



Select Board

Meeting Agenda

The Provincetown Select Board will hold a public meeting on Monday, April 13, 2020, at 6:00 p.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

NOTE: THIS IS A REMOTE PARTICIPATION MEETING

The Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Provincetown Select Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Provincetown website, at <https://www.provincetown-ma.gov/>. For this meeting, members of the public who wish to watch/listen and participate in the meeting may do so in the following manner:

1. Watch on PTV GOV Channel 18, as well as an online livestream of PTV GOV at <http://www.provincetowntv.org/watch.html>
2. To listen and participate in this meeting, dial **(833) 579-7589**. When prompted, enter the following Conference ID number: **915 687 690** When prompted, state your name, then press #.
 - Keep your phone muted at all times when not talking (*6 to mute & unmute your phone)
 - Do not use speakerphone
 - Do not use Bluetooth devices
 - Mute all background noises
 - Mute PTV on the television or computer and use only the phone audio
 - Please do not speak until the chair or the meeting moderator asks for public comments or questions.

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Provincetown website an audio or video recording or other comprehensive record of proceedings as soon as possible after the meeting.

MOMENT OF SILENCE FOR CORONAVIRUS VICTIMS

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

- A. *Approve due date Extension for 2020 second half real estate/personal property tax bill & tax exemption applications.*

COVID-19 Update

1. Board of Health Chair Steve Katsurinis
2. Town Administration Operations
 - a. Finances: Finance Director Josee Cardinal Young

- b. Public Safety Update – Operations: Police Chief, Fire Chief and Emergency Mgt. Coordinator
 - c. Community Development: Assistant Town Manager David Gardner
 - d. Economic Development: Tourism Director Anthony Fuccillo
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)
Speaking Order: Member Lise King, Member Louise Venden, Member John Golden, Vice Chair Robert Anthony, and Chair David Abramson.
 3. **7 PM** Public Hearings – (Votes may be taken on the following items):
 - A. Use of Town Hall Properties - Proposed Fee Schedule –No action shall be taken by the Board during the State of Emergency. Hearing will be closed and posted at a later date.

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

4. Town Manager Administrative Matters – Topics to include but not limited to: (Votes May be taken on the following items)
 1. Staff Biweekly updates
 2. Other matters that may legally come before the Board not reasonably anticipated by the Chair 48 hours before the meeting
5. Minutes - (Votes May Be Taken)
 1. March 22, 2020 7 pm
 2. March 23, 2020 6 pm
6. 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, April 13, 2020

00A

DUE DATE EXTENSION

2020 2nd Half Real Estate/Personal Property Tax Bills & Tax Exemption Applications

Requested by: Finance Department

Action Sought: **Approval**

Proposed Motion(s)

Moved that the Select Board vote, pursuant to Section 10 of Chapter 53 of the Acts of 2020, as follows:

- (1) The due date for taxpayers to pay 2020 second half real and personal property tax bills is extended from May 1, 2020 to June 1, 2020. June 1, 2020 is the new due date even if the due date for payment on a previously mailed tax bill is May 1, 2020, and
- (2) The due date for taxpayers to file applications for property tax exemptions is also extended from April 1, 2020 to June 1, 2020. June 1, 2020 is the new due date even if the due date for applications on a previously mailed tax bill is April 1, 2020.

The Select Board further votes to adopt the method of notification to taxpayers as recommended by the Finance Director.

Additional Information

This Motion will extend the due date for Real Estate/Personal Property Tax Bills from 05/01/2020 to 06/01/2020, and the deadline for property tax exemption application submissions from 04/01/2020 to 06/01/2020, to assist taxpayers during this state of emergency.

It is recommended that taxpayers are notified of this extension through the Town’s website, social media accounts, and the Town’s alert system.

Board Action

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

IMPORTANT INFORMATION REGARDING YOUR TAX BILL

Town of Provincetown, Massachusetts

Under “An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19,” Chapter 53 of the Acts of 2020, the town has adopted local options to extend due dates for real and personal property tax payments and applications for exemptions. See below.

1. The due date of your 2020 second half real and personal property tax bill has been **extended from May 1, 2020 to June 1, 2020**. June 1, 2020 is the new due date even if the due date for payment on your previously mailed tax bill is May 1, 2020.
2. The due date for applications for property tax exemptions has also been **extended from April 1, 2020 to June 1, 2020**. June 1, 2020 is the new due date even if the due date for applications on your previously mailed tax bill is April 1, 2020.

This extension applies to applications for the exemptions listed in the third paragraph of G.L. c. 59, § 59, including exemptions under clauses 17, 17C, 17C1/2 and 17D (seniors, surviving spouses, minor children of deceased parent); 22, 22A, 22B, 22C, 22D, 22E, 22F and 22H (veterans, surviving spouses and surviving parents); 37 and 37A (blind persons); 41, 41B, and 41C (seniors); 42 and 43 (surviving spouse and minor children of firefighter/police officer killed in line of duty); This extension also automatically applies to applications for residential exemptions (both regular and expanded versions) under G.L. c. 59, § 5C, and for deferrals under G.L. c. 59, § 5, clause 41A (seniors). In addition, the deadline extension also applies to CPA and Affordable Housing exemptions.

NOTE - If the municipal offices are closed on the June 1, 2020 extended due date for tax payments or filing of exemption applications as a result of the outbreak of the 2019 novel coronavirus or the declaration of a state of emergency issued by the governor on March 10, 2020, the due dates for tax payments and applications for exemptions are not extended – they will be due on June 1, 2020 even if the municipal offices are closed. (See section 10(b) of the Act.)

Questions regarding tax billing and collections:

Tax Collector – Laura Grandel
260 Commercial Street
Provincetown, MA 02657

(508) 784-7015
LGrandel@Provincetown-MA.gov

Tax payments can be mailed to the address on your tax bill or the address listed above. They can also be paid online at www.Provincetown-MA.gov.

Questions regarding assessments and exemptions:

Principal Assessor – Scott Fahle
260 Commercial Street
Provincetown, MA 02657

(508) 487-7017
SFahle@Provincetown-MA.gov

Exemption applications are available online at www.Provincetown-MA.gov and can be mailed to the address listed above.

A physical drop-box is also now available outside of the Ryder Street entrance of Provincetown Town Hall for acceptance of tax payments and exemption applications.



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

00

COVID -19 REPORT

Administrative Updates

Requested by: Town Manager Robin Craver

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent – votes may be taken.

Additional Information

COVID-19 Update

- a. Board of Health Chair Steve Katsurinis
- b. Town Administration Operations
 - 1. Finances: Finance Director Josee Cardinal Young
 - 2. Public Safety Update – Operations: Police Chief, Fire Chief and Emergency Mgt. Coordinator
 - 3. Community Development: Assistant Town Manager David Gardner
 - 4. Economic Development: Tourism Director Anthony Fuccillo

[\(833\) 579-7589](tel:8335797589) United States (Toll-free)

Conference ID: # [915 687 690](tel:915687690)

Meeting can be viewed on channel 18 or at <http://www.provincetowntv.org/>

Board Action

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

COVID-19 Update to the Select Board April 13, 2020 Regular Meeting

UPDATE BY THE BOARD OF HEALTH AND HEALTH DEPARTMENT:

Health Director Morgan Clark

Key Elements of the Governors Stay at Home Order require folks to stay home except for essential activities such as getting food, medical care and exercises. When you are out of your home, you need to stay 6 feet away from anyone who is not in your home. The Governor has given a long list of essential businesses that include groceries stores, banks and construction, those workers also be kept being apart and frequent hand washing. What we are finding in Provincetown is compliance has been excellent, as a result our numbers of COVID-19 are declining even as testing is increasing, the social distancing is working. The predictions are showing that Statewide cases may not have peaked, and the number of positive and those who have lost their lives are still painfully high. Over the past three days, Massachusetts has been the state with the third highest positive results with over 25K people testing positive, we are testing a large number of people with over 160K tested preformed statewide. Number of Positive cases are starting to flatten out but we are seeing incubation periods being long so treating the ill is far from over. Our statewide health care system is managing to serve our sick; we have new field hospitals coming online. Massachusetts has a lower number of cased of death than other states. Locally we are providing extensive range to assistant with individuals in recovery. So those in Provincetown, we provide a range of services tailored to the individual case making sure basic needs are met. Our public health nurses are also preforming contact tracing and quarantining.

Board of Health Chair Steven Katsurinis

The community has come together in a lot of ways which is really significates for us. The generosity and care we are seeing has become routine. This entire process relies on people voluntarily being cooperative with the rules. Not to say we don't have enforcement mechanism and because we have been we have saved lives and we are saving our healthcare system from having to ration care. Business owners and individuals have really stepped up and cared, and of course all the social services agencies who have taken care of everyone daily, who have stretched and reached out to help more to work together to make sure we are taking care of everyone. This terrible and scary situation has really brought out the best in people. The way that we operate with the Town Manager and town staff working with the health, emergency preparedness and our first responders, is to regularly connect with our state and county colleagues and they convince local providers and share cross pollinate information to see where the gaps might be and work together to fill those. This coordination is remarkable. We have regular calls and share information. I believe we have no gaps in where we are coordinating and providing services. The reason why the numbers are down in Provincetown is because people are staying inside and cooperating. At the

local level all the way up to the state level we are working together and providing services. The other threat we are dealing with is mental health; we have literally asked people to change their lives without knowing the end date. All of us are struggling through this, and we are providing mental health services. In our messaging, it is honestly and direct with a thread of Hope.

We want to stress social distancing is the most effective. The CDC and the state has recommended masks where social distancing is difficult. There is more information on how to care for that on www.cdc.gov. No one should be attacked for choosing to wear or not wear a mask. We are all trying to get through this together.

REPORT BY TOWN MANAGER ROBIN CRAVER:

OPERATIONAL RESPONSE ACTIVITIES OF TOWN DEPARTMENTS

1st Phase

- Educate public + staff; worked to understand and communicate to public potential health crisis
- All Departments create work plans that reduce risk for employees and public while continuing to provide needed services including:
 - Creating a virtual town hall with remote participation for meetings
 - Create work plans for trash pick up
 - Continue education for students and provide food to families
 - Provide senior support services including calls to all seniors and food distribution
 - Enhance virtual library services
- Meet with Public Safety for needs and coordination at local, regional/county and state levels.
- Meet with Business community to create partnership, build consensus on reducing the spread of virus.
- Reviewed Technology capability; planned improvements; purchased needed software and equipment

2nd Phase Implement Work Plans – Virtual Meetings & Town Business Plan, Implement safety precautions

- Work with State Legislators advocating to adjust laws & regulations that support municipal operations during shelter in place including but not limited to:
 - deficit spending;
 - delay of town meeting and elections;
 - stay on constructive approval for permits;
 - 100% remote participation for boards and committees;
 - shelter in place state mandate;
 - State assistance region/county to create additional beds when needed
- Keep Town Hall business operating. In addition to performing all regular position related tasks in a near 100% remote working environment, staff is also performing extra work in response to the COVID-19 emergency including;

- Work closely with Barnstable County, MA Emergency Management (MEMA), State Health Department on preparedness
- First Responders – Locating additional PPE equipment and Implementing Safety Measures
- Select Board – Declared State of Emergency
- Board of Health– Shelter in Place Order- (Governor placed similar Order next day; BOH agrees to follow State Order to avoid confusion and to create uniformity in region.)
- Increased messaging, providing regular updates to residents including:
 - Town Manager update videos
 - Daily Town Manager update on Town Website and Town Facebook
 - Push out messages on local social media sites – Town of Provincetown joined the Provincetown Community and PTown Community Facebook pages
 - Monitor questions on social media and providing additional information
 - Increased use of PTV as a way to reach those who do not use social media
 - Call over 160 seniors weekly (or more if requested) with updates and wellness checks (emotional and physical)
 - Updating public as to number of cases, active and recovered
 - Call-in sessions with Chairs of SB and BOH, BOH member who is a Doctor and Town Manager; invited guests who could provide direct questions regarding organizations not under Town control such as State Legislators, Outer Cape Health Services and Barnstable County Health and Emergency Management Director. (Held 2 sessions, planning one next week)
 - Hotline for questions, directly callers to correct department
 - Town Manager – individual meetings with residents when requested and returned emails, generally within 24 hours; follow up calls
- Actively managed COVID-19 cases; providing support services during quarantine (Health Department)
- Public Health and Public Safety/Emergency Departments closely work with their subgroups at the County and State levels and bring back information to Administration.
- Administration continues to meet with local stakeholder groups such as Health and Human Services Providers, Public Safety/Emergency Management and Business Community Organizations.
- Actively identify financial assistance for Local Businesses
 - Watching for assistance programs
 - Providing information as is becomes available from state and federal agencies
 - Working with local business organizations (VSB, PBG, Chamber of Commerce, Provincetown Monument and Provincetown 400) to identify available assistance programs and share information
 - Recommend businesses work with their banks to find solutions

- Actively continue to improve technology supporting virtual meetings and conference calls
- Daily Staff meetings with over 20 staff participating; update on success and challenges regarding work plans, adjust as needed
- Review FY20 remaining budgets
 - Identify budget lines that can be used to offset emergency spending
 - Limit spending of remaining FY20 budgets to essential purchases
- Review FY21 Operating Budget and CIP. Project revenue losses and Create a multi-phase projection that considers revenue losses using best and worst case scenarios

3rd Prepare for Post-Shelter in Place

- Continue to maintain Shelter in Place Order as long as deemed necessary by CDC, Governor and Local Board of Health
- Prepare material including recommendations and options for Select Board to discuss in the following areas: (Select Board 4-13-20 Agenda)
 - Finance
 - Public safety
 - Community Development
 - Economic development
- Coordinate with Tourism Department/VSB/PBG/Chamber regarding messaging to outside community when shelter in place order is lifted
- Departments preparing plans for making Provincetown ready to open.
- Monitor recommendations for incremental opening; establish Town Manager Stakeholder Planning Group for a safe and successful season rollout
- Position Town Departments to request COVID relief funds
 - Economic development and housing assistance, CDBG funds through the CARES program reimbursements
 - Public safety and emergency management
 - Health Department's case management reimbursements
 - Other funding in upcoming legislative packages

Other Comments:

Next Call In Question and Answer Session – scheduled for Wednesday, April 15 at 7pm (last weeks session was not held because of Passover)

Appreciation expressed for members of the public who:

- Mask Makers
- Donations of Food – Drop off & Prepared
- Spring Baskets (stop & shop, Rick Murray, Aids Support Group & Provincetown Police Department)
- Kindness

Department Head Reports:

Finance- Robin Overview from *Talking Points FY21 Budget Review* document
Josee Young – Assumptions and Data
Public Safety- Chief Golden, Chief Trovato, EM Coordinator Sussman
Community Development – David Gardner
Economic development – Tony Fuccillo

Overview Finance Report provided by Town Manager Robin Craver and Finance Director Josee Young

As you are all aware, the FY21 is already a tight budget. We began the budget process with close to a \$1,000,000 deficit. After Town Manager department reviews, the deficit was reduced to \$230,000 which is where the Select Board began their budget review. A combination of additional cuts, revised budgets from the state and school and additional revenue sources, the budget was approved with a remaining tax levy capacity of \$32,000.

