



## Select Board

# Meeting Agenda

The Provincetown Select Board will hold a public meeting on Monday, May 11, 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: **168 568 219** 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.

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

- A. *Approve the Community Development Block Grant Regional Coronavirus Aid Relief & Economic Security Act Application*
- B. *Surplus Equipment- declare the following list of equipment as surplus, and to authorize the Chief of Police under the direction of the Town Manager to dispose of same in the manner deemed most advantageous to the Town. 2011 Ford Sedan (former police cruiser) - VIN #1FAHP2HW4BG179775 and 2015 Ford Explorer (former police cruiser) Utility - VIN# 1FM5K8F89GGDD33175*

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

1. Public Statements – Three (3) minutes maximum. Select Board Members do not respond during public statements
2. Select Board Member's Opening Statements – (Votes may be taken)
3. Joint Meeting/Presentations/Requests – (Votes may be taken on the following items):
  - A. Discuss Town Meeting: Consideration for September
  - B. Discuss the updated FY2020 Budget and FY2021 Budget
  - C. Discuss and vote on June 30th, 2020 Elections
  - D. Discuss and vote on previously approved Parade Permits, Auditorium Rentals and Town Owned Properties for 2020.
  - E. Discuss community education on masks. Topics include but not limited to; public education, policing strategies, availabilities/distribution, funding requirements, and tipping point for town wide mandate.
  - F. Recovery Coalition Update by Chair Abramson and Vice Chair Anthony
  - G. Discuss and vote on Expedition Blue and the Cape Cod Blue Economy Project invitation
4. Town Manager Administrative Matters – Topics to include but not limited to: (Votes May be taken on the following items)
  1. Town Manager's Report
  2. Staff Biweekly updates
  3. 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. April 13, 2020 6 pm Regular Meeting
  2. April 27, 2020 6 pm Regular Meeting
6. Select Board Closing Matters - Topics to Include but not limited to: (Votes May be taken on the following items)
  1. Pending Items List

Posted by the Assistant Town Clerk [www.provincetown-ma.gov](http://www.provincetown-ma.gov), 05/07/2020, 1:10 am AR



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 11, 2020**

**00A**

## **MCDBG CARES**

Community Development Block Grant Regional  
Coronavirus Aid Relief & Economic Security Act Application

**Requested by: Grant Administrator, Michelle Jarusiewicz 5/4/20**

**Action Sought:** Approval

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

**MOVE** that the Board of Selectmen vote to approve participation in the regional Massachusetts Community Development Block Grant Coronavirus Aid Relief & Economic Security Act application for small business & microenterprise loans along with rental and mortgage subsidies program through the Massachusetts Department of Housing & Community Development.

### **Additional Information**

Attached is the request and signatory page from Bailey Boyd Associates which describes the programs; note that many of the details are still being worked out by DHCD but we need to be able to move very quickly and be prepared to submit ASAP.

### **Board Action**

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



# Massachusetts PROVINCETOWN

May 4, 2020

## COMMUNITY HOUSING SPECIALIST & GRANT ADMINISTRATOR

**TO:** Select Board, Town Manager Robin Craver  
**FROM:** Michelle Jarusiewicz, *Housing Specialist & Grant Administrator*  
**Re:** **MCDBG CARES Grant Application**

Attached you will find the request memo from Grant Writer Alice Boyd outlining a proposed regional grant application under Mass. Community Development Block Grant [MCDBG] federal Coronavirus Aid Relief & Economic Security Act [CARES] through the Dept. of Housing & Community Development [DHCD]. Many of the details about process are still being worked out by DHCD. Ms. Boyd, the grant writer who has submitted our other regional MCBG applications for many years, has been working with all the lower Cape towns. We expect to be ready to submit an application on an instant notice as it is intended for quick turnaround and may be first-come first-served. I recommend the BOS approve participation.

What we know:

- Region will include all 8 Lower Cape towns
- Expect to apply for the maximum allowed which could be \$1-million or more in total funds; expect funds to be available this summer.
- Small Business & Microenterprise forgivable loans: which are tied to job retention, can be forgivable, and have some low/moderate income eligibility requirements; seasonal businesses are OK.
- Mortgage & Rental Assistance: up to 3 months; resident must be low/moderate income eligible [up to 80% AMI –see below for current numbers]
- Required “public hearing” will be conducted on Tuesday, May 12<sup>th</sup> at 2:00 pm – virtual through Town of Truro.

### Income limits FY 2020

#### Barnstable County median income \$96,600

House-hold Size	30% Income Limit Extremely Low HUD	50% Income Limit Low HUD	60% Income Limit Moderate MHP	65% Income Limit Moderate	80% Income Limit Moderate HUD
1	\$20,300	\$33,850	\$40,620	\$43,953	\$54,150
2	\$23,200	\$38,650	\$46,380	\$50,232	\$61,850
3	\$26,100	\$43,500	\$52,200	\$56,511	\$69,600
4	\$29,000	\$48,300	\$57,960	\$62,790	\$77,300
5	\$31,350	\$52,200	\$62,640	\$67,813	\$83,500



**TO: PROVINCETOWN SELECTBOARD**  
**CC: ROBIN CRAVER, TOWN MANAGER**  
**MICHELLE JARUSIEWICZ, COMMUNITY HOUSING SPECIALIST**  
**FROM: ALICE BOYD, BAILEY BOYD ASSOCIATES** *AB*  
**DATE: MAY 2, 2020**  
**RE: PARTICIPATION IN CDBG COVID-19 GRANT**

The Federal Coronavirus Aid, Relief, and Economic Security Act, signed into law March 27, 2020 included Community Development Block Grant (CDBG) funds for each state to assist local communities in meeting the COVID-related needs of low to moderate-income residents. The Department of Housing & Community Development will be making \$19m available to non-entitlement communities statewide (non-entitlement cities and towns do not receive CDBG funding directly from the Federal Government and must compete for funds passed through the State). We expect DHCD to release applications imminently and they will be expedited.

The Town of Truro is currently the lead community for a regional CDBG grant and is inviting the town of Provincetown to participate in an eight-town regional application that will provide two programs to benefit Provincetown residents. The public hearing for this project will be conducted on May 12, 2020 and will determine the final application contents however based upon input from local social service agencies we anticipate applying for the following:

**Small Business Forgivable Loans & Microenterprise Forgivable Loans**

This loan fund would provide forgivable loans tied to job retention. The funds could be used by local businesses to bring back employees, or pay the overhead and costs of doing business. Businesses who retain employees for a set period of time would have their loans forgiven. Seasonal businesses are accepted into this program. We anticipate that 70% of the program funds will be utilized for this program.

**Mortgage and/or Rental Assistance**

These funds would benefit local residents with up to three months assistance on meeting rent and mortgage obligations. Residents must be income qualified and be determined as low-to moderate income. We would require applicants to verify that they had first negotiated with their mortgage lender or landlord previous to applying. Payments would be made directly to the lender or landlord. The local organizations that were polled recommended that 30% of the program funds be utilized for this program.

There is no cost to the town of Provincetown and there is great benefit to residents however there is a requirement to participate:

- The Select Board must vote to participate in FY19 CDBG-CV grant and sign two copies of a “Joint Authorization Form” (attached) and return it to me as quickly as possible

**Proposed Motion:** Move to participate in the regional FY19 CDBG-CV grant for Small Business and Microenterprise Loans along with Rental and Mortgage Subsidies program.

Thank you for your consideration.

MASSACHUSETTS COMMUNITY DEVELOPMENT BLOCK GRANT - CORONA VIRUS  
Community Development Fund 2019-CV  
Joint Application Authorization: Provincetown

CDF-2019-CV Truro

MUNICIPALITY: PROVINCETOWN

**Contact Person:**

Name: Robin Craver  
Title: Town Manager

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Signature of Chief Elected Official

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Printed Name of Chief Elected Official

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Title of Chief Elected Official



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 11, 2020**

**00B**

## Surplus Equipment

**Requested by: Chief of Police**

**Action Sought: Approval**

### Proposed Motion(s)

MOVE that the Board of Selectmen vote to declare the following list of equipment as surplus, pursuant to M.G.L. c. 30B and Provincetown General By-law §6-4-6, and to authorize the Chief of Police under the direction of the Town Manager to dispose of same in the manner deemed most advantageous to the Town. See attached report.

- 2011 Ford Sedan (former police cruiser) - VIN #1FAHP2HW4BG179775
- 2015 Ford Explorer (former police cruiser) - VIN# 1FM5K8F89GGDD33175

### Additional Information

This request is to dispose of TWO police cruisers by trade. These vehicles are being replaced as part of the Police Departments Fleet Rotation and are being accomplished because the town was awarded a 75% USDA Direct Facilities Grant. After consultation with the town mechanic who assessed their condition the vehicles should be traded to offset the cost of the new vehicles.

They will be replaced with 2020 year models. There will be no increase to the police department fleet.

### Board Action

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

## Town of Provincetown

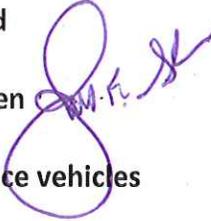
James F. Golden  
Chief of Police  
jgolden@provincetown-ma.gov



## Police Department

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

To: Provincetown Select Board

From: Police Chief James F. Golden 

Subject: Surplus Declaration of police vehicles

Date: May 05, 2020

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Honorable Board of Selectmen,

The Chief of Police requests that the honorable Select Board to declare as surplus pursuant to Provincetown General By-Laws Chapter 6-4-6, the following listed department vehicles and to authorize the Chief of Police under the direction of the Town Manager to dispose of the vehicle(s) by trade-in with our selected state bid vendor(s). The trade-in value of these vehicle(s) will be applied to the overall costs of the pending FY-21 police fleet replacement.

- 2011 Ford Sedan (former police cruiser) 1FAHP2HW4BG179775

And

- 2015 Ford Explorer (former police cruiser) 1FM5K8F89GGD33175

We have done business with both of these vendors for numerous years and they provide us fair trade-in allowances commensurate with the average allowances awarded for public safety platforms of this age.

This purchase of these vehicles are being accomplished because 75% of the total \$90,400 estimated cost will be reimbursed because we have been awarded a USDA Direct Facilities Grant. This grant reimbursement will drop our acquisition costs and maximum cash match down to \$22,600 for two replacement vehicles.

I request your favorable action on this request.

Please let me know what questions you may have.

# CERTIFICATE OF TITLE

## MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

TITLE NUMBER <b>BR462240</b>		VEHICLE IDENTIFICATION NUMBER <b>1FM5K8F89GGD33175</b> <b>1FM5K8F89GGD33175</b>			DATE OF ISSUE <b>07/15/2016</b>	
MFRS. MODEL YEAR <b>2016</b>	MAKE <b>FORD</b>	MODEL NAME <b>EXPLOR</b>	MODEL NO.	BODY STYLE/TYPE <b>UTIL</b>	NEW/USED <b>NEW</b>	
CYL. PASS. DRS. <b>06 07 4</b>	PURCHASE DATE <b>06/21/2016</b>	ODOMETER READING <b>25</b> <b>25</b> <b>ACTUAL MILEAGE</b>		PREV. TITLE NO.	PREV. TITLE STATE	
				IF PREVIOUS STATE WAS TITLE EXEMPT, REGISTRATION NUMBER IS DISPLAYED.		

MAILING ADDRESS ONLY:

PROVINCETOWN TOWN OF  
DEPT OF POLICE  
26 SHANKPAINTER RD  
PROVINCETOWN, MA 02657-1342

OWNER(S) NAME AND ADDRESS:

PROVINCETOWN TOWN OF  
DEPT OF POLICE  
26 SHANKPAINTER RD  
PROVINCETOWN, MA 02657-1342

### TITLE TYPE AND BRANDS

TITLE TYPE

BRAND  
BRAND  
BRAND  
BRAND

TITLE MESSAGE(S):

FIRST LIENHOLDER:

SECOND LIENHOLDER:

RELEASE OF FIRST LIEN: THE FIRST LIENHOLDER'S INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED
NAME:
AUTHORIZED SIGNATURE: <b>X</b>
DATE RELEASED:

RELEASE OF SECOND LIEN: THE SECOND LIENHOLDER'S INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED
NAME:
AUTHORIZED SIGNATURE: <b>X</b>
DATE RELEASED:

THE REGISTRAR OF MOTOR VEHICLES HEREBY CERTIFIES THAT AN APPLICATION FOR A CERTIFICATE OF TITLE FOR THE MOTOR VEHICLE DESCRIBED HEREIN HAS BEEN DULY FILED, PURSUANT TO THE PROVISIONS OF THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS, BASED ON THE STATEMENTS OF THE APPLICANT AND THE RECORDS ON FILE WITH THIS AGENCY, THE APPLICANT NAMED IS THE OWNER OF SAID VEHICLE.

THE REGISTRAR OF MOTOR VEHICLES FURTHER CERTIFIES THAT THE VEHICLE IS SUBJECT TO ANY SECURITY INTERESTS SHOWN HEREIN.

*Erin C. Deveney*  
**Erin C. Deveney**  
Registrar

CONTROL NO. **G6054354**  
NOT THE TITLE NUMBER

ALTERATION OR ERASURE VOIDS THIS TITLE.

KEEP IN SAFE PLACE

VERIFY PRESENCE OF WATERMARK HOLD TO LIGHT TO VIEW

VERIFY PRESENCE OF WATERMARK HOLD TO LIGHT TO VIEW

# CERTIFICATE OF TITLE

## MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

TITLE NUMBER <b>BK241177</b>		VEHICLE IDENTIFICATION NUMBER <b>1FAHP2HW4BG179775</b> <b>1FAHP2HW4BG179775</b>			DATE OF ISSUE <b>07/08/2011</b>	
MFRS. MODEL YEAR <b>2011</b>	MAKE <b>FORD</b>	MODEL NAME <b>TAURUS</b>	MODEL NO. <b>SELAWD</b>	BODY STYLE/TYPE <b>SEDAN</b>	NEW/USED <b>NEW</b>	
CYL. PASS. DRS. <b>06 05 4</b>	PURCHASE DATE <b>06/20/2011</b>	ODOMETER READING <b>10</b> <b>10</b> <b>ACTUAL MILEAGE</b>		PREV. TITLE NO.	PREV. TITLE STATE	
IF PREVIOUS STATE WAS TITLE EXEMPT, REGISTRATION NUMBER IS DISPLAYED.						

MAILING ADDRESS ONLY:  
**FORD MOTOR CREDIT MUN FINANCE**  
**PO BOX 1739 MD 7500**  
**DEARBORN, MI 48121**

OWNER(S) NAME AND ADDRESS:  
**PROVINCETOWN TOWN OF**  
**DEPT OF POLICE**  
**26 SHANKPAINTER RD**  
**PROVINCETOWN, MA 02657-1342**

FIRST LIENHOLDER:  
**FORD MOTOR CREDIT MUN FINANCE**  
**PO BOX 1739 MD 7500**  
**DEARBORN, MI 48121**

SECOND LIENHOLDER:

### TITLE TYPE AND BRANDS

TITLE TYPE

BRAND  
 BRAND  
 BRAND  
 BRAND

TITLE MESSAGE(S):

RELEASE OF FIRST LIEN: THE FIRST LIENHOLDER'S INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED
NAME: <b>Ford Motor Credit Company</b>
AUTHORIZED SIGNATURE: <i>[Signature]</i>
DATE RELEASED: <b>8-14-2013</b>

RELEASE OF SECOND LIEN: THE SECOND LIENHOLDER'S INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED
NAME:
AUTHORIZED SIGNATURE: <b>X</b>
DATE RELEASED:

THE REGISTRAR OF MOTOR VEHICLES HEREBY CERTIFIES THAT AN APPLICATION FOR A CERTIFICATE OF TITLE FOR THE MOTOR VEHICLE DESCRIBED HEREIN HAS BEEN DULY FILED, PURSUANT TO THE PROVISIONS OF THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS. BASED ON THE STATEMENTS OF THE APPLICANT AND THE RECORDS ON FILE WITH THIS AGENCY, THE APPLICANT NAMED IS THE OWNER OF SAID VEHICLE.

THE REGISTRAR OF MOTOR VEHICLES FURTHER CERTIFIES THAT THE VEHICLE IS SUBJECT TO ANY SECURITY INTERESTS SHOWN HEREIN.

*Rachel Kaprielian*  
**Rachel Kaprielian**  
 Registrar

CONTROL NO. **F8405998**  
 NOT THE TITLE NUMBER

ALTERATION OR ERASURE VOIDS THIS TITLE.

KEEP IN SAFE PLACE

VERIFY PRESENCE OF WATERMARK HOLD TO LIGHT TO VIEW

VERIFY PRESENCE OF WATERMARK HOLD TO LIGHT TO VIEW



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 11, 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: # **168 568 219**

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, May 11, 2020**

**2**

**SELECTMEN’S STATEMENTS**

**Requested by:** Select Board

**Action Sought:** Discussion

**Proposed Motion(s)**

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

- John Golden**
- Robert Anthony**
- Lise King**
- Louise Venden**
- David Abramson**

**Additional Information**

[\(833\) 579-7589](tel:8335797589) United States (Toll-free)  
Conference ID: # **168 568 219**

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, May 11, 2020**

**3A**

# TOWN MEETING

Process, legislative orders and Consideration for September

**Requested by:** Town Manager Robin Craver

**Action Sought:** Discussion/Direction

## Proposed Motion(s)

Move that the Select Board vote in accordance with MGL c. 39 § 9, as amended by c. 53 § 1 of the Act of 2020, to postpone the Annual and Special Town Meeting until September 21, 2020.

## Additional Information

Town Staff is looking for the Select board to vote to postpone the Annual and Special Town Meeting until September 21, 2020. This will provide the Select Board, Finance Committee and Town Staff adequate time to prepare and approve a revised budget with more accurate information. The Moderator and Finance Committee supports this recommendation.

This will also allow more time to consider whether to defer some articles.

Please see attached the Acts (2020) Chapter 53 and the updated Town Meeting draft schedule.

## Board Action

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

## Acts (2020)

### Chapter 53

#### AN ACT TO ADDRESS CHALLENGES FACED BY MUNICIPALITIES AND STATE AUTHORITIES RESULTING FROM COVID-19.

*Whereas*, The deferred operation of this act would tend to defeat its purposes, which are to make certain changes in law in response to a public health emergency, each of which is immediately necessary to carry out to accomplish important public purposes, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public health and convenience.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

SECTION 1. Section 9 of chapter 39 of the General Laws, as appearing in the 2018 Official Edition, is hereby amended by striking out, in lines 13 to 14, the word “thirtieth” and inserting in place thereof the following words:- 30 except in the event of an emergency that poses an immediate threat to the health or safety of persons or property that prevents the completion of the business of the delayed town meeting on or before June 30 if the governor has declared a state of emergency with respect to such emergency.

SECTION 2. Subsection (a) of section 10A of said chapter 39, as so appearing, is hereby amended by striking out the first sentence and inserting in place thereof the following 2 sentences:- Notwithstanding any general or special law, charter provision or by-law to the contrary, during and for a period of 5 days after the termination of any weather-related, public safety or public health emergency, the town moderator or person designated to perform the duties of town moderator may, in consultation with local public safety or public health officials and the board of selectmen, recess and continue a town meeting previously called pursuant to a warrant issued pursuant to section 10 to a time, date and place certain; provided, however, that any such recess and continuance period shall not exceed 30 days. The moderator or person designated to perform the duties of town moderator may renew the declaration of recess and continuance period for up to 30 days at a time but not more than 30 days following the date of rescission of a state of emergency declared by the governor. If a town does not have a moderator, the board of selectmen may recess and continue town meeting in accordance with this paragraph.

