishing vessels
- Dispatches all staff to service and emergency calls
- Maintains records and accounts for mooring, dockage and commercial support service, excursion licenses, dinghy dock billing and grant administration
- Prepares expense vouchers, payroll warrants and reconciliation reports for processing by the Town's Finance Department
- Prepares delinquent accounts for collection
- Maintains and backs up database logs, files, communications and office equipment.

### *Duties of Assistant Harbormasters:*

- Provide on-the-water presence for routine patrols and emergency response on the water, beaches and pier
- Conduct patrols of the harbor, launching ramp, mooring and anchorage fields. Issue warnings or citations for violations as necessary
- Provide information and hospitality for local and visiting mariners
- Promote and assist in implementation of public safety, education, clean harbor and environmental programs
- Operates pump-out services
- Maintain buoys and channels within the harbor
- Provide after-hours and weekend coverage of the Harbormaster's Office
- Coordinate permitted use of off-loading stations
- Provide vessels with assistance with docking, when required
- Monitor and enforce parking, vehicular and pedestrian flow on the pier
- Perform regular pier patrols
- Maintain a clean facility sweeping areas not covered by street sweeper, picking up garbage, painting and keeping equipment in good repair



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, March 09, 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**

Attached documents:

- Town Manager's Report – Administrative Updates
  - Biweekly Staff Report

**Board Action**

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

# Memo

To: Select Board  
From: Robin Craver, Town Manager  
CC: Senior Staff  
Date: March 5, 2020  
Re: Town Manager Report

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## **I. Town Manager Updates:**

- AFSME Union and Police Union negotiations are scheduled to start.
- The VFW demolition, Town Hall HVAC and Town Hall painting are out to bid.
- The Select Board Town Meeting Forum is on Thursday, March 18<sup>th</sup> at 3:30pm at Seashore Point.
- The Town Staff Public Forum is on Wednesday, March 25<sup>th</sup> at 5:00pm in Town Hall.
- Public Hearings to receive input on Town Meeting articles are starting.

Below lists meetings, conferences along with persons/boards I've met with since assuming the role of Town Manager. I have made meeting with community members in my first month a priority. Listed are scheduled meetings and, as important but not listed, have been many residents and business owners I've had the pleasure to meet while attending events, shopping at stores and dining in restaurants.

*(Please note this is not a comprehensive list as some were in added to the calendar.)*

## **Meetings and Conference Highlights:**

- MMA Annual Meeting
- Outer Cape Health Walk-through
- NEWEA Awards Ceremony
- Curaleaf Grand Opening
- National Seashore Drive-through with Superintendent Brian Carlstrom and Deputy Superintendent Kathy Tevyaw
- Library Meet and Great
- Cape Cod Manager's Lunch
- Council on Aging Luncheon with Police Department
- Community Meeting at 473 Commercial Street
- Seashore Point Visit

- Provincetown Schools Walk-through with School Superintendent Suzanne Scallion
- Coastal Zone Management Listening Session on February 27, 2020
- Local Comprehensive Plan Committee multiple
- Peer Group Meeting on Housing on March 2, 2020

**Scheduled Appointments Included:**

Truro Town Manager Rae Ann Palmer  
 State Representative Sarah Peake  
 Town Attorney John Giorgio for a legal update  
 AFSME Union President Ryan Schmidt  
 Artist Jay Critchley  
 CDP Executive Director Jay Coburn  
 Airport Commission Chair Steve Katsurinis  
 Former Select Board Vice Chair Erik Yingling  
 Pier Corporation Chair Ginny Binder  
 Pilgrim Monument Executive Director David Weidner  
 Assembly of Delegates Rep Brian O'Malley  
 Town Insurer Paul Silva  
 Cape Air CEO Dan Wolf  
 Planning Board and Recreation Commission Member Brandon Quesnell  
 Town Manager Candidate Maria Broadbent  
 Crown and Anchor Owner and VSB member Rick Murray  
 Historical Commission Chair Julia Perry  
 VSB Chair Jay Gurewitsch  
 VSB Vice Chair and Personnel Board member Regina Cassidy  
 Former Select Board Chair Austin Knight  
 21<sup>st</sup> Century Fox Studio  
 Several developers submitting applications  
 Personnel Board Chair and Vice Chair

**Boards and Committee Meetings Attended:**

Finance Committee  
 Local Comprehensive Plan Committee  
 Public Pier Corporation  
 Harbor Committee  
 OPEB Committee  
 Year Round Market Rate Rental Housing Trust  
 Cemetery Commission