With the COVID-19 crisis, local, state and federal declarations of emergency and shelter in place advisories taking us to the end of FY20, we predict a slow recovery of the local economy. Local receipts for FY21 are expected to be significantly lower than originally estimated. To what extent, of course, is unknown. This is where the Town's policies of conservative budgeting and building reserves becomes abundantly important.

To address these concerns, we have considered the following:

- Impact of expected decrease in local receipts from an analysis of quarterly revenue of the rooms tax, meals tax and parking
- FY21 CIP
 - Re-evaluate project priority
 - Defer or bond projects to use free cash to offset revenue losses for FY21 operating budget
- FY21 Tourism Budget
 - Re-appropriate Tourism budget due to cancelled events for FY21 season
- Reduction of FY21 Personnel Costs
 - Hire summer seasonal employees gradually
 - Reduce budgeted overtime due to event cancellations
 - Early retirement program - work with the state to consider an early retirement program as has been done to respond to past recessions
 - Furlough program - Employees could be required to take a day or week, etc. without pay during the year. This type of plan would allow furloughed workers to keep receiving benefits. (They would have to earn enough to pay for employee portions of benefits)
 - Defer staff Cost of Living (COLA) increases
- Revise FY21 health insurance budget based on FY20 actual and CCMHG projected increase

In the budgets presented, we revise the FY21 budget using two scenarios:

- Scenario #1

- 45% loss of meals and rooms tax revenue
- 50% loss of parking revenue
- Scenario #2
 - 75% loss of meals and rooms tax revenue
 - 65% loss of parking revenue

TOWN OF PROVINCETOWN						
FY21 BUDGET REVIEW - COVID-19 RESPONSE						
APRIL 10, 2020						
FY2021 OPERATING BUDGET						
		FY21 Original Budget	Senerio #1	Senerio #2		
ASSUMPTIONS:						
Revenue:						
	Local Option Rooms Tax*	725,000	45% Reduction	75% Reduction	326,250	543,750
	Local Option Meals Tax*	647,149	45% Reduction	75% Reduction	291,217	485,362
	Parking Fees*	2,100,000	50% Reduction	65% Reduction	1,050,000	1,365,000
	Free Cash to offset Operting Budget**	-	1,217,646	1,284,306	Defer CIP Projects (1,217,646)	(1,284,306)
	Free Cash to offset Operting Budget**	-	-	325,000	Bond CIP Projects	(325,000)
	Tourism Fund Re-appropriation					
Expense:						
	Seasonal Staff (Police DPW Rescue)***	various	-	\$100k reduction		(100,000)
	Health Insurance***	4,276,676	\$500k reduction	\$500k reduction	(500,000)	(500,000)
					(50,179)	184,806
REVENUES						
	Current Year Property Tax Levy	23,387,029	23,387,029	23,387,029		
Other Revenues						
	Cherry Sheet Aid (net of offsets)	587,039	587,039	587,039		
	Estimated Local Receipts*	6,159,006	4,491,539	3,764,894	1,667,467	2,394,112
Other Financing Sources (Transfers in)						
	Waterways & Wetlands	96,000	96,000	96,000		
	Ferry Embarkation	30,000	30,000	30,000		
	Septic Loans / Other	200,000	200,000	200,000		
	Free Cash**	-	1,217,646	1,609,306		
	Tourism Fund	264,101	264,101	264,101		
	Enterprise Fund Indirect Costs	400,000	400,000	400,000		
	TOTAL REVENUES	31,123,175	30,673,354	30,338,369	449,821	784,806
EXPENDITURES						
Other Charges						
	Cherry Sheet Charges	698,087	698,087	698,087		
	Other Raise & Appropriate	548,866	548,866	548,866		
	Overlay	220,000	220,000	220,000		
	Departmental Operating Budgets***	29,623,896	29,123,896	29,023,896	500,000	600,000
	TOTAL EXPENDITURES	31,090,849	30,590,849	30,490,849		
	REVENUES less EXPENDITURES	32,326	82,505	(152,480)	50,179	(184,806)
	Additional Budget Reduction Needed			-0.5%		

DEPT	PROJECT	CURRENT FY21 CIP	REVISED FY21 CIP	FUNDING SOURCE			
				FREE CASH	CAPITAL STABIL.	BOND	OTHER
	Balance Forward			1,893,674	731,589		
Airport	Terminal Building Phase II Envir Assess	18,975					
Airport	DEP EnvironmentalMitigation Phase III	18,688					
Airport	Fuel Farm Tank Replacement	34,500					
Airport	Replace HVAC Condensing Unit	25,875	25,875		25,875		
Airport	Maintenance Vehicle	11,500					
Airport	Terminal/Vegetation Permitting & Enviro.	23,000					
Airport	Taxiway Lighting Installation	57,500	57,500		57,500		
Airport	Terminal Roof Replacement	50,000	50,000		50,000		
CD	Ryder Street Beach Nourishment	200,000	200,000	200,000			
FIR	Replace Ambulance 196	325,000	325,000			325,000	
FIR	Main Station Building Repairs	28,000	28,000		28,000		
FIR	Building Needs Assessment	50,000	50,000		50,000		
FIR	Turnout Gear and Washer Dryer	195,000	195,000		184,368		10,632
							\$10,632 of approved grants
Pier	Pier Infrastructure Maintenance	210,000	105,000	-	105,000		Defer 50% to FY22
Pier	Pier Electrical Upgrades	60,000	60,000		60,000		
Pier	Pier Main Water Line Replacement	120,000	120,000	120,000			
PAR	West End Rotary Parking Improvements	56,400	56,400				56,400 Parking Fund
PAR	Upgrade to AIMS Software	40,000	40,000				40,000 Parking Fund
POL	Police Advisory Signs	40,000	40,000	40,000			
POL	Police Vehicle Fleet Replacement	90,400	-				75% Grant Funded; moved to FY20
PW	Vehicle Fleet Replacement	270,000	160,000	77,630			82,370 to FY22
PW	Stormwater	100,000	100,000	38,398			61,602
PW	Pavement Management Plan	350,000	100,000		100,000		Defer \$250,000 to FY22
PW	Streets, Sidewalks & Bike Paths	55,000	30,000	30,000			Defer \$25,000 to FY22
PW	Building Maintenance Plan	350,000	-				Defer to FY22
PW	Auditorium Chairs	145,000	145,000	70,000			75,000 Revolving Fund
REC	East End Waterfront Park	50,000	50,000				50,000 Landbank Fund
Water	Knowles Crossing Building Renovation	500,000	500,000			500,000	
Water	AC Water Main Replacement	1,500,000	1,500,000			1,500,000	
Water	Wellfield Re-Development	175,000	175,000			175,000	
Water	Filtration Plant Maint Module Replace	150,000	150,000			150,000	
Water	Customer Self Service Portal Software	30,000	30,000				30,000
	TOTALS	5,329,838	4,292,775	576,028	660,743	2,650,000	406,004
	Ending Balance			1,317,646	70,846		
	Housing Trust Article			100,000			
	Free Cash Available			1,217,646			

DEPT	PROJECT	CURRENT FY21 CIP	REVISED FY21 CIP	FUNDING SOURCE			
				FREE CASH	CAPITAL STABIL.	BOND	OTHER
	Balance Forward			1,893,674	731,589		
Airport	Terminal Building Phase II Envir Assess	18,975					
Airport	DEP EnvironmentalMitigation Phase III	18,688					
Airport	Fuel Farm Tank Replacement	34,500					
Airport	Replace HVAC Condensing Unit	25,875	25,875		25,875		
Airport	Maintenance Vehicle	11,500					
Airport	Terminal/Vegetation Permitting & Enviro.	23,000					
Airport	Taxiway Lighting Installation	57,500	57,500		57,500		
Airport	Terminal Roof Replacement	50,000	50,000		50,000		
CD	Ryder Street Beach Nourishment	200,000	200,000		200,000		
FIR	Replace Ambulance 196	325,000	325,000			325,000	
FIR	Main Station Building Repairs	28,000	28,000		28,000		
FIR	Building Needs Assessment	50,000	50,000		50,000		
FIR	Turnout Gear and Washer Dryer	195,000	195,000	184,368			10,632 \$10,632 of approved grants
Pier	Pier Infrastructure Maintenance	210,000	105,000	-		105,000	Defer 50% to FY22
Pier	Pier Electrical Upgrades	60,000	60,000		60,000		
Pier	Pier Main Water Line Replacement	120,000	120,000			120,000	
PAR	West End Rotary Parking Improvements	56,400	56,400				56,400 Parkiing Fund
PAR	Upgrade to AIMS Software	40,000	40,000				40,000 Parkiing Fund
POL	Police Advisory Signs	40,000	40,000		40,000		
POL	Police Vehicle Fleet Replacement	90,400	-				75% Grant Funded; moved to FY20
PW	Vehicle Fleet Replacement	270,000	160,000		77,630		82,370 Defer \$110,000 to FY22
PW	Stormwater	100,000	100,000		38,398		61,602
PW	Pavement Management Plan	350,000	100,000			100,000	Defer \$250,000 to FY22
PW	Streets, Sidewalks & Bike Paths	55,000	30,000		30,000		Defer \$25,000 to FY22
PW	Building Maintenance Plan	350,000	-				Defer to FY22
PW	Auditorium Chairs	145,000	145,000		70,000		75,000 Revolving Fund
REC	East End Waterfront Park	50,000	50,000				50,000 Landbank Fund
Water	Knowles Crossing Building Renovation	500,000	500,000			500,000	
Water	AC Water Main Replacement	1,500,000	1,500,000			1,500,000	
Water	Wellfield Re-Development	175,000	175,000			175,000	
Water	Filtration Plant Maint Module Replace	150,000	150,000			150,000	
Water	Customer Self Service Portal Software	30,000	30,000				30,000
	TOTALS	5,329,838	4,292,775	184,368	727,403	2,975,000	406,004
	Ending Balance			1,709,306	4,186		
	Housing Trust Article			100,000			
	Free Cash Available			1,609,306			
				\$1,284,306			

Public Safety Update provided by Police Chief James Golden

The COVID-19 public health pandemic has resulted in vast service modifications to business operations throughout the private and public sectors. COVID-19 is the illness associated with the novel coronavirus. It has led to declarations of a Global Pandemic by the World Health Organization, a National Emergency Declaration by the President and a State of Emergency by both the State of Massachusetts and the Town of Provincetown.

The Town of Provincetown took early precautions to ensure that all town staff, as well as the public we serve, would remain protected.

In accordance with protocols and recommendations currently in place by the Center for Disease Control (CDC), as well as State, County and our local health department, first responders have been working together in implementing new procedures to ensure the health and safety of our community. We have been working with our public health partners and closely following COVID-19 and its potential impact on our community and emergency operations. One of our top priorities was to ensure we take the right precautions to reduce the risk of spreading the virus to our employees and at-risk populations. Additionally, we want to protect our first responders' health, so we can continue to respond and help those who need us.

We realize everyone has their own idea of how to respond to a public health threat such as COVID-19 and we don't want our residents or visitors to panic or live in fear. However, we know that early containment through social distancing, vigilant hygiene, staying at home except for essential needs and isolating those infected by the virus, are the best ways that we, as a community, can work together to protect ourselves and protect our most vulnerable populations. That's why we urge people to continue in taking extra steps to protect our community and to help prevent the risk of rapid spread of the virus locally.

Those with mild symptoms are advised to isolate themselves from others for at least 14 days and to notify their primary care physician for medical advice; they will direct you. Testing may or may not be readily available, but the patient should self-isolate regardless if they are experiencing COVID-19 symptoms (fever, coughing and shortness of breath). Most people will not need hospitalization. There is currently no medication or vaccination for COVID-19.

Your public safety departments continue to receive and respond to calls for service, however, we have changed the manner in which some of these calls are handled. Emergency dispatchers are now evaluating non-emergency and non-priority calls, providing additional pre-screening to medical calls and when appropriate will arrange for follow-up contact by telephone instead of in-person.

Generally, we have been taking most non-priority reports and addressing appropriate public safety needs with the public by telephone. For reports that need to be handled in person, the public should be prepared to meet the officer outside or in an open-air space or environment. First responders will still respond in-person to emergencies and in-progress calls associated with a present risk to person or property. Police officers will still work to deter and prevent criminal activity through routine patrol activities and by continuing to provide a visible public presence.