SECTION 3. Said section 10A of said chapter 39, as so appearing, is hereby further amended by striking out subsection (c).

SECTION 4. Said section 10A of said chapter 39, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) Within 10 days after the initial declaration of recess and continuance of a town meeting pursuant to this

section, a local public safety or public health official designated by the board of selectmen shall submit a report to the attorney general providing the justification for the declaration.

SECTION 5. The first paragraph of section 31 of chapter 44 of the General Laws, as so appearing, is hereby amended by inserting after the second sentence the following 2 sentences:- If the declared emergency prevents the adoption of an annual budget by a town or district by the June 30 preceding the start of the fiscal year, the board of selectmen, town council or district commissioners shall notify the director and the director may approve expenditures, from any appropriate fund or account, of an amount sufficient for the operations of the town or district during the month of July not less than 1/12 of the total budget approved by the town or district in the most recent fiscal year pursuant to a plan approved by the board of selectmen, town council or district commissioners and such authority shall continue for each successive month while the emergency continues to prevent the adoption of a budget. The director may promulgate and revise rules or regulations regarding the approval of emergency expenditures described in this section and accounting with regard to such expenditures.

SECTION 6. Notwithstanding any general or special law to the contrary, if the adoption of an annual budget in a city, town or district is delayed beyond June 30, 2020, as a result of the governor's March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as COVID-19, the director of accounts of the department of revenue may authorize the appropriation from the available balance of the city's, town's or district's undesignated fund balance or "free cash" certified by the director under section 23 of chapter 59 of the General Laws as of July 1, 2019, as a funding source for the city's, town's or district's fiscal year 2021 expenditures, including, but not limited to, any such undesignated fund balance in an enterprise fund or special revenue account. The director of accounts may promulgate and revise rules or regulations regarding the implementation of this section.

SECTION 7. Notwithstanding section 31 of chapter 44 of the General Laws, section 23 of chapter 59 of the General Laws or any other general or special law to the contrary, a city, town or district may amortize over fiscal years 2021 to 2023, inclusive, in equal installments or more rapidly, the amount of its fiscal year 2020 deficit resulting from the outbreak of the 2019 novel coronavirus, also known as COVID-19, as described in the governor's March 10, 2020 declaration of a state of emergency, including, but not limited to, any such deficit in an enterprise fund or special revenue account. The local appropriating authority as defined in section 21C of said chapter 59 and, in the case of a district, the prudential committee or commissioners, or as otherwise defined in the General Laws, shall adopt a deficit amortization schedule in accordance with the preceding sentence before setting the city's, town's or district's fiscal year 2021 tax rate. The commissioner of revenue may issue guidelines or instructions for reporting the amortization of deficits authorized by this section.

SECTION 8. Notwithstanding any general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the governor's March 10, 2020 declaration of a state of emergency, for fiscal year 2021, a city or town may expend from each revolving fund, established under section 53E1/2 of chapter 44 of the General Laws an amount not to exceed the amount authorized to be expended in fiscal year 2020 until the city or town adopts an annual budget for fiscal year 2021 at which time, the legislative body of the city or town shall also vote on the total amount that may be expended from each revolving fund in fiscal year 2021.

SECTION 9. Notwithstanding section 8 of chapter 61 of the General Laws, section 14 of chapter 61A of

the General Laws, section 9 of chapter 61B of the General Laws or any other general or special law, charter provision, ordinance or by-law to the contrary, during and for a period of 90 days after the termination of the governor's March 10, 2020 declaration of a state of emergency, all time periods within which any municipality is required to act, respond, effectuate or exercise an option to purchase shall be suspended.

SECTION 10. (a) Notwithstanding any general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the governor's March 10, 2020 declaration of a state of emergency, for fiscal year 2020, the chief executive officer of a city or town, as defined in clause Fifth B of section 7 of chapter 4 of the General Laws, or a district may extend:

(i) for the purposes of the first paragraph of section 57 of chapter 59 of the General Laws, the date May 1 to a date not later than June 1, 2020;

(ii) for the purposes of the seventh and eighth paragraphs and the tenth and eleventh paragraphs of section 57C of said chapter 59, the date May 1 to a date not later than June 1, 2020;

(iii) for the purposes of the seventh paragraph of said section 57C of said chapter 59, the date April 1 to a date not later than June 1, 2020; and

(iv) for the purposes of the third paragraph of said section 59 of said chapter 59, the date April 1 to a date not later than June 1, 2020.

(b) Notwithstanding said sections 57, 57C and 59 of said chapter 59 or any other general or special law to the contrary, if municipal offices are closed as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, or the governor's March 10, 2020 declaration of a state of emergency on the date that a tax payment, abatement or exemption application is due, the due dates shall not be extended except pursuant to this section.

SECTION 11. Notwithstanding section 57, 57A and 57C of chapter 59 of the General Laws, section 2 of chapter 60A of the General Laws or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, or the governor's March 10, 2020 declaration of a state of emergency, the chief executive officer of a city or town, as defined in clause Fifth B of section 7 of chapter 4 of the General Laws, or the prudential committee or commissioners of a district may waive the payment of interest and other penalty in the event of late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 and made after its respective due date but before June 30, 2020. Notwithstanding the forgoing, a city or town shall not terminate an essential service of a resident, including, but not limited to, water, trash collection or electricity, for nonpayment of taxes or fees with a due date on or after March 10, 2020, made after its respective due date but before June 30, 2020, if the nonpayment resulted from a demonstrated inability to pay due to circumstances related to the outbreak of COVID-19 or the governor's March 10, 2020 declaration of a state of emergency; provided that the inability to pay shall include a demonstrated financial hardship of a resident, which may include, but not be limited to, loss of employment, serious illness of someone within the home or death of someone within the home.

SECTION 12. Notwithstanding chapter 62C of the General Laws, all returns and payments for the 2019 calendar year otherwise due on April 15, 2020, under section 6 of said chapter 62C, shall be due on July 15, 2020.

SECTION 13. Notwithstanding any general or special law to the contrary, during the governor's March 10, 2020 declaration of a state of emergency, an establishment licensed to sell alcoholic beverages or only wines and malt beverages on-premises may sell wine or malt beverages only for off-premises consumption subject to the following conditions: (i) the wine or malt beverage shall not be sold to a person under 21 years of age; provided, however, that any delivery of wine or malt beverages for off-premises consumption shall not be made without verification that the person receiving the order has attained 21 years of age; (ii) the wine shall be sold in its original, sealed container and the malt beverage shall be sold in a sealed container; (iii) the wine or malt beverage shall be sold as part of the same transaction as the purchase of food; provided, however, that any order that includes wine or malt beverages shall be placed not later than the hour of which the establishment is licensed to sell alcohol or 12:00 midnight, whichever time is earlier; and (iv) a customer shall be limited to 192 ounces of malt beverage and 1.5 liters of wine per transaction.

SECTION 14. (a) Notwithstanding any general or special law to the contrary, subsections (b) and (c) of section 91 of chapter 32 of the General Laws shall not apply in calendar year 2020 to the following 2 categories of persons for hours worked and earnings received during the governor's March 10, 2020 state of emergency:

(i) any person who has been retired and who is receiving a pension or retirement allowance, pursuant to said chapter 32 or any other general or special law, from the commonwealth or a county, city, town, district or authority; or

(ii) any person whose employment in the service of the commonwealth or a county, city, town, district or authority has been terminated, pursuant to said chapter 32 or any other general or special law, by reason of having attained an age specified in said general or special law or by the rules and regulations of any department or agency of the commonwealth or a county, city, town, district or authority without being entitled to any pension or retirement allowance.

These 2 categories of persons may, during the state of emergency and subject to all other laws, rules and regulations governing the employment of persons in the commonwealth or a county, city, town, district or authority, be employed in the service of the commonwealth or a county, city, town, district or authority, including as a consultant or independent contractor or as a person whose regular duties require that such person's time be devoted to the service of the commonwealth, county, city, town, district or authority during regular business hours.

(b) This section shall not apply to individuals retired under a general or special law on disability.

SECTION 15. Notwithstanding section 7.08 of chapter 156D of the General Laws or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19 and the declaration of a state of emergency issued on March 10, 2020, for the duration of said state of emergency and 60 days thereafter, a public corporation, as referenced in said section 7.08 of said chapter 156D and otherwise consistent with the other provisions of said section, may conduct an annual or special meeting of the shareholders solely by means of remote communication.

SECTION 16. Notwithstanding any general or special law or any bylaw of the corporation to the contrary, for the duration of the governor's March 10, 2020 state of emergency and 60 days thereafter and unless the articles of organization provide otherwise, the board of directors of a corporation defined in section 2 of chapter 180 of the General Laws may: (i) provide notice of a meeting of the board of directors: (A) only to

those directors it is practicable to reach; and (B) in any practicable manner; (ii) cancel a meeting of the members, as defined in section 2 of said chapter 180, with notice of cancellation given in any practicable manner; (iii) allow a director or officer to continue to serve during the governor's March 10, 2020 state of emergency and until the director's or officer's successor is elected, appointed or designated; provided that directors and officers whose term is extended pursuant to this section shall continue to serve until the director's or officer's successor takes office, despite the expiration of a director's or officer's term; (iv) allow a director to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating are able to simultaneously communicate with each other during the meeting; (v) allow members at a meeting of the members to vote in person or by proxy; provided that any member voting by proxy shall be considered present at the meeting for purposes of any quorum requirement; (vi) appoint successors to any of the officers, directors, employees or agents; (vii) relocate the principal office or designate alternative offices; and (viii) allow members to participate in any meeting of members by remote participation, even if not physically present at the meeting.

Participation by remote communication at any meeting of the members shall constitute presence at such meeting only if: (i) reasonable measures are implemented to verify that each person deemed present and permitted to vote at the meeting by means of remote communication is a member or proxyholder; (ii) reasonable measures are implemented to provide such members and proxyholders a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear to the proceedings of the meeting substantially concurrently with such proceedings, pose questions and make comments, regardless of whether the members can simultaneously communicate with each other during the meeting; and (iii) if any member or proxyholder votes or takes other action at the meeting by means of remote communication, a record of such vote or other action shall be maintained by the corporation.

Directors who participate in a meeting of the board of directors pursuant to this section shall constitute a quorum. In a corporation with members, the corporation shall notify the members, as soon as reasonably practicable, of any action taken by the board of directors pursuant to this section.

SECTION 17. (a) As used in this section, the following words shall have the following meanings unless the context clearly requires otherwise:

“Permit”, a permit, variance, special permit, license, amendment, extension, or other approval issued by a permit granting authority pursuant to a statute, ordinance, bylaw, rule or regulation, whether ministerial or discretionary.

“Permit granting authority”, a local, district, county or regional official or a local, district, county or regional multi-member body that is authorized to issue a permit.

(b) Notwithstanding any general or special law, rule, regulation, charter, ordinance or by-law to the contrary, during the governor's March 10, 2020 declaration of a state of emergency:

(i) an application for a permit shall be deemed duly filed and accepted as of the date of the filing by the applicant if filed with and certified as received by the city or town clerk if a municipality, or with the secretary or other official established by law to receive such applications if a county or regional entity. Notwithstanding the foregoing, a permit granting authority may contest the completeness of an application at the time of filing if the application is ultimately denied by the permitting board on other grounds or if the permit is ultimately appealed by the applicant. An application for a permit may be filed electronically,

through an electronic submission website established by the permit granting authority or through attachment of the requisite forms and supplemental materials to electronic mail sent to the clerk, secretary or official. Certification of receipt for purposes of this paragraph may be provided electronically to the applicant and shall be provided electronically if the permit application is submitted electronically and electronic certification of receipt is requested by the applicant;

(ii) a requirement of a statute, ordinance, bylaw, rule or regulation that a hearing commence within a specific period of time after the filing of an application or request for approval of a permit shall be suspended as of March 10, 2020; provided, however, that the applicable period shall resume 45 days after the termination of the state of emergency, or by a date otherwise prescribed by law, whichever is later;

(iii) a permit in effect or existence as of March 10, 2020, including any deadlines or conditions of the permit, shall not lapse or otherwise expire and the expiration date of the permit, or time period for meeting a deadline or for performance of a condition of the permit, shall toll during the state of emergency;

(iv) no permit shall be considered granted, approved or denied, constructively or otherwise, due to a failure of the permit granting authority to act within the time required by a statute, ordinance, bylaw, rule or regulation; provided, however, that the permit granting authority acts within 45 days of the termination of the state of emergency or by a date otherwise prescribed by law, whichever is later; provided further, that the applicant and permit granting authority may agree to alternative timing in writing;

(v) notwithstanding the time periods by which a permit is to be heard or acted upon, a permit granting authority may, by a declaration of its chair, schedule or reschedule on 1 or more occasions the hearing or decision deadlines on a permit application; provided, however, that the chair may make such declaration whether or not a quorum is present to vote on such matter; provided further, that no such date or deadline is rescheduled for more than 45 days after the termination of the state of emergency or after a date otherwise prescribed by law, whichever is later. The chair shall provide written notice of any applicable rescheduled dates or deadlines to the applicant at the applicant's address and to the general public by posting electronically on the website of the city or town clerk or the website of the county or regional entity;

(vi) if a permit is required to be recorded with the registry of deeds or filed with registry district of the land court, as applicable, for the county or district in which the property subject to the permit is located, within a certain period of time after its issuance in order to remain in force and effect or as a condition to exercising the permit: (A) the period of time for recording the permit shall be suspended during such time that the relevant registry of deeds or registry district of the land court is closed or subject to rules and procedures restricting public in-person access; and (B) the failure to record the permit shall not preclude the permit holder from applying for, obtaining and commencing construction activities pursuant to other required permits and approvals, including, but not limited to, a building permit; provided, however, that such a building permit may be issued and, if issued, shall be considered duly issued pursuant to section 6 of chapter 40A of the General Laws; and

(vii) a hearing on a pending application for a permit opened by a permit granting authority before March 10, 2020, which has not been concluded as of March 10, 2020 or has been continued by the permit granting authority as of March 10, 2020, shall be automatically tolled and continued to the first hearing date of the permit granting authority following the termination of the state of emergency or to a date otherwise prescribed by law, whichever is later; provided, however, that the date is not later than 45 days from of the termination of the state of emergency or the date otherwise prescribed by law, whichever is later.

(c) Nothing in this section shall affect the ability of a permit granting authority, subject to applicable notice and hearing requirements, to revoke or modify a permit if that permit or the law or regulation under which the permit was issued authorizes the modification or revocation thereof; provided, however, that the permit granting authority shall not revoke or modify the permit where the permit holder fails as a result of the state of emergency to exercise or otherwise commence work pursuant to the permit or where such work commenced on or before March 10, 2020 but has stopped as a result of the state of emergency or actions taken by an agency or political subdivision of the commonwealth in reliance thereon. The limitations set forth in this subsection shall apply as long as the state of emergency is in effect and for a period of 60 days following the termination of the state of emergency; provided, however, that a permit holder shall be entitled to a further extension of reasonable length to exercise or otherwise commence work pursuant to the permit at the discretion of the permit granting authority for good cause shown; provided further, that the chair of any permit granting authority may grant such further extension whether or not a quorum is present to vote on the matter.

(d) Notwithstanding section 20 of chapter 30A of the General Laws, a permit granting authority, during the state of emergency, may conduct meetings and public hearings remotely, consistent with the governor's March 12, 2020 order entitled, "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20", as the order may be amended, supplemented or replaced.

(e) Nothing in this section shall preclude or prohibit a permit granting authority from issuing decisions on permit applications for which duly held public hearings or meetings have been held or preclude or prohibit any building commissioner, inspector of buildings or other permit granting official, as applicable, from issuing permits, including, but not limited to, demolition or building permits.

(f) Notwithstanding any general or special law to the contrary and without limiting the foregoing, this section shall apply to the conduct of public meetings, public hearings or other actions taken in a quasi-judicial capacity by all local boards and commissions.

SECTION 18. Nothing in this act shall be construed or implemented in such a way as to modify a requirement of law necessary to retain federal delegation to, or assumption by, the commonwealth of the authority to implement a federal law or program.

SECTION 19. Sections 2 to 4, inclusive, shall take effect as of March 10, 2020.

*Approved, April 3, 2020.*

**TIMETABLE: SEPTEMBER 21, 2020 SPECIAL AND ANNUAL TOWN MEETINGS  
REVISED**

<i>Activity</i>	<i>Date</i>	<i>Charter and General Bylaw Reference</i>
SELECT BOARD votes to continue Town Meeting to September 21, 2020 per Ch 53, Section 1 of Acts of 2020.	VOTE: May 11, 2020 Regular Meeting	<i>At least 60 days prior to the date of Town Meeting, per Charter §2-3-e</i>
SELECT BOARD approves the Warrant for publication	VOTE: Friday, August 21, 2020 Special Meeting	N/A
Annual and Special Town Meeting warrants are posted on the Town web site	Monday, August 24, 2020	<i>Within 2 days of the warrant closing, per Charter §2-3-e</i>
SELECT BOARD AND FINANCE COMMITTEE hold a joint public hearing	Tuesday, September 8, 2020	<i>Not later than 21 days prior to Town Meeting, per Charter §-6-4-g</i>
SELECT BOARD vote their recommendations	VOTE: Monday, August 24, 2020 Regular Meeting	<i>Charter §2-3-g</i>
Notice is published of FINANCE COMMITTEE, PLANNING BOARD, BOARD OF HEALTH, CHARTER ENFORCEMENT COMMISSION, CONSERVATION COMMISSION (and any other board that has submitted an article) public hearings on petitioned articles	Thursday, September 3, 2020	N/A
Annual and Special Town Meeting warrants are published in the newspaper	Thursday, September 3 & 10, 2020	<i>At least 14 days prior to Town Meeting, per Charter §2-3-e</i>
FINANCE COMMITTEE, PLANNING BOARD, BOARD OF HEALTH, CHARTER ENFORCEMENT COMMISSION, and CONSERVATION COMMISSION (and any other board that has submitted an article) conduct hearings as necessary on petitioned articles	September 8-18, 2020	<i>Charter §2-3-g and Bylaw §5-2-1</i>
Virtual Forum in Town Hall	Wednesday, September 2, 2020	N/A
SELECT BOARD provides copies of the warrant to Town Moderator, Town Counsel and Town boards	On or before Monday, September 21, 2020	<i>Within 7 days prior to Town Meeting, per Charter §2-3-f and Bylaw §5-2-1</i>
Copies of FINANCE COMMITTEE report made available at Town Hall and on Town web site	On or before September 21, 2020	<i>At least 7 days prior to Town Meeting, per Charter §2-3-h and Bylaw §5-2-1</i>
SPECIAL AND ANNUAL TOWN MEETINGS at Town Hall	Monday, September 21, 2020 @ 6pm	<i>Charter §2-1 &amp; 2-4-a</i>



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 11, 2020**

**3B**

# UPDATE – FY20 AND FY21 BUDGET

Finance update

**Requested by:** Town Manager Robin Craver

**Action Sought:** Discussion/Direction

## Proposed Motion(s)

Discussion Depended/Votes May Occur

## Additional Information

The Town Manager will be giving the Select Board a financial update on where the current FY20 Budget. Select Board Member Louise Venden submitted information for the Board to discuss as well as proposed motions for consideration.

