



Select Board

Meeting Agenda

The Provincetown Select Board will hold a public meeting on Monday, June 22, 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: **495 802 257** 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. Reappoint the Following Board and Committee, and Commission Members to an additional three-year term all to expire on June 30, 2023
 - a. Animal Welfare Committee: Carol MacDonald, Regular Member and Sherry Brec, Regular Member
 - b. Community Housing Council: Paul Richardson, Regular Member and Jared Keasbey, Regular Member
 - c. Community Preservation Committee: Polly Burnell, Historical Commission Representative and Brandon Quesnell, Planning Board Representative
 - d. Economic Development Committee: Regina Cassidy, Regular Member
 - e. Harbor Committee: Wendy Loughlin, Regular Member, Susan Avellar, Regular Member and Francis J. Santos, Regular Member
 - f. Human Service Committee: Russell Dutra, Regular Member and Elton Cutler, Regular Member.
 - g. Local Comprehensive Planning Committee: Max Cliggott-Perlt, Stephen Katsurinis, Steven Latasa-Nicks, Lynne Martin, Tom Coen and Regina Binder
 - h. OPEB: Douglas Cliggott, Regular Member

- i. Open Space Committee: Celine Gandolfo, Regular Member and Robin Evans, Alternate Member and William Mullin, Alternate
 - j. Visitor Services Board: Jay Gurewitsch, At Large Member and David Burbank, At Large Member
 - B. Appoint Marianne Clements as an alternate member to the Planning Board with a term to expire on December 31, 2022
 - C. Extend the appointment of Carlos Verde on the Provincetown Public Pier Corporation for a term of one year due to COVID-19, with a term to expire on July 29, 2021.
 - D. Approve Select Board Policy Statement 2020-06-22: Temporary use of Town Property.
- 1. Public Statements – Three (3) minutes maximum. Select Board Members do not respond during public statements
- 2. Select Board Member's Opening Statements
- 3. Appointments – (Votes may be taken on the following interviews)
 - A. Provincetown's Business Representative on the Visitor Services Board: Stephen Hooper
- 4. **7 PM** Public Hearings – (Votes may be taken on the following items):
 - A. Economic Development Permit 20-01 – 167 Commercial #1, by Xavier Palmer (owner), to increase the assigned Title 5 flow to the property by 46 gallons per day to convert an existing retail (gallery) space into an employee housing residential one-bedroom unit.

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

- 5. Joint Meeting/Presentations/Requests – (Votes may be taken on the following items):
 - A. Joint Meeting the Finance Committee:
 - a. 2019 Audit
 - b. FY21 Budget - Personnel Reductions
 - c. Reopening Town Departments
 - B. Board of Health Update by Chair Steven Katsurinis/Health Director Morgan Clark
 - C. June 30th Annual Elections – Town Clerk Philip Gaudet
 - D. Discussion to re-start the work to bring the chosen indigenous consultant on board for our Provincetown 400 commemoration, and to have the consultant call in for an introduction to the Board and the community – Requested by Select Board Member Lise King
- 6. Town Manager Administrative Matters – Topics to include but not limited to: (Votes May be taken on the following items)
 - 1. Town Manager's Report
- 7. Minutes - (Votes May Be Taken)
 - 1. May 26, 2020 6 pm
- 8. Select Board Closing Matters - Topics to Include but not limited to: (Votes May be taken on the following items)
 - 1. Pending Items List



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22, 2020**

00A

SELECT BOARD REAPPOINTMENTS

Select Board End of Term Reappointments

Requested by: Ana Ruiz, Assistant Town Clerk

Action Sought: Approval

Proposed Motion(s)

Move that the Select Board vote to reappoint the following Board, Committee and Commission members, as listed below, to an additional three-year term all to expire on June 30, 2023.

- a. Animal Welfare Committee: Carol MacDonald, Regular Member and Sherry Brec, Regular Member
- b. Community Housing Council: Paul Richardson, Regular Member and Jared Keasbey, Regular Member
- c. Community Preservation Committee: Polly Burnell, Historical Commission Representative and Brandon Quesnell, Planning Board Representative
- d. Economic Development Committee: Regina Cassidy, Regular Member
- e. Harbor Committee: Wendy Loughlin, Regular Member, Susan Avellar, Regular Member and Francis J. Santos, Regular Member
- f. Human Service Committee: Russell Dutra, Regular Member and Elton Culter, Regular Member.
- g. Local Comprehensive Planning Committee: Max, Cliggott-Perlt, Stephen Katsurinis, Steven Latasa-Nicks, Lynne Martin, Tom Coen and Regina Binder
- h. OPEB: Douglas Cliggott, Regular Member
- i. Open Space Committee: Celine Gandolfo, Regular Member and Robin Evans, Alternate Member and William Mullin, Alternate
- j. Visitor Services Board: Jay Gurewitsch, At Large Member and David Burbank, At Large Member

Additional Information

Board Action

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



Town of Provincetown Town Clerk

Direct Line 508-487-7013

TO: Select Board
FROM: Ana Ruiz, Acting Town Clerk
DATE: June 9, 2020
SUBJECT: Select Board End of Year Appointment Report

Current board members with appointments ending June 30, 2020 who are eligible for reappointment.

Town Board	Name	Position
Animal Welfare Commission	Carol MacDonald	Regular
Animal Welfare Commission	Sherry Brec	Regular
Community Housing Council	Paul Richardson	Regular
Community Housing Council	Jared Keasbey	Alternate
Community Preservation Committee	Polly Burnell	Regular (Historical Commission)
Community Preservation Committee	Brandon Quesnell	Regular (Planning Board)
Economic Development Committee	Regina Cassidy	Regular
Harbor Committee	Wendy Loughlin	Regular
Harbor Committee	Susan Avellar	Regular
Harbor Committee	Francis J. Santos	Regular
Human Service Committee	Russell Dutra	Regular
Human Service Committee	Elton Cutler	Regular
Local Comprehensive Planning Committee	Max Cliggott-Perlt	Regular
Local Comprehensive Planning Committee	Stephen Katsurinis	Regular
Local Comprehensive Planning Committee	Steven Latasa-Nicks	Regular
Local Comprehensive Planning Committee	Lynne Martin	Regular
Local Comprehensive Planning Committee	Elaine Anderson	Regular
Local Comprehensive Planning Committee	Tom Coen	Regular
Local Comprehensive Planning Committee	Regina Binder	Regular
OPEB	Douglas Cliggott	Regular
Open Space Committee	Celine Gandolfo	Regular
Open Space Committee	Robin Evans	Alternate
Open Space Committee	William Mullin	Alternate
Visitors Services Board	Richard Murry	Regular – PBG
Visitors Services Board	Jay Gurewitsch	Regular – At Large
Visitor Services Board	David Nelson Burbank	Regular – At Large

Current board members appointed by the Select Board with terms ending June 30, 2020 who cannot be reappointed as defined in the Provincetown Charter Chapter 5, Section 6C.

Town Board	Name	Position



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: REGINA CASSIDY

Please type or print

Resident Address: 104 BRADFORD ST Provincetown, MA 02657

Mailing Address (if different): PO BOX 1703

Telephone #: 508-564-2662 Work # () SAME

Email address: REGINA@CHIPCAPELLI.COM

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

1. ECONOMIC DEVELOPMENT COMMITTEE

2. _____

3. _____

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

I HAVE BEEN ON THE BOARD SINCE THE BEGINNING. THE LEARNING CURVE HAS BEEN AN ON-GOING PROCESS. I FEEL IN THE CURRENT ENVIRONMENT I WOULD BE ABLE TO MEET THE CHALLENGES AHEAD

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

Regina Cassidy
Signature of Applicant

6/17/2020
Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

<p>Town Clerk Certification: Applicant is a registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Orlando</u> Name of Town Clerk</p>	<p>This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date: _____</p>
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Date Received by Board of Selectmen

Date Received by Town Clerk

RECEIVED
JUN 17 2020
SELECT BOARD

FILED TOWN CLERK
JUN 17 2020 PM 1:11



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: William Mullin

Please type or print

Resident Address: 44 Pearl Street Unit B, Provincetown, MA 02657

Mailing Address (if different): _____

Telephone #: 917-494-2472 Work # (____) _____

Email address: wmullin@gmail.com

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

1. Open Space Committee

2. _____

3. _____

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

President, Provincetown Conservation Trust
Former President, Friends of St. Nicholas Park

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

W Mullin 6/16/20

Signature of Applicant

Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

<p>Town Clerk Certification: Applicant is a registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Quill</i> Name of Town Clerk</p>	<p>This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date: _____</p>
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Date Received by Board of Selectmen

Date Received by Town Clerk



REC'D TOWN CLERK JUN 17 2020 PM 3:17



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: David Nelson Burbank

Resident Address: 371 Commercial St. Provincetown, MA 02657

Mailing Address (if different):

Telephone #: 805-234-3533 Work #

Email address: David @ PilgrimHousePtown, Com

Please consider this as my application for membership or reappointment on the following Town Board(s).

- 1. Visitors Service Board

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

Budgeting for 3 Businesses, Event Management Over 20 years of involvement of Town events

I hereby certify that I am a resident of the Town of Provincetown. Signature of Applicant: [Signature] Date: 6/3/20

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Town Clerk Certification: Applicant is a registered voter. [Yes/No] This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date.