Police Status and Readiness

As your Chief of Police, I can report that your police employees remain healthy and the department continues to operate at full staffing and we are providing all essential services to the community.

In order to protect your first responders and allow them to continue to protect and serve the public, your public safety leads adopted a constantly evolving yet comprehensive COVID-19 response plan. This plan incorporated additional training, PPE protective equipment issuance to each team member, shift in operational response, pre-shift health screening, shift hand-wash and hygiene reminders, and a continuity of department services plan which included contingency plans if department leaders became ill or if staffing levels became depleted below a safe minimum. All first responders are having their temperatures taken at the start of their shift and they must affirm that they don't present with a cough, shortness of breath, sore throat or a temperature above 99.9.

- The police began posting on their Facebook page early about the spread of the COVID-19 virus in Massachusetts. The department has continued posting about the pandemic and keeping the public informed and prepared to the best of its ability.
- We started internally by giving initial instructions on personal safety strategies, including staying at home if sick, not traveling to areas where the COVID-19 virus is prevalent, and how to stay protected. All department training was suspended. Dispatchers were also instructed to begin to ask additional initial pre-screening questions to all 911 callers.
- We have modified our detainee court arraignment and transport procedures to reflect changes made to court and pre-trial detention capabilities.
- Further changes to operations, included suspending in-room/in-person roll calls, mandating interior cruiser cleaning prior to each shift, stocking and re-stocking PPE's, modified responses to medical calls, criminal process, motor vehicle stops and foot patrols, encouragement whenever possible of taking calls over the phone, limiting employee access within the police facility and further distancing strategies were encouraged with both co-workers and members of the public.
- We ceased all non-essential administrative services like courtesy fingerprinting, and all police administrative employees began working remotely from home.
- Community Drug Take-Back Kiosk was emptied and secured until the public health emergency is over.
- With all other town building being closed (except the airport) the police station lobby was isolated and distancing boxes were highly demarked on the floor near the dispatch window. Social distancing signs have been posted on all entrances to the police station.
- The police continue to support the school's community food drop-off program. This program has been staffed with police officers for security and traffic management since its inception.

- Department individually contacted, assessed and encouraged employees returning from vacation to self-quarantine for 14-days upon their return.
- We have been actively sourcing with all of our local public safety agencies personal protective equipment (PPE) for first responders using regional, state, and even retail vendors in other states.
- The department began enforcing our seasonal Commercial Street parking ban a week early in response to the Town's declaration of a State of Emergency.
- We have suspended our police officer entrance exam which was scheduled for this month.
- All police employees have begun keeping "interaction" logs to help track back potential exposure should there be one reported on a shift. (prolonged interaction greater than 10-15 minutes or because of circumstances in an emergency contact within 6-feet)
- Department members were instructed to have their names added on the Standard Ambulance Reporting Form (SARF) form should they assist hands-on at a medical call where a patient was exhibiting flu like symptoms. This is so they will receive proper infectious control follow-up from nursing staff at the hospital.
- After a detainee was held with flu like symptoms last month a commercial cleaning company surface cleaned the police station and decontaminated the cell block and detention area.

For information on Town Government operations please call the Town Business Hotline at 508-413-9600 or the Department directly. Residents are asked not to dial 911 for questions about COVID-19 or coronavirus. The state has set up the phone number 211 to answer questions that residents may have concerning COVID-19.

Provincetown Fire Department

First, all morale in the department is good. I am sure that everyone is nervous but they are following Cape and Islands protocol and being careful as they can be. To date everyone is healthy and I hope that I am not jinxing us by reporting that.

Lower Cape transported a COVID 19 patient to the hospital on Sunday April 5th. On Tuesday, April 7th another patient with suspected symptoms was transported. We haven't got the test results back on that patient yet.

The Paramedics and EMT's on both of those calls followed the protocol for protecting themselves with the proper protective protection equipment.

I consultation with the Town Manager we contracted with a professional cleaning company to respond to the fire station to clean and decontaminate both ambulances and the station.

I had a company called 24/ Trauma come to the Shank Painter Station on Wednesday April 8th and they provided deep cleaning and remediation to the ambulances and the fire station.

During this emergency I would like to get them in there once a week to sanitize everything in an effort to keep our first responders safe and healthy.

The Provincetown Fire Department and the Town's advanced life support provider, Lower Cape Ambulance, are fully staffed and prepared to respond to any emergency. Police Officers, Firefighters and Paramedics may appear different and may be wearing additional personal protective equipment (PPE) when responding to calls. Their interactions with the public will be different, and are being done out of an abundance of caution and for the safety of first responders.

If emergency fire or medical services are needed, residents should inform the 911 dispatcher if they or anyone they have been in contact with is experiencing signs and symptoms consistent with the COVID-19 virus. The dispatcher should also be alerted if individuals or anyone they live with or have come in contact with have been required to self-quarantine. The state has amended a number of its protocols to allow patients who are ambulatory to safely walk to the ambulance if they are able, or if deemed medically stable to remain in their homes after being cleared by medical control at the hospital.

I have talked with Sean O'Brien at Barnstable County Health about the field hospitals that are in the planning stages of being set up on Cape Cod.

They are working on getting one set up as a temporary field hospital supported and supervised by Cape Cod Hospital at Joint Base Cape Cod. I have been informed that they are looking at a site in the Brewster area. These field hospitals will not be a point of entry for us to transport to. They are not emergency rooms and will be used as step down units to monitor patients that may have just come off a ventilator or can't go home because they have not been cleared yet or for some other medically necessary reason. At this time there are no plans for another site closer to Provincetown.

I have been asked about back up ambulances if a surge hits us. I spoke with Tom Ashe at the Barnstable County Sheriff's Department Communications Division system yesterday. I have said many times that we have one of the best mutual aid systems in the country. It is set up so that when I call for a mutual aid ambulance or a fire engine or anything that we need for any incident the wheels start turning. This is all set up on running cards. They have assignments for a Structural Fire Task force, Forestry Task Force, Disaster Task Force, and the ability to create an Ambulance – Strike Team.

Every incident that can happen is covered and the mutual aid system has never failed us. These run cards and their sequencing can be found on the MassGov site under fire mobilization. Depending on the priority of the patient Med Flight air evacuation is also available to us, weather permitting.

If all else failed, we could ask Joint Base Cape Cod and the Coast Guard for assistance with transport. We could also hire private ambulance companies to be on standby. I have been told that Cape Cod Health Care Hospitals to date are not anywhere close to maximum capacity.

We realize that they are predicting that we will be reaching our peak in the next couple of weeks. We are doing our best to be ready for that prediction.

We know these are challenging times for everyone, and many things are not business as usual, but your first responders remain fully equipped to respond to anyone in need. As a community we must all do our part to flatten the curve and slow the spread of this disease. This includes members of the men and women of your police

and fire departments taking extra precautions when responding to calls and interacting with our community.

Emergency Management

Emergency Management initiatives continue to address the Town's crisis response, preparedness, and planning efforts to mitigate the current and future impact from CV-19 through close coordination with the Board of Health. Congruent to directives and action items from Governor Baker, the Department of Public Health (DPH), Massachusetts Emergency Management Agency (MEMA), and the Barnstable County Regional Emergency Planning Committee (BCREPC), focus centers on: information management, crisis communications, treatment and transport planning, procurement, volunteer management, public awareness, and support to the various social service organizations that continue to assess and meet the needs of our community.

The State and County continue to address medical surge capacity on Cape Cod in association with Cape Cod Healthcare (CCH). Falmouth Hospital and CCH have added an additional 120 inpatient beds. Joint Base Cape Cod has been identified amongst the first three locations to site a Medical Field Station. At the time of this writing, details from MEMA remain scarce but are expected shortly; the BCREPC anticipates several hundred beds at the Joint Base facility. There is a continued emphasis amongst law-makers, health officials, and EMS teams to triage and reduce the burden on local healthcare facilities to ensure we have the vehicles and drivers necessary to transport those who need treatment to these facilities.

There are no sandbags or tornado shelters. Unlike natural hazards and human-made incidents, the mechanisms to combat this crisis within our populace are abstract, less intangible; our people cannot see contact tracing or the daily phone calls to positive patients. We feel but cannot touch a Stay-at-Home directive. Home-made masks skirt the line between valuable social awareness campaign, a false sense of security, and potential but limited spread against infection. Information and crisis communications remain our best tools while medical professionals and policy-makers work towards solutions that address our needs beyond the town line and the scope of our local resources.

Information regarding healthcare plans and protocols, FEMA reimbursements, financial assistance to residents, public service provision, summer programming etc. flow into Town Hall from Federal and State agencies, non-profits, business partners and a host of other sources without stop. Information also changes from day to day. Weekly conference calls with the State, County, first responders, healthcare providers, and social service organizations ensure cohesion and rapid needs assessment. The flow is synthesized and channeled to the appropriate departments and communication channels. Public communications are coordinated with the designated Public Information Officer Assistant Town Manager David Gardner, and released through the appropriate outlet. The Town website remains the hub for daily CV-19 updates. PTV runs public notices on the community Bulletin board. The Civic Alerts system have been used 7 times since March 23rd. Frequent updates to the @ProvincetownTownHall Facebook page have increased follower count by roughly 250 people since the onset of the virus.

The visible engagement of our citizens, community groups, and social service partners plays a crucial role in our efforts to provide individual care and assistance. Town has established a secure location to stage and distribute donated goods to the COA, SKIP, HOW, ASGCC, and other groups that serve our vulnerable populations. Our neighbors continue to liaise with staff to fundraise and procure goods for these agencies and our first responders. Town is in direct and regular contact with the COVID-19 Taskforce regarding volunteer management, future planning, medical and mental programs. We are all in this together; it is encouraging to see the Whole Community approach to Emergency Management.

What You Can Do to Help

The CDC recommends everyday preventive actions to stay informed and stay safe. Social distancing: stay at home unless for essential tasks and the use of simple cloth masks when necessary to go outside. Stay informed with reliable sources of information and share accurate information with neighbors, friends and co-workers, especially people who may have difficulty receiving or understanding the information. You have an opportunity to help those in your community who are suffering as a result of school closings, business closings and reduced operations, and social isolation. Consider these ways of helping during this challenging time:

- Donate money to local nonprofits, especially those assisting lower income families
- Give money or food to your local food banks or the soup kitchen
- Reach out to individuals who are at higher risk of getting COVID-19 and offer to bring them food or groceries
- Find ways to support your local small businesses (take advantage of 'to go' orders and online business options)
- Connect with your friends, families and neighbors on the phone or through social media and email, and help minimize the mental toll social isolation can have.

There are many acts of kindness going on in our community to make sure our friends, families, seniors, or anyone who might have trouble securing essentials have what they need. Thank you to everyone who has assisted someone in need.

Your public safety employees remain committed to our community values and the principles of Safety, Professionalism, and Community Service, and to providing the Town of Provincetown the highest quality of public safety services. We will continue to work hard to serve our community and we appreciate your patience and understanding as we all progress through these unprecedented times and unique challenges together.

Community Development Update by Assistant Town Manager David Gardner

The Community Development Department continues to operate as an essential service during the State of Emergency. We continue to provide all levels of services, albeit a bit slower pace than normal. Inspectional staff continue to maintain inspection schedules for the various construction activity ongoing throughout the Town. Licensing

and Health Departments are processing seasonal business requests and business licensing inspections are occurring. The Department continues to maintain its schedule of 3 weekly regulatory board meetings through the Microsoft Teams virtual meeting format with call-in capability for abutters. We having started doing pre-development conferences over the phone, as we are still getting requests from both businesses and developers.

I have asked each discipline within Community Development to identify regulatory obstacles that many of the businesses or permit holders might encounter due to the Governor's Order and the resulting impact on the economy. We will seek to present solutions to overcome these obstacles as they arise.

- As the Board is aware we have been refunding Auditorium and License fees are for approved events that have been cancelled. The cancellation deadline is being waived.
- We will be waiving the minimum time frame of operations for Economic Development Permits for the year 2020, as many of the business owners will not be able to meet the requirements to be open during those periods.
- We will need to extend several of the Economic Development Permits from last year, as many will have difficulty achieving their development goals within the one-year period. We are currently reviewing this list and will work with the applicants for these projects.
- We will be relaxing our compliance program for our 110 Egress Inspections, allowing commercial accommodations more time to respond.
- Code Compliance has been focusing on ensuring that short term rental units are not being rented in compliance with the Governor's Orders.
- Housing is working on the resale of two existing ownership units; both 1-bedroom low/moderate units;
- As of May 1st we expect 79% of the units at Harbor Hill to be occupied.
- And we are continuing to explore potential resources for both housing and businesses including potential CDBG CARES program.

Permitting trends are difficult to predict for Provincetown as our real estate market does not always follow national or regional trends. The Department's metrics had been slightly lower than last year prior to this event. Although our regulatory permits are on par, the number of building permits and building revenue are down approximately 12%. Trends in land use and construction can take longer to identify. It is not like the stock market where there is an immediate reaction to a world event. Construction and land use projects have a longer time line. We are certainly seeing a drop in new permits and applications during the State of Emergency but it is unclear yet what the effect that will have on future development.

Tourism Economy Update by Tourism Director Anthony Fucillo

In addition, Radu Luca, Executive Director of the Chamber of Commerce to discuss **Business Concerns and Challenges**

and Bob Sanborn, Executive Director of the Business Guild to discuss **Economic Landscape**

Strategic Activity:

What have we done:

In February we were watching travel and adjusted the advertising targeting to the tank-a-way drive market

March 10th Governor Baker declares a Massachusetts State of Emergency

Followed by...

