

Memo

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

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 18th at 3:30pm at Seashore Point.
- The Town Staff Public Forum is on Wednesday, March 25th 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
 21st 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 6th 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 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 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: 20th 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.