RECEIVED JUN 03 2020 SELECT BOARD

REC'D TOWN CLERK JUN 3 2020 PM 1:11



RECEIVED
MAY 22 2020
SELECT BOARD

TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: JAY GUREWITSCH

Resident Address: 35 PROVINCE ROAD Please type or print Provincetown, MA 02657

Mailing Address (if different): _____

Telephone # 917 885 1506 Work # (774) 538 6046

Email address: JAY @ ARCADIAPTOWN.COM

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

1. VISITORS SERVICES BOARD
2. _____
3. _____

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

- 19.5+ YEARS MARKETING MY RETAIL BUSINESS
- 2.5+ YEARS ON VISITORS SERVICES BOARD
- ON SELECTION COMMITTEES FOR BELLWEATHER (BUILT NEW TOURISM WEBSITE) AND CONPLAN PR, ~~AND~~ NEW PR FIRM

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

[Signature]
Signature of Applicant

5/2/2020
Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Town Clerk Certification: Applicant is a registered voter:
 Yes No
[Signature]
 Name of Town Clerk

This application will remain on file in the Town Clerk's Office for 364 days from the date received.
 Application Termination Date: _____

Date Received by Board of Selectmen

Date Received by Town Clerk

REC'D TOWN CLERK
MAY 22 2020 AMB:4



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: Steve Katsurinis
Please type or print

Resident Address: 8 Dyer Street Provincetown, MA 02657

Mailing Address (if different): _____

Telephone #: 508-487-0880 Work # (____) _____

Email address: skatsurinis@provincetown-ma.gov

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

1. Local Comprehensive Planning Board
2. _____
3. _____

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

I have been chosen by the Board of Health to represent that perspective on the LCP.

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

[Signature]
Signature of Applicant

6/16/2020
Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Town Clerk Certification: Applicant is a registered voter:
 Yes No
[Signature]
 Name of Town Clerk

This application will remain on file in the Town Clerk's Office for 364 days from the date received.
 Application Termination Date: _____

Date Received by Board of Selectmen

Date Received by Town Clerk



REC'D TOWN CLERK
JUN 16 2020 PM 12:35



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: Thomas Coen
Please type or print

Resident Address: 26 Commercial St Provincetown, MA 02657

Mailing Address (if different): _____

Telephone #: (857) 891-4115 Work # (857) 891-4115

Email address: tomcoen@verizon.net

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

- Local Comprehensive Planning Committee
- _____
- _____

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

I'm a current member of Committee and would like to continue my participation in updating the plan

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

Thomas F. Coen 6/16/2020
Signature of Applicant Date

REC'D TOWN CLERK
JUN 16 2020 PM 3:4

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

<p>Town Clerk Certification: Applicant is a registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>[Signature]</u> Name of Town Clerk</p>	<p>This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date: _____</p>
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Date Received by Board of Selectmen

Date Received by Town Clerk





TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: Steve Katsurinis

Please type or print

Resident Address: 8 Dyer Street Provincetown, MA 02657

Mailing Address (if different): _____

Telephone #: 508-487-0880 Work # () _____

Email address: skatsurinis@provincetown-ma.gov

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

- 1. Local Comprehensive Planning Board
- 2. _____
- 3. _____

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

I have been chosen by the Board of Health to represent that perspective on the LCP.

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

[Signature]
Signature of Applicant

6/16/2020
Date

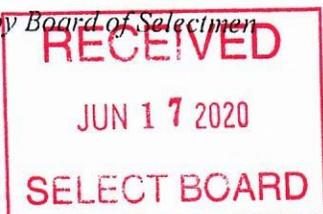
TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Town Clerk Certification: Applicant is a registered voter:
 Yes No
[Signature]
 Name of Town Clerk

This application will remain on file in the Town Clerk's Office for 364 days from the date received.
 Application Termination Date: _____

Date Received by Board of Selectmen

Date Received by Town Clerk



REC'D TOWN CLERK
JUN 16 2020 PM 12:3



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: Regina Binder

Please type or print

Resident Address: 523 Commercial Street #4

Provincetown, MA 02657

Mailing Address (if different): _____

Telephone #: 508-237-3964

Work # () same

Email address: rbinder@thebindergroup.com

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

1. Local Comprehensive Plan Committee

2. _____

3. _____

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

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

Regina Binder

June 16, 2020

Signature of Applicant

Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

<p>Town Clerk Certification: Applicant is a registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Orla Clarke</u> Name of Town Clerk</p>	<p>This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date: _____</p>
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Date Received by Board of Selectmen

Date Received by Town Clerk

RECEIVED
JUN 17 2020
SELECT BOARD

REC'D TOWN CLERK
JUN 16 2020 PM 3:15



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Carol MacDonald
4Thistlemore Rd. P.O. Box 329
Provincetown, MA 02657

Date: June 22, 2020
Phone: 508-487-4471
Email: macdon329@aol.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to Animal Welfare Committee
for and within the Town of Provincetown for a term expiring June 30, 2023.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Carol MacDonald appointee to the
Animal Welfare Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown

PROVINCETOWN, MASSACHUSETTS 02657

To: Sherry Brec
12 Peral Street P.O. Box 1826
Provincetown, MA 02657

Date: June 20, 2020
Phone: 617-781-0470
Email: sbrec@yahoo.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to Animal Welfare Committee
for and within the Town of Provincetown for a term expiring June 30, 2023.

Board of Selectmen

Barnstable, ss.

Date: _____

Personally appeared the above-named Sherry Brec appointee to the
Animal Welfare Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Paul Richardson
42 Pearl Street
Provincetown, MA 02657

Date: June 22, 2020
Phone: 617-571-7788
Email: pmrlawyer@aol.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to _____
Community Housing Council
for and within the Town of Provincetown for a term expiring June 30, 2023 .

Board of Selectmen

Barnstable, ss.

Date: _____

Personally appeared the above-named Paul Richardson appointee to the
Community Housing Council and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Jared Keasbey
177 Commercial St. P.B. Box 188
Provincetown, MA 02657

Date: June 22, 2020
Phone: 508-827-6668
Email: j.a.keasbey@gmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,
You are hereby appointed a member to _____ Community Housing Committee _____
for and within the Town of Provincetown for a term expiring June 30, 2023 .

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Jared Keasbey appointee to the
Community Housing Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Polly Burnell
11 Pleasant St
Provincetown, MA 02657

Date: June 22, 2020
Phone: 774.216.1667
Email: paburnell@gmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,
You are hereby appointed a member to _____
Community Presevation Committee
for and within the Town of Provincetown for a term expiring June 30, 2023 .

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Polly Burnell appointee to the
Community Presevation Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Regina Cassidy
104 Bradford Street
Provincetown, MA 02657

Date: June 22, 2020
Phone: 508-564-2662
Email: jeancassidy@rocketmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to Economic Development Committee
for and within the Town of Provincetown for a term expiring June 30, 2023.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Regina Cassidy appointee to the
Economic Development Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Wendy Loughlin
11 Oppen Land
Provincetown, MA 02657

Date: June 22, 2020
Phone: 860-331-3642
Email: wendyloughlin@yahoo.com

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,
You are hereby appointed a member to _____ Harbor Committee
for and within the Town of Provincetown for a term expiring June 20, 2023 .

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Wendy Loughlin appointee to the
Harbor Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown

PROVINCETOWN, MASSACHUSETTS 02657

To: Susan Avellar
1 Tinys Way
Provincetown, MA 02657

Date: June 20, 2020
Phone: 508-487-9123
Email: sfavellar@hotmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to _____ Harbor Committee
for and within the Town of Provincetown for a term expiring June 30, 2023.

Select Board

Barnstable, ss. _____ Date: _____

Personally appeared the above-named _____ Susan Avellar _____ appointee to the
_____ Harbor Committee _____ and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment. _____
Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Russell L. Dutra
19A Off Conwell St
Provincetown, MA 02657

Date: June 22, 2020
Phone: 561-504-9092
Email: bocaboy63@aol.com

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,
You are hereby appointed a member to Human Services Committee
for and within the Town of Provincetown for a term expiring June 30, 2023.

Select Board

Barnstable, ss. Date: _____

Personally appeared the above-named Russell L. Dutra appointee to the
Human Services Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment. _____
Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Elton Cutler
6 Sandy Hill Lane #8
Provincetown, MA 02657

Date: June 22, 2020
Phone: 857-321-3344
Email: ecutler@truro-ma.gov

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to _____ Human Service Committee
for and within the Town of Provincetown for a term expiring June 30, 2023 .

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Elton Cutler appointee to the
Human Service Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown

PROVINCETOWN, MASSACHUSETTS 02657

To: Max Cliggott-Perit
2 Creek Round Hill Road
Provincetown, MA 02657

Date: June 22, 2020
Phone: 914-419-6951
Email: maxcp@marlboro.edu

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to Local Comprehensive Planning Committee
for and within the Town of Provincetown for a term expiring June 30, 2023.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Max Cliggott-Perit appointee to the
Local Comprehensive Planning Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Stephen Katsurinis
8 Dyer Street
Provincetown, MA 02657

Date: June 22, 2020
Phone: 508-951-9490
Email: steve@8dyer.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to Local Comprehensive Planning Committee
for and within the Town of Provincetown for a term expiring June 30, 2023.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Stephen Katsurinis appointee to the
Local Comprehensive Planning Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Steven Latasa-Nicks
14 Brewster Street
Provincetown, MA 02657

Date: June 22, 2020
Phone: 508-487-1449
Email: steven.nicks@icloud.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to Local Comprehensive Planning Committee
for and within the Town of Provincetown for a term expiring June 30, 2020.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Steven Latasa-Nicks appointee to the
Local Comprehensive Planning Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Lynne Martin
4 Aunt Sukey's Way
Provincetown, MA 02657

Date: June 22, 2020
Phone: 508-487-0947
Email: slmartin2@comcast.net

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to Local Comprehensive Planning Committee
for and within the Town of Provincetown for a term expiring June 30, 2020.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Lynne Martin appointee to the
Local Comprehensive Planning Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Elaine Anderson
100 Alden Street #111
Provincetown, MA 02657

Date: June 22, 2020
Phone: 508-487-9773
Email: ejande34@comcast.net

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to Local Comprehensive Planning Committee
for and within the Town of Provincetown for a term expiring June 30, 2023.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Elaine Anderson appointee to the
Local Comprehensive Planning Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown

PROVINCETOWN, MASSACHUSETTS 02657

To: Tom Coen
26 Commercial Street
Provincetown, MA 02657

Date: June 30, 2020
Phone: 508-487-3996
Email: tomcoen@verizon.net

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to Local Comprehensive Planning Committee
for and within the Town of Provincetown for a term expiring June 30, 2023.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Tom Coen appointee to the
Local Comprehensive Planning Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Celine Gandolfo
774 Commercial Street
Provincetown, MA 02657

Date: June 22, 2020
Phone: 508-685-6402
Email: cgandolfo3@gmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,
You are hereby appointed a member to Open Space Committee
for and within the Town of Provincetown for a term expiring June 30, 2023.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named Celine Gandolfo appointee to the
Open Space Committee and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: William Mullin
44 Pearl Street Unit B
Provincetown, MA 02657

Date: June 22, 2020
Phone: 917-494-2472
Email: wmullin@gmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,
You are hereby appointed a member to Open Space Committee - Alt
for and within the Town of Provincetown for a term expiring June 30, 2023.