March 11th the World Health Organization declares the outbreak a Pandemic

Reviewed our advertising campaign in place - Not appropriate or effective and paused the campaign

- **Needed A Plan**

- Immediately developed a 3-legged stool strategy
 - Go Dark
 - Provincetown Cares Message Campaign
 - Invitation to Visit Provincetown Campaign
- Step 1 – While Dark
 - Met with The Chamber and The Guild and mutually agreed on the 3-pronged strategy and the need to be in-sync with our messaging for continuity across our marketing efforts
 - Met with Red Thread Productions the Town’s contracted agency and our digital media company
 - Scraped all creative
 - Began identifying open space and comforting images from our asset library
 - Developed creative messaging for the Provincetown Cares Campaign
- Step 2 – Transitioning into the Provincetown Cares Messaging
 - Rick Murray and PBG worked with Nadine Licostie of Red Thread Productions and made a one minute video with images of Provincetown
 - Red Thread produced the video at no charge and as a gift from Nadine to the Town of Provincetown
 - It was published on Saturday March 28th across multiple social media platforms on Provincetown pages and was well received right out of the box
 - The video is featured in the Tourism “Stay Safe Out There” ads launched on Friday April 3rd as the first installation of the Provincetown Cares Messaging Campaign
 - The 2nd installation of the of “Stay Sage Out There” will be still images and messages of hope
- Step 3 – Developing the invitation campaign
 - Focus on good health, comfort and wellbeing

- This is the next step in the strategy and will be developed working with our Public Relations and Digital Media agencies
 - This campaign will be ready to pivot when Federal, State and Local authorities say it is safe for people to travel
- **Our Recovery Approach**
 - Recognize the need to for a new direction
 - Think like a start-up
 - Create the restart messaging
 - Focus on the desire to travel will be huge
 - Feature health and wellness
 - Identify the open space and comfort
 - Accept that summer will be different than recent decades
 - Promote summer with a nostalgic affection for the past, with smaller crowds and big memories
 - Position advertising with a push for Aug-Dec being the biggest opportunity
 - Expect long-hall and international travel to be the last to return
 - Target the drive market
 - Reach the 40% of the existing Provincetown visitor who lives in Massachusetts
 - Reach the 70 million people living within a tank-away

Glimpse at What Could Be:

Challenges:

- The biggest economic shock since World War II
- Consumer behaviors will change
- The number of visitors will drop as much as 50%
- Small business models without financial stability will struggle and some will not survive
- Occupancy tax collected could be significantly reduced affecting revenue to the Town

Opportunities:

- The early summer will be bleak with a bright future to follow
- Leisure travel in the first industry to come back after crisis
- Trip Advisor has reported a shorter travel comeback after a pandemic than a natural disaster, based on the past results from the Bird Flu, SARS, Katrina, Sandy and 911
- Trip Advisor global survey said people plan to travel by car and their preferred destination are beach towns
- Trip Advisor reported people are looking to independent lodgings for vacations rather than large properties
- The best years for vacation rentals was when the economy was soft and uncertain

- Businesses may adopt permanent work from home operations leading to more 2nd home owners making Provincetown their primary residence and home office. Due to concerns to meet mortgage obligations some seasonal rental properties could become year-round rentals. These activities could be the beginning of diversification in the landscape of the local economy.

Concerns and Challenges of local business presented by Executive Director of the Chamber of Commerce Radu Luca

First off I would like to commend and thank the select board for passing the consent agenda I am sure that will provide a lot of relief to our stakeholders, second I would like to thank the town manager for her statement and video on what lies ahead and further. I would like to echo what Tony Fuccillo said about the current and future situation with regard to our community. Here at the chamber we have been working closely with our tourism partners at regional and state levels to medicate the crisis we are currently in right now with the best of our abilities. We are hearing concerns from our members; financial, logistical and physiological factors moving forward with this pandemic and what lies beyond. Concerns about paying rent, mortgages, maintaining payroll. SBA announced difference relief programs and when speaking with lenders and banking members, there have been 1500 + loans that have been processed and approved in the outer cape, mainly Provincetown. Logistical issues that inadvertently that will occur are our workforce coming here and workforce availability. All workforce seasonal visas programs were suspended mid-March for 60 days which will bring us to mid-May or beyond when these programs will resume. We do not know if there will be a job for the already proceeded visas or visa holders that were previously approved would be able to overcome the travel bans in effect leaving their countries and coming into the United States. In terms of the physiological factors, there are concerns about whether it will be too soon to reopen the economy and if our visitors will be physiologically ready to travel and how long that might take. We do not have some or a lot of these answers, but we are trying to work together with our members and community along with our local and regional state partners to help mitigate and get through this. It takes a village. We are in this together and this too shall pass.

Economic Landscape from the Business Community presented by Provincetown Business Guild Executive Director Bob Sanborn

I have received a lot input from several of our 300 members who are largely nonessential businesses in the tourism sector in Provincetown, they are hurting and fighting to sustain. The pandemic will have long term implications for Provincetown. Given its rich cultural, history and incredible natural attributes, long term the town will survive as a destination. That is the good news, however there will be destruction and casualties in the process in business community. The short term economic landscape is bleak and will be harmful or even fatal to some of the businesses. We are in the worst case scenario given we are being hit on several fronts at the worse time, all the variables, including; timing, cutting into the peak revenue generating season following

the low revenue winter month, staffing challenges, erosion of savings, increase debt, unemployment, evaluations decline, all of this will make it difficult for many to survive if this continues much longer, it is the perfect storm. In the best case scenario will have 90 days of no revenue. It is further compounded because Provincetown is primarily a second home community. Tourism businesses operate on cash flow, there is currently no cash flow, if a business is lucky, it has a zero cash flow, unfortunately many have negative cash flow. The nature of the lodging industry is to use advance booking to pay their winter mortgages and other operating costs. These business are getting into further debt by having to take out loans to repay cancelled booking. Similarly, the retail sector has already purchased their inventory and now unable to sell it. There is a ripple effect, harm is also to the workers and nonprofits and the town who are all dependent on tourism. At this point we are in loss mitigation and recovery mode. The business community creates the creation of the recovery coalition. We recommend the coalition work with other outer cape towns and the state. Our members have several suggestions and consider, a 90-day tax referral, consider deferring other licenses and town bills, free parking when the season reopens and decision in respect to canceling events should not be made preemptively and doubling down on marketing.



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, April 13, 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

At this time, public statements will be through virtual participation.

[\(833\) 579-7589](tel:8335797589) United States (Toll-free)
Conference ID: # [915 687 690](tel:915687690)

Meeting can be viewed on channel 18 or at
<http://www.provincetowntv.org/>

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, April 13, 2020

2

SELECTMEN'S STATEMENTS

Requested by: Select Board

Action Sought: Discussion

Proposed Motion(s)

Motions may be made and votes may be taken.

Lise King
Louise Venden
John Golden
Robert Anthony
David Abramson

Additional Information

[\(833\) 579-7589](tel:8335797589) United States (Toll-free)
Conference ID: # [915 687 690](tel:915687690)

Meeting can be viewed on channel 18 or at
<http://www.provincetowntv.org/>

Board Action

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



PUBLIC HEARING – TOWN PROPERTY FEES

Proposed Public Use Fee Schedule for Town Properties

Requested by: Town Manager Robin Craver Presented by: Timothy Hess, Event Coordinator
Action Sought: Conduct Public Hearing

Proposed Motion(s)

MOVE that the Select Board open and close the public hearing with no action and repost a new public hearing after the Declaration of the State of Emergency is rescinded.

Additional Information

Per the Town Manager’s recommendation, staff is recommending no fee changes occur during the State of Emergency.

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

At this time, public input will be through virtual participation.

(833) 579-7589 United States (Toll-free)
Conference ID: # 915 687 690

Meeting can be viewed on channel 18 or at <http://www.provincetowntv.org/>

Board Action

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



Public Hearing

Proposed Public Use Fee Schedule for Town Properties

The Board of Selectmen will hold a public hearing on **Monday, April 13, 2020 at 7:00 p.m.** in the **Judge Welsh Hearing Room, Town Hall, 260 Commercial Street, Provincetown** to consider the new fee schedule for Town Properties and the Regulations for the Public Use of Town Properties:

The following proposed fee changes will take effect April 22, 2020 (approved applications with a deposit in place will be grandfathered under the Usage Fee at the time of approval).

Use of Town Properties Fee Schedule

Non-Profit Organization - Non-Profit fees only apply to organization's who are registered Non-Profits.

Bas Relief Park, Town Hall Grounds & First Landing Park	July – August	May – June Sept – Oct	Nov – April
Usage Fee per day	\$300	\$150	\$75
Multi-day discount (subsequent days*)	\$100	\$75	\$25
Town Officer	\$35/hr.	\$35/hr.	\$35/hr.
Parking Fee – Bradford St. Town Hall Spaces (4)	\$20 / space	\$10 / space	No charge
Deposit (100% of Usage Fee)	100%	100%	100%
Cancellation Fee (within 4 months of the event)	Deposit total	Deposit total	Deposit total
Lopes Square, Suzanne's Garden	No charge	No charge	No charge

For-Profit Organization and Individuals

Bas Relief Park, Town Hall Grounds, First Landing Park & Suzanne's Garden	July – August	May – June Sept – Oct	Nov – April
Usage Fee per day	\$1000	\$500	\$250
Multi-day discount (subsequent days*)	\$300	\$200	\$100
Town Officer	\$35/hr.	\$35/hr.	\$35/hr.
Parking Fee – Bradford St. Town Hall Spaces (4)	\$20 per space	\$10 per space	No charge
Deposit (100% of Usage Fee)	100%	100%	100%
Cancellation Fee (within 4 months of the event)	Deposit total	Deposit total	Deposit total
Lopes Square	No charge	No charge	No charge

* Multi-day events are consecutive days of a single event and not exceeding more than seven days. Please see the Town of Provincetown's Zoning Regulations for additional information.

Regulations for Use of Town Properties

PURPOSE:

The Town of Provincetown is fortunate to have a vast array of historic and natural resources for all to enjoy. The purpose of these regulations is to preserve the existing landscape and fragile resources of the Town, as well as minimize any impacts to vehicle and pedestrians, and ensure that others may be able to enjoy these properties for years to come.

These regulations apply to the following properties:

1. Town Hall Grounds
2. Bas Relief Park
3. Lopes Square¹
4. Suzanne's Gardens
5. First Landing Park

FILING PROCESS:

The application for the Use of Town Properties for any event (public or private) is to be filed with the Provincetown Event Coordinator, who in turn is responsible for managing all requests. These regulations are administered by Town Administration on behalf of the Select Board. Required fees must be paid and ancillary permits associated with the work approved prior to the event.

¹ Re-routing of traffic for an event at this area and/or any facility may require additional permitting

RULES AND REGULATIONS:

1. An application and permit will be required when an individual or group requests use of a Town Facility (i.e. the above mentioned properties) for the purpose of (but not limited to) the following:
 - a. The exclusive use of a Town-owned property
 - b. A non-profit event (i.e. fundraiser, concert, training, etc.)
 - c. A for-profit event (i.e. performance, concert, show, etc.)
 - d. Wedding
 - e. Photography Shoot
 - f. Other
2. Proper liability insurance will be required in the amount of at least One Million Dollars (\$1,000,000.00). An original certificate indemnifying the "Town, its officers, agents, and employees" must be submitted with the application, or provided to the Town a minimum of 21 days prior to the event to avoid forfeiture of the deposit.
3. For each permitted use, a representative will be designated as the responsible party. The responsible party must provide a Certificate of Liability Insurance for the event with the Town of Provincetown named as an additional insured. The General Liability limits shall be \$1,000,000 per occurrence/\$2,000,000 General Aggregate, and proof of Worker's Compensation Insurance (if applicable) in the amount of the state statutory limit. An insurance waiver may be required.
4. Non-profit requests must be made by a non-profit and include a current IRS 501(c) (3) form letter. The application must be signed by the Town Authorized Officer of the non-profit, or include a letter containing the non-profit's letterhead appointing an authorized agent for the purposes of the application and declaring that the event's proceeds benefit for the non-profit, and that the non-profit will collect the funds associated with the activity. Subletting is strictly prohibited and will result in the loss of use of the property, forfeiting of any deposit, and suspension from future use of the property.
5. If more than one person (up to two) is authorized to be responsible for access and security, their name, address and telephone number must be submitted in advance to the Event Coordinator.
6. Town Hall Land is available for use seven (7) days a week subject to availability. Events will not be permitted which interfere with the normal routine of Town business or normal use of the premises concerned. If a permitted event interferes, the Event Coordinator will work with the representative of the event to determine the best solution. In the event of a conflict, failing such resolution, the use permission will be suspended or revoked in favor of the Town's needs without the Town incurring any resultant liability.
7. In the event of a conflict, Town business will prevail, with no resultant liability incurred by the Town.
8. In the event of an emergency, the Authorized Town Representative takes on the role as the Person in Charge. In the case where a member of the law enforcement is present, this person will take on the role as the Person in Charge.
9. The applicant agrees to pay for the repair of any damage to the premises or its contents, or to pay for the replacement of any contents damaged, as a result of the permitted use, and to cover any potential legal costs associated with the recovery of

damages. There shall be no alteration or modifications made to Town property, either temporary or permanent. Anchoring into sidewalks, lawns, memorials, and modifications of existing landscaping are forbidden, will result in loss of a deposit, and may accrue other penalties, including loss of future use of the property.