## Board Action

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



*Massachusetts*  
**PROVINCETOWN**

May 7, 2020

To: Select Board

From: Robin Craver, Town Manager and Josee Cardinal Young,  
Finance Director

RE: Review of the FY21 Operating Budget

The future of the local economy is very uncertain. The re-entry phase in plan is still being developed and we continue to look to the Federal, State and County Governments for guidance. We strive for a balance between health and safety of the residents, workers and visitors of Provincetown while meeting the needs of the community.

As we are all aware the original FY21 was very tight. We have been working with departments to identify budget reductions to address the estimated revenue loss during FY21 due to the effects of the Corona Virus. Currently there are too many unknowns to complete the budget revision process. Departments remain uncertain of the need for seasonal and part time staff until more decisions are made about activity, population and events.

While the COVID-19 virus is still active, health and public safety budgets would have little room for reduction. Additionally, with reductions in personnel costs there should be an expectation of decreased services.

We are currently working on two budget scenarios based on loss of revenue

- 50% loss of rooms tax, meals tax and parking revenue \$1.7 mil
- 75% loss of rooms tax, meals tax and parking revenue \$2.6 mil

While we continue with our departmental budget reviews, we have identified operating budget reductions of approximately \$626,000. As discussed previously a review of planned CIP expenditures is also in process which would allow us to use FY19 approved Free Cash as a funding source for the FY21 Operating Budget.

**TOWN OF PROVINCETOWN**  
**Budget to Actual Results**  
**YTD FY 2020 EXPENDITURES**

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET
01113200 Election Town Meeting	13,358	0	13,358	3,483.04	9,875
01122100 Board of Selectmen Pe	74,677	6,648	81,325	66,803.79	14,522
01122200 Board of Selectmen Op	14,125	14,914	29,039	26,726.61	2,312
01123100 Town Manager Personal	294,672	7,748	302,420	254,507.83	47,912
01123200 Town Manager Operatin	50,095	-13,414	36,681	14,866.34	21,815
01131200 Finance Comm Oper Exp	129,325	0	129,325	1,886.06	127,439
01135100 Town Accountant Pers	248,445	-49,381	199,064	164,849.02	34,215
01135200 Town Accountant Oper	77,100	-864	76,236	61,202.58	15,033
01136100 MIS Coordinator Pers	229,060	9,056	238,117	194,336.62	43,780
01136200 MIS Coordinator Oper	447,400	-300	447,100	387,462.92	59,637
01141100 Board of Assessors Pe	211,754	7,360	219,114	175,154.44	43,959
01141200 Board of Assessors Op	52,010	10,390	62,400	55,151.19	7,249
01145100 Treasurer/Collector P	193,110	69,479	262,589	213,683.21	48,906
01145200 Treasurer/Collector O	49,600	-1,936	47,664	27,164.72	20,500
01151200 Legal Services Operat	210,000	0	210,000	116,918.82	93,081
01156200 Administration Operat	65,550	-1,500	64,050	37,349.72	26,700
01161100 Town Clerk Personal E	119,707	4,548	124,255	101,003.02	23,252
01161200 Town Clerk Operating	7,110	0	7,110	3,871.29	3,239
01190100 Bldgs & Grds Sum Pers	837,064	20,525	857,589	605,146.71	252,442
01191200 Bldg & Grounds Gen'l	64,921	-64,921	0	0.00	0
01192200 B&G-Town Hall	575,347	64,921	640,268	373,422.87	266,845
01210100 Police Personal Exp	2,676,867	96,219	2,773,086	2,110,252.51	662,833
01210200 Police Operating Exp	206,805	900	207,705	137,450.11	70,255
01220100 Fire Personal Exp	787,569	-6,297	781,272	657,465.80	123,806
01220200 Fire Operating Exp	238,382	10,721	249,103	191,467.67	57,636
01231200 Ambulance Service	1,002,385	0	1,002,385	1,002,385.12	0
01250100 Community Development	541,618	-465	541,153	362,400.23	178,753
01250200 Community Development	32,552	20,790	53,342	35,954.32	17,388
01251100 Building Department	202,683	5,695	208,378	169,374.60	39,003
01251200 Building Dept - Opera	9,360	0	9,360	4,771.69	4,588
01253100 Health Dept - Pers Ex	118,887	4,573	123,460	100,596.54	22,863

**TOWN OF PROVINCETOWN**  
**Budget to Actual Results**  
**YTD FY 2020 EXPENDITURES**

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET
01253200 Health Dept - Oper Ex	141,125	0	141,125	89,277.97	51,847
01255100 Housing & Economic De	74,746	3,757	78,503	64,351.40	14,151
01255200 Housing & Economic De	22,000	0	22,000	335.40	21,665
01291100 Emergency Mgemt Pers	25,000	995	25,995	28,007.47	-2,012
01291200 Emergency Mgemt Oper	12,300	0	12,300	75,278.89	-62,979
01294200 Harbor Committee Oper	1,400	0	1,400	60.00	1,340
01295200 Marine Services Opera	204,907	0	204,907	170,755.80	34,151
01296100 Shellfish Personal Ex	48,419	1,816	50,235	40,954.86	9,280
01296200 Shellfish Operating E	12,050	0	12,050	6,211.88	5,838
01299100 Parking Personal Exp	395,431	-42,004	353,427	271,222.82	82,204
01299200 Parking Operating Exp	138,500	21,333	159,833	121,929.51	37,903
01310200 Cape Cod Regional Tec	382,246	0	382,246	379,828.00	2,418
01421100 DPW Admin Pers Exp	297,306	6,840	304,146	167,757.46	136,389
01421200 DPW Admin Oper Exp	242,450	0	242,450	148,218.80	94,231
01422100 Highway Personal Exp	495,214	16,403	511,617	390,281.83	121,335
01422200 Highway Operating Exp	120,825	0	120,825	57,188.23	63,637
01423100 Snow & Ice Personal E	27,000	0	27,000	4,110.03	22,890
01423200 Snow & Ice Operating	140,700	0	140,700	15,946.44	124,754
01431100 Solid Waste Recycle P	490,073	14,172	504,245	396,592.92	107,652
01431200 Solid Waste Recycle O	446,100	0	446,100	432,277.00	13,823
01432200 Recycling Cte	11,950	0	11,950	4,496.76	7,453
01482200 Airport Oper Exp	158,600	0	158,600	61,333.00	97,267
01512100 Public Health Nurse P	18,102	676	18,778	15,390.48	3,388
01512200 Public Health Nurse O	23,770	0	23,770	13,496.12	10,274
01541100 Council on Aging Pers	228,816	12,775	241,591	196,547.01	45,044
01541200 Council on Aging Oper	23,070	-4,114	18,956	7,688.31	11,268
01543200 Veterans Serv Oper Ex	49,422	0	49,422	47,752.98	1,669
01545200 Disability Commission	5,000	0	5,000	0.00	5,000
01550200 Animal Welfare Commit	300	0	300	0.00	300
01560200 Bicycle Committee	8,000	0	8,000	7,238.56	761
01610100 Library Personal Exp	295,985	6,787	302,772	230,348.84	72,423

**TOWN OF PROVINCETOWN**  
**Budget to Actual Results**  
**YTD FY 2020 EXPENDITURES**

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET
01610200 Library Operating Exp	106,024	0	106,024	75,889.67	30,134
01630100 Recreation Dept Pers	188,490	4,743	193,233	148,242.12	44,991
01630200 Recreation Dept Oper	23,800	-510	23,290	18,092.60	5,197
01672200 Art Commission Oper E	8,250	0	8,250	0.00	8,250
01710900 Gen'l Fund Debt Servi	1,602,837	0	1,602,837	862,944.17	739,893
01910200 Benefits & Insurance	7,612,177	-259,077	7,353,100	6,136,851.10	1,216,249
Provincetown Public Schools	4,581,518	23,759	4,605,277	3,601,691	988,456
<b>Expense Total</b>	<b>28,445,441.69</b>	<b>23,759.00</b>	<b>28,469,200.69</b>	<b>21,945,698.82</b>	<b>6,508,371.87</b>

**TOWN OF PROVINCETOWN**  
**Budget to Actual Results**  
**YTD FY 2020 REVENUE**

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD RECEIPTS	TO BE RECEIVED
<b>Tax Receipts</b>			
411000 Personal Property Tax R	\$ (196,000.00)	\$ (173,506.09)	\$ (22,493.91)
412000 Real Estate Tax Receipt	\$ (21,885,407.00)	\$ (17,369,872.13)	\$ (4,515,534.87)
412010 Property Tax-Seashore P	\$ -	\$ (231.88)	\$ 231.88
414200 Tax Titles Redeemed	\$ -	\$ (226,239.12)	\$ 226,239.12
<b>Tax Receipts Total</b>	<b>(22,081,407.00)</b>	<b>(17,769,849.22)</b>	<b>(4,311,557.78)</b>
<b>State &amp; Local Receipts</b>			
415000 Motor Vehicle Taxes	\$ (560,000.00)	\$ (469,944.61)	\$ (90,055.39)
416100 Boat Excise Receipts	\$ (7,500.00)	\$ (8,344.05)	\$ 844.05
416400 Payment in Lieu of Tax	\$ (6,000.00)	\$ (3,385.92)	\$ (2,614.08)
417100 Penalty and Interest -	\$ (75,000.00)	\$ (40,794.47)	\$ (34,205.53)
417120 P&I Deferred Deferred T	\$ (5,000.00)	\$ -	\$ (5,000.00)
417200 Penalty and Interest -	\$ (15,000.00)	\$ (8,615.17)	\$ (6,384.83)
417300 PENALTY/INTEREST TAX LI	\$ (62,000.00)	\$ (144,599.08)	\$ 82,599.08
424020 Recreation Fees	\$ (50,000.00)	\$ (13,548.00)	\$ (36,452.00)
424100 Parking Receipts	\$ (2,000,000.00)	\$ -	\$ (2,000,000.00) Transfer made at year end
432001 Bldg Density Fee	\$ (6,000.00)	\$ (4,850.00)	\$ (1,150.00)
432020 Treasurer Fees	\$ (400.00)	\$ (700.00)	\$ 300.00
432030 Cemetery Plot Sales	\$ (6,000.00)	\$ (1,700.00)	\$ (4,300.00)
432040 Planning Board Fees	\$ (10,000.00)	\$ (9,000.00)	\$ (1,000.00)
432050 Assessor Abutters Fees	\$ (9,000.00)	\$ (6,962.00)	\$ (2,038.00)
432060 Police Fees	\$ (2,000.00)	\$ (6,249.18)	\$ 4,249.18
432070 Town Clerk Fees	\$ (25,000.00)	\$ (12,375.27)	\$ (12,624.73)
432090 Library Card Fees	\$ (25.00)	\$ -	\$ (25.00)
432120 MIS Contract Receipts	\$ (20,000.00)	\$ (20,000.00)	\$ -
432130 Historic Dist Comm Appl	\$ (20,000.00)	\$ (15,100.00)	\$ (4,900.00)
436120 Rental - Province Landi	\$ (2,550.00)	\$ (5,673.36)	\$ 3,123.36

**TOWN OF PROVINCETOWN**  
**Budget to Actual Results**  
**YTD FY 2020 REVENUE**

436130 Rental - Community Cent	\$	(31,212.00)	\$	(25,000.00)	\$	(6,212.00)	
436140 Rental - Eversource Bat	\$	-	\$	(35,000.00)	\$	35,000.00	
436200 Rental - Car Space	\$	(440.00)	\$	(760.20)	\$	320.20	
436400 Rental - Pier	\$	(93,263.00)	\$	-	\$	(93,263.00)	Billed at year end
437000 Other Departmental Reve	\$	-	\$	(6,375.00)	\$	6,375.00	
437010 Municipal Lien Certific	\$	(10,000.00)	\$	(9,975.00)	\$	(25.00)	
441000 Alcoholic Beverage Lice	\$	(75,000.00)	\$	(115,311.00)	\$	40,311.00	
441100 Business Licenses	\$	(140,000.00)	\$	(63,422.00)	\$	(76,578.00)	
441120 ZBA Special Permits & V	\$	(14,000.00)	\$	(12,400.00)	\$	(1,600.00)	
441120 ZBA Appeals	\$	-	\$	(900.00)	\$	900.00	
441130 Bldg Dept Permits,Fees,	\$	(480,000.00)	\$	(378,050.79)	\$	(101,949.21)	
441135 BOH Rental Certificates	\$	-	\$	(92,200.00)	\$	92,200.00	
441140 BOH Health Permits,Fees	\$	(275,000.00)	\$	(73,941.59)	\$	(201,058.41)	
441150 Fire Burner Permits	\$	(600.00)	\$	(180.00)	\$	(420.00)	
441155 GF Fire Permits Other	\$	(30.00)	\$	(35.00)	\$	5.00	
441160 Fire Tank Permits	\$	(950.00)	\$	(795.00)	\$	(155.00)	
441165 GF Fire Welding Permits	\$	-	\$	(25.00)	\$	25.00	
441170 Fire Dept Cert of Compl	\$	(19,000.00)	\$	(11,200.00)	\$	(7,800.00)	
441175 Fire Patches	\$	(30.00)	\$	(15.00)	\$	(15.00)	
441180 Police Pistol Permits	\$	(500.00)	\$	(375.00)	\$	(125.00)	
441190 Police Detail Surcharge	\$	(6,000.00)	\$	(7,685.79)	\$	1,685.79	
441195 Police Insurance Report	\$	(400.00)	\$	-	\$	(400.00)	
441750 Fire / Rescue Reports	\$	(40.00)	\$	(20.00)	\$	(20.00)	
441800 Marijuana Host Fees	\$	(53,520.00)	\$	(26,938.84)	\$	(26,581.16)	
445000 Permits-Cons Comm.	\$	(200.00)	\$	(140.00)	\$	(60.00)	
445200 Landfill Stickers	\$	(25,000.00)	\$	(53,278.00)	\$	28,278.00	
445210 Landfill - Comm'l Billi	\$	(240,000.00)	\$	(247,841.73)	\$	7,841.73	
445220 Recycling Receipts	\$	(20,000.00)	\$	(2,561.30)	\$	(17,438.70)	
462100 School Aid - Chap 70, M	\$	(291,793.00)	\$	(266,265.00)	\$	(25,528.00)	
462110 Charter School Reimburs	\$	(108,017.00)	\$	(37,584.00)	\$	(70,433.00)	

**TOWN OF PROVINCETOWN**  
**Budget to Actual Results**  
**YTD FY 2020 REVENUE**

466300 Veteran's Benefits	\$ (20,394.00)	\$ (21,332.00)	\$ 938.00
466310 Exemptions-Vets,Blind,S	\$ (17,945.00)	\$ (16,669.00)	\$ (1,276.00)
466400 Additional Assistance	\$ (145,164.00)	\$ (134,321.00)	\$ (10,843.00)
466900 State Owned Land	\$ (68,749.00)	\$ (69,302.00)	\$ 553.00
468010 MEDICAID SPED REIMBURSE	\$ (14,000.00)	\$ -	\$ (14,000.00)
468500 Miscellaneous State Rev	\$ -	\$ (438.21)	\$ 438.21
468510 Room Occupancy Tax	\$ (597,400.00)	\$ (802,160.05)	\$ 204,760.05
468520 Meals Tax	\$ (628,300.00)	\$ (648,757.83)	\$ 20,457.83
468530 Marijuana Local Option	\$ -	\$ (1,501.07)	\$ 1,501.07
477010 Town Clerk Fines Non Cr	\$ (3,000.00)	\$ (7,875.00)	\$ 4,875.00
477015 Library Fines	\$ (2,300.00)	\$ (123.89)	\$ (2,176.11)
477020 Parking Fines	\$ (130,000.00)	\$ (116,146.97)	\$ (13,853.03)
480010 Refund/Reimbursement	\$ (12,000.00)	\$ (1,369.94)	\$ (10,630.06)
480020 Worker's Comp Reimburse	\$ -	\$ (28,157.13)	\$ 28,157.13
480025 Bank Account Adjustment	\$ -	\$ 327.52	\$ (327.52)
480041 Copy Reimbursement-Asse	\$ (400.00)	\$ (313.00)	\$ (87.00)
480200 CVEC Credits	\$ (25,000.00)	\$ (23,994.96)	\$ (1,005.04)
480400 Cable License Fee	\$ -	\$ (1,790.00)	\$ 1,790.00
481000 Sale of Inventory	\$ -	\$ (130.00)	\$ 130.00
482000 Earnings On Investments	\$ (100,000.00)	\$ (136,873.15)	\$ 36,873.15
484000 Insurance Proceeds	\$ (4,000.00)	\$ -	\$ (4,000.00)
489999 Miscellaneous Revenue	\$ (1,000.00)	\$ (2,575.45)	\$ 1,575.45
<b>State &amp; Local Receipts Total</b>	<b>(6,536,122.00)</b>	<b>(4,253,619.48)</b>	<b>(2,282,502.52)</b>
<b>Revenue Total</b>	<b>(28,617,529.00)</b>	<b>(22,023,468.70)</b>	<b>(6,594,060.30)</b>

## Packet Material From Board Member Louise Venden

### BUDGET QUESTIONS FY21 REVISION 4.21.20

Because members of this community have proven their strength, their willingness to follow orders and their concern for each other and the Town, I make these proposals about revising the FY21 budget. Provincetown is home to many creative, resourceful, resilient people. I have no doubt that we will bring together a broad range of our community members to sustain and lead us forward toward what will be a very different Town, one we will rebuild together.

I disagree with Town staff that the impact of this pandemic will have a one year impact. It will transform many aspects of our Town and threaten the livelihood of small business owners, hundreds of employees in direct service and construction/landscaping trades for several years to come. It will challenge the ability of Town to continue to support our school, COA, Maushop, future housing endeavors on the VFW or anywhere else, and indefinitely postpone the long awaited new Police station.

With state unemployment estimated to rise as high as 18% by the end of June in a bleak picture of MA economic hit in Sunday's Boston Globe, and cut backs across all businesses, educational institutions and firms, why would Provincetown's much less diverse economy avoid the need to reduce our budget in order to meet longer term challenges?

I trust that Department heads know their budgets well, and they are in the best place to take a close look and reduce them in order to adjust to our new economic reality.

**I propose no new positions in the FY21 budget.** The additional police officers will be needed at some point, but not this summer. Funding the Fire Department needs analysis should be funded, but no decision on staff or facilities until the report is complete. EMT coordination can be handled by Lower Cape Ambulance this summer as it has been for years, and an additional contract offered making LCA responsible for completing the demanding paper work in FY21.

I would like department heads to work with Town management and come up with a FY budget that cuts 10% from operating expenses and one that cuts 15%. The FY 21 budget presented at the Select Board April 13 meeting failed to address the gravity of the challenge facing us. If Town staff cannot go through this exercise, and instead presents the FY21 budget with the almost 2% cut proposed to the Select Board on April 13, that budget may not pass Town Meeting.

The Special Town Meeting Warrant supporting funding for Harbor Hill for expenses in FY20 should go forward. However, the FY21 Article should be postponed until fall because there is still no FY21 operating budget and the Capital Needs Assessment and Consultation that the Trust Board has supported should both be completed in order to make sure the FY 21 budget is reliable. Harbor Hill is an important project, but budget estimates over the years have fallen short, and we need to be confident in the costs and also other options for managing them.