Select Board

Barnstable, ss.

Date: _____

Personally appeared the above-named William Mullin appointee to the
Open Space Committee - Alt and took the oath necessary to qualify
him/her for said office.

TOWN CLERK

I hereby accept this appointment.

Signature of Appointee



**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, June 22, 2020

00B

SELECT BOARD APPOINTMENT

Planning Board

Requested by: Asst. Town Clerk Ana Ruiz

Action Sought: Approve

Proposed Motion(s)

Move that the Select Board appoint Marianne Clements as an alternate member to the Planning Board with a term to expire on December 31, 2022

Additional Information

- Please see attached application

Board Action

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



TOWN OF PROVINCETOWN

Application for Town Board Membership

REC'D TOWN CLERK JUN 15 2020 4:58:56

Name: MARIANNE CLEMENTS
Please type or print

Resident Address: 2 BRADFORD ST Provincetown, MA 02657

Mailing Address (if different): PO BOX 1431

Telephone #: 914-960-0077 Work # (774) 538-3830

Email address: MARIANNE5985@GMAIL.COM

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

1. PLANNING BOARD
2. _____
3. _____

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

- PRIOR MEMBER, VICE CHAIRMAN & CHAIR OF PLANNING BOARD
- MEMBER OF ZONING BOARD

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

Marianne Clements 6/10/20
Signature of Applicant Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

<p>Town Clerk Certification: Applicant is a registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>[Signature]</u> Name of Town Clerk</p>	<p>This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date: _____</p>
--	--

Date Received by Board of Selectmen

Date Received by Town Clerk



Planning Board				
	First	Last	Position	Term End
1	Jeffrey	Mulliken		12/31/21
2	Ross	Zachs		12/31/21
3	Paul C.	Graves		12/31/22
4	Brandon	Quesnell	Chair	12/31/20
5	Monica	Stubner		12/31/22
Alt				12/31/21
Alt	Paul	Kelly		12/31/21
Alt				12/31/22
Alt	Steven	Azar		12/31/23
Alt				12/31/23



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22, 2020

00C

SELECT BOARD APPOINTMENT

Provincetown Public Pier Corporation

Requested by: Town Clerk Philip G

Action Sought: Approve

Proposed Motion(s)

Move that the Select Board vote to extend the appointment of Carlos Verde on the Provincetown Public Pier Corporation for a term of one year due to COVID-19, with a term to expire on July 29, 2021.

Additional Information

- Please see attached application

Board Action

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

Provincetown Public Pier Corporation				
	First	Last	Position	Term End
1	Jamie	Staniscia	Board of Directors	07/29/23
2	Regina	Binder, Chair	Board of Directors	07/29/22
3	Carlos	Verde	Board of Directors	07/29/20
4	LeRoy "Scott"	Fraser	Board of Directors	07/29/21
5	Herbert	Hintze	Board of Directors	07/29/24



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22, 2020

00D

TEMPORARY USE OF TOWN'S PROPERTY

Adoption of Policy Statement

Requested by: Town Manager Robin Craver

Action Sought: Approve

Proposed Motion(s)

Move that the Select Board approve Select Board Policy Statement 2020-06-22 Temporary use of Town's Property

Additional Information

- This Policy allows restaurant permit holders to seek Select Board approval to provide outdoor table service per the Emergency Order voted on June 1, 2020

Board Action

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

Policy Statement

2020-06-22

Temporary use of Town's Property

Dining (Indoor and Outdoor Seating):

On June 1, 2020, the Governor issued COVID-19 Order No. 35, which allows restaurants to provide outdoor table service at the commencement of Phase II of the Commonwealth's phased re-opening of workplaces. The Governor's Order authorizes the Select Board to establish the process for approving requests from restaurants to provide outdoor table service. This Order sets forth the process for restaurants operating in Provincetown.

1. "Outdoor table service" shall have the same meaning as set forth in COVID Order No. 35. It shall mean service that is provided outside the restaurant building envelope, whether on a sidewalk, patio, deck, lawn, parking area, or other outdoor space. Outdoor table service may be provided under awnings or table umbrellas or other cover from the elements, provided, however, that at least 50 percent of the perimeter of any covered dining space must remain open and unobstructed by any form of siding or barriers at all times.
2. Any restaurant wishing to expand their premises to include outdoor dining areas, shall make written application to the Board of Health and shall receive the approval of the Board or its authorized agent prior to using any outdoor dining space.
3. The application shall include a plan showing the location of the proposed outdoor dining area, the size of the outdoor dining area, the number of seats and tables that will be located in the outdoor dining area, and any other information required by the Board or its agent. In anticipation of the allowance of indoor dining, the plan submitted should also include, for approval, the configuration of indoor tables along with the total number of proposed seating.
4. Approval to use an outdoor dining area shall not result in an increase in the number of seats authorized for the premises. In the event the Commonwealth authorizes at a later date indoor table service, this Order may be deemed revised accordingly, except that the number of seats permitted inside the establishment shall be reduced by the number of seats allowed outside the establishment.
5. The expansion of outside dining onto Town-owned beaches is subject to approval by the Board of Health and the Select Board. Expansion of dining on to private beaches is subject to approval of the beach owner and the Board of Health.
6. The permit holder shall demonstrate a legal right of access to the proposed outdoor space, through either ownership, lease or written permission of the owner. Under no circumstances shall outdoor dining be allowed on any public sidewalk, within the Town's public right of way or on any other Town-owned property, unless approved by the Select Board, in writing.
7. Notwithstanding the provisions of chapter 40A of the General Laws, or any special permit, variance or other approval thereunder, or any general or special law to the contrary, the Building Department shall approve requests for expansion of outdoor table service. The approval need not comply with the notice and publication provisions of section 11 of Chapter 40A of the General laws. Simultaneously, the Building Department may approve the configuration of an amended indoor seating plan. This may be accomplished by submitting a singular amended plan.
8. If the establishment intends to serve alcohol in the outdoor area, the holder of the liquor license may apply to the Licensing Board for a change in the description of the licensed premises to allow outdoor

alcohol service. The Licensing Board may grant the change in location without a public hearing and without further review or approval by the Alcohol Beverages Control Board (“ABBC”) prior to issuance. See the COVID-19 Order and the ABCC Advisory issued on June 1, 2020.

9. If the establishment intends to use the outdoor area for entertainment, the permit holder shall obtain a permit from the Licensing Board.
10. The outdoor area shall physically abut the primary premises, such that wait staff and patrons shall not have to cross streets, private property or parking lots to access the outdoor area.
11. The outdoor area shall be physically designated with ropes, fencing or other barriers and no space outside the designate area shall be used for outdoor dining purposes.
12. The permit holder shall comply with and enforce all rules, orders and guidance of the Governor, the Department of Public Health and the Town of Provincetown Board of Health relative to COVID-19 safety measures, including but not limited to, workplace safety requirements, gathering size limits, physical distancing, and face covering requirements.
13. The permit holder shall be solely responsible for sanitizing the tables and chairs after each use, cleaning the outdoor area and securing tables, chairs and equipment when the area is not in use.
14. All other regulations and permit conditions, including hours of operation, shall remain in effect, and the outdoor areas shall be subject to inspection by agents of the Board of Health.
15. The Board of Health reserves the right to impose additional requirements on a case-by-case basis as may be necessary to protect public health, safety and welfare.
16. Pursuant to the Governor’s COVID-19 Order No. 35, on November 1, 2020, or the date the Governor’s Order is rescinded, whichever is sooner, any approvals under this section shall automatically revert back to its status prior to the approval of the change for expansion of outdoor table service or in the description of a licensed premise.
17. Food Trucks and the outdoor dispensing of food at hotels located out of the center of Town, as determined by the Board of Health, are not allowed.

Application Procedure:

- Step 1:** Applicant must adhere to items 1-4.
- Step 2:** Applicant must submit a certified plan along with completed applications to the Secretary to the Select Board.
- Step 3:** Once the application is deemed complete, the Secretary to the Select Board will schedule on Select Board’s agenda.
- Step 4:** Applicant or their representative must be present for the meeting.
- Step 5.** The Select Board reserve the right to alter the proposed layout on the approval.

Adopted:
In favor:
Opposed:

Temporary Use of Town Property for Dining

Location: _____	Parcel Number: _____
Applicant: _____	Property Owner: _____
Applicants Mailing Address: _____	
Applicant's Phone number: _____ email: _____	

Pursuant to Joint Emergency rule and order imposing certain measures to prevent the spread of COVID-19 within the Town.