10. Advertising, decorations, etc. must be approved by the Town Authorizing Officer and are subject to local zoning by laws, licensing regulations, and any additional required permits. The Town Authorized Officer will be the Town Event Coordinator, Custodian, or other Designated Town Employee. Banners, decorations, art, sets, equipment or other items are strictly prohibited from being attached to Town Property with either tape, nails, tacks or any other material that will permanently destroy or mark the finish.
11. If signs will be on display, a Temporary Sign Permit needs to be submitted and approved by the Building Commissioner prior to approval. Please note that Sandwich Boards are considered signs.
12. A designated Town Officer will have the authority and responsibility to oversee and regulate permitted uses. Once an application has been approved, the responsible party for the event will arrange to meet with the Event Coordinator to discuss specific access times and set-up requirements. This meeting must take place no later than two weeks prior to the permitted use.
13. In addition to the usage fee, a Town Officer fee shall be assessed in accordance with the current rate schedule (at an hourly rate). The person appointed as the Town Officer is dependent on the scope of the proposed event.
14. All permitted users must provide a description of the event or function at the time an application is submitted. A detailed agenda must be provided a minimum of 21 days prior to the event.
15. The public use of Town Properties where liquor is sold and/or with 100 anticipated attendees or more requires a special duty Police Detail subject to the Police Chief's discretion. This detail must be scheduled for the duration that the event is open to the public. Arrangements should be made directly with Police Department and confirmed with the Event Coordinator. Please contact the Police Department 14 days in advance of the event at 508-487-1212 to schedule the detail. Associated fees are not covered in the application fee.
16. At the discretion of the Town Officer, the presence of additional staff may be required during the permitted use, or if additional access time is required for delivery, set up or break down of equipment. Additionally, if during the scheduled event the Special Duty Officers determine additional Police Detail is necessary then an officer(s) will be detailed. Associated costs for these additional personnel will be at the expense of the party with no advance notice required.

Reservations and Cancellation:

1. Town Properties may be reserved based on the following:
 - a. With the understanding that events where greater than 99 people in attendance are proposed, Police Chief Approval and Police Detail will be required. The scheduling of any Police Detail may only be reserved 14 days in advance of the event, and is the responsibility of the applicant.
 - b. Up to 18 months in advance of an event;

- c. No later than 60 days prior to an event when beer or wine is requested. Please see the Town's rules and regulations regarding the serving of alcohol at any proposed event. Additional liability insurance and permissions are required for this use, and must be approved by the Licensing Board. Please contact the Licensing Agent to determine hearing dates and deadlines. The Licensing Agent will schedule the applicant for the Licensing Board if alcohol will be requested on premise.
 - i. Beer and Wine may be served at an event only upon the expressed approval of the Town Manager and pursuant to Provincetown Licensing Board's Regulations.
Beer, Wine and/or All-Alcohol may only be served at a Private Individual event which:
 - a. Has a host; and
 - b. Has restricted access to invited guests only; and
 - c. Was not publicly advertisedor at a non-profit event, if 100% of the sales go directly to the non-profit applicant on record and only upon the expressed approval of the Town Manager and pursuant to approval by the Provincetown Licensing Board.

An application for beer and wine and/or All-Alcohol service must also be signed off by the Police Chief. Licensing Board approval may be required, consult the Licensing Agent for the Licensing Board meeting schedule.

Events with beer and wine and/or All-Alcohol service shall comply with the following additional liability insurance requirements:

- a. Provide copy of Commercial General Liability with a minimum limit of \$1,000,000 per occurrence/\$2,000,000 general aggregate with the Town named as "Additional Insured"
 - b. Provide copy of Liquor Liability Coverage with a minimum limit of \$1,000,000 per occurrence/\$2,000,000 general aggregate with the Town named as "Additional Insured"
 - c. Provide a copy of the certificate of insurance showing that a Workers' Compensation policy is in effect. The Town would NOT be an additional insured on this policy.
 - d. Ensure that all bartenders are TIPS trained
- d. Service of food of any kind requires a permit from the Health Department. A food service permit is applied for with the Health Department. Please contact the Health Department to determine any dates and deadlines which may be necessary to meet. The approved permit must be posted in a visible location at the time of and for the duration of the event.
 - e. No later than 60 days prior to an event when entertainment is proposed. Entertainment must comply with the Town of Provincetown Noise By-Law. Any proposed entertainment is subject to Licensing Board Regulations and

requires a hearing with the Licensing Board. Please contact the Licensing Agent for restrictions, dates, and deadlines regarding this use.

- f. The Event Coordinator shall have discretion in the event of a scheduling conflict. Annual recurring events scheduling for at least 3 consecutive years at the same time each year will have a preference to scheduling.
2. Reservations require a 100% deposit of the Usage Fee for each reserved day/night. Deposits accompanied by a completed and signed application form must be submitted to the Event Coordinator at the time the reservation is made. Failure to pay deposit or other fees due within the required time period will result in automatic cancellation.
3. After the application and deposit is received, the Event Coordinator will submit the form for approval to the Town Manger and Chief of Police (when applicable). Expect up to 21 days for processing. Once approved the Event Coordinator will confirm the reservation with the applicant.
4. Reservations cancelled within four (4) months of the permitted use are subject to a cancellation penalty of 100% of the deposit total. Cancellation notices must be received in writing.

Property Rules and Guidelines:

Although the locations of the Town properties as listed above vary, please see the following rules regarding their use.

1. Access, including set up and break down, to any Town Property, is from 8am until 12am.
2. All permitted uses of Town Properties must be accessible to the public, pursuant to the Americans with Disabilities Act (A.D.A.) of 1990 (42 U.S.C. 1201 et seq.), which prohibits discrimination against disabled individuals in private and public employment, public accommodations, public transportation, government services, and telecommunications. By contracting for the Use of Town Property, the responsible party assures the Town that it complies with the Americans with Disabilities Act and does not discriminate against the disabled. The responsible party shall also include this requirement in agreements entered into with any subcontractors associated with the permitted use.
3. Any use of Town Property must comply with the Building Department's *Place of Assembly Fire Safety Inspection Checklist*.
4. When the use of a temporary structure is proposed, the structure must be stake-less and cannot exceed seven days. Please see the Town's Zoning Regulations for additional information. A temporary structure permit application must be submitted to the Building Department for their approval. Tents erected must remain within the perimeter of the park and grounds, and cannot include any anchoring into the sidewalk, landscaping, or other natural features. A Site Plan showing the proposed structure location as well as the size must be included with the application.
5. Access to the permitted space and limitations on the space permitted shall be as specified by the Town Authorized Officer.
6. Permission for use includes the normal installed electrical outlets only. Additional lighting or electrical equipment of any nature must be approved and inspected by the Wiring Inspector in advance of the event. Unusual loading of other types or the use of

additional equipment of any nature must be approved and inspected by the Building Inspector and the Town Officer on duty.

7. The use of Town property does not include the use of any Town technical equipment, lights, or podiums (in whole or in part). All equipment to be used for the proposed event must be provided by the responsible party.
8. If the use of Portable Toilets is proposed, all must be placed in such a manner that they are accessible from the street. The driving of any vehicles on the sidewalk or lawns is strictly prohibited.
9. Limited reserved parking may be available from May to October for up to 4 spaces on Bradford Street, requires an additional fee, and is subject to availability. Please see the fee schedules for rates. Parking for unloading and loading of materials for an event must be scheduled with the Event Coordinator, may require an additional fee, and is subject to availability. All other parking areas are subject to fees as designated by the Parking Department.
10. The Department of Public Works maintains the Town properties on a regularly scheduled routine basis. Mowing or additional landscape requests will not be honored. Arrangements must be made with a private hauler to dispose of trash and debris. The site must be returned in the condition which it was received.
11. Approval of an application to use Town Properties does not relieve any applicant of its responsibility to obtain any other necessary licenses or permits, and does not constitute independent approval of any such licenses or permits
12. Violation of any regulations or specific conditions of permitted use may cause permission to be suspended or revoked, and may be cause for refusal to grant permission for future use of Town Property.

Copies of the regulations and fee schedule are available in the Community Development Office.

The public is encouraged to submit any written comments by Tuesday, April 7, 2020, by 12:00 noon to selectmen@provincetown-ma.gov, to the office of the Board of Selectmen at Town Hall, 260 Commercial Street, Provincetown, MA 02657, or in person at the hearing.

*David Abramson
Chairman, Select Board*

Posted Town Hall: www.provincetown-ma.gov 02/27/2020, 3:45 pm AR
Provincetown Banner: March 26 and April 2, 2020



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

4

TOWN MANAGER'S REPORT

Administrative Updates

Requested by: Town Manager Robin Craver

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent – votes may be taken.

Additional Information

Attached documents:

- Town Manager's Report – Bi-Weekly Staff reports.
- Other matters that may legally come before the Board not reasonably anticipated by the Chair 48 hours before the meeting

(833) 579-7589 United States (Toll-free)

Conference ID: # 915 687 690

Meeting can be viewed on channel 18 or at <http://www.provincetowntv.org/>

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
Date: April 8, 2020
Re: Town Manager Report for the April 13, 2020 Select Board Meeting

Administration

- Town Offices and Operations: Town Buildings are still closed due to COVID-19, with staff in the buildings only for critical needs. In those instances, staff is being rotated in order to have as few people in a building as possible. All forms of communication are being performed remotely with the exception of the physical mail that is received from the Postal Service. We have set up a distribution system for the mail and have installed drop boxes at most Town buildings to avoid physical contact.
- Town Meeting: We will be working with the Moderator to continue the Annual and Special Town Meetings to on or before April 22 to May 22. The Municipal relief legislation passed on April 3, 2020 now allows for the Moderator to issue more than one Declaration of Recess and Continuance provided that each declaration is no longer than 30 days, and cannot continue more than 30 days after the Governor rescinds a previously-declared State of Emergency.
- Town Projects: As we navigate our current situation, we are assessing which planned projects will be moving forward, including Capital Improvement Projects. We have some funded projects that have been underway such as the Eversource battery installation, the roof repair at VMCC, renovations at Harbor Hill, replacement of the Airport roof, the sewer treatment plant expansion and the upgrade of the Parking equipment. Projects slated to begin shortly are improvements to the Prince Street intersection/ Bradford Street bike climbing lane, the former VFW building demolition, electrical upgrades at the Airport and the painting of the exterior of Town Hall. Future projects include the rehabilitation of Pilgrims' First Landing Park, the upgrade of the Town Hall HVAC system, the highway garage feasibility study and beach nourishment.

Library

- Online Resources: The Library offers access to many online resources including eBooks, downloadable audiobooks and streaming movies. Library card number

and PIN are necessary to access these services. Temporary “e-cards” are also available if residents do not currently have a card.

- Crop Swap: When items are ready for the public, they are outside at the Commercial Street entrance.
- The 5th Annual Moby-Dick Marathon: This will be a virtual event this year. Check the Library’s Facebook and Instagram for updates.

Building Department

- Permitting and Inspections: Local Inspector Jim Nickerson has access to the permitting program and is working on data entry of permits that we have not completely closed out, lacked non-life-safety paperwork, affidavits, insulation certificates, etc. He is reaching out to the contractors to provide the missing paperwork. He is reviewing plans, continuing the 110 Egress Inspection reviews and once a week, for purposes of achieving compliance with the state building code, Sections 110.3, R110.3, “the building official shall make the inspections within two business days after notification.” We conduct phone check-ins three times a day as well. The part-time inspectors are conducting their inspections as needed three days a week. The Administrative staff is providing the permits and inspection requests to their iPads and they need to only pick up the associated paperwork from the drop box outside the Community Development entry door.
- Plan Reviews: The Building Commissioner is working from the office in Town Hall. Access to the street files is imperative for complete plan reviews, as not all of that information is accessible remotely.
- 5 Yr. ISO, Community Rating Service Program: The in-person audit deadline scheduled for April 27, 2020 has not been extended, but will now be done via phone. Information they require is being compiled and submission deadlines have been honored. Revisions and corrections have been requested, which are being done with the assistance of Shannon Hulst (Jarbeau), CFM Deputy Director, Cape Cod Cooperative Extension Floodplain Specialist & CRS Coordinator, Cape Cod Cooperative Extension & Woods Hole Sea Grant.

Tourism Department

- Advertising Campaigns: The Tourism Office has prepared a proactive strategy during the health crisis. The initial strategy is flexible and intended for a three to six-month period with the ability to pivot as necessary as the environment changes. We have paused the Spring/Summer campaign and are working to redefine imaging and messaging in the future.
- Postponements: The Department continues to field phone calls, emails and media questions regarding the currently on hold Fox and Universal Studio production, and status of event and theme weeks being canceled. Staff is staying in touch with event planners and producers regarding event cancelations and postponements and updating the ptowntourism.com events calendar to reflect the most up to date information.

MIS

- Remote Workforce: MIS has been working diligently with staff to enable departments to conduct Town business remotely in a secure fashion. We have also established protocols within the phone system that allow staff to intercept and handle calls remotely.
- Remote Participation: MIS continues to evaluate the effectiveness of remote participation within board and committee meetings. Regulatory board meetings pose a unique challenge due to the fact that board decisions are made largely based upon supporting documentation, which previously existed exclusively in a paper format. We will work with staff to ensure this material is available to all interested parties

Recreation

- Virtual Programming: The Recreation Department has taken on the challenge of creating virtual recreation programs. We continue to be creative in our planning process to provide the community with virtual recreation services. We currently use all free virtual assets on hand, such as Facebook, Zoom, Google, the Town website and the scan option on our phones.
- Summer Program: We continue to plan for the Summer Program with hopes that we will be reopening the building at some point. We are researching how to set up online registration.