As a member of the FinCom for 3 years and now 3 years on the Select Board, I have knowledge and recall the many questions raised over the years about what might happen or when our operating expenses exceed our revenues. That point has been reached according to the Finance Department's own forecast. The concern 6 years ago was the growth in staffing levels.

The contingent costs of staff including retirement and health insurance total \$8.1 Mil in the FY21 budget. FinCom concerns then and now were that if we did not limit staff and operating cost increases, we would face layoffs and staff cuts in the future. That day has come.

The Five Year forecast presented earlier this year showed expenses exceeded revenues starting in FY21 with the shortfall increasing for the following 5 years. That forecast relied upon new growth, significant increases in rooms tax and meals tax. While new growth for FY21 will remain robust based on 2019 sales, it is very unlikely that new growth will remain positive and highly likely that property values will drop over the next 3-5 years as the economy resets in Boston, New York, and all of Massachusetts where many Provincetown homeowners work or have their primary residence.

I estimate that 30% of people living here of working age were assuming they'd be working this month or at least next. These people may not have sufficient savings to cover expenses despite expanded unemployment benefits. And our Town is home to a significant number of residents without documents and who remain foreign domiciled and so are not eligible for financial relief from federal programs.

Retirees and elderly people have learned to live on less, but many relied on summer jobs to contribute extra income. There will be increased numbers of people competing for a reduced number of jobs here this year, next year, and longer.

While many businesses have been here a long time, own the buildings wherein their businesses operate, and have set aside rainy day funds. But my guess is that up to 25% of the small businesses here had tucked away enough cash to endure the winter and fund startup costs for this summer, but many of these thinly capitalized businesses will likely close...for good. Landlords will not be able to replace them with tenants willing to pay the high rents now demanded... I hope they are not overextended.

Town has a strong core of businesses and business leaders here who are organizing to provide resources, come up with marketing messages and inform Town policies on supporting them. These small businesses create the charm, reflect the history of our remarkable Town. Tourism messages will undoubtedly focus on a wider range of activities that emphasize safety and social distancing options. Building temporary performance and dining areas should be planned as well.

With unemployment rates rising to 18%-20% across the country, many non resident home owners, who pay 75%-80% of Town property taxes, will struggle as well. Real estate tax values will decline as more properties are listed for sale, and fewer people are ready to buy. The 2.5% annual levy limit increase will limit how much money Town will be able to raise from the largest single source. Valuations and tax collections rates declined from 2008-2013 based on the Great Recession of 2008...and this economic decline will be much deeper and broader. There is no reason to bet our Town's resiliency, financial resources and debt resources at this time. We know too little, and we know that uncertainty requires caution,

conservative budgeting, for us as individuals and for the Town. Risk is real, rewards are extremely uncertain.

## MOTION RELATED TO FY21 BUDGET REVISIONS

In view of the uncertainty of our local economy this year and for the next 4-5 years, I hope my fellow Select Board members will agree to ask staff to prepare a reduced budget for review by the Select Board and Finance Committee.

### **I MOVE THAT THE SELECT BOARD DIRECT STAFF TO PREPARE A PROPOSED FY21 BUDGET AS FOLLOWS:**

**Propose no new positions in the FY21 budget.**

**Department heads will work with Town management and come up with a FY budget that cuts 10% from operating expenses and one that cuts 15%.**

**Move forward the Special Town Meeting Warrant supporting funding for Harbor Hill for expenses in FY20 should go forward. However, postpone the Harbor Hill FY21 Article until fall because there is still no reliable FY21 operating budget and the Capital Needs Assessment and Consultation that the Trust Board have supported should both be completed in order to put forward a reliable FY21 budget.**

**Comparison of growth in Median Household Income and Town Budget from 2013-2018**

	Median HH Income	Town Budget
2013	42604	21052664
2018	49018	28,269,455
% change	15.1%	34.3%



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 11, 2020**

**3C**

# ANNUAL ELECTIONS

June 30, 2020

**Requested by:** Town Manager Robin Craver

**Action Sought:** Discussion/Direction

## Proposed Motion(s)

Move that the Select Board vote to confirm the postponement of the Annual Elections to June 30, 2020 and to be held in the Town Hall Auditorium.

## Additional Information

On March 23, 2020, both houses of the General Court approved, and Governor Baker signed, a new law authorizing the postponement of annual elections and caucuses, Chapter 45 of the Acts of 2020. The new law also authorizes special voter registration deadlines and voting options to address the possibility that the current public health crisis created by Covid-19 may not have abated completely this spring

### *Early Voting by Mail*

A new “modified” early voting by mail provision was included in the legislation and will be applicable to all local elections this spring, not just elections that are postponed.

## Board Action

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

## **COVID-19 EMERGENCY RESPONSE: General Court Authorizes Postponement of Elections**

Along with the many other important challenges faced by cities and towns in response to the Covid-19 novel coronavirus, the majority of Massachusetts municipalities typically hold their annual elections and caucuses in March, April and May. Between the closing of public buildings, limited staffing of public offices and social distancing advisories, in many cases, the normal nomination and election processes have been paused. As previously detailed, there are typically only limited options for postponing an election for which the date has been set and/or nominations made, particularly if the date is set by special act, charter or bylaw. Many municipalities, therefore, have taken steps over the last few weeks to request special legislation authorizing the postponement of their election, and, in conjunction therewith, voted to postpone the same.

The General Court acted quickly to allow such postponement for the vast majority of municipalities with scheduled caucuses and elections. On March 23, 2020, both houses of the General Court approved, and Governor Baker signed, a new law authorizing the postponement of annual elections and caucuses, Chapter 45 of the Acts of 2020. The new law also authorizes special voter registration deadlines and voting options to address the possibility that the current public health crisis created by Covid-19 may not have abated completely this spring. We have summarized the highlights of the new law below. The new law will be applicable without any adjustments for communities whose elections are already well underway, with nominations and the time for filing objections already passed. For those communities with future filing deadlines, or who feel additional time is needed for circulation of nomination papers or the like, a follow-up court action or special act may still be necessary – for now, though, just one step at a time!

### ***Local Municipal Elections and Caucuses***

The new law applies to cities and towns that would otherwise hold a local caucus or election between March 23 and May 30, and authorizes the postponement to a date on or before June 30, 2020. The Select Board, City or Town Council, or Board of Voter Registrars (“Registrars”) are authorized to postpone the date of the election.

The act expressly provides that any elected official whose term would have expired on the original election date shall continue to serve in office until a successor is elected and qualified.

### ***Voter Registration***

To encourage voter participation, the last day to register to vote in a postponed election shall be 10 days (rather than 20 days) before the election. The Registrars shall conduct a registration session on that date for a minimum period of 2:00 - 4:00 p.m. and 7:00 - 8:00 p.m.

### ***Election Materials***

To avoid causing municipalities to have to reprint or reformat any election materials, the act provides that any election materials already prepared for the original election date, including official and absentee ballots, if any, shall be used for the postponed election “to the extent practicable.” For example, printed ballots with the original date printed on them shall be used and need not be reprinted. Moreover, the act provides that if new ballots are to be printed, they must be identical to that which would have been used for the regularly scheduled original election. The Elections Division has clarified that if ballots have not yet been printed, they may be printed with the new date once it is set. Further, if the ballot is finalized but no new election date has yet been established, the ballot may be printed as soon as possible (with the old date), so that voting by mail can commence.

### ***Absentee Ballots***

If any absentee ballots were cast before the election was postponed, such eligible ballots will be processed and counted at the postponed election in the usual manner. Note that if a voter who originally voted absentee would now like to vote in person at the polls, they may do so if their absentee has yet to be counted. To provide opportunity for the greatest number of people to be eligible to vote by absentee, the law specifically defines a voter that chooses not to vote in person at the election due to COVID-19 as “unable by reason of physical disability” to cast a vote.

### ***Early Voting by Mail***

A new “modified” early voting by mail provision was included in the legislation and will be applicable to all local elections this spring, not just elections that are postponed. Upon application, any voter may, through “any form of written communication”, file a request with the Clerk’s office to vote early by mail. There will be no “in person” early voting sessions, however. No special ballots need be printed. Instead, clerks may use absentee ballots (with the word “absentee” crossed out and the letters “EV” written on OR, if there is not a sufficient number of absentee ballots, then the same process can be followed for official ballots). Early and absentee ballots must be received before the close of the polls on the day of the election, and counted as they would be normally at the polling place.

### ***Special Elections for State Representative and State Senator***

In addition to addressing the timing of local elections, the Governor signed acts rescheduling special state elections to fill Senate and House vacancies, both originally scheduled on March 31, 2020, to the middle of May and June, respectively.

It is inevitable that court action or additional legislation will be needed to address various issues, including, for example, starting the election process over to allow for circulation and submission of nomination papers. We will continue to provide updates on any election related matters as the situation change.

Please contact Attorney Lauren F. Goldberg ([lgoldberg@k-plaw.com](mailto:lgoldberg@k-plaw.com)) or Brian W. Riley ([briley@k-plaw.com](mailto:briley@k-plaw.com)) at 617-556-0007 with any further questions concerning elections matters.

Disclaimer: This information is provided as a service by KP Law, P.C. This information is general in nature and does not, and is not intended to, constitute legal advice. Neither the provision nor receipt of this information creates an attorney-client relationship with KP Law, P.C. Whether to take any action based upon the information contained herein should be determined only after consultation with legal counsel.

**THE LEADER IN PUBLIC SECTOR LAW**

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**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 11, 2020**

**3D**

## **DISCUSS**

Previously approved parade permits and town owned properties for 2020

**Requested by:** Town Manager Robin Craver

**Action Sought:** Discussion/Direction

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

Move that the Select Board vote to direct the Town Manager to revoke previously approved Town Facilities applications, cancel town sponsored events such as 4<sup>th</sup> of July fireworks and Parade Permits issued for now until \_\_\_\_\_; applicants may reapply under the new guidelines.

### **Additional Information**

Due to public safety concerns, all previously permitted parade permits, and approved town owned properties applications will be revoked. In accordance with the Governors Orders, no gathers larger than 10 persons is allowed. The Town of Wellfleet and the Town of Falmouth have canceled town events for 2020. Wellfleet until the end of 2020 and Falmouth until August 31, 2020.

Town Staff recommends August 31, 2020 and will bring back for discussion to the Select Board further into the season if necessary.

### **Board Action**

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

# Memo

**To:** Robin Craver  
**Cc:** David Gardner  
**From:** Elizabeth Paine  
**Date:** May 5, 2020  
**Re:** Events for 2020

---

Event Coordinator Tim Hess provided me with the list of events happening in town between now and August 30, 2020. The list is divided into events that have either canceled or rescheduled and events that are still scheduled. As Commissioners of the Public Way, the Select Board approves the Parade Permit Applications. I have highlighted the events that applied for a parade permit.

EVENT NAME	DATE	STATUS
Outer Cape Chorale Spring Concert	May 15 & 16, 2020	Canceled
Single Women's Weekend	May 15-17, 2020	Canceled
Broto: Art-Climate-Science Conference	May 16 & 17, 2020	Virtual conference
13th International Encaustic Conference at Castlehill	May 29-31, 2020	Canceled
Tennessee Williams Festival Gala	May 30, 2020	Canceled and Rescheduled
Womxn of Color Weekend	June 4-7, 2020	Canceled
Homeless Prevention Council Fundraiser Walk	June 6, 2020	Canceled
Coastal Rowing Regatta & Mini Triathlon	June 6, 2020	Canceled
Peplau Costello Wedding	June 12, 2020	Canceled and Rescheduled
Provincetown International Film Festival	June 17-21, 2020	Rescheduled
OutRiders Annual Bike Ride Boston to Provincetown	June 20, 2020	Canceled
Portuguese Festival	June 25-28, 2020	Scaled back
MS Cape Code Getaway Bike Ride	June 27-28, 2020	Canceled
Independence Week hosted by the Crown & Anchor	June 27-July 5, 2020	Canceled

4 <sup>th</sup> of July Parade & Fireworks	July 4, 2020	Canceled
Mark Cortale Productions	July 5, 2020	Canceled
Bear Week	July 11-19, 2020	Canceled
Crown and Anchor Cabaret Series at Town Hall	July 17, 2020	Canceled
Family Week	July 25-August 1, 2020	Canceled and Rescheduled
Pan-Mass Challenge Bike Ride	August 1, 2020	Canceled /Virtual
Crown and Anchor Cabaret Series at Town Hall	August 8, 2020	Canceled
Crown and Anchor Cabaret Series at Town Hall	August 15, 2020	Canceled
Crown and Anchor Cabaret Series at Town Hall	August 22, 2020	Canceled
<b>EVENTS STILL SCHEDULED</b>		
Pride (Sasha to Tea)	June 6, 2020	Tentative
Camp Light Bulb Variety Show and Fundraiser	July 10 & 17, 2020	Tentative
Mark Cortale Productions	August 9, 2020	Scheduled
Mark Cortale Productions	August 16, 2020	Scheduled
Carnival	August 15-23, 2020	Scheduled
Mark Cortale Productions	August 23, 2020	Scheduled



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 11, 2020**

**3E**

**DISCUSSION**

Community Education on Masks

**Requested by:** Town Manager Robin Craver

**Action Sought:** Discussion/Approve

**Proposed Motion(s)**

Discussion Dependent/Votes May Occur

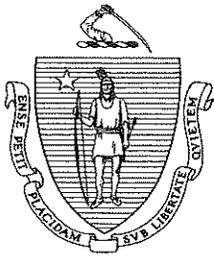
**Additional Information**

- Discussion Topics include but not limited to:
  - Public education- Banners and Signboards, Website, Reviewing the idea if flyers/masks handouts
  - Policing strategies- Community Policing and direction for Police Officers; Community and Business strategies;
  - Availabilities/distribution- Reviewed masks costs/ Work with the existing groups in the Needs Group for distribution; Town Supply; Community Business Supply
  - Funding requirements- We are able to use existing funds for some purchases; cannot use to supply businesses but would support business associations to joint purchase
  - Tipping point for town wide mandate- Reviewing the population data model within the Coalition;

**Board Action**

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

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OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

**ORDER REQUIRING FACE COVERINGS IN PUBLIC PLACES WHERE SOCIAL DISTANCING IS NOT POSSIBLE**

COVID-19 Order No. 31

**WHEREAS**, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”);

**WHEREAS**, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

**WHEREAS**, the Federal Centers for Disease Control have determined that COVID-19 is spread mainly by person to person contact and that the best means of slowing the spread of the virus is through practicing social distancing and by minimizing personal contact with environments where the virus may be spread;

**WHEREAS**, the Department of Public Health continues to urge all residents of the Commonwealth to limit activities outside of the home and to practice social distancing at all times to limit the spread of this highly contagious and potentially deadly virus;

**WHEREAS**, public health experts have determined that it is possible for an infected individual to transmit COVID-19 even when the individual does not exhibit symptoms of the virus;

**WHEREAS**, the Centers for Disease Control and Department of Public Health have advised individuals to wear cloth face coverings when they are out of the home and may be in close proximity to others in order to prevent transmission of this highly contagious virus;

**WHEREAS**, the number of confirmed cases of COVID-19 continues to rise in the Commonwealth. As of April 30, 2020, the Department of Public Health had reported 62,205 cases of COVID-19, including 3,562 deaths, with all counties across the Commonwealth affected;

**WHEREAS**, the eventual reopening of businesses and public places in the Commonwealth will require residents to continue to take precautions, including the wearing of masks or cloth face coverings; and

**WHEREAS**, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over assemblages and pedestrian travel in order to protect the health and safety of persons; transportation or travel; regulation of the sale of articles of food and household articles; and the policing, protection, and preservation of public and private property;

**NOW, THEREFORE**, I hereby Order the following:

Effective Wednesday, May 6, 2020, any person over age two who is in a place open to the public in the Commonwealth, whether indoor or outdoor, and is unable to or does not maintain a distance of approximately six feet from every other person shall cover their mouth and nose with a mask or cloth face covering, except where a person is unable to wear a mask or face covering due to a medical condition or the person is otherwise exempted by Department of Public Health guidance. A person who declines to wear a mask or cloth face covering because of a medical condition shall not be required to produce documentation verifying the condition. This requirement applies to all workers and customers of businesses and other organizations open to the public that are permitted to operate as COVID-19 Essential Businesses as defined in Appendix A of COVID-19 Order 13, as extended by COVID-19 Orders 21 and 30.

All persons are required to wear masks or cloth face coverings at all times when inside grocery stores, pharmacies, and other retail stores. All persons are also required to wear masks or cloth face coverings when providing or using the services of any taxi, car, livery, ride-sharing, or similar service or any means of mass public transit, or while within an enclosed or semi-enclosed transit stop or waiting area.

All persons are strongly discouraged from using medical-grade masks to meet the requirements of this Order, as medical-grade masks should be reserved for healthcare workers and first responders.

The Commissioner of Public Health is directed to issue guidance, subject to my approval, to implement the terms of this Order, which shall include guidance for the use of face coverings by children between the ages of two and five years old.

If a customer refuses to wear a mask or cloth face covering for non-medical reasons, a business may decline entry to the individual.

The Department of Public Health, local boards of health and authorized agents pursuant to G. L. c. 111, § 30 are authorized to enforce this Order and if necessary may do so with the assistance of State or municipal police. Violation of the terms of this Order or Department of Public Health Guidance may result in a civil fine of up to \$300 per violation, in the manner provided for non-criminal disposition of violations of municipal by-law, ordinance, rule, or regulation pursuant to G. L. c. 40, § 21D.

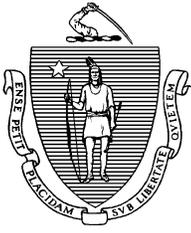
This Order is effective Wednesday, May 6, 2020, and shall remain in effect until rescinded or until the emergency is terminated, whichever happens first.

Given in Boston at 9:30AM this 1st day of  
May, two thousand and twenty



---

CHARLES D. BAKER  
GOVERNOR  
Commonwealth of Massachusetts



The Commonwealth of Massachusetts  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

CHARLES D. BAKER  
Governor

MARYLOU SUDDERS  
Secretary

KARYN E. POLITO  
Lieutenant Governor

MONICA BHAREL, MD, MPH  
Commissioner

Tel: 617-624-6000

**GUIDANCE FOR WEARING FACE MASKS IN PUBLIC SETTINGS  
ISSUED  
May 1, 2020**

On May 1, 2020, Charles D. Baker, Governor of the Commonwealth of Massachusetts, issued an order effective 12:01 am, Wednesday, May 6, 2020, requiring individuals to wear masks in public places. This guidance is issued pursuant to that Order to further clarify who is required to wear masks and any exceptions.

Any person who is in a place open to the public in the Commonwealth, when unable to maintain a distance of approximately six feet from every other person, shall cover their mouth and nose with a mask or cloth face-covering. Masks are required at all times when:

- Inside or waiting in line outside of grocery stores, pharmacies, and other retail stores;
- Providing or using the services of any taxi, car, livery, ride-sharing, or similar service;
- On any form of public transit, including train or bus; and
- In an enclosed or semi-enclosed transit stop or waiting area.

The use of a mask does not replace important social distancing measures. All individuals must continue to maintain more than 6 feet of distance from other people; wash hands regularly with soap and water for at least 20 seconds; and stay home when sick.