Applicant's signature

Date

Official Use Only

Public Safety Official	Approve	Disapprove	Date
Code Enforcement Officer			
Building Commissioner			
DPW Director			
Police Chief			
Conservation Agent			

Comments: _____

Approved on: _____ **With the Conditions:** _____



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22, 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: # [495 802 257](tel:495802257)

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, June 22, 2020**

2

SELECTMEN'S STATEMENTS

Requested by: Select Board

Action Sought: Discussion

Proposed Motion(s)

Louise Venden
John Golden
Robert Anthony
Lise King
David Abramson

Additional Information

[\(833\) 579-7589](tel:8335797589) United States (Toll-free)
Conference ID: # [495 802 257](tel:495802257)

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, June 22, 2020

3A

SELECT BOARD APPOINTMENT

PBG Representative on the VSB

Requested by: Town Clerk Philip Gaudet

Action Sought: Approve

Proposed Motion(s)

Move that the Select Board appoint Stephen Hooper as the Provincetown Business Guild's representative on the Visitor Services Board with a term to expire on June 30, 2022.

Additional Information

- Please see attached application

Board Action

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



June 17, 2020

Provincetown Select Board

The purpose of this letter is to advise you that the Executive Board of the Provincetown Business Guild hereby appoints Stephen Hooper to fill the PBG seat on the Visitor Services Board.

Respectfully,

A handwritten signature in blue ink that reads "Bob".

Bob Sanborn
Executive Director



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: Stephen Hooper.

Resident Address: 7 Anthony Street Please type or print Provincetown, MA 02657

Mailing Address (if different): _____

Telephone #: 917 293 3516 Work # (508) 487 4242

Email address: Stephen@carpediemguesthouse.com

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

1. VSB. P.B.G. rep

2. _____

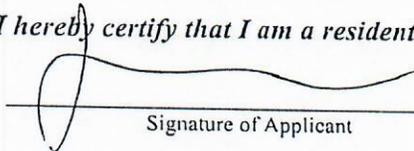
3. _____

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

Co-Owner Carpe Diem Guesthouse

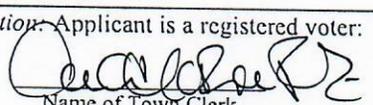
VP on the P.B.G.

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


Signature of Applicant

06/16/2020
Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

<p>Town Clerk Certification: Applicant is a registered voter: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p> Name of Town Clerk</p>	<p>This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date: _____</p>
---	--

Date Received by Board of Selectmen

Date Received by Town Clerk

RECEIVED
JUN 17 2020
SELECT BOARD

REC'D TOWN CLERK
JUN 17 2020 AM 10:10

Visitor Services Board				
	First	Last	Position	Term End
1	Susan	Avellar	Chamber	06/30/21
2			PBG	06/30/20
3	Regina	Cassidy, Vice Chair	Women Inn	06/30/22
4	Andrea	Sawyer	At Large	06/30/22
5	Jay	Gurewitsch, Chair	At Large	06/30/20
6	David	Wilson	Arts Com.	06/30/22
7	David Nelson	Burbank, Clerk	At Large	06/30/20



Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22, 2020

4A

PUBLIC HEARING

EDP 20-01 - 167 Commercial Street Unit 1

Requested by: Xavier Palmer

Action Sought: Discussion/Approval

Proposed Motion(s)

Move that the Select Board vote to approve Economic Development Permit 20-01 for Xavier Palmer based on findings that the proposed use is consistent with the criteria set forth in Selectmen's Policy 2019-09-23, subject to the attached permit with conditions [as submitted] [as revised].

Additional Information

See attached application along with plans for the proposed improvements and draft permit.

TOTAL FLOW REQUEST (TO CONNECT TO MUNICIPAL SEWER)				
EXISTING RETAIL				64
PROPOSED 1 BEDROOM HOUSING UNIT	Bedrooms	1	110	110
TOTAL PROPOSED FLOW				110
SUBTRACT EXISTING FLOW				64
TOTAL EDP FLOW REQUEST				46

Board Action

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



Select Board

Public Hearing

Economic Development Permit:

The Provincetown Select Board will hold a Public Hearing on **Monday, June 22, 2020 at 7:00 p.m.** in the Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657 to receive comments from the public on the following Economic Development Permit request:

1. Economic Development Permit 20-01 – Laruma LLC, 167 Commercial #1, by Xavier Palmer (owner), to increase the assigned Title 5 flow to the property by 46 gallons per day to convert an existing retail (gallery) space into an employee housing residential one-bedroom unit.

Comments may be submitted in writing to the Office of the Select Board, 260 Commercial Street, Provincetown, MA 02657 or selectmen@provincetown-ma.gov by Tuesday, June 16, 2020, noon, or virtually by dialing (833) 579-7589. When prompted, enter the following conference number: 495 802 257#.

David Abramson, Chairman

Posted: Town Hall, <http://www.provincetown-ma.gov>

Published:

Banner: May 28, 2020 and June 4, 2020



**TOWN OF PROVINCETOWN
ECONOMIC DEVELOPMENT PERMIT APPLICATION**

ALL FIELDS ARE REQUIRED

20-01

167 Commercial Street Unit 1, Provincetown MA 02657		05/06/2020 DATE
Property Address		Unit 1
Xavier Palmer	xavierpalmer10@gmail.com	646.407.0164 Unit Number (If Applicable)
Property Owner Name	Property Owner Email Address	Telephone Number
2000 NE 6th Terrace	Wilton Manors	FL 33305
Property Owner Mailing Address	City/Town	State Zip
Business Name	Business Owner Email Address	Telephone Number
Business Owner Mailing Address	City/Town	State Zip

Check the Economic Development goals that apply to your application:

Support, create, or enhance year-round employment opportunities/incomes

Support an extended employment season of at least 9 months

Help to diversify Provincetown's year-round economic base

Feature solutions to known barriers to year-round economic success

Provides a measurable public benefit e.g. public restrooms

Create, expand, or maintain the provision of transient occupancy rooms (commercial) available to visitors

Create seasonal or year-round employee/business owner housing

WASTEWATER DISPOSAL SYSTEM (CIRCLE ONE): <input checked="" type="checkbox"/> <u>SEWER</u> <input type="checkbox"/> <u>SEPTIC SYSTEM</u>		
64	46	110
EXISTING FLOW	REQUESTED ADDITIONAL FLOW	TOTAL FLOW IF GRANTED ECONOMIC DEVELOPMENT PERMIT

ATTACH THE FOLLOWING:

- Brief and accurate description of proposed project
- Breakdown of requested flow by use
- Plans and/or sketches to show proposed project feasibility
- Narrative about the potential economic benefits to the Town

	Xavier Palmer	05/06/2020
PROPERTY OWNER SIGNATURE	PROPERTY OWNER NAME (PRINT)	DATE

BUSINESS OWNER SIGNATURE	BUSINESS OWNER NAME (PRINT)	DATE



- Brief and accurate description of proposed project

The Subject Property located on 167 Commercial st Unit 1, is 10,964± sq. ft. and includes seven condominium units, of which unit numbers 4, 5, 6, and 7 are residential. Unit 1 is a 1,285± sq. ft. condominium with three floors currently used commercially. The proposed project includes converting the unit to a one-bedroom, one-and-a-half-bathroom residential dwelling unit within the Town Center Commercial Zoning District and the Historic District. A bedroom and full bath is proposed on the top floor, kitchen/living on the ground floor, and office and ½ bath in the basement. Density is met where the Property is larger than 7,500 sq. ft. The residential use is permitted within the zone and the unit has one designated parking space meeting parking requirements. All work is proposed inside the existing structure, which currently has two means of egress. The limiting factor for the unit conversion is growth management where the unit may have 64 gpd of sewer flow and requires an additional 46 gpd for a total of 110 gpd for the one-bedroom unit.

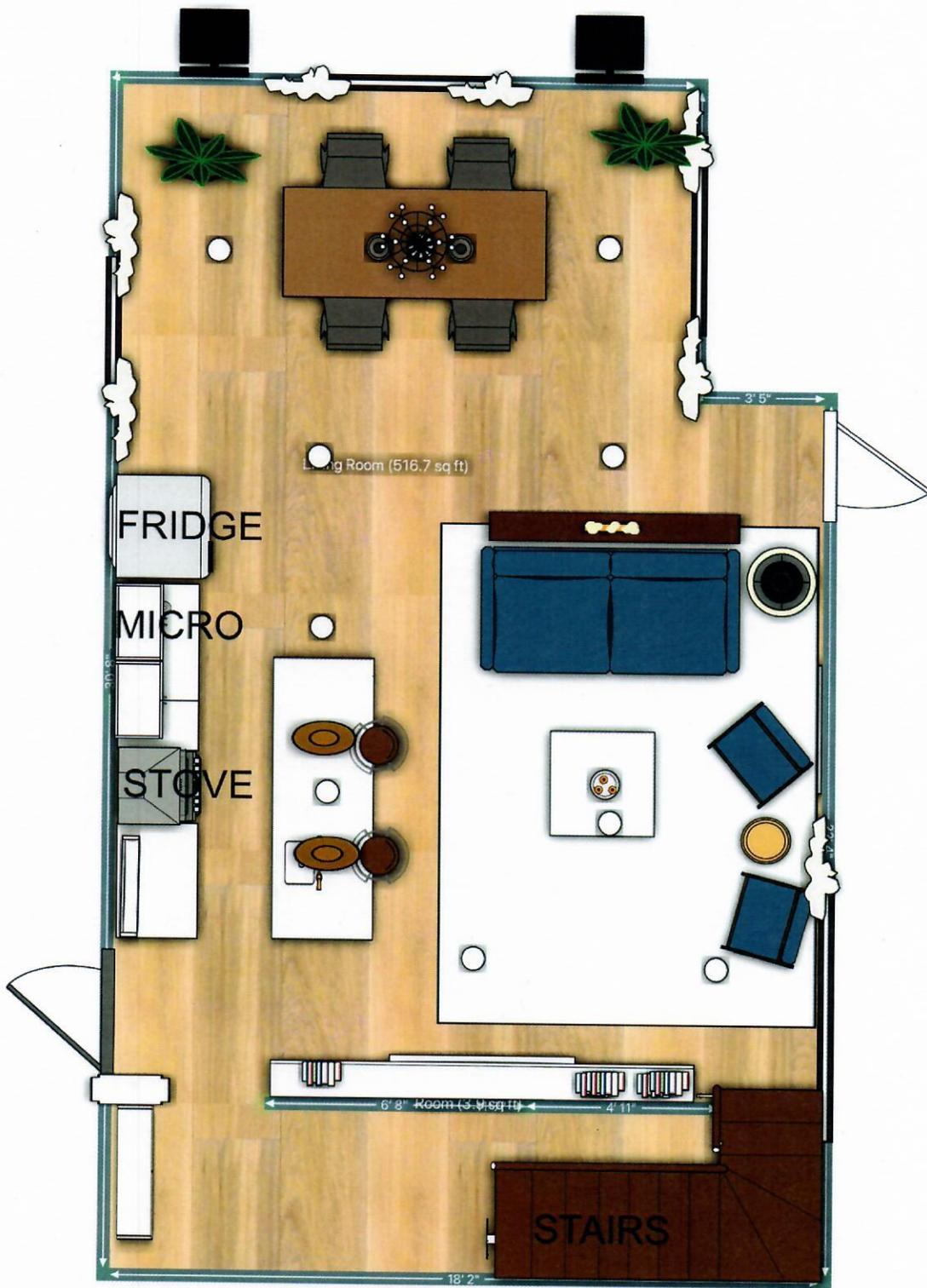
A one-bedroom unit is limited to 1 1/2 bathrooms. The basement room needs to remain open to the staircase with no dividing walls or doors in order to ensure this area does not meet the definition of a bedroom. The project is unlikely to require Historic District Commission filing where there will be no exterior alteration to the unit, windows, or doors.