**Future Scheduled Appointments Include (not already identified):**

Building Committee Chair Tom Coen

Cemetery Commission  
Personnel Board  
Local Comprehensive Plan Committee  
Center for Coastal Studies Executive Director Rich Delaney  
Lily House Founder Dawn Walsh  
Cape Cod Manager's Luncheon, ongoing  
Shark Mitigation Meeting  
Animal Welfare Committee  
Town Meeting Forum at Seashore Point  
Town Meeting Forum in Town Hall

## II. **Bi-weekly Reports**

### **Finance and Administration**

#### **Finance**

- **MUNIS Modules:** The Finance Team has been working with other Towns and MUNIS to implement the MUNIS purchase Order/Requisition module and Special Assessments module.
- **Parking Permits:** In an effort to alleviate the long lines for purchasing parking permits, staff in the Treasurer/Collectors office and the Transportation office have developed an early outreach program and have begun to issue permits for the upcoming season.

#### **Human Resources**

- **New Hires:** From Mid-January to present the Town has welcomed full time staff Patrick Walsh, Town Hall Custodian; Brenden Casillas, VMCC Custodian (previously seasonal staff); and Dwight Sangster, Buildings and Grounds Maintenance Staff (previously seasonal staff)
- **Position Moves:** Recently we have seen some long time employees move into different positions Brian Cowing, Buildings & Grounds Maintenance Staff to Building & Grounds Forman; Sandie Zeitler, from VMCC Custodian to Public Restrooms Custodian; Jeffrey Cox, from Sanitation Skilled Laborer to Transfer Station & Recycle Center Skilled Laborer.
- **Retirements:** In January Tony Lemme, Buildings and Grounds Forman; Denise Joseph, Public Restrooms Custodian; and David Roach, Transfer Station Skilled Laborer retired after a combined 70 years of service to the Town of Provincetown.
- **Resignations:** None at this time.
- **Open Year Round Positions:** Currently the Town is seeking a Full Time Sanitation Skilled Laborer, a Full Time Town Engineer, On-Call Telecommunicators, and On-Call Secretaries

- Open Seasonal Positions: There are various Seasonal Positions available for the 2020 Season: PPPC Operational Staff, PPPC Assistant Harbormaster, PPPC Night Patrol, DPW Highway Dept. Laborer, DPW Transfer Station/Sanitation Laborer, DPW Barrels & Grounds Attendants, DPW Third Barrel Pickup Attendants, DPW Comfort Station Attendants, DPW Beautification Maintenance Staff, DPW Groundskeeper Maintenance Staff, DPW Floating Custodian, Parking Dept. Cashiers, Parking Dept. Parking Lot Attendants, Parking Dept. Booth Attendants, Summer Police Officers, Summer Community Service Officers.

## **MIS**

- Minecraft: MIS is assisting the school with a new Minecraft for Education initiative. This involves the provisioning of laptops that will initially be used by fourth grade students. However, the laptops will be stored in a mobile cart that will allow them to be easily moved between classrooms.
- Software Upgrades: MIS is in the process of upgrading desktop software, including Windows 10 migrations. This will be a centralized process, and is intended to minimally disrupt end users.

## **Community Development**

### **Building Department**

- Insurance Services Office (ISO): 2020 is Provincetown's 5-year cycle visit for the Community Rating Service (CRS) program. The physical meeting is on Monday, April 27, 2020 with the ISO. Prior to that meeting the Department will be gathering and collating all the information from the past 5 years, including, but not limited to, changes in Building Codes, adverse weather events and modifications to buildings in the floodplain. With the assistance of our CRS coordinator, Shannon Hulst, the first submission, due February 27, 2020, was provided to them.
- VMCC Roof Repair: The repairs to the damaged roof at the VMCC began on Wednesday February 26, 2020. The contractor is confident that this project will be completed in 2 weeks.

### **Community Housing Office**

- Harbor Hill: 8 units are now occupied, 14 units total leased plus 3 pending; 3 buildings are available with 1 fully occupied following receipt of certificates of occupancy for total of 21 units available. NEI is expecting to complete their renovations the beginning of March and the CDP will complete additional work for rent-up. Open houses will be held on April 3rd and 4th.
- Year Round Rental Housing Trust: The YRRHT conducted a joint meeting with Select Board on February 24th to present a status update on Harbor Hill

and in anticipation of presenting articles at both the Annual Town Meeting and the Special Town Meeting in April. The Trust will be holding their annual public hearing on March 31st at 6pm at the Library.