Children under the age of 2 years should not wear face coverings or masks. For children 2 years of age and older, a mask or face covering should be used, if possible. Mask use by children 2 years of age and up to the age of five is encouraged but should be at the discretion of the child's parent or guardian at this time. Parents and guardians should ensure that the mask fits snugly and does not obstruct a child's ability to breathe.

The fit of face coverings should be as follows:

- Fit securely and comfortably against the side of the face;
- Be secured with ties or ear loops;
- Allow for breathing without restriction; and
- Be able to laundered and machine dried without damage or change of shape.

Exceptions for wearing face masks include situations that may inhibit an individual from wearing a face-mask safely. These may include, but are not limited to:

- Those who cannot breathe safely;
- Those who, due to a behavioral health diagnosis, are unable to do so;
- Those communicating with people who rely upon lip-reading;
- Those who require supplemental oxygen to breathe; and
- Those who are exercising outdoors and are able to keep physical distance from others.

Masks and face coverings should be routinely washed depending on the frequency of use. When possible, masks should be washed in a washing machine. If a washing machine is unavailable, masks should be washed with soap and water and allow drying fully before using again.

Per COVID-19 order No. 31, violations of the masking order shall be punished in the following manner: (a) the first offense shall result in a warning and (b) the second or subsequent offense may result in a civil citation and a fine of up to \$300.

For information on how to make your own masks please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

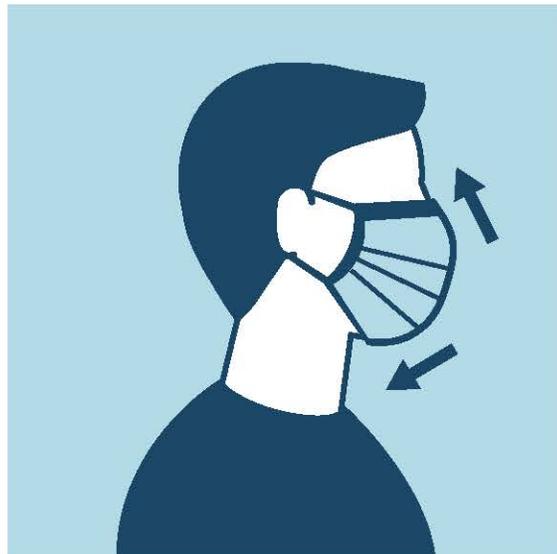
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

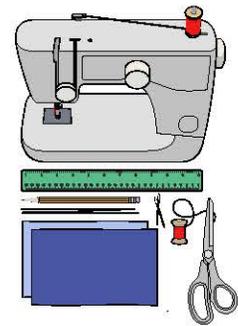
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



# Sewn Cloth Face Covering

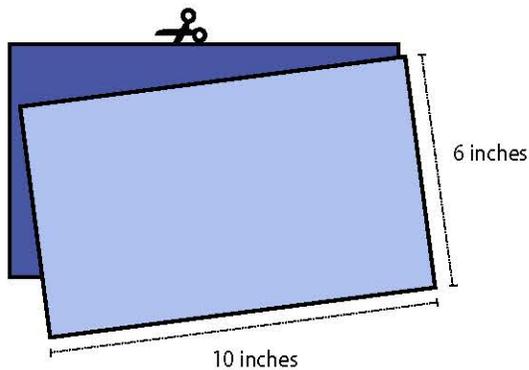
## Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

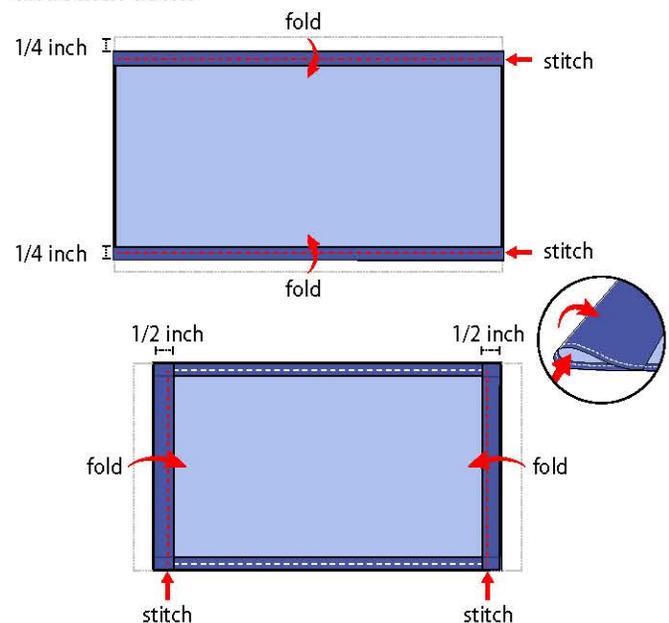


## Tutorial

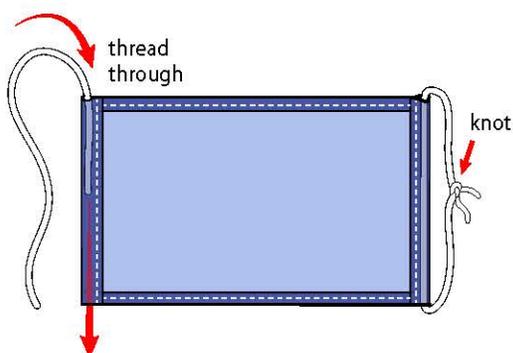
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



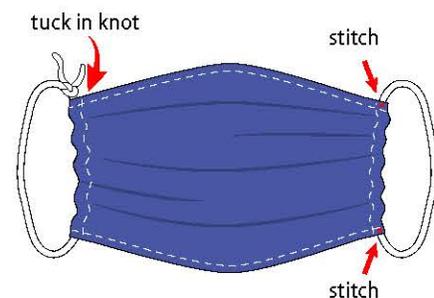
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

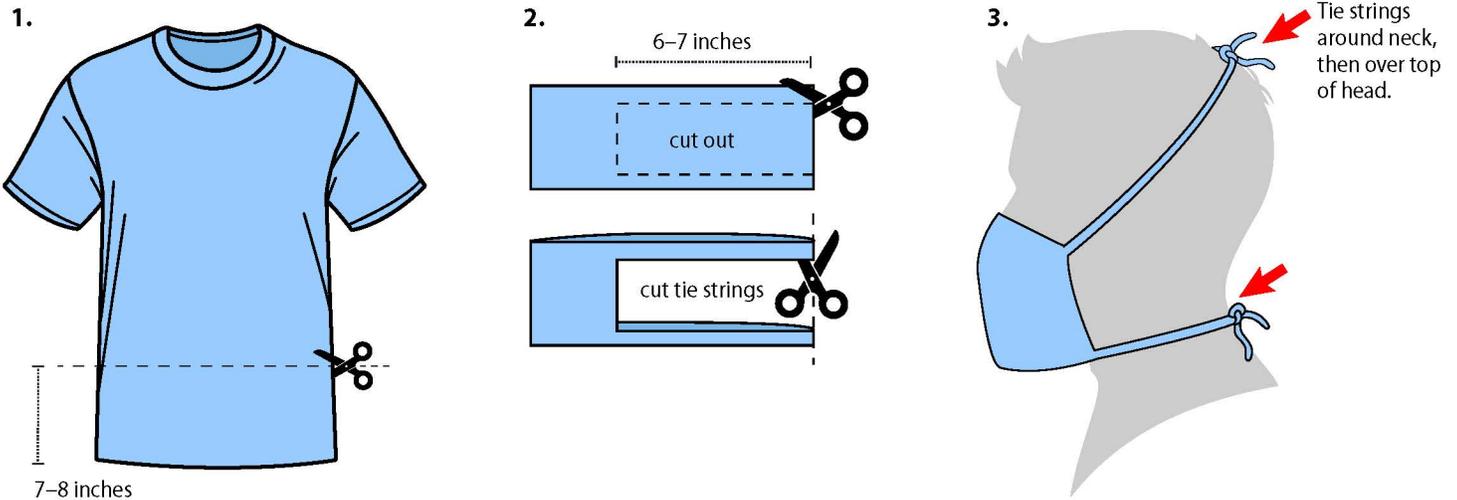


## Quick Cut T-shirt Cloth Face Covering (no sew method)

### Materials

- T-shirt
- Scissors

### Tutorial

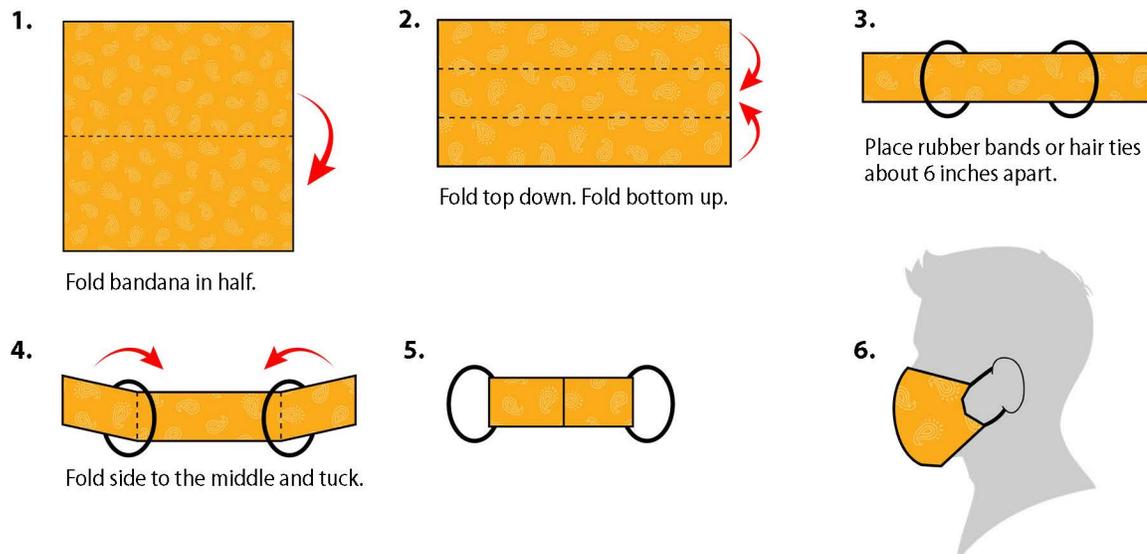


## Bandana Cloth Face Covering (no sew method)

### Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

### Tutorial





**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 11, 2020**

**3F**

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## **COVID-19 RECOVERY COALITION**

Update by Chair Abramson and Vice Chair Anthony

**Requested by:** Town Manager Robin Craver

**Action Sought:** Discussion/Approve

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

Discussion Dependent/Votes May Occur

### **Additional Information**

Chair Abramson and Vice Chair Anthony's weekly update to the Select Board in regards to the recovery Coalition.

### **Board Action**

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

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**Provincetown Select Board  
AGENDA ACTION REQUEST**

**Monday, May 11, 2020**

**3G**

# **Expedition:Blue! Commitment Letter**

Cape Cod Chamber of Commerce

**Requested by:** Marine Coordinator R. McKinsey, Shellfish Constable S. Wisbauer    **Action Sought:** Approve

## **Proposed Motion(s)**

Move that the Select Board agree to participate in the Expedition:Blue Installation Network with posts and panels at Town Landings and other public spaces as recommended by Harbor Committee.

## **Additional Information**

Expedition Blue (an initiative of the Cape Cod Chamber of Commerce) will create a network of interconnected sites across the region where participants can learn and experience everyday activities that tie our maritime heritage to the modern blue economy. The region is making a concerted effort to grow its economy in a sustainable and balanced way, while focusing on protecting and promoting its water and coastal resources. This project will provide an opportunity to connect visitors, students and residents with the important role of water-based industries in the region's success and identity.

In Provincetown, the posts and panels would mark Town Landings and other public access points with information about the history and continuing importance of our economy to the water. The interconnected nature of this project spans Cape Cod and is tailored to Provincetown's unique attributes.

## **Board Action**

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

Ms. Robin Craver  
Town Manager  
Town of Provincetown  
260 Commercial Street  
Provincetown, MA 02657

February 11, 2020

Dear Ms. Craver,

Congratulations to the Town of Provincetown on being selected as a final installation site in Expedition Blue. Over the past several months we have been working collaboratively with Town officials (see cc: list at the end of this letter) to site an installation in Provincetown. The site that has been identified is Head of MacMillan Pier and satellite areas.

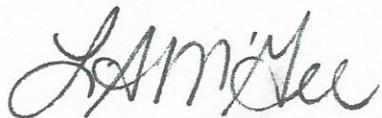
Expedition Blue is a network of sites in the Cape Cod region showcasing how water anchors our landscape, powers our economy, and inspires our future. A key component of the overall Cape Cod Blue Economy Project, Expedition Blue builds awareness of the past, present and future of the Blue Economy in our region, connects the broad regional interests and offerings of Blue Economy sectors and appeals to a wide audience of educators, visitors, locals and special interest groups. The project includes a physical installation of exhibits in each location. Some components of that installation will be uniform across the networks, while others will be customized to fit the story to be told at each particular site. Each site will be unique with a particular blue economy focus (a sector and/or a work topic) which will tie it back to the Cape Cod Blue Economy Action Plan.

*Each Expedition Blue installation will be funded by the Cape Cod Chamber of Commerce's Seaport Economic Council grant and will be at no cost to the Towns.* For more detailed information on the Expedition Blue project, please visit <https://www.bluecapecod.org/expedition-blue/> and the associated Town Partner Portal. The Town has submitted a Site Selection Worksheet to nominate sites and Blue Stories. Following that, the Expedition Blue Project Team has visited and worked with your staff on an optimized site plan, and your site has been selected as a potential finalist location. We encourage you to view the slide deck on the Town Partner Portal to get a more detailed look at the project and design. Please see the enclosed Attachment A for a quick primer on Expedition Blue.

In order to facilitate movement to the final community list and have the final design, site plan and construction documents prepared, we are asking each Town to sign and return the attached Letter of Commitment by March 15, 2020. Please return the completed form to Bert Jackson at [Bert@capecodchamber.org](mailto:Bert@capecodchamber.org).

We are excited to continue our partnership on this exciting project. Please do not hesitate to contact Bert Jackson, Director of Community Engagement at [Bert@capecodchamber.org](mailto:Bert@capecodchamber.org) or Leslie-Ann McGee, CCBEF Program Manager at [leslie-ann@capecodchamber.org](mailto:leslie-ann@capecodchamber.org) with any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "LAMcGee".

Leslie-Ann McGee  
Manager, Cape Cod Blue Economy Project & Expedition Blue

Cc: David Abramson, Chair, Select Board  
Rex McKinsey, Marine Coordinator  
Stephen Wisbauer, Shellfish Constable

**EXPEDITION BLUE PROJECT - LETTER OF COMMITMENT**

April 8, 2020

Return completed form by May 8, 2020 to [Bert@CapeCodChamber.org](mailto:Bert@CapeCodChamber.org)

By signing this Letter of Commitment, the Town, and its agents, named below agree to the to the following conditions:

1. Agree to participate in the Expedition Blue Project as fiscally managed by the Town of Barnstable and administered and executed by the Cape Cod Chamber of Commerce. Participation includes agreement to allow the Cape Cod Chamber of Commerce to design and install an Expedition Blue network node on publicly owned land as identified in the information below in your community.
2. Agree to secure at no-cost to the Chamber of Commerce, all required permits (local, state and federal, as necessary) for the designed installation prior to June 30, 2020. All design and construction documents will be supplied by the Cape Cod Chamber of Commerce to the Town for your use in permitting.
3. Agree to delegate construction and installation procurement and related requirements to the Cape Cod Chamber of Commerce, with oversight from the Town of Barnstable as the fiscal agent, as part of the entire Expedition Blue Project.
4. Agree to provide necessary and requested information to complete design and construction plans to the Cape Cod Chamber of Commerce as the project executive.
5. Agree to sign a Gift Agreement one week prior to construction on or about November 15, 2020 to convey the Expedition Blue installation to the Town at no-cost but with required limited maintenance as outlined in the forthcoming Agreement for a term of 15 years.
6. Agree that the installation will be located on the publicly-owned site noted below.
7. Agree that the intention of this project is to complete construction and launch of the network prior to December 31, 2020 but that this date may be extended as late as June 30, 2021 due to unforeseen delays and weather.

Town Name: PROVINCETOWN

Site Name: Head of MacMillan Pier and satellite areas

Name of Person Completing the Form: \_\_\_\_\_  
(Must be Lead Town Executive or Board of Selectman/Select Board Chair)

Title: \_\_\_\_\_



## Town of Provincetown

260 Commercial Street  
Provincetown, MA 02657

**To:** Bert Jackson  
Director of Community Engagement  
Cape Cod Blue Economy Foundation, Inc.  
5 Patti Page Way  
Centerville, MA 02632  
Direct: (508) 237-5640  
[bert@capecodchamber.org](mailto:bert@capecodchamber.org)

**Date:** December 11, 2019

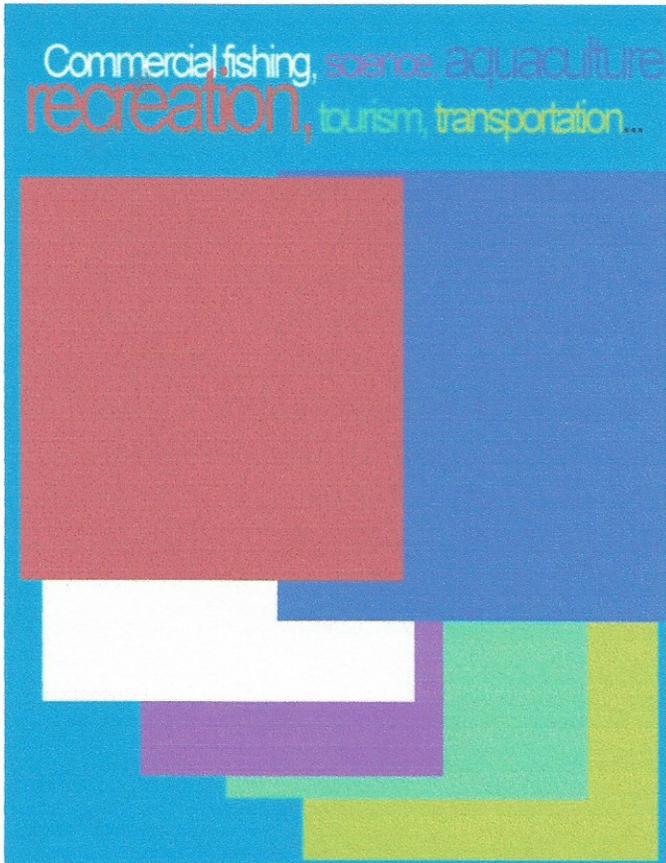
Mr. Jackson:

As part of the Provincetown Harbor Management Plan, the Harbor Committee has been working on updating signage at Town landings with a cohesive design. We would like to show you the full scope of the project and invite Expedition:Blue! to contribute as much as possible in the way of panels and posts (XXS and XS prototypes). The Town would then work from your provided design to supplement any remaining needs ending up with a town wide cohesive look.

We have identified the following five (5) sites that have unique ties to our Blue Economy and request XS panels for each. We have an additional twelve (12) town landings that would benefit from XXS posts to be used for location information. See below:



All of the installations could have the same list of Blue Economy headings but the font and workable area would be larger for what is most important to the specific site. The following is what we would like the design of the information on the panels to achieve but not necessarily the actual design.