- Narrative about the potential economic benefits for the town.

The conversion of the commercial unit into residential creates seasonal or year around employee or business owner housing. The unit will not be used for short term rental. The space is currently designed for an art gallery but is not located in the gallery district making it more difficult to find a steady tenant.

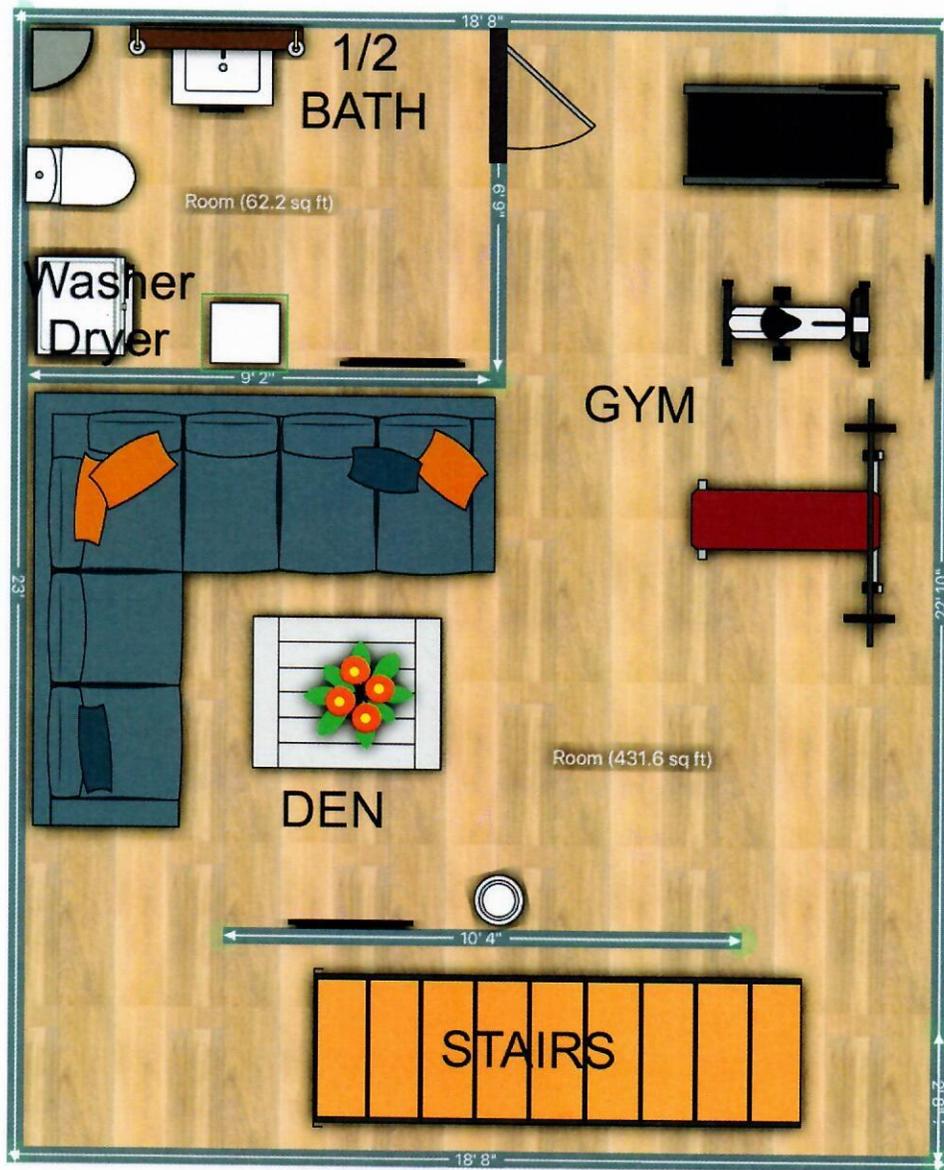
I had a tenant who had a lease contract until December 2020 but just moved out due to the corona virus pandemic and the unit will remain empty for the rest of the year because nobody is looking for a commercial space. Now that the unit is empty is good time to start working in the conversion so it can be ready for next season.

Unit 7 was converted from commercial to residential in 2011.

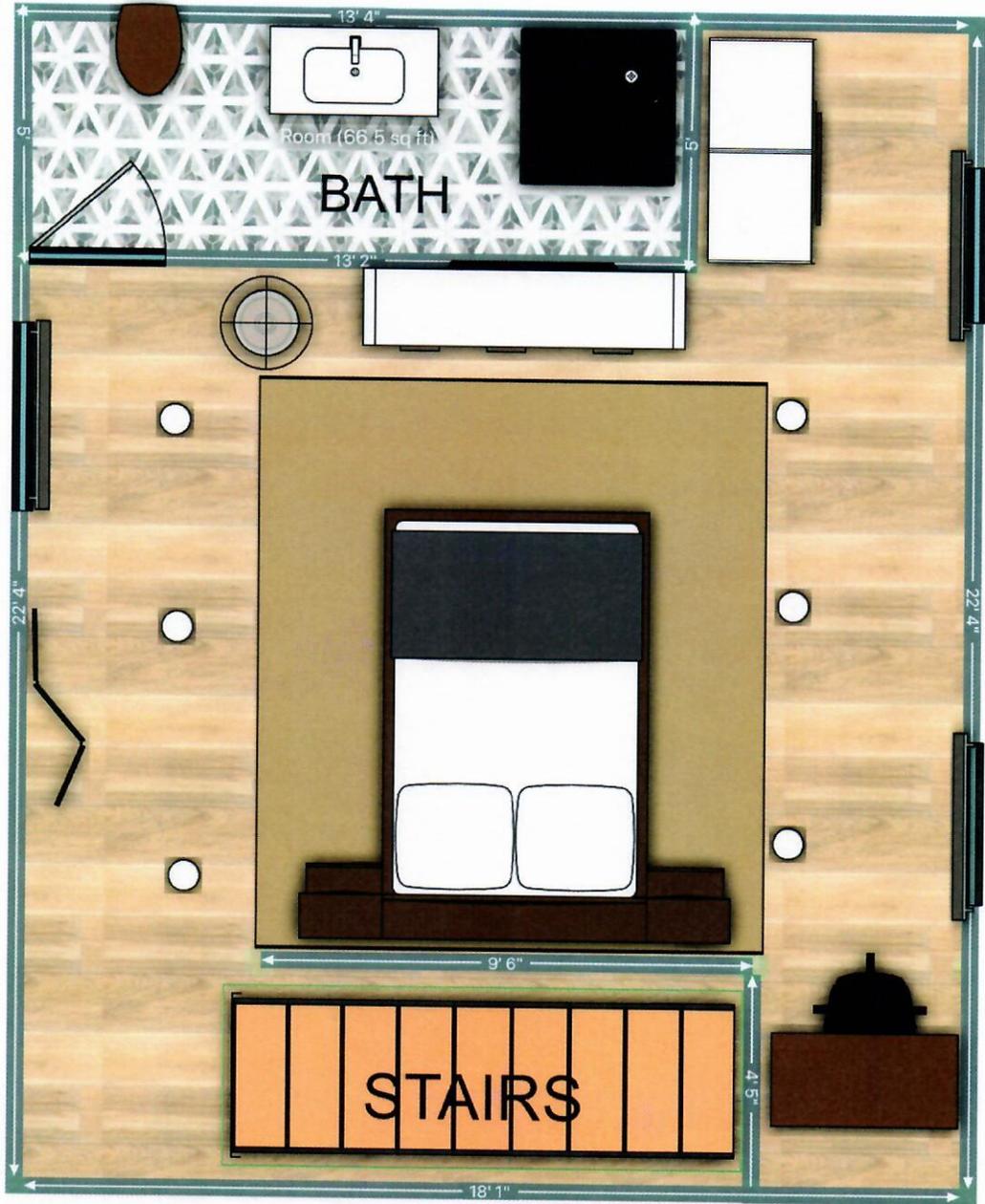


FIRST FLOOR

STORAGE



BASEMENT



SECOND FLOOR

Key: 1067

Town of Provincetown - Fiscal Year 2021 Preliminary

1:10 pm 5/20/2020 SEQ # 1

CURRENT OWNER		PARCELID		LOCATION	
PALMER XAVIER 2000 NE 6TH TERRACE WILTON MANORS, FL 33305		7-2-3-1-001		167-U1 COMMERCIAL ST	
TRANSFER HISTORY		DOS	T	SALE PRICE	BK-PG (Crt)
PALMER XAVIER		09/30/2019	QS	650,000	32335-299
LARUMA, LLC		07/01/2016	F	1,297,734	1
BVM REALTY TR		03/21/1996	QS	250,000	10109-96
CD	T	AC/SF/UN	Nbhd	Inf1	Inf2