Council on Aging

- Staff: We are working via laptops with desktop accessibility with remote staff meetings twice a week.
- Messaging: COA/Town Facebook pages, Town Website, PTV, WOMR, paper monthly newsletter and phone outreach are being used for outreach. We continue to focus on reassuring seniors that staff is available to assist them, resource information, mental health services and maintaining connection with most vulnerable residents.
- Phone Outreach: Staff is maintaining phone contact with 160 seniors based on client need. Anyone 60+ can sign up for regular check-ins and anyone concerned about a senior can call for assistance.
- Critical Services: Staff has provided essential services including rides to critical medical appointments, food delivery, assistance with benefits applications and finances, and mental health support services.
- Community Partners: Ongoing consultation with Elder Services, VNA, CCRTA. Elder Services continues to provide services, including Meals on Wheels, home care and protective. In addition, Director participating in two weekly conference calls: Meeting Needs meeting with local human services providers and COAST (COA Directors group)/Barnstable County Incident Command Team meeting regarding regional senior services.
- Food: Monthly Mobile Pantry through Family Pantry of CC held 3/25 with drive-up services, perishable/non-perishable foods to 36 households of seniors and

families with children. COA pantry is well-stocked and now receiving food drive donations at Stop & Shop.

Human Services

- VNA Wellness Contract: VNA Nurse continues home visits to homebound residents requiring medication management; maintaining telephone contact with others.
- John Henry Trust Fund: Select Board approved request of Human Services Committee for additional \$5,000 in funding for FY2020 for John Henry Trust Fund, providing financial assistance for critical needs to families with children.
- Gosnold Social Services: Under Gosnold human services grant, Gosnold and DHS Director initiated remote services provided daily by Social Services Advocate to non-senior adults for benefits applications (food, fuel, housing, disability, etc.).

Town Clerk

- Calendar: The Town Clerk's office continues to keep the calendar up to date as meetings are scheduled and cancelled, as well as coordinate conference calls.
- Election: We are preparing the warrant and ballot for the Annual Town Election. The deadline to publish the warrant is May 5, 2020, so it will need to be appear in the Banner on April 30. The 2020 census went out to residents the week of March 30, and promotion continues to be both on social media as well as the Town website.

Pier

- Patrols: Although the office is closed to public traffic, the Pier is still patrolled by the acting Harbormaster and the deputy Harbormaster throughout each day and night.
- Artist Trap Sheds: Assignments should be confirmed by April 18th with hopes that the Trap Shed community can open for the season once the Emergency order is lifted as a lot of these artists also use these as their studios for the summer.
- The PPPC Public Hearing: This was scheduled for Thursday April 2nd at 2 pm, but is being postponed/continued until appropriate interactive technology is updated to adhere to Gov Baker's open meeting order and or until after the emergency order is lifted, whichever comes first.
- Mooring and Dock Permit Renewals: Commercial Fishers Dock permit renewal application forms have been sent out in preparation for the upcoming season. Applications have begun coming in and are being reviewed. The mooring renewal applications have been mailed as well.
- Kayak rack, dinghy dock and beach boat permit sales are being postponed until April 30th or later as we attempt to work on being able to sell and assign online or via phone.
- Grant Application: We are working on a grant application to the State for dredging, a five-year dredge plan for the County and keeping Harbor Committee apprised of developments regarding DEP and Chapter 91 along with strategy sessions with

the consultant and Chair. Fielding questions from committee members regarding virtual town hall, meetings

- Shellfish/Wetlands: The Marine Coordinator is working with other staff to get the shellfish extension package prepared and is reviewing enforcement of the Wetlands Protection Act with the Acting Harbormaster and Environmental Planner.

Emergency Management/Transportation

- Emergency Communications: Town Staff have been working diligently to provide information to the public as it becomes available. Advisories and alerts are being sent out to residents daily, with information from MEMA, Barnstable County, and the Town through available communications channels; Civic Alerts, the town website, Facebook, and PTV. In conjunction with the Health Department, Staff continue to assess and address local needs from First Responders and area service partners/non-profit agencies; PPE procurement, awareness campaign coordination, donations management, and transportation coordination. Town continues to work with County, State and Federal agencies on big-picture response initiatives.
- Transportation: We have seen certain impacts on transit systems. The Plymouth & Brockton and Peter Pan Bus Lines have both suspended service to town; the CCRTA has added two express trips to Hyannis, six days a week, to compensate for this loss.
- Parking Equipment: The PARCS upgrade at the parking booths continues, though the virus has hindered installation and software development by our vendors as they face their own compromises in the workforce. The finished system may not be in place by May 1st.

Finance

- Town Staff continues to be watching for and sharing any information with the public as it becomes available pertaining to deadlines on filing for local and federal taxes, as well as additional information available to local businesses and residents.
- The Finance Department is providing updates on real estate and personal property tax due dates and extensions.

Housing

- Tax Exemption Applications: Michelle Jarusewicz continues to review the annual Tax Exemption applications in concert with the Assessor's office. This is the annual program created through special legislation that allows an incentive for Provincetown landlords that rent on year-round basis to income eligible tenants.
- Self-Sufficiency Local Voucher Program: Received an application that is under review. This program is a CPA funded program that provides up to \$350 per month for up to 3 years of rental assistance. Tenant must be income eligible, must have year round lease with income within a maximum cap. This is not simply

funding assistance but includes case management and goal setting with the ultimate goal of self-sufficiency.

- Ownership Resale Units: At least 2 existing one-bedroom moderate units are expected to be available this season.
- Harbor Hill: Rent-up continues and unit preparation continues.
 - 14 units occupied [up by 4] [50%]
 - 7 units leased for total of 21 units out of 28 [75%]
 - 4 applications pending – for total 22 – 25 [82% - 89%] if they go through
 - Plus several additional requests for applications

Health

- The Health Director and Health Agent continue to work with the Board of Health Chair to provide the Town Manager and Town residents with the most up to date information as it relates to COVID-19. The Town is working with Outer Cape Health, Barnstable County, and MEMA by having weekly call-ins to address concerns as they arise in each Town.
- The Health Agent continues to monitor and respond to all emails and phone calls in a timely manner.

Public Works

- Transfer Station: The staff at the transfer station are doing their part by limiting services to essential activities. The DPW understands the importance of moving household waste and recyclables to keep homes clean and sanitary. However, at this time we are not accepting yard waste as it requires frequent interaction between our staff and the public, including an exchange of business coupons and cash. We understand this is an inconvenience for both our residents and business partners and apologize for this limited moratorium. We ask that residents hold their yard waste or compost on site and suggest our business partners reach out to other vendors regarding disposal areas.
- Water Department: In an effort to protect our staff, residents, and local contractors, the Department has suspended new service requests for seasonal water turn on's/off's. In many instances, this service requires our staff to enter the homes of residents or into a business establishment to coordinate water turn-on with local plumbers, contractors and home owners. Our administrative staff will be taking names and phone numbers of those that request a seasonal turn-on and once the service shutdown is restored, we will call those individuals to schedule an appointment. All customers that have an existing work order in place will be served on the date of your appointment. For emergencies and special needs please contact the Water Superintendent at (508) 487-7060.

School

- Remote School: Remote learning is up and running including support providers like Speech, Occupational Therapy, Counseling, as well as special subjects like Art and PE.

- Equipment: All students in Grades 1 - 8 have a 1:1 device for online connection to their teacher and internet resources. Comcast is providing free internet to those without, although there are spotty reception issues.
- Teachers: Teachers have been heroic in their efforts to launch flipped classrooms (where instruction is sent out remotely). Even our Pre-school teachers are creating experiences for our students every day.
- Food and Materials to Students and Families: Our food delivery is also the means to deliver instructional materials. Stop and Shop is sending home spring or Easter Baskets for the students.

Planning

- Virtual Meetings: The Historic District Commission, Planning Board, and Zoning Board of Appeals have all conducted public hearings and regular business via conference call under the Governor's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law. Provincetown's MIS Department and PTV have been pivotal in quickly adapting technology and services to ensure these public meetings are being broadcast live on PTV GOV and allowing the public to participate in the conference call. Virtual meetings have become a new public forum as way to adapt to social distancing requirements, while continuing public conversations.

Environment/Conservation

- Conservation Commission: The first remote meeting on March 17, 2020, was successful, and the Commission will meet again on April 21, 2020. MassDEP has released guidance regarding the issuance of Wetlands Protection Act permits, and it will be incorporated into the procedures of the Commission.
- Eversource Project Update: Site clearing and preparation for the Community Battery project at the transfer station commenced March 27, 2020, and excavation for utility trenches is slated to begin the week of April 6, 2020. Work hours will be Monday through Saturday 7 a.m. to 6 p.m. Construction activities will not interfere with Transfer Station operations. Construction of the project qualifies as an essential activity, and Eversource has adapted its work practices to incorporate social distancing, heightened hygiene, and other best practices to protect the workers', and the public's, health and avoid the spread of coronavirus. Eversource will also follow social distancing and other health and safety guidelines in its community outreach efforts, including becoming more reliant on other forms of notifications, including letters, email and/or phone calls, instead of door hangers and in-person visits. Eversource Project Information Line: 1-800-793-2202 or email at ProjectInfo@eversource.com.
- MVP Action Grant: The Environmental Planner is working with Town staff and potential consultants on a potential application for an MVP Action grant, which will open later in April.



Provincetown Select Board
AGENDA ACTION REQUEST

Monday, April 13, 2020

5

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:

March 23, 2020 6pm (Regular) [] as printed [] with changes so noted

March 22, 2020 7pm (Emergency) [] as printed [] with changes so noted

Additional Information

See attached minutes.

[\(833\) 579-7589](tel:8335797589) United States (Toll-free)

Conference ID: # [915 687 690](tel:915687690)

Meeting can be viewed on channel 18 or at <http://www.provincetowntv.org/>

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 – EMERGENCY MEETING
MARCH 22, 2020, 7:00 PM
VIRTUAL MEETING**

Chair Abramson convened the open meeting at 7:00 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, and Select Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

NOTE: THIS IS A REMOTE PARTICIPATION MEETING

The Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Provincetown Select Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Provincetown website, at <https://www.provincetown-ma.gov/>.

Pursuant to G.L. c. 30A, s. 20(b), the Select Board and the Board of Health will hold an emergency meeting in the Judge Welch Hearing Room at Town Hall, 260 Commercial Street, Provincetown, MA, Sunday, March 22, 2020 7 PM for the purpose of discussing the following items: The Chairs have determined that an emergency exists because of public safety concerns and that this circumstance is an unexpected occurrence, which demands immediate action. Votes may be taken.

Town Manager Craver did roll Call for attendance

David Abramson: Here

John Golden: Here

Louise Vended: Here

Robert Anthony: Here

Lise King: Here

Health Director Morgan Clark did roll Call Vote for attendance

Stephen Katsurinis: Here

Susan Troyan: Here

Janet Whelan: Here

Elise Cozzi: Here

Irv Morgan: Here

Christopher Hartley: Here

Kalliope Chute: Here

1. Discuss the two (2) positive confirmed cases of COVID-19 in Provincetown.

Town Manager Craver and Health Director Morgan Clark requested the emergency meeting due to the two (2) confirmed cases of COVID-19 as well as the swell of people in Town over the weekend. This has created a public safety concerns and the chairs deemed this qualified for an emergency meeting.

2. Discuss and vote on Declaration of State of Emergency

Board of Health Chair Stephen Katsurinis gave a summary of the Shelter in Place Order the Board of Health is going to be issuing to the two (2) boards. It allows for essential businesses to stay open and the closure of all non-essential businesses; those that qualify as being essential are outline in the order. There are also specific orders for people who test positive. Provides for best practice; to be near your primary health care physician. The Health Department has been doing outreach to business owners to change behaviors. If businesses are unable to comply, the Board of Health has the authority to go further. The hope is that this order will discourage visitors coming into town. The Boards and staff discussed their concerns and other measurers that the Board of Health may consider imposing. In order for the Order to be effective, the Select Board has to declare a State of Emergency to represent the will of the Town from both bodies. The Boards came to a consensus that the order will go to April 30th and they will meet as necessary as developments occur.

Move that the Select Board vote to a Declaration of State of Emergency and to authorize the Town Manager to consult with KP Law for a final Order and to revisit this tomorrow night at the 6 PM meeting of the Select Board

Motion: David Abramson

Seconded: Louise Venden

Roll Call Vote:

DA : Yea

LK: Yea

LV: Yea

RA: Yea

JG: Yea

Motion Carries

3. Discuss and vote on Shelter and Place Order.

Move that the Board of Health adopt the order as amended to the April 30th date with review and approval by Town Council.

Motion: Stephen Katsurinis

Seconded: Elise Cozzi

Roll Call Vote:

SK: Yes

ST: Yes

JW: Yea

EC: Yea

KC: Yea

IM : Yea

CH: Yea

Motion Carries.

Move that the Select Board vote to authorize the Town Manager to ban all parking for none residents

Motion: David Abramson

Secoded: Louise Venden

DA: Yea

LK: Yea

LV: yea

RA: Yea

JG : Yea

Motion Carries.

Chair Abramson and Chair Katsurinis thanked Town staff for all their work over the weekend on this.

Without objection the meeting was adjourned at 8:24 pm

Minutes transcribed by: Elizabeth Paine

**TOWN OF PROVINCETOWN – SELECT BOARD
MEETING MINUTES – REGULAR MEETING
MARCH 23, 2020, 6:00 PM
VIRTUAL MEETING**

Chair Abramson convened the open meeting at 6:04 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, and Select Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

NOTE: THIS IS A REMOTE PARTICIPATION MEETING

The Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Provincetown Select Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Provincetown website, at <https://www.provincetown-ma.gov/>. For this meeting, members of the public who wish to watch/listen and participate in the meeting may do so in the following manner:

1. Watch on PTV GOV Channel 18, as well as an online livestream of PTV GOV at <http://www.provincetowntv.org/watch.html>
2. To listen and participate in this meeting, dial **(833) 579-7589**. When prompted, enter the following Conference ID number: **273 431 083** When prompted, state your name, then press #.
 - Keep your phone muted at all times when not talking
 - Do not use speakerphone
 - Do not use Bluetooth devices
 - Mute all background noises
 - Mute PTV on the television or computer and use only the phone audio
 - Please do not speak until the chair or the meeting moderator asks for public comments or questions.