## Town Infrastructure

### **Environment/Conservation**

- Eversource Community Battery Project: In the coming month, Eversource and their contractor, Lawrence Lynch Construction, Co., anticipate beginning construction to install the new battery storage system located at the Provincetown Transfer Station. Eversource's outreach team will be distributing the informational material door to door and by mail to the neighborhoods that abut Race Point Rd. The team will speak with residents and answer questions. Over the next two weeks, Eversource contractors will conduct preliminary fieldwork activities such as soil borings and survey work on Race Point Road and within the Provincetown Transfer Station. Access to the Transfer Station during regular business hours will always be available. Eversource is also working to schedule a preconstruction meeting with the Public Works Director and his team.
- Inter-municipal Shoreline Management Plan: The team for this CZM-grant-funded project (Eastham, Wellfleet, Truro, and Provincetown conservation Agents and Center for Coastal Studies staff) held two successful and productive listening sessions on February 26 and 27, 2020, one at the Eastham Public Library and the other at the Center for Coastal Studies building in Provincetown. Town staff representing Planning, Public Works, Harbor/Pier/Beaches, Shellfish, Police, Fire, Emergency Management, and other departments attended to hear about the project goals and jointly to identify similarities, challenges, and benefits to working together.

### **Pier**

- Harbor Regulations: Public hearing has been advertised regarding updates and definition revisions to the Harbor Regulations; discussions may potentially include the dock Allocation Process.
- Seasonal Hiring: Applications have begun to come in with regards to the summer seasonal help. The Pier Corp will be reviewing applications with the towns HR department over the next couple of weeks for Assistant Harbormasters and Operations/Maintenance personnel.
- Moorings: Both the harbor and moorings are in good condition. Mooring permit renewal application letters will be sent out mid-month.

## **Community Services & Public Engagement**

### **Council on Aging**

- **Police Lunch:** The 6<sup>th</sup> annual Police Valentine's Lunch for seniors was enjoyed by 70 guests. Held in the VMCC gym, participants had the opportunity to meet and talk with Police Department officers and staff as well as with the Town Manager and we are appreciative of the support of all involved in making it such a special event.
- **School Superintendent Meet & Greet:** In February, we hosted a "Meet & Greet" with Dr. Suzanne Scallion, Provincetown Schools Superintendent, at the Senior Center. This was the first of several events being planned to offer older adult residents the chance to meet and talk with Town staff members.
- **Sight Loss Support Group:** Beginning in April, Sight Loss Services will offer a monthly support group at the Senior Center for people of all ages with vision impairment. The group is free and will include resource information and speakers.

### **Emergency Management and Transportation**

- **Parking Permits:** In conjunction with the Collector's Office, the Transportation Department is looking to launch Parking Season 2020 permit sales in early March. Public messaging will occur across the Town website and social media channels. The new system will give constituents the ability to purchase permits (and pay parking violations) online via a new customer-facing web portal.
- **Emergency Shelter:** The Emergency Management Transportation Coordinator, Health Agent, DPW Director of Operations, and the Truro Fire Chief conducted a joint tour of the VMCC sheltering facilities for representatives of the BCREPC and Americorps volunteers. Staff is re-evaluating our personnel and facilities needs to enhance shelter capacities, with an eye on renewing our sheltering MOU with Truro and greater participation in the regional sheltering plan.
- **COVID-19:** With the BCREPC, MEMA, FEMA, CDC, and key department staff, we continue to monitor the spread of the novel coronavirus, COVID-19, and consider coordinated regional response mechanisms across jurisdictions and agencies. While the threat of a pandemic should be considered in all seriousness, it is possible to prepare and plan for illness and disruption while avoiding panic and hysteria.

### **Health**

- **Regulatory:** Health Agent Lezli Rowell is working with local and county partners to adapt local tobacco control regulatory processes in light of changes to state law.
- **Public Health:** Many Provincetown families with young children take taxis to the Provincetown Schools and Wee Care for pick-up and drop-off, which do not

always have car seats. The Health Department, Provincetown Schools, and the Licensing Department are teaming up with local taxi companies to get gently used car seats to the taxi companies that frequent the VMCC. Anyone who wants to donate a gently used car seat can contact the Health Director.