CLASS	CLASS%	DESCRIPTION	BN ID	BN	CARD
3430	100			1	1 of 1
PMT NO	PMT DT	TY	DESC	AMOUNT	
18-BP-1546	06/08/2018	43	INSP SALES Q		
		38	38D I/E RECE	12,525	
		3	RENOVATIONS		
		42	INSP DATA QU		
		38	38D I/E RECE		

TOTAL	10,934 SF	ZONING	TCC	FRNT	79
Nbhd		N	07-2-003-0-001		
Inf1		O			
Inf2		T			
		E			

ASSESSED	CURRENT	PREVIOUS
LAND	0	0
BUILDING	606,900	613,100
DETACHED	0	0
OTHER	0	0
TOTAL	606,900	613,100



PHOTO 03/30/2020

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD

BUILDING	CD	ADJ	DESC
MODEL	11		CONDO C/IM
STYLE	1	1.00	CONDO C/IM (100%)
QUALITY	G	1.40	GOOD (100%)
FRAME	1	1.00	WOOD FRAME (100%)

MEASURE	2/21/2019	NL
LIST	9/8/2019	NL
REVIEW	9/8/2019	CB

YEAR BLT	1989	SIZE ADJ	1,000	ADJ	1,000
NET AREA	1,285	DETAIL ADJ	2,621		
\$NLA(RCN)	\$482	OVERALL	1,000		
CAPACITY		UNITS			
STORIES	2				
ROOMS	2				
BEDROOMS	0				
FULL BATHS	0				
HALF BATHS	1				
TOT FIXTURES	2				
# OF UNITS	0				
KITCHENS	0				
AFFORD.HSG UN	0				

ELEMENT	CD	DESCRIPTION	ADJ
COMPLEX	44	BEKS	1.05
CONDO STYLE	21	CD RETAIL	1.35
EXT. COVER	2	CLAPBOARD	1.00
NBHD	4	TOWN CENTER WF	1.85
VIEW	1	NONE	1.00
NET ADJ (MKT)	100	100	1.00
HEATING/COOL	5	ELECTRIC BB	1.00
FUEL SOURCE	3	ELECTRIC	1.00
BEACH RIGHTS	1	NO	0.00
FIREPLACE	99	0 FPL	0.00
BASEMENT	4	FULL	1.00
SEPTIC FIELD	1	SEWER	1.00

S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN
NLA	L	L	LIVING AREA	1,285	1989	473.71	608,713
GSP	O	O	GAR.PARKG SPACE	1		10,566.00	10,566

TOTAL RCN	619,279
CONDITION ELEM	CD
EXTERIOR	V
INTERIOR	A
BATHS	
HEAT	
ELECT	
EFF.YR/AGE	2011 / 8
COND	2 2 %
FUNC	0
ECON	0
DEPR	2 % GD
RCNLD	\$606,900



Town of Provincetown
ECONOMIC DEVELOPMENT PERMIT
(Town of Provincetown General By-laws Section 5-15-4)
and
DECLARATION OF COVENANTS

Property Owner: Xavier Palmer
Property Owner Address: 2000 NE 6th Terrace, Wilton Manors, FL 33305
Property Address: **167 Commercial Street unit 1, Provincetown, MA 02657**
Assessor's Map Number: 7-2-3-1-001
Title Reference: **Barnstable County Registry of Deeds Book 32335 Page 299**
Applicant (if different):
Business Entity: NA

Economic Development Permit No. 20-01

Existing Use(s) of Property: Retail space

Sewage Assigned Flow for Existing Use(s) of Property: The property at 167 Commercial Street Unit 1, henceforth referred to as "Premises", has a total existing Title V flow of 64 gpd, for the existing retail. The property is current serviced by the municipal sewer system.

Proposed Use(s) of Property or Proposed Expansion of Existing Use(s) of Property: The owner would like to convert the space into a 1-bedroom workforce housing unit.

Title V Design Flow for Proposed or Expanded Use(s) of Premises: 110 gpd.

The Town of Provincetown, acting by and through its Select Board, hereby grants an Economic Development Permit, pursuant to Town of Provincetown General By-laws Section 5-15-4, to the Property Owner for the use of the property located at **167 Commercial Street unit 1, (the "Premises")**, as a **1-bedroom workforce housing unit (the "Approved Use")**, subject to the Owner's covenants stated below.

The Owner hereby covenants with the Town of Provincetown, a Massachusetts municipal corporation with an address of 260 Commercial Street, Provincetown, Massachusetts 02657, acting by and through its Select Board pursuant to Provincetown General By-laws Section 5-15-6 (the "Town") as follows:

1. The Owner shall commence the Approved Use of the Premises described above on or before the date that is one year following the date of grant of this Permit and shall thereafter continuously maintain said Approved Use of the Premises. If the Approved Use of the Premises is discontinued for a period of thirty (30) consecutive

days after commencement thereof, such discontinuance shall be deemed a failure to continuously maintain. The one-year and the thirty (30) day periods may be extended by the Town for good cause shown.

2. This Declaration of Covenants shall run with the Premises and be binding upon the executors, administrators, heirs, devisees, successors and assigns of the Owner.
3. Upon prior written notice to the Owner at the Property Address above or such new address as the Owner shall notify the Selectmen in writing, the Town shall have the permanent right and easement to enter upon the Premises for the purpose of determining compliance with the terms of this Declaration of Covenants.
4. The Town shall have the option to enforce this Declaration of Covenants, but shall not have the obligation to do so.
5. The Owner hereby covenants and agrees, for the Owner and the Owner's successors and assigns, to reimburse the Town for all reasonable costs and expenses (including without limitation reasonable counsel fees) incurred in enforcing this Declaration of Covenants, provided the Owner has been determined by a court of law to be in violation of the terms of this Declaration of Covenants.
6. This Declaration of Covenants sets forth rights, liabilities, agreements and obligations upon and subject to which the Premises or any portion thereof, shall be improved, held, used, occupied, leased, sold, mortgaged, encumbered, or conveyed. The rights, liabilities, agreements and obligations herein set forth shall run with the Premises and any portion thereof and shall inure to the benefit of and be binding upon the Owner and all parties claiming by, through or under Owner, including subsequent transferees and/or assigns of the Owner. This Declaration of Covenants shall have a term of ninety-nine years or the longest period allowed by law. The Owner agrees that this Declaration of Covenants is an "other restriction held by a governmental body" as that term is used in G.L. c.184, §26 and thus not subject to the limitations on the enforceability of restrictions in G.L. c.184, §§26-30. Nevertheless, if recording of a notice is ever needed to extend the time period for enforceability of this Declaration of Covenants, the Owner(s) hereby appoints the Select Board of the Town of Provincetown as the Owner's agent to execute and record such notice and agrees that the Owner shall execute and record such notice upon request.
7. The Owner agrees to incorporate this Declaration of Covenants, in full or by reference, into all deeds, easements, mortgages, leases, licenses, occupancy agreements or any other instrument of transfer by which an interest in and/or a right to use the Premises, or any portion thereof, is conveyed.
8. If any court or other tribunal determines that any provision of this Declaration of Covenants is invalid or unenforceable, such provision shall be deemed to have been modified automatically to conform to the requirements for validity and enforceability as determined by such court or tribunal. In the event the provision invalidated is of such a nature that it cannot be so modified, the provision shall be deemed deleted from this Declaration of Covenants as though it had never been included herein. In

either case, the remaining provisions of this Declaration of Covenants shall remain in full force and effect.

9. The Owner is the sole owner in fee simple absolute of all the Premises and there are no mortgages of record or otherwise on the Premises or any portion thereof except for those described below, if any, and the present holders of said mortgages have assented and subordinated to this Declaration of Covenants prior to the execution by the undersigned. It is agreed that any subsequent mortgages shall be subordinate to this Declaration of Covenants.
10. It is agreed that this Declaration of Covenants shall take effect only upon the execution of this Economic Development Permit by the Town of Provincetown Select Board and the recordation with the Barnstable County Registry of Deeds or filing with the Barnstable County Registry District of the Land Court of this Economic Development Permit and Declaration of Covenants.
11. A true copy of the Owner's application for this Economic Development Permit including all documents and plans submitted therewith, is attached hereto as Exhibit A and is incorporated herein except as specified below:

N/A

12. It is agreed that, monetary damages for breach of this covenant being difficult or impossible to ascertain, the Town's remedies shall include, without limitation, specific performance of the obligation to continuously maintain the Approved Use upon the Premises.
13. The Town's remedies shall include, without limitation, revocation of this Economic Development Permit by order of the Select Board, which order may be made thirty (30) days after the date notice is given by mail to the Property Owner of the Selectmen's determination that the Owner has failed to continuously maintain the Approved Use, or that the Owner has commenced a use on the Premises other than, or in addition to, the Approved Use, unless an additional use is otherwise permitted under the Town zoning laws and is merely de minimus in nature, whereupon all rights arising from this Economic Development Permit shall be forfeited, including without limitation any Growth Management Permit or increased sewage flow allocation that may have been granted with respect to the Premises, notwithstanding that the Premises may have been assessed a betterment or special assessment relating to the increased sewage flow allocation and the Allowed Use shall be deemed to be expressly abandoned by the Property Owner, pursuant to Section 6200-3 of the Growth Management By-Law of the Town.
14. The Owner must apply for and obtain all other necessary permits and approvals in order to proceed with the Approved Use.
15. The Owner further covenants and agrees that the Owner shall comply with the following additional conditions:

- (a) The additional gallons shall be utilized for the Approved Use as proposed (seasonal or year-round rental employee housing) only and shall not be subsequently converted to any other use without prior approval of the Select Board. Non-employee weekly rental or transient occupancy is prohibited.
- (b) Approved use shall require current and continuous Rental Certification consistent with the Board of Health Regulations.
- (c) Upon any transfer of interest in and/or a right to use the Premises, Approved Use or any portion thereof, and as a condition of the lease, sale transfer of interest or right to use, the Town shall be provided with a certificate of compliance agreeing to the conditions stated herein and certifying that the Approved Use shall continue and not be altered with the prior approval of the Select Board or the permit shall be forfeited.