For example, at the west end boat ramp “Recreation” is most prevalent and “Aquaculture” is second most prevalent. “Science” and “Transportation” have less to do with the site. That specific sign could highlight the relevant areas.

Additional information would be inserted regarding recreation, commercial aquaculture, and wayfinding that tie the project together across town both aesthetically and with directions.

Other sites would include commercial fishing, excursions, ferry services, earth science and biology initiatives emanating from our harbor.

Several of the recommended actions of the recently approved Harbor Plan cite public access information, economic activity and cultural awareness as key elements of our identity and livelihoods. One of the Harbor Committee projects has been working on reducing sign clutter and improving messaging for our guests and residents at Town Landings and beaches. The Expedition:Blue! Program provides a cohesive platform to present the many shades of blue in our economy and encourage participation.

Please let us know to what degree Expedition:Blue! is willing to participate and the design process you are planning. Thank you for the opportunity to participate in this project and please provide details on how we should proceed.

Provincetown Shellfish Constable  
Stephen Wisbauer

## Appendix A



### EXPEDITION BLUE PROJECT DESCRIPTION

Expedition Blue will create a network of interconnected sites across the region where participants can learn and experience everyday activities that tie our maritime heritage to the modern blue economy. In all aspects of life, Cape Cod, the Islands, and Southern Plymouth County (Region) are “all about the water.” The region is making a concerted effort to grow its economy in a sustainable and balanced way, while focusing on protecting and promoting its water and coastal resources. This project will provide an opportunity to connect visitors, students and residents with the important role of water-based industries in the region’s success and identity.

More than a collection of roadside plaques or kiosks, this project proposes story telling through an “expedition” that will encourage discovery and participation in a larger narrative of blue economy, and a more deliberate way of seeing the region’s timeless ties to water resources, the intersection of our environment and economy, as well as its importance to a modern economy. Installations, or “activators”, will be built as a scalable kit of parts depending on site, program, and budget. The components will be prefabricated, minimizing the amount of intensive site development, disturbance of partner operations and permitting, while maximizing the quality of construction and value.

The network will be tied together with an interactive, mobile-responsive website that supports the stories that create the sense of place, and allows for an evolution of the narrative as each site develops its own blue economy history.

To support Expedition Blue, the design takes the form of installations or “activators”, constructions with a more substantial presence for gathering, interpreting, engaging the places and people critical to the regional economy. While the activators may use traditional techniques of kiosks, graphics and small attractions, the aim is to extend knowledge into experience through the combination tools (architectural place-making, wayfinding, interactive digital tools) that encourage a deeper experience of the blue sectors of the economy. The activators will combine well-known regional sensibilities of a relaxed, accessible, picturesque approach, with the modern traits of the blue economy; resourcefulness, intelligence, flexibility, and balance with the environment. We propose a scalable kit of parts that can be experienced together for independently to provide a regional storytelling platform. Sizes and intensities of activator components can be matched appropriately with the importance, size and budget appropriate to each site. Activators can be as small as an explanatory graphic which delivers the key concepts of the blue economy or as large as a semi-enclosed deck to host larger groups for more intensive occupation.

Successful completion of this project for the Cape Cod Region will include the following activities:

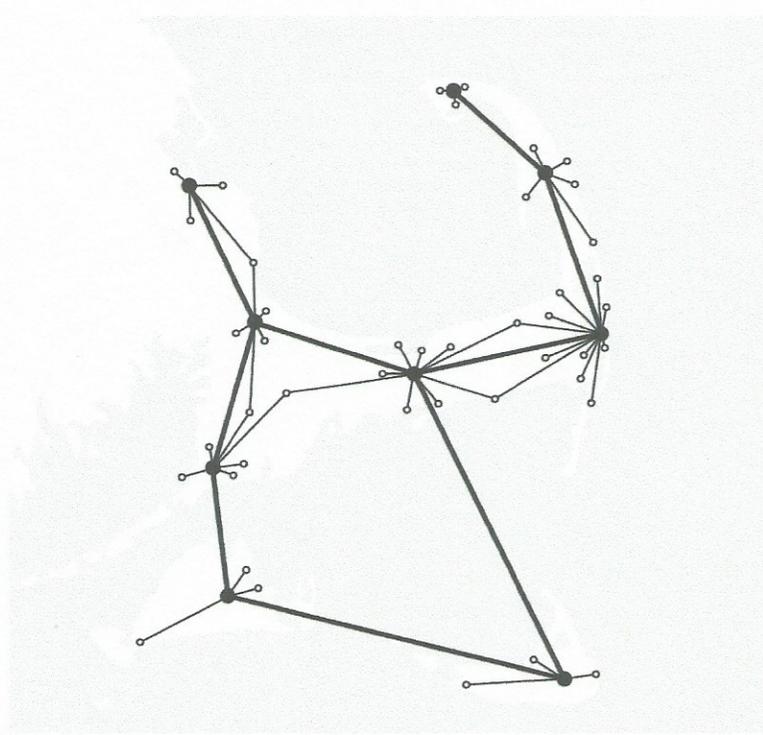
- Site and Partner Selection
- Community Engagement

- Initiate installation design
- Develop installation design and costs
- Match-up Installations with sites/partners
- Fabricate, deliver, and install
- Promotion, media, marketing

This collaboration builds on an existing partnership between Barnstable, as Cape Cod's largest municipality, and the Cape Cod Chamber, as a regional advocate for a sustainable economic and environmental health. We are excited to bring this new asset to the Commonwealth's citizens and visitors.

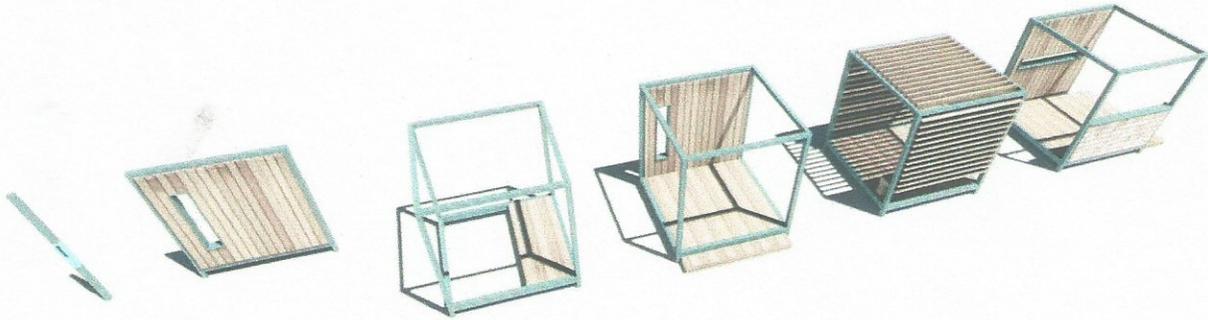
**GENERALIZED DESIGN PARAMETERS AND VIEWS (NOT FINAL; SITE CONFIGURATION AND COMPONENTS SPECIFIC TO EACH LOCATION):**

Expedition Blue Approach



**Definition**  
Expedition Blue is a network of installations throughout the Cape Cod region that highlight and invite people to experience "Water as our Way of Life".

# Module Overview



**XXS extra-extra small**

- 8' tall 4x4 wood post
- "Viewport"
- Interpretive text on metal collar
- 3' of pole is below grade
- direct-buried with no foundation required

**XS extra small**

- Interpretive panel with room for signage, maps, etc...
- tall window

**S4 small, option 4**

- open frame
- partial deck for sitting
- large frames allow for interpreting objects above, below and horizontally

**S3 small, option 3**

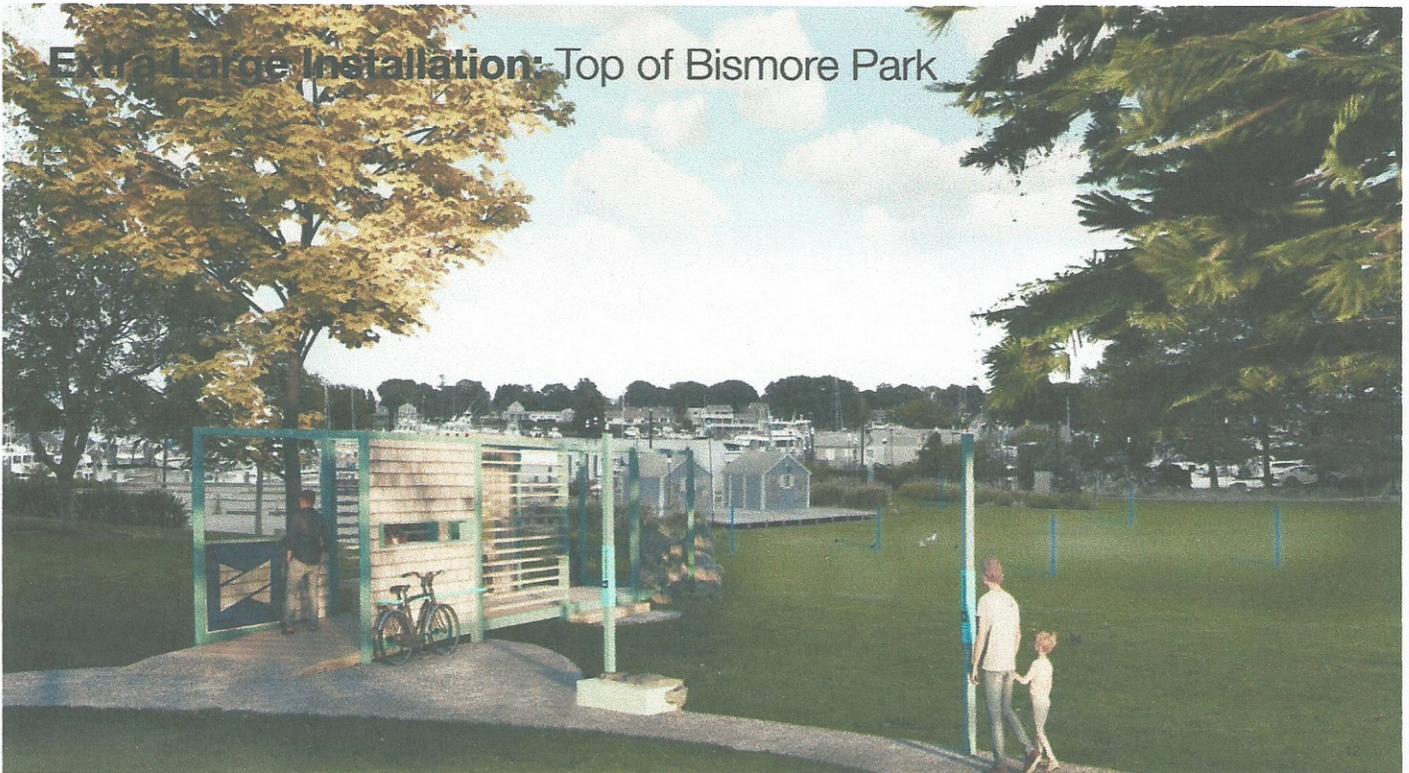
- interpretive panel with room for signage, maps, etc...
- tall window
- large frames allow for interpreting objects above and horizontally
- 6" step to provide "front stoop" to the porch

**S2 small, option 2**

- slatted roof and walls provide shade and privacy
- slats form a series of "strata" or "horizons" for viewing different layers of the surroundings.
- 8' long bench
- Interpretive text as captions on wood structures

**S1 small, option 1**

- low wall and high wall provide space for interpretation and graphics and artifacts
- 1:20 sloped platform to allow ADA access
- long, low window for landscape



Extra Large Installation: Top of Bismore Park

**EXPEDITION BLUE PROJECT - LETTER OF COMMITMENT**

April 8, 2020

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Town Name: PROVINCETOWN

Site Name: Head of MacMillan Pier and satellite areas

Name of Person Completing the Form: \_\_\_\_\_  
*(Must be Lead Town Executive or Board of Selectman/Select Board Chair)*

Title: \_\_\_\_\_

SIGNATURE:

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DATE:

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**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 11, 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.
- Lower Cape Ambulance Revised Budget
- Other matters that may legally come before the Board not reasonably anticipated by the Chair 48 hours before the meeting

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

Conference ID: # [168 568 219](tel:168568219)

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: May 6, 2020

Re: Department Update Report for the May 11, 2020 Select Board Meeting

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## Administration

### Memorial Day Ceremonies 2020

I met with the Police Chief, PTV, Motta Family, Tom Osowski- Commander, Veterans of Foreign Wars

Tom Steele- Commander, American Legion, Jim Keefe- Knights of Columbus. Discussion included the delay of the ceremony honoring Cpl. Manuel Motta either close to the anniversary of his death on October 12<sup>th</sup> or on his birth date of November 6, 1931. Date to be confirmed closer to the fall. Agreed that in-person Memorial Day ceremonies will be adapted and replaced with a film. The grave flags will be displayed in the cemeteries and the film will include the following:

Veterans' Memorial at Bradford and Ryder Street

Introduction

Prayer

Salute

Taps played by Mike Coelho- starts on last round of the salute

Wreath on the stand

Cemetery flags and decorated graves with voiceover talking about Memorial Day

Flags at half mast

## Building Department

- 137 Bradford Street-Cape Cod 5 project: The renovation of the existing building being outfitted as a bank is 95% complete, with the asphalt recently applied.
- 90 Race Point Road-Eversource Battery project: The permit to construct the gravity and reinforced retaining walls around the majority (75%) of the perimeter of the proposed Energy Storage building has been issued.

- Permitting: It is to be noted that building permit activity is not as strong as it was prior to March 10, 2020, but the activity of filing, reviewing, and issuing building permits continues. Contractors are adapting to social distancing and mask-wearing requirements. The limitations set due to COVID-19 have slowed productivity within the construction industry but have not stopped it.

#### Council on Aging

- COA Essential Services: Staff continues to provide transportation to critical medical appointments Cape-wide, assistance with food, prescriptions, home care needs and finances, emotional health, family and caregiver support, as well as regular telephone calls to older residents to reduce social isolation and monitor well-being.
- COA Programming: The Senior Center has launched its “Create to Share” project, encouraging older residents to submit a photo of something they have created during the stay-at-home order. The video announcement is on the COA Facebook page and PTV along with weekly posts of submissions and messages from COA staff. Staff continues to develop virtual programming, including classes and socialization opportunities, to share on both venues.
- Re-opening Planning: The COA Director is working with staff and regional partners in developing plans for a gradual re-opening of the Senior Center in accordance with local, state, and federal guidelines. Through weekly conference calls with Massachusetts Council on Aging Facilities (MCOA’s) and Massachusetts Executive Office of Elder Affairs (EOEA), COA Directors are sharing specific areas of need as well as requests for information on best practices. The Department anticipates receiving guidelines from the State in the near future.

#### Emergency Management/Transportation

- PARCS Systems Equipment: COVID-19 has delayed the installation, testing, and training of the new PARCS systems equipment. It is not yet safe to staff seasonal personnel at the parking booths. As a result, the paid parking season has been delayed until June 1<sup>st</sup>.
- Pay-On-Foot Machines: The Town is procuring three (3) Pay-On-Foot machines for installation at the MPL and GH lots to reduce human-to-human contact. The machines are scheduled for installation before July 1<sup>st</sup>.
- Personal Protective Equipment: Agencies continue to experience the Personal Protective Equipment (PPE) shortage facing most of the country. Supply chains have not yet corrected themselves and remain limited. Social distancing may be working to flatten the curve, but as of yet, Massachusetts has not seen a decline in positive cases over a 14-day watch period.

#### Environment/Conservation

- Intermunicipal Shoreline Management Plan – CZM Grant: The Environmental Planner and the Marine Coordinator are working with their counterparts in Wellfleet, Truro, and Eastham to finalize the report for the CZM Coastal

Resilience grant for phase 1 of the Intermunicipal Shoreline Management Plan. The project team and the Center for Coastal Studies will be presenting the shoreline resources database that CCS has compiled to resource management staff of the four towns via a remote video conference on May 21, 2020. This presentation will familiarize staff (public safety, DPW and planners) with the new tools to analyze changing shorelines and vulnerabilities. The team is also preparing a public remote presentation on June 4, 2020 to update the Select Boards and the public on the report of phase 1 as we close out the grant project. The team is working on developing an FY21 grant application to the CZM Coastal Resilience program to continue phase two of the plan.

- Open Space Committee: The Environmental Planner is working with the Open Space Committee to advance the update of the Open Space and Recreation Plan and various Land Bank acquisitions, including 668R Commercial Street, at a meeting of the committee on May 6, 2020.
- Eversource Project: The Environmental Planner is working with Truro and Eastham staff to try to store sand excavated from the Eversource community battery site for future use for regional beach nourishment projects.

### Finance

- FY21 Budget: The Finance Director will meet with Cape & Islands Accountants and well as three DOR representatives on May 15 to ask questions and obtain guidance on how to move into FY21 without an adopted budget.
- FY19 Free Cash: While FY19 Free Cash closes at the end of FY20 in normal circumstances, due to the COVID-19 emergency, the Town will be able to appropriate approved free cash after year-end, if needed.
- Deficit Spending Approval – The Town has requested and received approval of DLS for deficit spending for FY20. While we do not currently anticipate a general fund net deficit at year-end, the request ensures we have the option to amortize any realized deficit over three years. Without the approval, 100% of any deficit would have to be raised on the FY21 tax rate recap.
- Grant Application: The Town is pursuing a USDA grant to fund the purchase of CIP line items from the Fire Department and Public Works budgets. The Town of Provincetown is eligible for this opportunity, known as the Community Facilities Grant, as it is one of the seven Massachusetts communities with less than 20,000 residents (based on the 2010 Federal census). More information will be provided as it is received.

### Health

- Public Health: The Health Department's video, "Weathering this Storm" has been viewed 3,000 times on social media (Facebook and Instagram) and the posts launching the video reached over 7,000 people.
- Daily Operations: All of the Health Department's normal services continue to be offered remotely, as most if not all of the Department licensees and regulated industries are considered essential. Health Agent Lezli Rowell is running the Department's daily operations.

- Public Health: Crystal Free and Yoga for Addiction Recovery continue online. Please check the Health Department's Ways to Connect When Distancing webpage for how to access.

### Housing

- Participated in zoom meeting hosted by CDP on Friday, April 24<sup>th</sup>, regarding available housing resources and on Friday, May 1<sup>st</sup>, regarding current and potential rental assistance programs including potential regional program.

### Human Services

- New Hires: John Carrier Sanitation Skilled Laborer & Ryan Tileston Sanitation Skilled Laborer
- Position Moves: Christopher Roderick from Sanitation Forman to Transfer Station Skilled Laborer & Matthew Brazil from Sanitation Skilled Laborer to Sanitation Forman
- There were no retirements or resignations to report.
- Open Year Round Positions: Currently the Town is seeking a Town Clerk, On-Call Telecommunicators, and On-Call Secretaries
- Open Seasonal Positions: Although Seasonal Hiring has a temporary moratorium, applications for various Seasonal Positions are being accepted for the 2020 Season: PPC Operational Staff, PPC Assistant Harbormaster, PPC Night Patrol, DPW Highway Dept. Laborer, DPW Transfer Station/Sanitation Laborer, DPW Barrels & Grounds Attendants, DPW Third Barrel Pickup Attendants, DPW Comfort Station Attendants, DPW Beautification Maintenance Staff, DPW Groundskeeper Maintenance Staff, DPW Floating Custodian, Parking Dept. Cashiers, Parking Dept. Parking Lot Attendants, Parking Dept. Booth Attendants, Recreation Leaders, Recreation Behavioral Aides. Applications and job descriptions for all positions can be found on the Town's website.