### Library

- Collaboration with HOW: March is Women's History Month! Celebrate and join HOW (Helping Our Women) in reading and discussing Fun Home by Alison Bechdel on Wednesday, March 18 and March 25 from 4:00 pm to 5:00 pm in the Library's Bowsprit Room. Copies of Fun Home are available on the hold shelf at the Library's Circulation Desk. Contact [chloe@helpingourwomen.org](mailto:chloe@helpingourwomen.org) for more info.
- Movie Night at PPL: March movies series; "Bad Boys," are classics, carefully selected by Mary Alice Wells, Library staff member and film aficionado. The films are at 5:30 pm on Wednesdays.
- 5th Annual Moby-Dick Marathon: The entirety of Moby-Dick will be read aloud over three days on April 24th, 25th and 26th. Everyone is welcome and encouraged to volunteer as a reader. Please contact Brittany Taylor, Assistant Director, [btaylor@clamsnet.org](mailto:btaylor@clamsnet.org) to sign-up.

### Recreation

- Recreation Youth Program Fee Review: The Recreation Commission has started to review their fees for all youth programming. These programs fees have remained unchanged since 2010 and need review. Programs such as afterschool childcare, team sports and summer childcare make up the bulk of the Recreation Department revenue. The Commission will be comparing fees to other towns that have similar programs, as well as the Provincetown Schools fees. Initial review of fees started on February 4th and will continue into March, and if changes need to be made, then a public hearing will be held towards the end of March with a recommendation to the Select Board in early April.
- Playgroup with Cape Cod Children's Place: As the Department continues to strive to offer programs and activities to all ages of the community, we are now excited to be offering playgroups. As a partner with Cape Cod Children's Place, the Recreation Department is offering playgroups to families that have infants to age 5 years on Mondays and Fridays at Veterans Memorial Community Center 10:30am. These groups are led by a certified leader from Cape Cod Children's place, which gives children and parents social interaction with other families in a structured environment.

## School

- Greenhouse Studio: A grant for a Greenhouse Studio has been submitted.
- School Trip: The next IB international trip in 2022 is being planned for travel to Portugal and Italy.
- Costa Rica Trip: The school is developing Plan B for our Costa Rica trip in the event we need to reschedule.

## Tourism

- Digital Media Agency Request for Proposals: The RFP Selection Committee for the Digital Media Agency is interviewing the most advantageous agencies on Wednesday, March 11th and will provide the Town Manager with their evaluations of all the proposers following these meetings. The Town will then move forward to engage in a contracted agreement with the most desirable firm to begin April 1, 2020.
- Filming in Provincetown: 20<sup>th</sup> Century Fox Television has submitted an application to film in Provincetown. They have been scouting the area, including Truro, and are identifying film locations. Town staff and the Chief of Police have had initial meetings to determine needs and logistics; the final filming locations are pending. The proposed dates, included time to prepare and break down, are March 23rd through April 17th. A formal agreement with the Town is pending.



**Provincetown Select Board  
AGENDA ACTION REQUEST**

**Monday, March 09, 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:

February 24, 2020 6pm (Regular) [ ] 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  
FEBRUARY 24, 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:

Other attendees: Town Manager Robin L Craver, Assistant Town Manager David Gardner and Select Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

