



TOWN MANAGER

Memo

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

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

1. Personnel Matters

Open Positions: *All of the following job openings can be found on the Town of Provincetown Website, under "Employment Opportunities."*
<http://www.provincetown-ma.gov/6/Employment>

2020 Summer Police Officers - *Applications due February 14th, at 11am*
2020 Seasonal Public Works Positions – *Applications due Monday, March 30th, at 5pm*
Town Engineer – *Position will remain open until filled*
On-Call Telecommunicators – *Position will remain open until filled*
On-Call Secretaries – *Position will remain open until filled*

2. Department Update

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

Items of Interest

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

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

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

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

Economic Development

Objective: Support and increase the year round population

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

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

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

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

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

PtownTourism.com: In the spring of 2019, the Tourism Department began working with Bellweather to develop a new website. The site soft launch happened on November 19th. The Department will be in the soft launch stage until the end of February while edits and updates are being made to the website. Stakeholders have been providing helpful feedback and specifics about their businesses and after the soft launch period, additional pages and enhancements will be added to the site. A great deal of gratitude goes to all that worked on this website (*Tourism Department*).

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

Housing

Objective: Increase Community Housing availability

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

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

Community Connectivity and Communications

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

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

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

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

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

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

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

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

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

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

Built and Natural Environment

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

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

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

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

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

Objective: Implement the recently adopted Harbor Plan

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

Government, Operations, and Finance

Government and Operations

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

- **Create strategies to retain staff**

○ ***Pursue and promote 3rd Party accolades***

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

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

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

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

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

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

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

Objective: Review and establish policies for Human Services grants

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

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

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

Finance

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

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

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

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

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

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

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

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

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

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