No in-person attendance of members of the public will be permitted. but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Provincetown website an audio or video recording or other comprehensive record of proceedings as soon as possible after the meeting.

The March 23, 2020, meeting of the Provincetown Select Board is about to be convened. As a precautionary measure to reduce the spread of coronavirus, all Town buildings are closed to the public; therefore, this meeting will be held by remote participation. My name is Robin Craver, Town Manager I will begin by taking a roll call for quorum.

Vice Chair Robert Anthony: Here

John Golden: Here

Lise King: Here

Louise Venden: Here

Chair Abramson: Here

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

- A. Approve the insertion of the ballot questions for the May 12, 2020 Annual Town Elections.
- B. Approve the parade permit submitted by Brandon Motta on behalf of the Provincetown Recreations Commission's annual 4th of July Parade to be held on Saturday, July 4th, 2020.
- C. As Commissioners of the John A Henry Trust Fund, to allocate an additional \$5,000 to the annual spending allotment of \$40,000 for FY2020.

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

Update from Board of Health Chairman Steve Katsurinis – the Board of Health incorporation with the Select Board ordered a Shelter in Place order. Between that meeting and now, the Govern has placed a Stay at Home order. The Board of Heath will be meeting on Wednesday at 4 pm to consider some fine-tuning to the order. Will have information at that time on how the orders will work together. We hope to have more information on that soon. The essential goal: to protect people by having people shelter in their homes.

Health Director Morgan Clark – our public health nurse has been in contact with both cases to ensure their needs are being met. Recommends anyone with questions to go to the Town of Provincetown website on COVID-19. <http://www.provincetown-ma.gov/CivicAlerts.aspx?AID=944> Our first responders have their addresses so if they need to respond to them they can be protected.

Update from Town Manager Robin Craver – In an effort to keep Provincetown's residents and businesses informed regarding ongoing COVID-19 developments, we continue to provide updates regularly on the Town's website and Facebook. The below includes updates since my last letter to residents, Friday, March 19, 2020.

- The Provincetown COVID-19 webpage <https://www.provincetown-ma.go/1313/COVID-19-Coronavirus-Information-Page> is updated daily.
- In addition to the webpage, residents are encouraged to stay informed and to sign up for emergency alerts at <https://alerts.provincetown-ma.gov/>.
- PTV will be running public service announcements for the community daily.

Updates on Town Department Operations

The Coronavirus is changing the way we do business in the Town of Provincetown and we ask for your patience and understanding. Although Town Staff may not be able to help you in person, you can continue to communicate with all departments through e-mail and phone. All e-mail department contacts are available on the Town Website Department List. For Town Business during regular hours please call the individual department or the Hotline 508-413-9600.

- The Health and Licensing Departments will continue to reach out to the business community to ensure that businesses are informed and complying with the Shelter in Place Order as well as all declarations coming from the Governor and Department of Public Health.

- Parking Ban in effect. The Provincetown Select Board issued a State of Emergency and Parking Ban for Commercial Street from Pearl Street to Central Street and limited access parking for the municipal parking lots. Parking will be permitted for anyone with a parking permit (2019 permits are still in effect until May 1, 2020, 2020 Permits are currently available online). Parking is also available in the municipal lots for all employees and customers of essential businesses and services. The intent of the parking ban is to make clear that Provincetown is not “business as usual during a State of Emergency”. We are not barricading our borders, but anyone coming to Provincetown to conduct essential business needs to comply with the Shelter in Place Order (available online) and must practice social distancing.
- The Town Manager and the Finance Department will be reviewing the budget impacts before town meeting. We recognize there will be losses to revenue as many planned events are cancelling.
- The Town is partnering with the Provincetown COVID-19 Task Force to seek volunteers and will be installing a drop box at the Provincetown Police Station to accept applications.
- The Transfer Station will ONLY be open during normal business hours for private haulers and residents that do not have curb-side collection. All other residential customers are required to use the Town provided curb-side service. The swap shop will remain closed. Starting Tuesday March 24th, the recycle center will be closed. We will not be allowing yard waste drop-off, mattress recycling, or other services that require cash/credit transaction.
- Water Department Reduced Services. Effective Friday March 20, 2020, the Water Department will no longer be scheduling seasonal water turn on’s. Anyone that currently has an appointment will be serviced but no new requests will be handled at this time. This is necessary because it is often necessary for the water technician to enter the home to turn on the service. Questions, comments and concerns should be directed to the Water Department at (508) 487-7060.
- The Town is conducting Virtual Regulatory Town Board Public Hearings and online live stream on PTV <http://www.provincetowntv.org/watch.html> allowing boards members and the public the opportunity to provide input on the applications without putting anyone at risk. To participate, check the online posted agenda for call in instructions. Non-essential town board and committee meetings will be postponed.
- The Building Department is continuing to conduct inspections and review plans. Community Development is continuing to accept permit applications, fee payments, and inspection requests left for the Department in the drop box at the lower Ryder Street entrance of Town Hall. When dropping off paperwork or a payment call 508-487-7020 to notify Community Development staff.
- The Treasurer’s Office has extended the due date for all motor vehicle excise bills for 2020 Commitment 1 that were due until April 1, 2020. The deadline for payment has been extended by two weeks. Taxpayers can make payments online, over the phone by calling 866-448-1988, through the mail to the address listed on their bill or to Town Hall, or through the drop box outside of the Ryder St Town Hall entrance.
- Human Resources is still collecting Applications for the Seasonal Positions in the following Departments: Department of Public Works, Parking Department, Pier Corps, Police Department, and Recreation Department. Job descriptions and applications can be found on the town’s website and can be mailed or

dropped off in the drop box at the Ryder Street Entrance of Town Hall or by email to ezarcaro@provincetown-ma.gov. Until further notice, applications may continue to be accepted despite the deadline dates.

- Second half FY20 Real Estate Tax bills will be mailed April 1, 2020 and will be due on May 1st. Since so many properties have their real estate tax via escrow, no extension is being considered at this time.
- Online payments can be made for the following (all in the same location):
 - Real Estate Taxes
 - Motor Vehicle Excise Taxes
 - Personal Property Taxes
 - Boat Excise Taxes
 - Water and Sewer Payments
 - PPS Early Learning Payments
 - Recreation Adult and Children's Program Payments
 - Town Clerk Vital Record Payments
 - Tax Title Payments
- Online payments can also be made for (through separate avenues):
 - Community Development Permits and Licensing
 - Parking Ticket/Parking Permits
 - Past due personal property and excise taxes through separate avenues
- The Assessor's Office continues to serve the public through email and phone requests.
- The Provincetown Health Department is coordinating weekly meetings with local human services agencies to ensure that the needs of Provincetown residents are met during the State of Emergency. The Emergency Management Department will coordinate with existing area service providers (SKIP, ASGCC, Provincetown Canteen Unit, etc.) on how to best utilize volunteers.
- The Provincetown Health Department is also implementing weekly calls with first responder and healthcare partners to understand their needs and facilitate communication among the entities.
 - ❖ Provincetown Local Emergency Planning Committee (LEPC) staff continue to participate in Barnstable County Regional Emergency Planning Committee (BCREPC) calls. Updates from the last call include:
 - ❖ Cape Cod Healthcare and other health care providers are prohibiting visitors from the premises, isolation tents have been erected at emergency departments at the hospitals.
 - ❖ The BCREPC opened the Multi-Agency Coordination Center to assist with response efforts during business hours.
 - ❖ The Massachusetts Emergency Management Agency (MEMA) has partially activated its State and Regional Emergency Operations Centers.
- Council on Aging Staff has reach out to program participants to inform them that despite the building closure and cancellation of some programs, staff is available to provide assistance and stay connected by providing information, referral and support to older adults through phones and email.
- The Library will continue to available by phone during their regular business hours 487-7094 or email

araff@clamsnet.org to answer questions and assist with library cards and online access. Please allow for extra rings as the call is being forwarded. Check website provincetownlibrary.org, the library's Facebook page and Instagram for updates and new information about the library. Weather permitting and when Crop Swap items are available they will be at the Commercial Street entrance door and Facebook pages of Library and Crop Swap will be updated.

- The Provincetown Public Pier Corporation is maintaining a presence on the Pier and is available by phone, however, the Harbormaster's Office is closed to the public. There will be a drop box installed at the Harbormaster's Office shortly which will allow the public to drop off applications. The Pier Corp will hold a virtual Public Hearing on Thursday, March 26th at 5pm- this meeting is essential to the upcoming season as it sets new policies, adjusted and changed rates and leads us into new dock/berth assignments for the newly constructed floating docks and some on the fixed piers. Consult the agenda for instructions on how to participate.
- The Provincetown Schools are closed. The Schools are offering food to students in the interim with twice weekly pick-ups on Tuesdays and Fridays. For more information or to see how you can help the Schools, check their website <http://www.provincetownschools.com/> or Facebook page.

Updates from Governor Baker and State Agencies

The Town is linking the daily situation updates from Massachusetts Emergency Management Agency's COVID19 Command Center. These updates provide a good deal of information coming from the State.

- Governor Charlie Baker orders all non-essential businesses to cease in person operation, directs the Department of Public Health to issue Stay at Home Advisory for two weeks and updates the Assembly Order to limit gatherings to 10 people.
- Beginning this week, in order to better meet the needs of residents whose employment has been affected by the COVID-19, the Department of Unemployment Assistance will be hosting daily town hall meetings to help constituents achieve a successful unemployment claim. DUA will also take questions from claimants across the Commonwealth. Check Mass.gov for details.
- Protections for Individuals Covered by MassHealth & the Health Connector: The Administration announced important protections for MassHealth members and individuals covered by the Health Connector effective March 18, 2020. MassHealth and the Health Connector will protect coverage for all individuals who have Medicaid coverage as of March 18, 2020 and for all individuals approved for coverage during the national emergency. This protection will extend to one month after the national emergency is over. Coverage will only end if an individual requests termination of eligibility or if they are no longer a resident of the state. Members will not lose coverage or have a decrease in benefits for any other reason. For individuals who have received notices that their coverage ended after March 18, 2020, no change in coverage will occur. These individuals do not have to send in any paperwork to keep their coverage, it is protected. This will ensure all MassHealth members have access to testing and treatment they may need related to COVID-19.
- Expanded Small Business Resources: The Administration announced a \$10 Million Small Business Recovery Loan Fund to provide financial relief to small businesses and non-profits impacted by COVID-

19. The Administration announced that MassDevelopment's Board of Directors will meet to vote on a partnership that will make an additional \$10 million available for the Small Business Recovery Loan Fund. The state-level emergency loan fund is aimed at providing crucial resources for small businesses that will supplement important federal relief. Massachusetts businesses impacted by COVID-19 may now apply for low-interest loans.

- **Tax Relief for Businesses:** The Baker-Polito Administration is announcing tax penalty relief to support businesses affected by COVID-19. The Department of Revenue announced that it has extended the due date for March and April Rooms Occupancy Tax and Meals Tax to June 20, 2020.
- **Limiting Need for In-Person RMV Visits:** The Administration today is taking further action to limit the need for customers to visit the Registry of Motor Vehicles in person. Today, Governor Baker issued an order allowing the Registrar to extend vehicle registrations and modify the conditions of registrations, plates and titles. It also enables the waiver of certain inspection requirements.
- **Smoke Alarm Inspections:** Governor Baker issued an order making a change to the inspection statutes that require a smoke and carbon dioxide alarm inspection prior to a residential real estate transaction. The Order would permit the inspection to be deferred if the buyer contractually assumes responsibility for installing the detectors and the subsequent inspection happens within 90 days of the conclusion of the COVID-19 emergency.
- **New Law to Accelerate Unemployment Insurance:** The Governor signed emergency legislation to allow new claims to be paid more quickly by waiving the one week waiting period for unemployment benefits. This important change will ensure we can get much-needed unemployment assistance to workers impacted by COVID-19. The Executive Office of Labor and Workforce Development is deploying additional employees to work on processing the large volume of claims.
- The Governor also announced a new COVID-19 workforce web page that includes the latest guidance for employee qualifications and additional. www.mass.gov/unemployment/covid-19 . The Governor formally requested that the U.S. Small Business Administration (SBA) issue a "declaration of economic injury" for the Commonwealth. This declaration would make it possible for low-interest loans to be made available through the SBA's Economic Injury Disaster Loan (EIDL) program to business owners affected by the COVID-19 outbreak.
- **Extension of Professional Licenses:** Governor Baker signed a new emergency order to ensure that licensed professionals do not have their licenses or registrations lapse due to unforeseen problems with renewal during the COVID-19 emergency. Specifically, under this order, occupational or professional licenses of individuals that are in good standing and that would otherwise be up for renewal during the COVID-19 emergency shall be extended for 90 days after the end of the public health emergency. This order does not affect license extensions that have already been granted in earlier emergency orders.

Updates from the Community

- The Provincetown Stop and Shop is open seven days a week and has dedicated the hours of 6:00 am to 7:30 am exclusively for seniors and those who are immunocompromised. Normal business hours are from 7:30 am to 8pm.

- The Soup Kitchen in Provincetown (SKIP) is providing meals for pick-up only on a first come first serve basis from 12:30 to 1:30 pm.
- Feeling Stressed by Provincetown Emergency Order? PC19 Task Force Stress Support Team is available for anyone needing to talk a bit for support. If you'd like to talk with someone by phone. From 9-7 daily, a community member with experience helping people stressed by these trying time is available to help. Call- 508-309-5848 (you can leave a message on this line).
- Curaleaf Provincetown has announced that they will be closing from Tuesday, March 24, 2020 at noon until noon on April 7, 2020.
- If you are experiencing any of the following symptoms **fever, difficulty breathing, or cough, call Outer Cape Health Services at 508-905-2888 BEFORE GOING TO ANY OF THEIR HEALTH CENTERS**. They will screen you over the phone and give you directions to get tested based on the results of the screen.