### Library

- Community Engagement: The Library continues to stay in touch with the community through our eNewsletter and social media accounts. Social media engagement through the Library's Facebooks pages and Instagram has increased by 12%. The Library's website is frequently updated and it includes a curated list of "Fun Things to do at Home." Additionally, the Library is using WOMR to get the word about the Library and how we continue to serve the community at this time.
- Library Services Continue: Library staff continues to be available by phone and email during regularly scheduled hours, seven days a week to assist patrons in use of electronic resources and to answer any questions. Crop Swap continues when items are available and it remains a hugely successful program. Access to and use of electronic resources increases and our monthly book club is now a weekly zoom meeting that is well attended and much enjoyed by the participants.
- Multi-phased Plan for Resumption of Library Services: Libraries across the Cape and Islands, as well as, across the State are coordinating multi-phased plans for resuming library services. We are coordinating specifically with other Outer Cape libraries and are seeking guidance from professional association and

organizations like MBLC (Massachusetts Board of Library Commissioners), ALA (American Library Association), and MLS.

### Marine Services

- Shellfishing: Recreational shellfish season total landings were approximately 1230 pecks of mixed oyster and quahog during the regular season, plus an additional 300 during the post-season extension. Additionally, moderate amounts of soft shell clams, bay scallops, and sea clams were harvested. The ratio of quahog to oyster harvested appears to be about 3:1 (similar to last season's observations). Counting the closing date extension, the amount harvested exceeds last year's total of 1390 pecks of mixed shellfish.
- Grant Request: The Marine Coordinator submitted a \$12,000 grant request to the National Fish and Wildlife Foundation (NFWF) continuing a 10-year program to have a disposal container positioned at the Transfer Station for derelict fishing gear. The Foundation changed how they process the activities of this program into a grant cycle, and this grant is for 4 years. This program supports commercial fishers as they replace gear due to age, damage or changing regulation, and keeps additional material out of the Provincetown waste and recycling stream. Provincetown averages about 19 tons (4 bins) a year and most material gets recycled at Schnitzer Steel or burned at the Covanta Energy Plant.

### MIS

- Remote Work: MIS continues to support staff who are working remotely. The Department has tools in place that allow for remote assistance, which enables control of a workstation remotely and troubleshoot from afar. We support staff's use of Microsoft 365 collaboration tools, such as Teams.
- Parking Equipment: MIS has been assisting the Parking Department with technology upgrades at the municipal parking lots. This requires a coordinated effort between the Town and multiple vendors.
- Remote Learning: MIS continues to support the school's remote technology needs, and has helped onboard new staff over the last few weeks. New laptops have been provisioned for administration, and MIS is supporting the use of collaboration tools in Google GSuite, such as Google Meet.

### Planning

- New Board Member: Steven Azar was appointed as an Alternate Member to the Planning Board.

### Public Works

- Eversource Battery Project: The Transfer Station Battery Project continues with the installation of conduit between the transfer station and Route 6. A portion of the trench has been paved on Route 6, and this trench will settle over the next few months before the travel lane will be milled and repaved. The project is on schedule and will take several weeks to complete.

- Water Main Replacement: The water main replacement between Race Point Road and the transfer station has been completed including the installation of a new fire hydrant.
- Town Hall Painting: The crews continue to prep the exterior of the building for before the final coat of paint. The storm windows should be removed next week for re-glazing. Despite the recent inclement weather, the Town is on target to be completed by June 1<sup>st</sup>.
- Town Hall HVAC Upgrade: The Town received a single bid for the upgrade of the Air Conditioning at Town Hall at \$100K higher than available appropriation. Staff has finalized and submitted a grant request to the green communities grant program with hopes of receiving up to \$125,000 in grant funding. Given the delay, the Department does not anticipate the upgrades to the HVAC system occurring before the summer season.
- VFW Demolition: The Department was unable to secure a contractor to perform the demolition of the VFW Building. The Town will now switch gears and solicit quotes to remove asbestos along with other hazardous material from the building. Once this work is complete, and depending on funding available, the Town may either utilize the DPW to demolish the building or go out for bid for the remaining work.
- Bradford/Prince Street Intersection Improvement: The Town has received bids to construct a bike climbing lane on the north side of Bradford Street to the east of Prince Street, and upgrade the intersection to improve handicap accessibility out of the Grace Hall Parking lot. The Town is currently checking contractor references and expects to have an executed contract within the next two weeks. The work shall begin within the next month.

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### Recreation

- Virtual Recreation Challenge: The Department continues to engage the community by posting weekly virtual recreation challenges. The Department has intentionally chosen different challenges to try and engage all community members' interests, with challenges ranging from fitness to pet appreciation.
- Sending Smiles: The Recreation Department and Council on Aging have created a program called "Sending Smiles." This program is getting families together at home to draw, paint, or send a photo of something that makes them feel happy. These are then sent to seniors at home who may be struggling with the isolation related to the current stay at home order. Families have been emailing their artwork to the Recreation Department, who then forward them to the Council on Aging, where they will compile all of them to email directly to the seniors they are in contact. For those that don't have or use email, PTV has offered to run the images on their government channel in hopes that seniors can view them. Please contact the Department for additional information on how to participate in this program.
- Summer Program Planning: When the Department began drafting a "Reentry" plan, the single most vital program that we offer, the summer program, was of top concern. With the recent closures of school buildings throughout the end of the school year, this could possibly put the summer program as the first childcare program open to the

public after restrictions are lifted. The Recreation Department programs are designed to keep kids active in moderate to large groups, and are made up of yearround residents, second home owners, and visitors. Given the current unknowns, the Recreation Department is putting together a plan that outlines as many scenarios as possible. Along with each scenario is a possible action plan, along with risk factors and any other concerns associated. Once guidelines become clearer, the Department can alter these plans. As guidelines emerge, policy decisions may involve Select Board discussion.

### School

- Remote Learning: The Provincetown Public School has completed their 6<sup>th</sup> week of Remote Learning, and have nearly 100% participation most days thanks to the diligence and outreach of our staff. Various adjustments throughout each grade to increase student engagement and enthusiasm.
- Earth Day: The student's response to staff developed Earth Day kits was very positive. The school has received artwork and photos of their seeds germinating into flower and vegetable plants.
- Resources for Families: A focus on social and emotional wellness for students, staff and families is on-going. The Department is mindful of the many layers of stress our families are experiencing. We continue to provide information about local resources for food, housing and utility expenses, and emotional support. We are grateful to a group of donors who provided some financial assistance this month for 5 of our families towards utilities and rent. A great deal of gratitude goes to the community for their ongoing support of the schools.

### Tourism Department

- Digital Media Campaign: On March 15<sup>th</sup>, the originally scheduled advertising campaign for spring/summer was paused, and the Department went dark for three weeks as the first step in our three pronged crisis strategy. On April 3<sup>rd</sup>, we moved into step two, the cares campaign using our video with the "Stay safe out there" messaging. The Department will continue to keep its toe in the water with the next installation of the cares campaign, with messages of hope launching on May 6<sup>th</sup>. This campaign will also include a call to action for people to share their favorite memories of Provincetown on social media. The messages of hope will be accompanied with a Postcard from Provincetown in the Boston Spirit Magazine online store, a free opportunity as an advertiser, and regional radio commercials beginning May 18<sup>th</sup>.
- Zoom Meetings and Webinars: Staff is staying connected with other Destination Marketing Organizations (DMOs) through zoom meetings with our counterparts across the Commonwealth, including Regional Tourism Councils (RTCs), the Massachusetts Office of Travel and Tourism (MOTT), as well as national and international travel and tourism professionals. Destination Marketing webinars have been helpful providing global consumer travel survey results capturing planned behaviors of travelers after COVID-19.

- Business Survey: As part of the Tourism and General Business Sector of the Recovery Coalition, the Tourism Director has been working with the Chamber and PBG on a business survey designed to provide input on the 2020 season from businesses. The results will help us understand the position and plans of many businesses in Town. The survey was deployed on Friday, May 1<sup>st</sup>, and ran through Sunday, May 3<sup>rd</sup>.

#### Town Clerk

- Assistant Clerk, Ana Ruiz is taking over the Clerk's Office as Darlene Van Alstyne transfers to the School.



**Provincetown Select Board  
AGENDA ACTION REQUEST**

**Monday, May 11, 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:

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

April 27, 2020      6pm      (Regular) [ ] as printed [ ] with changes so noted

**Additional Information**

See attached minutes.

[\(833\) 579-7589](tel:8335797589) United States (Toll-free)  
Conference ID: # [168 568 219](tel:168568219)

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 – REGULAR MEETING  
APRIL 13, 2020, 6:00 PM  
VIRTUAL MEETING**

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

Select Board attending: Chair David Abramson, Vice Chair Robert Anthony, Members John Golden, Lise King 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: **915 687 690** 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 April 13, 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.

Chairman David Abramson: Present

Vice Chair Robert Anthony: here

John Golden: here

Lise King: here  
Louise Venden: here

**MOMENT OF SILENCE FOR CORONAVIRUS VICTIMS and to recognize the loss we had in our community is the previous week.**

*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.*

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

**COVID-19 Update**

1. Board of Health Chair Steve Katsurinis and Health Director Morgan Clark:

Health Director 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.

Chair 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. For those who wish to volunteer, you can contact Emergency Management Coordinator Eric Sussman or your local nonprofit. We want to stress social distancing is the most effective. The CDC and the state have recommended masks where social distancing is difficult. There is more information on how to care for that on [www.cdc.gov](http://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.

Board Member John Golden asked what the town's take on wearing a mask is. Chair Katsurinis wants to make clear that social distancing is the primary recommendations. Where social distancing is not possible such as grocery store aisle, the CDC recommends wearing a cloth mask.

## 2. Town Administration Operations: Town Manager Robin Craver

### OPERATIONAL RESPONSE ACTIVITIES OF TOWN DEPARTMENTS

The Town of Provincetown has been extremely diligent in planning and implementing a response to issues related to the COVID-19 pandemic. Processes used including planning and implementing operations to enhance public health and safety include the following activities:

#### 1<sup>st</sup> Phase- Initial Response

- 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
- Meet with health care and social networking organizations to discuss and plan aid to sick and at-risk populations

#### 2<sup>nd</sup> 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; asking State to do at state level

- State assistance region/county to create additional beds when needed
- Keep Town Hall business operating. In addition to performing all regular position's 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- April 9, 2020 – 1<sup>st</sup> in State (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, answering questions and directing 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 it 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

### **3<sup>rd</sup> 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 as follows:
  - Recovery Coalition
    - Health & Science (Chairman of the Board of Health, Health Director, Outer Cape Health Services); Emergency Planning and Public Safety (Chief Golden, Eric Sussman); Social Service Networks (Food Pantry, other TBD); Tourism (VSB, Chamber, PBG); General Business (include Chair and Vice Chair of Select Board)
- 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

a. Finances: Finance Director Josee Cardinal Young

As you are all aware, the FY21 is already a tight budget. We began the budget process with close to a one-million-dollar 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

Select Board Member Louise Venden – I appreciate all the work that has gone into the reports. Concerned with proposed budget changes, the local receipts from occupancy tax and meals tax only make up a small portion of the town's revenue. The largest portion of the budget comes from property taxes. Disagrees that the pandemic will only affect our budget for one year. Afraid that taking 600K off the budget will not be adequate. Could not find the number of increased staff members to FY21 budget, hiring new employees is something that ought to be looked at and I would like to see how many new employees are in the proposed new budget. Disagrees with reducing the tourism budget, we can develop eco-tourism, arts tourism and attract people from the city. Tourism is our economy. I don't think you have cut enough, and consideration given to what the impact will be going forward. Mark Hatch announced at the FINCOM meeting a 6 million dollar deficit, where did that come from? We also are not looking at Harbor Hill's budget, we have not FY21 budget for them and I hope we can look at that.

Town Manager Robin Craver – thanked Louise for the comments, and she is right in the areas we need to work on. This is just a preliminary presentation. We are starting with some assumptions and different scenarios, there are way many variables, we should look at the property values, there are still a lot of moving pieces and this is just a first discussion.

Vice Chair Robert Anthony – Want to thank Robin and Josee for all their hard work. My only question is Harbor Hill. I wonder if we have thought about needing to subsidize the residents at Harbor Hill if they are unable to pay their rents?

Town Manager Robin Craver – I believe that we will be talking about this for a while. There is an assumption that the residents will not be paying; we have not put that into our scenarios because we have not seen people unable to pay. The payment for Harbor Hill would still be in the budget. There are going to be a lot of small places we will need to look at where we will be losing revenue, but right now we are not assuming they will not be paying their rent.

Select Board Member Lise King – what would be appropriate to advocate for funds coming to our community who have been economically hit during this time? Grant money that might come from the state that could shore up our economy. Do you think it would be helpful for the board to write a letter?

Town Manager Robin Craver – Senator Julian Cyr is working on forming a regional community group to look at what our region needs. Over the next few weeks of planning we will be able to better assess our community's needs.

b. Public Safety Update – Operations: Police Chief, Fire Chief and Emergency Mgt. Coordinator

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 5<sup>th</sup>. On Tuesday, April 7<sup>th</sup> 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 8<sup>th</sup> 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 there 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 lawmakers, 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 policymakers 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 23<sup>rd</sup>. 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.

The Board thanked the public safety officials who have been working to care for the community and thoroughness of the report put together. Member Lise King asked if there had been any requests coming in about things that are volunteer, specifically people coming into town? How are you dealing with any call and issues that arise? The Police Chief stated we will not be restricting people's liberties. The Board asked how staff wished to manage complaints being received by them about visitors' behavior while in town and what other enforcement could be done. Staff discussed social distancing and staying at home except for essentials is the CDC's recommendation and wearing a mask is more to protect others from the spread than oneself. Board Member Louise Venden thanked the Police Chief for his clear report and applauded their work, the police take care of everyone in the community, and there has been some divide of who belongs in the community.

#### c. Community Development: 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 have 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 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 1<sup>st</sup> 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 timeline. 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.

	2019	2020	Compared to last year at this time
Zoning Applications	62	61	98%
Planning Applications	42	40	95%
HDC Application	216	195	90%
Conservation	66	58	87%
Building Permits Issued	1600(Full)	1059(3 Qrts)	88%
Inspections	1938(Full)	1170(3 Qrts)	80%
Building Permit Revenue	\$655k	\$582k	88%

The Board had no questions.

d.Economic Development: Tourism Director Anthony Fuccillo

Joining the meeting are Radu Luca, Executive Director of the Chamber of Commerce and Bob Sanborn, Executive Director of the Business Guild.

**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 10<sup>th</sup> Governor Baker declares a Massachusetts State of Emergency followed by the World Health Organization declares the outbreak a Pandemic on March 11<sup>th</sup>.

**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 28<sup>th</sup> 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 3<sup>rd</sup> as the first installation of the Provincetown Cares Messaging Campaign
  - The 2<sup>nd</sup> 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 2<sup>nd</sup> homeowners 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.

Executive Director of the Chamber of Commerce Radu Luca

### **Concerns and Challenges of local business.**

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.

Provincetown Business Guild Executive Director Bob Sanborn

**Economic Landscape from the Business community**

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 businesses 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.

Chair Abramson – Have you gotten any updates on the SBA loans?

Bob Sanborn – We are hearing a few of the loans have been approved and a few of the funded.

The Recovery Coalition is a collaboration of stakeholder groups in town that will gather information to help look at reopening the town. Town Manager Craver reminded the board and listeners that the upcoming Q&A on Wednesday April 15, 2020 will have a representative from Seamen's Bank to speak about small business loans.

Member Louise Venden thanked Tony, Bob and Radu for their clear report. Asked if they felt the same as her, not reducing the tourism budget.

Anthony Fuccillo cautioned from going absence. People want to know from different brands that you do care, but we need to put the proper strategies in place.

Town Manager Craver clarified that the money from tourism would be money that would be able to be reallocated.

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

- **Rick Murray** – Shout out to Robin and her staff, I was blown away by everyone’s reports. They were very thoughtful and comprehensive; I look forward to moving this town forward. I cannot tell you how very proud of every department head who wrote those reports, a breath of fresh air, great job Robin and staff.

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

- **Lise King** – I acknowledge and express my condolences to everyone who has been touched by this illness. Our hearts go out to the love ones of John Perrone. During our MMA COVID-19 call, they started the meeting with a tribute to former Springfield councilman Paul Kalill, his daughter Ann is one of our beloved local year rounder. I want to say to all of you were are here and our hearts and prayers go out to you. Anyone in need of support, please reach out to someone to speak to. A group of mental health professionals are staffing a stress support hotline between 11am and 7 pm, 508-309-5848. Thank our hard-working staff, town manager and board of health and health department, who have stepped up communication with the community. I would like to take a moment to remember who we are as a community in Provincetown. Over these past few weeks, we have seen the best of our community emerged. Our local restaurants and nonprofits have been providing services to our community, our local food growers and fisherman are giving the community access to locally sourced food. We have seen our first responders and essential workers risking their lives to keeping our community fed and safe. We have been treated to our community come together virtually, bringing us more together. People from all walks of life have changed their lives for the safety of the community as a whole. Provincetown has truly become one. While we have risen to the occasion, to be one Provincetown does not mean we need to speak with one voice. It does concerns me when we have a lack of respectful debate for open debate. The situation we are in effects everyone, many community members have expressed ideas, and their voices, should be listened to as well. We need to promote participation. Provincetown has faced hard times before. We are dreamers and survivors and we will continue to support one another.
- **Louise Venden** – I want to thank staff on their complete reports and their ongoing efforts to keep everyone safe. Just as important, everyone who has observed the Heath order and safely reached out to help others, and a special thanks to the many essential employees. I am much more focused around my role as a Select Board member, working with staff and getting the job done. I am going to conform to the goals and direction of the Select Board and will stand behind the direction and decision of the board as a whole. This meeting is the Select Board’s first chance to see staff proposals to revising the fiscal 2021 budget due to the impact of the COVID-19 pandemic. Based on calls and concerns I have received; I have serious concerns on the long-term effect. It is important for us to take our time and remember to collaborate. We need to settle back and focus on the important things about this town. I will continue to search for all the best information I can. I hope the board will have an opportunity to have more robust conversation about the future. We are all so proud to be a part of this incredible community.
- **John Golden** – I want to thank everyone in town who is really stepping up. All the mask maskers who

are making masks for the essential workers and the rest of the community. People are making all these comments about people not wearing masks, if you stay in your home, this will not be a problem. There was a lot of animosity brought against the town staff and board, but the bottom line, when you are causing lack of trust, its wrong. I work with everyone. Virus can affect me quite seriously; I am here to work for the town and that is what I am doing. I have no self-serving goals in this. For right now, let's get through what we need to get through, so the community can survive in the aftermath.