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

- A. Treasurer Transfer – as Commissioners of the Special Purpose Gift Fund approve the use of gifted funds to pay \$545.00 to Motorola (previously paid from 18ATM Article #10-1, Fire Department Radios) for expenses related to the replacement of Fire Department pagers lost in a fire on November 21, 2019.*
- B. Approve the Parade Application Permit submitted by James Morgrage on behalf of Harbor to the Bay 18<sup>th</sup> Annual Harbor to the Bay AIDS Benefit Bike Ride to be held on Saturday, September 26, 2020.*
- C. Approve the Parade Application Permit submitted by Susan Pesaturo on behalf of Pan Mass Challenge's annual charity bike ride to be held Sunday, August 2, 2020.*
- D. Approve the Parade Application Permit submitted by Susan Avellar on behalf of the Provincetown Portuguese Festival's annual Portuguese Festival Parade to be held on Saturday, June 27, 2020.*
- E. Approve the Parade Application Permit submitted by Susan Avellar on behalf of the Provincetown Portuguese Festival's annual Blessing of the Fleet Procession to be held on Sunday, June 28, 2020.*
- F. Approve the Parade Application Permit submitted by Bob Sanborn on behalf of the Provincetown Business Guild's annual Sashay to Tea Dance to be held on Saturday, June 6, 2020.*
- G. Approve the Parade Application Permit submitted by Bob Sanborn on behalf of the Provincetown Business Guild's 42<sup>nd</sup> annual Carnival Parade to be held on Thursday, August 20, 2020.*
- H. Approve the Parade Application Permit submitted by Hadley Luddy on behalf of the Homeless Prevention Council, Inc.'s annual HPC Walk for Home to be held on Saturday, June 6, 2020.*
- I. Approve the appointment of alternate member Jeffery Mulliken to regular member on the Planning Board with a term to expire on*
- J. Approve the appointment of alternate member Susan G. Peskin to regular member on the Zoning Board of Appeals with a term to expire on*
- K. Approve the execution of the Verizon Wireless Lease Amendment for Winslow 2 Tank per the recommendation of the Town Manager.*
- L. Zoning Bylaw amendment referral to the Planning Board.*
- M. Direct the Chair to send a letter of support for the Provincetown Art Association and Museum for their application for the Massachusetts Preservation Projects Funds*
- N. Authorize the Town Manager to enter into the contract between the Town of Provincetown and Environmental Partners for the final design and bid document preparations for the Knowles Crossing Water Distribution Garage.*

**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**

- **Pat Miller** – President of the PTHA – Town voted on allowing part time residents can sit as alternates on the Finance Committee. The Moderator, as the appointing authority, did not want to appoint the part-time resident. On February 10<sup>th</sup>, FINCOM met, a member motioned to appoint the part-time resident. Now FINCOM wants to amend the charter to exclude part-time residents to not allow them on FINCOM. Optics look like the mediator violated charter by no appointing the part-timer, the optics also looks like there is little to trust. Asking Board to explain how the story is fair and done in the best interest of the entire community. Part-timers bring diversity.
- **Randy Jansen** – Here to urge the town to set up a planning meeting with Police Chief, Fire Chief and local medical personal to start planning when the Coronavirus comes to Provincetown.
- **Laura Rood** – Would like to speak to some of the things I am seeing happening when people are going out right to the warrant. I think it is a bad president to go outside of the chain of command, to encourage people that if they have a difference of opinion, to bring it to the board and not to bring it to warrant and special town meeting.
- **Chip Capelli** – FINCOM member – we motioned for the charter change because the FINCOM is a statutory board and that is not included in the charter.

**2. Select Board Member's Opening Statements – (Votes may be taken)**

- **Louise Venden** – Thank the people who came forward with public comments. I hope we can continue to improve communication between part-time residents. Although there have been differences we do need everyone at the table as we are all members of the community. Thank you Randy, as this is something we need to plan for, this is something we need to take a look at. We will be meeting later with the YRMRRHT, thank Michelle J for all the hard work she has done as well.
- **John Golden** – I agree with Louise, the weather in our favor recently and the streets are busy. Let's get ready for summer.
- **Robert Anthony** – Also agree with Louise's comment, we still have a full plate this board has to deal with, Police Station, fire needs, Housing, and I appreciate what Louise said, I know we are going to be prepared and handle it well.
- **Lise King** – I was appreciated by the comments I saw online with the help about the C... Virus and I have complete confidence between our health department and our emergency management department, we will be prepared. Thank you for everyone who is showing up to speak and participate in the democratic process.
- **David Abramson** – I will reserve my comments until the end of the meeting.

**3. Appointments (none)**

**4. Public Hearings**

- A. Continued from January 13, 2020 - 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**

Jessica Elder presented the request. Eversource will be installing a conduit line along Rt 6 to Race Point Road.

**Public Comments: None**

**MOVE that the Select Board vote approve pole hearing application submitted by Jessica Elder to install a 1,115' of conduit and 4 Man holes in the town road beginning on Rt 6 W to Race Point Road, Provincetown.**

**Motion: Louise Venden**

**Seconded: John Golden**

**Vote: 5-0-0.**

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

**A. Cape Light Compact - provide updates about green communities, power supply offerings, and 2020 energy efficiency programs and rebates.**

Maggie Downing, Administrator of Cape Light Compact. Giving a brief update to the Board on what has been going on. Thank you for your appointment of Nathan Mayo, he has been a great addition to our committee as well as David Gardner who has been your alternate for year. Ms. Downing gave a brief overview of the energy efficient program that Cape Light Compact has been running. Cape Light Compact worked with the Town last year on three projects at the Fire House, the Old Provincetown Library and Macmillan Wharf. Looking to partner with towns to do a blitz of energy efficient measures, last year they worked with Oaks Bluffs. Ms. Downing also reviewed current residential rebates available to the public as well as energy efficient audits they will do for residents.