16. This Economic Development Permit and Declaration of Covenants may be amended only by written agreement of the Select Board and the Property Owner.

WITNESS our hands and seals this ____ day of _____ 2020.

OWNER

By: _____

Name:

Title:

By: _____

Name:

Title:

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

_____, SS.

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

On this day, _____, 20__, the Select Board of the Town of Provincetown, pursuant to Town of Provincetown General By-laws Section 5-15-4, hereby grants this Economic Development Permit authorizing the Proposed or Expanded Use(s) of Property described above, subject to the above Declaration of Covenants and all other necessary Town permits.

TOWN OF PROVINCETOWN,
By its Select Board

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____ member, Town of Provincetown, Select Board, as aforesaid, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name he/she signed on the foregoing instrument, and further acknowledged to me that he/she signed it voluntarily for its stated purpose as said member.

Notary Public
My Commission Expires:

Mortgagee(s) Consent and Subordination

The _____, by _____, the holder of a mortgage dated _____, recorded with the Barnstable County Registry of Deeds in Book _____, Page ____, does hereby assent to the recording of this Economic Development Permit and Declaration of Covenants and subordinates said mortgage to this Economic Development Permit and Declaration of Covenant as if this Economic Development Permit and Declaration of Covenants had been recorded prior to said mortgage.

By: _____

Its, _____
Duly authorized

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22, 2020**

5A

JOINT MEETING

Finance Committee

Requested by: Town Manager Robin Craver

Action Sought: Discussion/Direction

Proposed Motion(s)

Discussion Dependent/Votes May Occur

Additional Information

Joint Meeting the Finance Committee: Topics to be discussed

- a. 2019 Audit – Presented by CliftonLarsonAllen Wealth Advisor Matt Hung
- b. FY21 Budget – Personnel – reorganization and costs
- c. Town Departments transitioning from virtual to office

Board Action

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

Town of Provincetown Fiscal Year 2019 Audit Exit Conference

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WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor



Create Opportunities

Agenda

- Financial Statements
 - Opinion
 - Financial Summary
 - Significant Notes to Financial Statements
- Management Letter
- GAO/UG Reports (“Single Audit”)



Financial Statements

- Auditors' Opinion (p. 1-2)
 - Unqualified
 - ◇ Consistent with prior years and best opinion available



Financial Statements

- Governmental Fund FS (p. 15-16)
 - Focus on major funds
 - ◇ General Fund
 - ◇ Harbor Hill Acquisition Fund
 - All other funds included in nonmajor governmental column



General Fund

- Balance sheet (p. 15)
 - General Fund - Fund Balance - \$10.7M (GAAP)
 - ◇ Restricted - \$241k (debt service)
 - ◇ Committed - \$5.9M
 - Continuing Appropriations - \$5.5M
 - FY 20 Budget - \$400k
 - ◇ Assigned - \$100k (encumbrances)
 - ◇ Unassigned - \$4.4M
 - Includes \$2.0M of general stabilization fund balance
 - 13.8% of General Fund expenditures and transfers
 - 18.0% in FY 18



General Fund

- GAAP Revenues/Expenses (page 16)
 - Net change in fund balance, GAAP basis – \$28k
- Budgetary Revenues/Expenses (p. 67-68)
 - Net change in fund balance, budgetary basis – (\$800k)
 - ◇ Difference to GAAP is GAAP includes accruals such as 60-day receipts and GAAP includes the stabilization fund
 - Anticipated change in fund balance, budget basis - (\$8.7M)
 - Positive Revenue Budget to Actual variance - \$1.0M
 - Positive Expense Budget to Actual variance - \$1.7M (\$7.4M excluding encumbrances)



Harbor Hill Acquisition Fund

- Balance sheet (p. 15)
 - Fund Balance – \$2.0M
- Revenue/Expense (p. 16)
 - Expenses - \$8.1M
 - ◇ Represent expenses of bond proceeds received in FY 18



Financial Highlights

- Proprietary Funds Financial Statements (p. 19-21)
 - **Water Enterprise**
 - ◇ Net Position - \$13.6M
 - Invested in capital assets - \$12.9M
 - Unrestricted - \$675k
 - ◇ Revenues - \$2.6M
 - Slight increase from the prior year (\$2.4M)
 - **Wastewater Enterprise**
 - ◇ Net Position - \$39.6M
 - Invested in capital assets - \$22.0M
 - Unrestricted - \$17.6M
 - ◇ Revenues - \$1.7M
 - Consistent with prior year (\$1.7M)



Notes to Financial Statements

- Note 9 (p. 48) – Long-Term Debt
 - \$50.8M in outstanding debt
 - ◇ \$24.4M – Governmental
 - ◇ \$26.4M – Enterprise Funds
 - ◇ No new debt issued in FY 19
 - ◇ Principal payments - \$4.5M



Notes to Financial Statements

- Note 10 (p. 51) – Other Post Employment Benefits (OPEB)
 - Liability increased from \$18.2M to \$20.9M
 - Disclosures per GASB 74/75:
 - ◇ Deferred outflows and inflows (page 56)
 - ◇ Investment policies and expected returns (page 54)
 - ◇ Discount rate (page 54)
 - ◇ Sensitivity tables (page 54-55)



Notes to Financial Statements

- Note 14 (p. 58) – Pension Plan
 - Town reports a net pension liability for its share of the Barnstable County Retirement Association (BCRA) net pension liability
 - ◇ \$22.3M (increase of \$4M)
 - Additional footnote disclosures on BCRA
 - ◇ Actuarial assumptions (page 61)
 - ◇ Investment targets and expected rates of return (page 62)
 - ◇ Sensitivity of liability to discount rate (page 62)



Management Letter

- Introduction
 - Considers the Town's systems of internal control over financial reporting
 - Critical in nature
 - Does not identify any strengths of the systems
 - By-product of an audit of the financial statements



Management Letter

- 4 comments this year
 - 1 comment from prior year (Information Technology)
 - 1 new comment (Parking Procedures)
 - 2 informational comments (GASB 84 and 87)
 - 1 comment from prior year was resolved
 - ◇ Stabilization Fund funding plan



Management Letter

- Parking Procedures (p. 1-2)
 - Based on our review of internal controls, we recommend:
 - ◇ Implement formal policies and procedures manual
 - ◇ Segregate duties of collecting, reconciling and depositing amounts from meters, kiosks and lots
 - ◇ Consider cost/benefit of eliminating lot booths and attendants and replacing with kiosks
 - ◇ Implement a policy of daily deposits
 - ◇ Consider cost/benefit of eliminating coin meters and replacing with meters that accept credit cards (and/or bills)
 - ◇ Consider accepting credit card payments only for payments in which cash or checks is currently an option
 - ◇ Consider replacing in-person payments with online payments
 - ◇ Parking Department – place funds in secure location



Management Letter

- Information Technology (p. 3-4)
 - Implement formal IT strategic plan
 - Conduct periodic vulnerability assessments, penetration testing and social engineering
 - Improve password change/complexity requirements
 - Formalize and document periodic user access reviews
 - Formalize and document disabling access of terminated users
 - Obtain SSAE 18 reports for Invoice Cloud vendor



Management Letter

- Informational Comments – GASB 84 and 87 (p. 5-6)
 - GASB 84 – Primary impact is reporting of custodial funds (previously referred to as agency funds)
 - ◇ Implementation – FY 21
 - GASB 87 – Primary impact is reporting of all leases (including operating leases) as assets (lessee) and liabilities (lessor)
 - ◇ Implementation – FY 22



GAO/UG Reports (“Single Audit”)

- Single Audit required when > \$750k of expenses
- Page 6 – Schedule of Expenditures - \$3.9M
- Major Grants
 - Airport Improvement
 - Watershed Protection and Flood Prevention
- No findings