Outer Cape Health Services (OCHS), is continuing to do everything possible to ensure that patients are both cared for and kept as safe as possible from transmission of the novel coronavirus. The new telemedicine/telehealth options mean that you do not have to cancel your upcoming appointments.

As an alternative to in-person visits, telemedicine/telehealth appointments are available to both primary care and behavioral health patients via the use of telephonic and/or video devices. We do realize that not every visit can be accomplished virtually as there are still times when you may need to come in to see us or a specialist. An OCHS nurse will make that determination with you depending on the care you require. Please note: special areas and appointment times are being reserved for non-COVID 19 related visits at all of our health centers.

If you need to schedule an in-person or telemedicine appointment with a medical provider for either a new issue or for follow up of an existing condition, please do not hesitate to contact our Patient Access Center at 508-905-2888. Our behavioral health providers are also successfully filling appointments remotely with clients. Behavioral health clients may also call the Patient Access Center for scheduling assistance.

Site Services: OCHS continues to offer same-day, urgent care for non-COVID-19 related matters all day at our Provincetown Health Center. Our Wellfleet and Harwich Port sites will split operating days between seeing non-COVID-19 related visits and COVID-19 symptomatic related visits, in order to help limit exposure.

Hours of Operation: OCHS remains here for the community; however, [health center and pharmacy hours](#) have been adjusted to maintain staffing and fiscal stability during these trying times.

We continue monitoring the situation as it evolves and will revisit and adjust any actions as deemed necessary. If you have questions please feel free to contact me via email at rcraver@provincetown-ma.us.

1. Public Statements – Three (3) minutes maximum. Select Board Members do not respond during public statements

- **Jay Gurewitsch** – Please reconsider the suspension of all regular board during this time, we are here to help and it is not the time to line up the volunteers and throw them over board.

- **Resident** - Morgan Clark had commented that there is information out there about people, who wish to have safe sex, is that information available.

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

- **Robert Anthony** – When we talked about the virus 2 weeks ago, the next day the Town Manger picked up the reins along with the Board of Health. I want to commend her as well as the Board of Health and Staff. Sheltering in Place is going to be an important issue in this content. If we limit contact, we can hopefully diminish the result. I commend Robin, the staff and Board of Health for taking the reins and moving this forward.
- **Lise King** – I want to echo Bobby's remarks about the Town Manager. A lot of people do not see all the activities behind the scenes. I want to address a question I got today. This is not about full time or part time, the decision we made are about how to keep everyone safest. You should shelter where your primary providers are. I am here to be of service.
- **Louise Venden** – I can only echo and support the comments being made about the Town Manager, the Board of Health and the entire Business community who has come together and made this happen. I am encouraging the Town Manager and leaders of our boards to go on the PTV and do public service announcements. Please check on each other.
- **John Golden** – I want to echo everyone else's comments about the Town Staff and Town Manager Robin Craver. I moved here a long time ago to die. It was the compassion and kindness of this town that got me through. The people who you are taking to today are the same you will be speaking to in 3-4 months, just be kind to them.
- **David Abramson** – like others have said. I want to thank Robin Craver leading the efforts. Most people do not know the work that she and staff have been working on behind the scene. A special thank you to the Board of Health. On the Shelter in Place order, we put the April 30th through date as we are asking people to prepare and give them a time frame reference. It is a good time for us to shelter in place. I hope that people will heed that order and exercise caution when going out. I hope that people take advance of the outdoor.

3. Appointments – (Votes may be taken on the following interviews)

A. Planning Board Alternate – Monica Stubner

Monica Stubner is a full time resident of 26 years and until recently worked for a local development company. She discussed with the board her background and interest in joining the planning board. The Board asked if there were any possible conflicts and if she would be able to attend meetings. The board thanked her for applying.

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.

Motion: David Abramson

Seconded: Lise King

Roll Call Vote

Robert Anthony: Yea

Lise King: Yea

Louise Venden: Yea

John Golden: Yea

Dave Abramson: Yea

B. Provincetown Public Pier Corporation – Jamie Staniscia and Barbara Dyett

Louise Venden stated her Ms. Dyett is her tenant and she recused herself from the discussion.

Barbara Dyett discussed with the Select Board her background in work she has done for various government agencies that she feels would help her if she was appointed to the Provincetown Public Pier Corporation. She feels the pier is a vital part of this community and would like to work on creating new ways to support the fisherman including apply for Grants whenever possible. The Board discussed with Ms. Dyett her experience working specially with commercial fisherman that supports a local industry.

Jamie Staniscia is a full time resident of Provincetown and his own aquaculture grant. He has been attending the Provincetown Public Pier Corporation meetings as well as the Economic Development Committee and feels there is a disconnect between the various boards and would like to see more coordination between the two to help support the Economic Development plan to expand the Blue economy. The Board discussed with Ms. Staniscia how he felt he could support the local fisherman.

Lise King – I would like to nominate Jamie Staniscia

Move that the Select Board Jamie Staniscia as a regular member to the Provincetown Public Pier Corporation with a term to expire on July 29, 2023

Motion: David Abramson

Seconded: Robert Anthony

Roll Call Vote

Robert Anthony: Yea

Lise King: Yea

John Golden: Yea

Dave Abramson: Yea

Louise Venden returned to the meeting.

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

A. Discuss and on Declaration of Emergency

The Board held an emergency meeting on Sunday, March 22, 2020. The Board discussed their talking points and voted to reaffirm their March 22, 2020 vote.

Move that the Select Board vote to declare a State of Emergency to facilitate and expedite the use of resources to protect persons from the impacts of COVID-19. This declaration will remain in effect until further notice is given.

Motion: David Abramson

Seconded: John Golden

Roll Call Vote

Robert Anthony: Yea

Lise King: Yea

Louise Venden: Yea
John Golden: Yea
Dave Abramson: Yea

Move that the Select Board vote to suspend all non-regulatory boards and Finance Committee meetings until further notice.

Motion: Dave Abramson
Seconded: Robert Anthony

For discussion: Member Venden disagrees with the suspension of non-regulatory board. Town Staff is making this request due to the reduction of staff coming into town hall. Member King, Golden, and Vice Chair Anthony support the suspension. Chair Abramson suggests an amendment.

Move that the Select Board vote to suspend all non-regulatory boards and Finance Committee meetings until further notice, should any of the non-regulatory boards deem it is necessary; they can consult with the Town Manager and Chair to determine if they need to be scheduled.

Motion: David Abramson
Seconded: Robert Anthony

Roll Call Vote

Robert Anthony: Yea
Lise King: Yea
Louise Venden: Yea
John Golden: Yea
Dave Abramson: Yea

B. Discuss and vote on Postponement of Annual Town Election

Move that Select Board vote to postpone the elections until Tuesday, June 9, 2020.

Move: David Abramson
Seconded: John Golden

Town Manager Robin Craver - Given the grave repercussions of groups getting together and the fact we have been given the power to postpone the town election, we are going to do so. The bill allows for an extension on the deadlines for voters registration and for an expanded mail in vote.

Roll Call Vote

Robert Anthony: Yea
Lise King: Yea
Louise Vended: Yea
John Golden: Yea
David Abramson: Yea

C. Discuss and vote on Town Manager's Authorization during the State of Emergency
a. Town Grant Acceptance and Contract Authority

b. Gift Fund – Acceptance and Expenditure

c. Parade Permit

Town Manager is asking for the authority to be delegated to her during the state of emergency to allow for town business to continue to be conducted during this time.

Move that the Select Board vote that during the State of Emergency to delegate, after consultation with the Chair, full authority of Town Grant Acceptance and Contract Authority to the Town Manager above and beyond the 2015-11-09 Select Board statement.

Motion: David Abramson

Seconded: Louise Venden

Roll Call Vote

Robert Anthony: Yea

Lise King: Yea

Louise Venden: Yea

John Golden: Yea

Dave Abramson: Yea

Move that the Select Board vote as commissioners of all town gift funds vote that during the State of Emergency to delegate, after consultation with the Chair, full authority to the Town Manager to accept and expend funds.

Motion: David Abramson

Seconded: Lise King

Roll Call Vote

Robert Anthony: Yea

Lise King: Yea

Louise Venden: Yea

John Golden: Yea

Dave Abramson: Yea

Move that the Select Board as commissions of the Public Way vote that during the State of Emergency to delegate, after consultation with the Police Chief, full authority to approve Parade Permits to the Town Manager.

Motion: David Abramson

Seconded: John Golden

Roll Call Vote

Robert Anthony: Yea

Lise King: Yea

Louise Venden: Yea

John Golden: Yea

Dave Abramson: Yea

D. Discuss and vote on request from Brewster Select Board.

Town Manager – thing have already happened since this was requested. Does the board wish to table this item and ask the Brewster board if they wish to amend their request?

At this time, the board feels this item needs no action.

5. 7 PM Public Hearings – (Votes may be taken on the following items):

- A. Continued Public Hearing from March 6th, 2020 – April 6th, Special and Annual Town Meeting Select Board’s submitted Articles.**
 - a. Continue Public Hearing until May 26, 2020**
 - b. Recommend Postpone Annual Town Meeting by Moderator Mary Jo Avellar (via Phone)**

Due to the concerns to public safety, the Select Board discussed continuing their public hearing and requesting the Moderator postpone the annual town meeting.

Move that the Select Board vote to continue the public hearing to May 26, 2020 at 7 pm.

Motion: David Abramson

Seconded: Louise Venden

Roll Call Vote

Robert Anthony: Yea

Lise King: Yea

Louise Venden: Yea

John Golden: Yea

Dave Abramson: Yea

Move that the Select Board vote per M.G.L. c.39, §10A to request the moderator continue the April 6, 2020 Special and Annual Town Meeting until April 22, 2020.

Motion: David Abramson

Seconded: Louise Venden

Roll Call Vote

Robert Anthony: Yea

Lise King: Yea

Louise Venden: Yea

John Golden: Yea

Dave Abramson: Yea

- B. Harbor Regulations – take comments and consideration on the Changes to the Harbor Regulations (to be continued)**

Move that the Select Board vote to continue the Public Hearing until June 8, 2020

Motion: David Abramson

Seconded: Robert Anthony

Roll Call Vote

Robert Anthony: Yea
Lise King: Yea
Louise Venden: Yea
John Golden: Yea
Dave Abramson: Yea

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

- A. Staff Biweekly updates**
- B. Others – Other matters that may legally come before the Board not reasonably anticipated by the Chair 48 hours before the meeting.**

Town Manager Craver gave the majority of the report at the beginning of the meeting. There is a COVID-19 task force that has been formed. They have been trained by Barnstable County. We are working with this task force to become apart of our hub. This group has many people who are nurses, health care professional and mental health counselors. They have contacted us about helping the town. This force also has counselors who have agreed to main a hot line so if someone is needing to speak to them, they are available. This is part of helping people with their mental health.

7. Minutes - (Votes May Be Taken)

- A. March 6, 2020 10:45 am
- B. March 9, 2020 5 pm
- C. March 9, 2020 6 pm

Move that the Select Board approve the minutes of:

March 6, 2020	10:45 am	(Special) [x] as printed [] with changes so noted
March 9, 2020	5:00 pm	(Special) [] as printed [x] with changes so noted
March 9, 2020	6:00 pm	(Regular) [] as printed [x] with changes so noted

Motion: David Abramson
Seconded: John Golden

Roll Call Vote
Robert Anthony: Yea
Lise King: Yea
Louise Venden: Yea
John Golden: Yea
Dave Abramson: Yea

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

- A. Pending Items List**

- **Robert Anthony** – I want to once again congratulate Robin Craver for all of her hard work. Moreover, reminded the public to Shelter in Place wash your hands and do not touch your face and I think we will be ok.
- **Lise King** – I think this is a frighten time right now; we are in an event none of us could anticipate. I know it is hard. I know folks are waffling between ignoring and tuning into the news and getting a full dose of frightening reality. I believe in our hearts we are going to make it through this together. We have a lot of help with volunteers. Hang tight we are going to get through this. I am proud of our staff and board and our Chair.
- **John Golden** – we are all a community here and have compassion to each other and be kind. A little mind your own business. We will get through this.
- **Louise Venden** – I learned long ago, the struggle is between fear and love. I am hoping that people do not attach themselves so dramatically to fear. I am hopeful, and I think this event will make this community stronger.
- **David Abramson** – take away fear and replace it with faith. It has been a lot sleepless night to keep the work going and we are trying to help get people through this. Reach out to Town Hall if you need assistance and have any questions. To our business community, we have to make sure we stick with the facts we have a plan while the order from the Health Department is in place until the end of April. Anyone who is struggle with finances, call your financial institute. Please take advantage of your resources. We are lucky we live in a place where you can go out for a walk in the woods and find some peace and quiet. Take some time out for self-care. Be well and stay safe.

Motion to adjourn – John Golden

Seconded – Lise King

Roll Call Vote

Robert Anthony: Yea

Lise King: Yea

Louise Venden: Yea

John Golden: Yea

Dave Abramson: Yea

Without objection the meeting was adjourned at 8:59 pm

Minutes transcribed by: Elizabeth Paine



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

6

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.

Lise King
Louise Venden
John Golden
Robert Anthony
David Abramson

Additional Information

- Please see attached

[\(833\) 579-7589](tel:8335797589) United States (Toll-free)

Conference ID: # [915 687 690](tel:915687690)

Meeting can be viewed on channel 18 or at <http://www.provincetowntv.org/>

Board Action

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

Pending Items List

April 7, 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 RA
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

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 June