**B. Joint Meeting with the Visitor Services Board – Presentation of VSB Grant Recommendations**

Chair Jay Gurewitsch, Vice Chair Regina Cassidy and member Rick Murray was present at the meeting along with Tourism Director Anthony F and Assistant Director Nina Cantor. Mr. Gurewirsch went over the process of evaluating the grant applications and gave the board the VSB's recommendations. The Select Board thanked Staff and the VSB for their presentation.

**MOVE that the Select Board vote to approve \$178,827 of funding from the Tourism Fund for the following FY 2021 Tourism Event and Matching Marketing Grants as recommended by the Visitor Services Board.**

**Motion: John Golden**

**Seconded: Louise Venden**

**Vote: 5-0-0.**

**C. Joint Meeting with the Year Round Market Rate Rental Housing Trust –**

Chair Nathan Butera, Louise Venden, Doug Cliggot and Kevin Mooney called the YRMRRHT to order at 6:44 pm. Community Housing Specialist & Grant Administrator Michelle Jarusiewicz was also present.

Mr. B gave a brief recap on what has happened with the property over the last three years. Currently the project is 70% occupied. The past year the priority has been getting the renovations completed and getting the building occupied. The Trust continues to evaluate opinions for a sustainable annual funding. At Annual Town meeting we will present an article to get us through FY21. Moving beyond FY21 we will need to identify a funding option, we have a consulting who will be coming and looking at the project. Staff and the two boards discussed the implications of the two warrant articles being presented on the Special and Annual Town Warrant. The warrant articles create funding for FY2021 and FY2022. The boards will be to consider

permanent funding sources.

**MOVE that the Select Board vote to co-sponsor funding request articles in the April 2020 Special Town Meeting and the 2020 Annual Town Meeting in support of year round community housing units at Harbor Hill and in support of the Annual Town-wide goal to develop and manage year round housing at Harbor Hill.**

**Motion: Lise King**

**Seconded: Robert Anthony**

**Vote: 4-0-0**

**D. Discuss Provincetown Business Guild request to paint Rainbow Crosswalks in town.**

Rick Murray presented on behalf of the PBG. Members Venden and King thanked the PBG for their work with town staff and the organizers of the Portuguese Festival and returning with a compromised location.

**Move that the Select Board vote to [approve][deny] the request from the Provincetown Business Guild to accent 2 pedestrian crosswalks at one location, in the middle of Lopes Square between the Coffee Pot and the Provincetown Chamber of Commerce.**

**Motion: John Golden**

**Seconded: Robert Anthony**

**Vote: 5-0-0.**

**E. Discuss Jay Critchely's VFW Proposal**

Mr. Critchely is requesting to use the VFW building as an art exhibit to allow the public to come in and honor the significance of this building. We are a community in transition, the building is an iconic building because of what the building is about. This is a way to say goodbye to the building. The building will be darkened, we will provide hand held lights and this will allow people to have a mediated experience. The Board thanked Mr. Critchely for his presentation.

**Move that the Select Board vote to [approve][deny] the request from the Provincetown Community Compact use of the former VFW building.**

**Motion: John Golden**

**Seconded: Lise King**

**Vote: 5-0-0**

**F. Discuss draft MOU between Provincetown, Truro, Wellfleet and Eastham to pursue the development of an inter-municipal shoreline management plan. – Environmental Planner Timothy Famulare.**

Environmental Planner Timothy Famulare present to give an update to the Select Board on what the committee has done since the last time he presented in November. They are meeting monthly. He reviewed the substance of the MOA and asked the board if they had any comments or input. Members Venden and King thanked Mr. Famulare for his work on this project.

**MOVE that the Select Board vote to authorize the Town Manager, in consultation with Town counsel, to finalize the draft Memorandum of Agreement (“MOA”) Among the Towns of Provincetown, Truro, Wellfleet, and Eastham to Pursue the Development of an Inter-Municipal Shoreline Management Plan and return the MOA to the Select Board for execution.**

**Motion: Louise Venden**

**Seconded: Lise King**

**Vote: 5-0-0**

**G. Pilgrims’ First Landing Park – Indigenous Peoples Commemorative Stone Paver update.**

Town Manager Craver – you have the PFLP design come before the board and had a conversation about the paver and staff spoke about how to handle this as a plan B. I think it is important to acknowledge indigenous people. We have talked about three projects; PFLP, Bas Relief and a future site. The language that was provided was given to me by Dr. David Weidner. Ms. King thanks Ms. Craver for solicitation the language and told the board about the submitting by Ms. Himmelreich.