- **Robert Anthony** – I really want to give a shout out to Robin, the town manager and her excellent staff that puts everything together and makes this work. I cannot say enough regarding her presentation as well as the department heads. We can all work out our differences, but now is the time to come together. The men and women who work for the town of Provincetown are excellent.
- **David Abramson** – A big shout out to Robin and staff, while the reports we heard were lengthy and long, it is a great turning point, the next step is doing some action with it and debating as a group. One thing I would like to note, I do a lot of walking and running and I have to say 90% of the people I saw were either doing safe social distancing, some had mask and some didn't, which is what ever feels comfortable to you when you are in the outdoors. I didn't see packed parking lots and parade of people. The few times I have gone into the grocery store, 99.9% have been wearing mask. I'd like to thank everyone who is taking to heart the advisory. It is tough, as someone who manages a business, the difficult to walk and who knows how fast the relief will be coming through. The banks themselves have been wonderful so if you think you are going to have difficulty with a bill, I urge you contact your lender. I want to point out, the due date for the 2020 for real estate and personal property tax, has been extended from May 1<sup>st</sup>, 2020 to June 1<sup>st</sup>, 2020. Due date for application for property tax exemption has also been extended to June 1<sup>st</sup>, 2020. We are going to be going into a difficult stage as we move from preparing to planning. We are going to be several more weeks of social distancing and wearing mask, it is going to become tedious. There is a lot of different things to reach out to, COVID-19 hotline, and online 12 step meetings; if you are having a hard time finding this information, call town hall and they will help you. We are a resilient community and I know we are in this together. Yes, the town will reopen, but it will be done in a way that will protect public safety and also be able to support our businesses and employees.

•  
**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.**

**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.**

**Motion: David Abramson**

**Seconded: Lise King**

**Roll Call Vote**

**David Abramson: Yea**

**Robert Anthony: Yea**

**Lise King: Yea**

**Louise Venden: Yea**

**John Golden: Abstain**

**4. Town Manager Administrative Matters – Topics to include but not limited to: (Votes May be taken on**

**the following items):**

**A. Staff Biweekly updates**

Town Manager Craver – you have in your packet a memo on the weekly updates. 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. The DPW will be opening the Transfer station on Friday for yard waste.

Move that the Town use all Town messaging boards include the reader board, to signal to visitors that they wear a mask in public.

Motion: Lise King

Seconded: Robert Anthony

Member Lise King made the motion to alert people coming into town to wear masks, this request came from a constituent. Members John Golden, Louise Venden, Vice Chair Robert Anthony and Chair Dave Abramson were not in support of signage as it would create confusing.

**David Abramson: No**

**Robert Anthony: No**

**John Golden: No**

**Lise King: Yes**

**Louise Venden: No**

**Motion did not carry.**

**B. 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)**

**A. March 22, 2020 7 pm**

**B. March 23, 2020 6 pm**

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

<b>March 22, 2020</b>	<b>7:00 pm</b>	<b>(Emergency) [ ] as printed [ x ] with changes so noted</b>
<b>March 23, 2020</b>	<b>6:00 pm</b>	<b>(Regular) [ ] as printed [ x ] with changes so noted</b>

**Motion: David Abramson**

**Seconded:**

**Roll Call Vote**

**David Abramson**

**Robert Anthony: Yes**

**John Golden: Yes**

**Lise King: Yes**

**Louise Venden: Yes**

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

**A. Pending Items List**

- **Lise King** – I want to tell everyone I appreciate their hard work. These are unprecedented times. I really trust our town manager and staff that everyone in town is rising to the occasion. I just want to acknowledge everyone's hard work and that we are truly in this together. We are just coming through this season during a time of recognition of hardship and new beginnings. Felt very moved by what we have been going through as a town. Want to acknowledge all our select board members for their services.
- **Louise Venden** – Thank you to everyone that is listening and not listening. Please know that each of us that are Select Board members are trying our bests to listening to you. I am not running for any other further public office; I am dedicated to keeping the issues going forward. We are very worried what is going on with this country. We do not have to worry much about this town because we will serve. We have good leadership. We will be creative and resourceful. Thank you all for your efforts.
- **John Golden** – Thank town staff and the community who has come together to work together to get us through this thing. I applaud the grocery workers who are doing their thing every day. I think everyone needs to be kind to each other. Look towards the positive. There is so much positive in this town, let's turn this around and Easter is a time to renew, let's all be nice to each other.
- **Robert Anthony** – I wish we all have a lot of patience and forgiveness because this is what will get us through this.
- **David Abramson** – Just a shout out to town staff. Our town staff has done an excellent job. We will be ahead of the curve. One thing we should take comfort in in our local community, our excellent board of health and department of health. We should really thank them for their work and their diligence.

**Motion to adjourn – John Golden**

**Seconded – Robert Anthony**

**Roll Call Vote**

**David Abramson: Yea**

**Robert Anthony: Yea**

**John Golden: Yea**

**Lise King: Yea**

**Louise Venden: Abstain**

Without objection the meeting was adjourned at 9:25 pm

Minutes transcribed by: Elizabeth Paine

**TOWN OF PROVINCETOWN – SELECT BOARD  
MEETING MINUTES – REGULAR MEETING  
APRIL 27, 2020, 6:00 PM  
VIRTUAL MEETING**

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

Select Board attending: Chair David Abramson, Vice Chair Robert Anthony, Members John Golden, Lise King 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: **126 129 516** 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 April 27, 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.

Chairman David Abramson: Present

Vice Chair Robert Anthony: here

John Golden: here

Lise King: here

Louise Venden: here

With no objection from the Board, the Chair moved forward 4A.

#### 4A: Cape Cod National Seashore Update – Brian Carlstrom, Superintendent

Superintendent Brian Carlstrom gave the Select Board an update on what the park has been doing during the COVID-19 Pandemic as well as park, beach and park access. The CCNS is currently working on town by town fact sheets as well as putting out safety messaging at the park. The public restrooms are closed during the pandemic, but access to the beach and parks remain open. The ORV Operations is currently closed until May 15<sup>th</sup>. Messaging will be updated as more information is forthcoming. Pets are allowed at paved areas and most of the beaches on 6ft leases. Pack it in and pack it out is the Seashore policy for trash removal. There has been an increase of household trash and construction debris dumping, as well as vandalizing and illegal vehicle use. The park has been working very closely with the towns within the seashore to maintain beach accesses, but they are watching social distancing. For emergency, please use the regular 911 and they will connect you through to the call center and a ranger will be there as soon as possible. Non-emergency contact is to directly call the superintendent office or email: [caco\\_superintendent@nps.gov](mailto:caco_superintendent@nps.gov). The park is looking at how they will be opening this summer as the social distance processes and how it will affect their operations.

The Board thanked the superintendent for speaking with the board and giving them an update. Board member Lise King asked for the messaging to include information about the bathrooms being closed at the park.

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

- **Dr. Susan Troyan** – Board of Health Vice Chair – we have good evidence of social distancing and handwashing. We are recommending the use of cloth masks when you are out in public and cannot be 6ft apart. The CDC and Department of Public Health does recommend using the cloth masks when you are out in the public and are unable to maintain the 6ft apart. We are out in the street, we do not want you to use the cloth masks to allow yourself to get within 6ft. as our town becomes busier, there may come a time when we might recommend increase use of masks.
- **Michaela Carew-Murphy** – I am in support of people wearing mask, I think it makes people feel safe and over welling it has shown that it has flatten the curve. But the board should stress that the shaming going online. We are all on the same page, and the devising happening in town is going to last a lot longer than the pandemic.
- **Jennifer Cabral** –I would like to see the Select Board order mask wearing in stores and on Commercial Street. We are already seeing an influx of visitors coming to town on weekends. Any plans to open our local economy will include masks, why not include it now. 12 towns in Massachusetts have already issued orders. Our own grocery store doesn't have a mask policy, so we need to mandate that. There is a public health issue and a simple solution; social distancing, handwashing and mask wearing.
- **Scott Addleman** – would like to add thought to Susan's point. One – everyone should be clear that the federal guidelines with a minimum of 6ft feet, I know people keep saying social distancing is 6ft feet. The other point is Provincetown has done well without mask, but the reality is a lot of people have been sheltering in place, but as people start coming out of their home, you might see more cases. The main reason to wear a mask is to assume you are a-systematic and are protecting others. My last point is to thank everyone for what you have been doing.

- **Bernice Steisel** – Agree with the last two speakers and hope you will mandate masks when you are inside.
- **Patricia Miller** – I want to say, I hope everyone is healthy. I would like to have a part-time member added to the recovery coalition. Part timers have been looking for an avenue to help, and here is an opportunity. Also, diversity. Part timer residents are vested in Provincetown but also have boots on the ground in these other cities. Also, stakeholders, part-time residents are major stakeholders. Also, part-timers are vacationers, and therefrom customers. There has always been tension between the part-timers and year rounder. I think here is a wonderful opportunity to bridge the gap, for Provincetown government to invite in a part timer.
- **Herb Hintze** – on the weekend, you can see all the wonderful citizens wearing mask and all the visitors not wearing masks. I think it is time the town take a stand and say that people need to wear masks in the stores and when you are walking down commercial street. It is for everyone's health.
- **Lord** – in terms of masks, no one wants to wear a mask. People do better with ambiguity. At this point we do not know who has the corona virus and who doesn't. if the town comes out that in public places and various venues a mask should be worn, I think it would be a good idea and would stop some of the divisiveness. In terms of the terrible situation this country and Provincetown will be in, I urge you to all work together with FINCOM and the town manager. There are many who have been here through the AIDS crisis and the depression. If the economy goes, the whole town goes. There are going to have to be a very painful cut, but we need to support the town manager and you to keep the town viable.

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

- **Louise Venden** – I really appreciate the comments being made by people. There are a lot of people who like to meet with the board of health. And I would like to explain the board of health will be the one who makes those decisions. So, I urge the board of health to meet and listen to the people. I also hope other boards meet as there are clearly people who wish to contribute. I want to thank the staff and the Provincetown Recovery Coalition, they are under a great deal of stress, and doing their best to move this forward. The coalition was formed by the town manager. We need to collaborate and plan ahead. We do know some important changes have already been made. I am committed to reviewing the plans and the budget for Fy21, my hope is we can revisit it. I would hope that we could delay town meeting to the fall. There are going to be many businesses who are not going to make it and I am hoping there will be a more robust discussion along a broader group of people about the budget.
- **John Golden** – I want to thank everyone as there is a good group of people on the meeting. I am torn about mask wearing. I think we should do something about masks in stores, but I am concerned about commercial street. There was also comments about bicyclist, parking and joggers. So perhaps we should have a conversation about bicyclist being allowed to go only in one direction. I wear glasses so when I wear a mask, they fog up.
- **Robert Anthony** – I want to start off by just saying a few words in regards to mask. For 37 years, I have always believed in public safety. Its always been black and white. This is all together different. You do not see the enemy, you do not see the risks. We took a ride on Saturday and there was 6 individuals less than 2 feet apart. As we go further into the summer, it is going to get worse and worse. My take is I'd rather be preventative. I think it would behoove us to mandate everyone wearing a mask. I want to air on public safety and the community is safe. Especially in stop and shop and other stores.
- **Lise King** – Just wanted to follow up on things a couple things the other members have said. We do have authority to issue a mask order. We are in the beginning of week 6 of the shelter in place and in this time we have all come to understand the seriousness of the pandemic. We have all been affected emotionally and financially. If there is a silver lining, we recognize how deeply we are all connected. I want to remind everyone that human right are critical and indivial rights are supererceed to the public health. I don't want

people who are financial suffering that we do not hear you, we do. In this crisis, our recovery will be a balance act.

- **David Abramson** – You can find information about the coalition make up on the town website. It is not just made up by business community. The biggest portion of this group is around public health and public safety. this coalition is not a policy making group, it is just advisory. When the group was talking on Friday, is people first. We will be doing a survey's of the community members. If you go to the town's website under COVID-19, you can see they have a specific email, [coalition@provincetown-ma.gov](mailto:coalition@provincetown-ma.gov). the biggest thing about this coalition is when the town is allowed to opened up, it is in the best interest of the town.

**Move the Select Board to mandate wearing masks in any building. Up for discussion would be commercial street.**

**Motion: John Golden**

**Seconded: Lise King**

Select Board Member Louise Venden opposed taking a vote without proper notification, staff reports and input from the Board of Health. Members John Golden, Lise King and Robert Anthony support mandating masks for the safety of the community. Chair Abramson supports mandating masks for inside stores where it is difficult to maintain the 6ft but not outdoors. The Board discussed the areas of Town where the masks should be worn outdoors. The Board of Health Chair, Board of Health Vice Chair and the Health Director talked about the importance of social distancing, hand washing and making decisions based on science verse fear. The three supporting members stressed their decision was based on the protection of the towns people and concern about the number of increased visitors as the weather continues to improve.

**Move that the Select Board require mask be worn by persons not in a vehicle on Commercial Street from Bangs Street to Pleasant Street and in any business that is operating in enclosed spaces, and businesses must post and police their customers effective Friday, May 1, 2020**

**Motion: John Golden**

**Seconded: Lise King**

**Roll Call Vote**

**David Abramson: no**

**Robert Anthony: yes**

**John Golden: yes**

**Lise King: yes**

**Louise Venden: no**

**Motion passes**

### **3. 7 PM Public Hearings – (Votes may be taken on the following items)**

#### **A. Pole Hearing – 10 Freeman St**

Attorney Michael Dolan was on the call representing the applicant. AT&T is looking to install a small cell antenna on a utility pole in order to deal with increase demand on network. New pole has been put in to withstand the small cell facility. Targeting this located due to high data demand. The Board thanked the applicant for their report.

**Move that the Select Board vote to approve the application by David Ford on behalf of Brown Rudnick LLP requesting permission to install one (1) small cell facility on a replacement utility pole located in the public right of way near 10 Freeman Street. The application is pursuant to the federal Telecommunication Act of 1996 and Massachusetts General Laws Chapter 166, Sections 21, 222, and 25A for telecommunication wires, wireless attachments and appurtenances attached to utility poles.**

**Motion: David Abramson**

**Seconded: Lise King**

**Roll Call Vote**

**David Abramson: Yea**

**Robert Anthony: Yea**

**John Golden: Yes**

**Lise King: Yea**

**Louise Venden: Yea**

#### **4. Request**

**A. Cape Cod National Seashore Update – Superintendent Brian Carlstrom**

**B. Discuss CODID-19 Recovery Coalition**

**a. Chair and Vice Chair update**

**b. Select Board participation and expectations in recovery process**

**c. Weekly Updates**

Chair Abramson and Vice Chair Anthony gave a brief summary what the coalition has done so far in the first two meetings. This is an administrative advisory board to advise the Town Manager on reopening the Town and keeping the community safe. There will be surveys going out to various groups and soliciting information. Looking for input from the Select Board on policy and how they wish to move forward, as well as what information you were looking to get more information from. The Coalition will not be setting policy, it will be going back to the regulatory boards for them to decide. Chair Abramson asked the other board members; what type of participation and information are you looking for from this update? Select Member Lise King had questions about process for bringing this all together, is there were any issue having 2 board members sitting on the advisory board when policies would be coming back to the Select Board, asked for a memo or town council opinion to be given to the board. Town Manager Robin Craver gave a brief summary the reason behind having all the groups she previously was working with, all at the same table, as well as her commitment to a transparent process. As this is an advisory committee to her, there is no open meeting violations going on but is more than happy to speak to Member King. Member Venden discussed the need for transparency and information being shared with the Select Board in a timely manner and would like to see weekly scheduled meetings to allow for updates and Select Board input. Member Venden also spoke about the need to discuss reviewing the FY21 Budget and making recommendations

**Move to meet on a weekly basis to discuss the recovery coalition and anything related to the COVID crisis.**

**Motion: Lise King**

**Seconded: Louise Venden**

**DA – yes**

**RA – no**  
**JG – no**  
**Lk – yes**  
**LV - yes**

**Motion passes**

**After a brief discussion, the board amended their motion to:**

**Move that on weeks that we do not have regular meetings, we will schedule a meeting on the recovery coalition and give updates.**

**Motion: David Abramson**

**Seconded: Lise King**

**DA – Yes**  
**RA – Yes**  
**JG – Yes**  
**LK – Yes**  
**LV – Yes**

Member King asked that all the communication coming out from the group to be consistent as I saw a private post that did not match what was posted on the town site. Town Manager Craver explained that not all of the information coming out of the coalition may pertain to the Town.

**C. Discuss the assessment of the healthcare infrastructure in Provincetown**

Member Lise King brought this forward in the light of this crisis to see what the town would be interested in doing to investigate the vulnerability of the health care infrastructure and shore that up. Member Venden suggested tabling the discussion for a work session as the conversation needed to include health care professionals. Chair Abramson, Vice Chair Anthony and Member Golden supported tabling the conversation.

**D. 2020 Annual and Special Town Meeting**  
**a. Process**  
**b. Warrant**  
**c. Budget**

Town Manager Craver spoke to the Board about the current status of the Annual Town Meeting and asked the Board for input on where they would like to direct staff to make adjustments in the Budget. Chair Abramson has concerns about how the Town will conduct town meeting with the current guidance and guidelines from the Governor and CDC and felt it was too soon to say what needed to be cut from the budget. Vice Chair Anthony asked to the ability to forgo a spring Town Meeting and hold it in the fall. Members Golden and King wanted to hold off giving input until staff made recommendations. Member Venden proposed asking staff butting the budget by 10-15% and create a hiring freeze for FY21. The Board agreed to continue the conversation at their May 11<sup>th</sup> meeting.

## 5. Town Manager's Administrative Update

Town Manager Craver gave the Select Board a brief update on the Town operations.

## 6. Minutes - (Votes May Be Taken)

### A. April 27, 2020 6 pm

Member Venden requested the minutes be held until the May 11<sup>th</sup> meeting.

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

### A. Pending Items List

- **Louise Venden** – It is becoming more and more difficult for me to feel accomplished or satisfied or being able to make a contribution to the this process as it seems our meetings are dominated by lengthy reports and very little opportunities to provide feedback or we go off on a tangent. I ask questions and I get four attachments back and information that doesn't answer the question. At some point, my vote as a select person should mean I make some contribution.
- **John Golden** – With all this stuff going on, I forgot to talk about the permits for gay pride, fourth of July fireworks and carnival on the books. City of Boston just announced they are not opening on May 4<sup>th</sup>. We still have these things permitted but I cannot see any of these groups gathering for pride. We need to address this with the PBG.
- **Robert Anthony** – It has been an very interested evening, the mask issue was not a fear issues, this was a community issue.
- **Lise King** – My feeling about everything is everyone is doing the best they can with what they have and what they know. I want to acknowledge the hard work of all the town staff and the select board member, this is really hard. I know folks are cycling from grief to hope and back again. I want to acknowledge every one of you. I respect every one of you and really appreciate your service. The communication issues have been ongoing, I was able to find the thing I thought was missing. We need to improve our communications strategies in the town.
- **David Abramson** – no statement tonight.

**Motion to adjourn – Robert Anthony**

**Seconded – John Golden**

**Roll Call Vote**

**David Abramson: Yea**

**Robert Anthony: Yea**

**John Golden: Yea**

**Lise King: Yea**

**Louise Venden: abstain**

Without objection the meeting was adjourned at 10 pm

Minutes transcribed by: Elizabeth Paine



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 11, 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.*

**John Golden  
Robert Anthony  
Lise King  
Louise Venden  
David Abramson**

### **Additional Information**

- Please see attached

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

Conference ID: # [168 568 219](tel:168568219)

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>