**Move that the Select Board vote to direct the Town Manager to execute a contract with Jennifer Himmelreich.**

**Motion: Louise Venden**

**Seconded: Robert Anthony**

**Vote: 5-0-0**

**Move that the Select Board vote approve the language**

*We, the Town of Provincetown, acknowledge the Wampanoag people of the past and of the present, and their heritage and continuance as the indigenous peoples of this land.*

*While we cannot undo the mistakes of the past, we have a responsibility and opportunity to acknowledge them and work toward a continually better future.*

**for the Pilgrim’s First Landing Park stone paver and Bas Relief plaque.**

**Motion: Lise King**

**Seconded: Louise Venden**

**Vote: 5-0-0.**

**H. Insertion of Articles for the April 6, 2020, Annual & Special Town Meeting Warrant pursuant to the Provincetown Charter c. 2§ 3(b)**

Town Manager Craver reviewed the Special Town Meeting Warrant as well as the Annual Town Meeting Warrant articles.

**MOVE that the Select Board vote to insert the following article: 1-11, into the April 6, 2020, Special Town Meeting Warrants.**

**Motion: Louise Venden**

**Seconded: John Golden**

Vote: 5-0-0

**MOVE that the Select Board vote to insert the following article: 1-34, into the April 6, 2020, Annual Town Meeting Warrants.**

**Motion: Louise Venden**

**Seconded: John Golden**

**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. Staff Biweekly updates**

Town Manager Robin Craver gave the Select Board an update on administrative matters. The Tourism Department have received an application for a Film production to come into town. Seasonal positions are now open and applications being accepted. If people are interested in looking at those, the information is available on the website. Early voting is now occurring. Senior of the Year nominations are now being accepted. The work at the VMCC roof is expected to begin this week and the VFW is being cleared out in anticipation of demolition. Staff have been working on epidemic and pandemic with the State for many years. The Health department has a plan in place in accordance with the CDP. We are having conversation about expanding our volunteers for our shelters. Staff is working on the Climate Action committee and will be presented that at the March 9<sup>th</sup> meeting. Cyber security has been a topic for several weeks and MIS is looking at implementing new tools to further protect our technology.

**7. Minutes - (Votes May Be Taken)**

- 1. January 27, 2020 6 pm
- 2. February 10, 2020 5 pm

**Move that the Select Board approve the minutes of:**

January 27, 2020	6 pm	(Regular) [ ] as printed	[ x ] with changes so noted
February 10, 2020	6 pm	(Regular) [ ] as printed	[ x ] with changes so noted

**Motion: John Golden**

**Seconded: Louise Venden**

**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**

- **Louise Venden** – Thank you for all your hard work, I have heard nothing but good things. Also thank you to David Gardner and Josee for handling the bulk of preparing for the budget.

- **John Golden** – I reflect Louise’s comments.
- **Robert Anthony** – I also reflect Louise’s comment.
- **Lise King** – Thank you for all your support on putting together a comprehensive presentation on the plaque.
- **David Abramson** – Thank you for all the staff’s hard work. And as the Town Manager said, staff will be putting this into the emergency management plan.

Without objection the meeting was adjourned at 8:27 pm

Minutes transcribed by: Elizabeth Paine

DRAFT



**Provincetown Select Board  
AGENDA ACTION REQUEST**

**Monday, March 09, 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.*

**John Golden**

**Robert Anthony**

**Lise King**

**Louise Venden**

**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

March 03, 2020

**Topic:**

**Requested by:**

**When:**

1. Legislation Update – Sarah Peake, Julian Cyr
2. Social Services – Housing
3. Sewer Expansion Planning
4. Legal Litigation Update
5. Harbor Hill Update
6. Economic Development Committee Composition

### 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
5. Fire Station Tour

RA

### Joint Meetings

1. Housing Authority
- 2.

### Upcoming Public Hearing

1. Set speed limit throughout Town at minimum 20 mph
2. Renaming of Bradford Street Extension as Mary Oliver Way

April after TM