**TOWN OF PROVINCETOWN
GENERAL FUND
PROPOSED FY2021 BUDGET CHANGES**

	GENERAL FUND
FY21 REVENUE BUDGET	31,123,175
Rooms Tax -75%	(543,750) Estimated revenue loss
Meals Tax -75%	(485,362) Estimated revenue loss
Parking Revenue -75%	(1,575,000) Estimated revenue loss
Debt Exclusion Adjustment	(273,424) Due to issuing short term notes instead of long term borrowing
Free Cash to Offset Budget	650,000 This will fluctuate depending on approved decreases
Net Revenue Change	<u>(2,227,536)</u>
FY21 REVENUE BUDGET REVISED	<u>28,895,639</u>
FY21 EXPENDITURE BUDGET	31,090,849
Operating Expenditures	
112 Select Board	(3,250) Contracted services, in state travel, special events
123 Town Manager	5,000 Covid Mitigation
135 Finance	(6,850) Training, software and supplies
141 Assessing	(17,700) Reduce contracted services
161 Town Clerk	(2,100) Reduce training
210 Police	(24,100) See Memo Attached
231 Ambulance	(77,257) LCA contract reduction
250 Community Development	(2,000) Training
251 Building	(1,010) Uniforms and in state travel
295 Harbormaster and Marine Services	(10,285) Contracted services, training, in state travel, uniforms
296 Shellfish	(4,025) Reduce stock purchases
512 Human services	(1,072) Training, supplies, in state travel
541 COA	(2,670) Training, supplies, in state travel
610 Library	(5,904) Community Programming & books
630 Recreation	(6,200) Eliminate field trips in FY2021
710 Debt Service	(213,269) Due to issuing short term notes instead of long term borrowing. This is offset by a decrease in debt exclusion on budget summary tab
910 Benefits and Insurance (Health Ins)	(645,000) Reduce health insurance budget due to CCMHG FY21 rates not increasing and change grandfathered 80-20 to 70-30 effective Jan 1 (6 months \$145,000)
300 Public Schools	(400,000) Move expenditures from general fund to school choice fund
TOTAL OPERATING CHANGES	<u>(1,417,692)</u>
Personnel Expenditures	
123 Select Board Stipends	(10,500) Per SB Chair request for discussion purposes
210 Police	(184,499) See Memo Attached
220 Fire	(66,778) Reduce EMS Coordinator from 40 hours to 19 hours. Eliminate full time Fire Secretary position. Add 19 hour Paramedic position. This would replace two full time benefited positions with two part time non benefited positions.
299 Parking	(102,831) Reduce Booth Attendants due to new software and no cash policy per audit recommendation
255 Housing Specialist Salary (from Program Income)	(30,000) Move expense to special revenue fund from general fund
512 Vacation Relief	(522) Reduce vacation relief at Human Services
541 Vacation Relief	(870) Reduce vacation relief at COA
5 Day Furlough (26 Employees)	(65,561) Salaries below \$50,000 (AFSCME and Non union) or equivalent layoff
10 Day Furlough (62 Employees)	(67,629) Salaries \$50,000 or higher (AFSCME and Non union) or equivalent layoff
COLA (Police/AFSCME/Non union)	(160,000) Eliminate Cost of Living Increases for FY2021 or equivalent layoff
Step Increases (Police/AFSCME/Non union)	(127,529) Eliminate Step Increases for FY2021 or equivalent layoff
TOTAL PERSONNEL CHANGES	<u>(816,719)</u>
TOTAL EXPENDITURE CHANGES	<u>(2,234,411)</u>
FY21 EXPENDITURE BUDGET REVISED	<u>28,856,438</u>
ORIGINAL BUDGETED SURPLUS CHANGES	32,326
	6,875
REVISED BUDGET SURPLUS	<u>39,201</u>

**TOWN OF PROVINCETOWN
WATER ENTERPRISE FUND
PROPOSED FY2021 BUDGET CHANGES**

	WEF	
FY21 REVENUE BUDGET	2,651,221	
User Charges -25%	<u>(569,363)</u>	Estimated revenue loss
Net Revenue Change	<u>(569,363)</u>	
FY21 REVENUE BUDGET REVISED	<u>2,081,858</u>	
FY21 EXPENDITURE BUDGET	2,610,868	
Operating Expenditures		
FY21 CIP Paid by Retained Earnings	30,000	Customer Self Service Portal Software
BAN Interest	20,000	Due to issuing short term notes instead of long term borrowing.
Debt Service	<u>(152,112)</u>	Due to issuing short term notes instead of long term borrowing.
TOTAL OPERATING CHANGES	<u>(102,112)</u>	
Personnel Expenditures		
5 Day Furlough	-	Salaries below \$50,000 (AFSCME and Non union) or equivalent layoff
10 Day Furlough (9 Employees, 1/3 of DPW Director, Deputy Director and Operations Manager)	(27,561)	Salaries \$50,000 or higher (AFSCME and Non union) or equivalent layoff
Step Increases (AFSCME/Non union)	(9,703)	Eliminate Step Increases for FY2021 or equivalent layoff
COLA (AFSCME/Non union)	-	Budgeted in General Fund; allocated to WEF if approved (\$9,700) Change grandfathered 80-20 to 70-30 effective Jan 1 or equivalent
Health Insurance (8 employees)	(8,390)	layoff
Other Personnel Reductions Needed	<u>(6,000)</u>	TBD
TOTAL PERSONNEL CHANGES	<u>(51,654)</u>	
TOTAL EXPENDITURE CHANGES	<u>(153,766)</u>	
FY21 EXPENDITURE BUDGET REVISED	<u>2,457,102</u>	
ORIGINAL BUDGETED SURPLUS CHANGES	40,353	
	<u>(415,597)</u>	
REVISED BUDGET SURPLUS (DEFICIT)	<u><u>(375,244)</u></u>	Deficit offset by Prior Year's Retained Earnings

**TOWN OF PROVINCETOWN
WASTEWATER ENTERPRISE FUND
PROPOSED FY2021 BUDGET CHANGES**

	WWEF	
FY21 REVENUE BUDGET	4,287,844	
User Charges -25%	(350,575)	Estimated revenue loss
Rooms Tax -75%	(237,000)	Estimated revenue loss
Net Revenue Change	<u>(587,575)</u>	
FY21 REVENUE BUDGET REVISED	<u>3,700,269</u>	
FY21 EXPENDITURE BUDGET	4,187,806	
Operating Expenditures		
TOTAL OPERATING CHANGES	<u>-</u>	
Personnel Expenditures		
5 Day Furlough	-	Salaries below \$50,000 (AFSCME and Non union) or equivalent layoff
10 Day Furlough (1/3 of DPW Director, Deputy Director and Operations Manager and 20% Health Director)	(4,240)	Salaries \$50,000 or higher (AFSCME and Non union) or equivalent layoff
Step Increases (1/3 of DPW Director, Deputy Director and Operations Manager and 20% Health Director)	(2,200)	Eliminate Step Increases for FY2021 or equivalent layoff
Health Insurance	-	No full time employees, budgeted in general fund
COLA	-	Budgeted in General Fund; allocated to WWEF if approved
	<u>(\$2,200)</u>	
TOTAL PERSONNEL CHANGES	<u>(6,439)</u>	
TOTAL EXPENDITURE CHANGES	<u>(6,439)</u>	
FY21 EXPENDITURE BUDGET REVISED	<u>4,181,367</u>	
ORIGINAL BUDGETED SURPLUS	100,038	
CHANGES	<u>(581,135)</u>	
REVISED BUDGET SURPLUS (DEFICIT)	<u>(481,097)</u>	Deficit offset by Prior Year's Retained Earnings

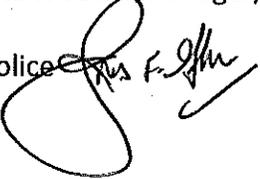
Town of Provincetown

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: Robin L. Craver, Town Manager
CC: Josee Cardinal-Young, Assistant Town Manager/Finance & Administration
FROM: James F. Golden, Chief of Police 
Subject: FY-2021 Police Budget
DATE: 06/10/2020

This document provides highlights of my proposed changes in the FY-21 (210) police budget.

Budget documents are traditionally difficult to read, especially if you are not familiar with the organization of the police department. One reason is that most of us do not work with written budgets every day and thus, are uncertain as to where we should focus our attention. For this reason, the police budget has been consciously organized to provide a "big-picture" overview first, followed by progressively more detailed information.

We have reviewed the budget and have come up with the following possibilities regarding cuts from the proposed budget, if necessary, for your review:

"A" Budget – Personnel

1. Professional/Technical (511002) – We currently have 1 position open as a result of a resignation received during this fiscal year with 2 additional proposed positions slated for FY-21 to provide dedicated law enforcement service to the airport community. This amounts to 3 FTE positions total in our current proposal. As we discussed, it takes basically one-full year from initial recruitment to completion of training and we will need to send any candidate selected to the police academy. It is also looking like the next academy would not be held at the earliest until January 2021. If we deferred hiring until then this would free up the budgeted funds for all three positions for the first half of the fiscal year in the amount of **\$91,773**. The breakdown is \$31,890 for the current opening plus \$59,883 for 2 TSA officers. This an overall reduction of 1.5 FTE in planned staff for this fiscal year.

2. Professional/Technical (511002) – Also, while we wait for staffing to stabilize, we would hold off on promoting the vacant detective for FY2021, there would be an additional **\$4,252** savings from the commensurate appointment stipend.

FTE: Police Employees							
	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Chief of Police	1	1	1	1	1	1	1
Lieutenant	1	1	1	1	1	1	1
Sergeants	4	4	4	4	4	4	4
Police Officers	13	13	13	13	13	13	15
Telecommunicator	5	5	5	5	5	5	5
Administrative Support	2	2	2	2	2	2	2
Animal Control Officer	1	1	1	1	1	1	1
TOTAL:	27	27	27	27	27	27	29

The prospect of furloughing police employees or reducing their hours in anyway is unsettling for many reasons. One of the major management problems that could result from this strategy could be a sudden turnover of public safety personnel. Though we have had some success in retaining our team, we are not immune to the issue of turnover. We still lose employees who choose to transfer to larger departments and who cite personal, finance and high housing costs as factors in their leaving. In fact, we just lost two regular officers last year. Provincetown police officers hold a certification which can be used in any other city or town in Massachusetts, so the skills they possess and the abilities they have make them valuable to other communities. If the Town does not make public safety a priority, and commit to protecting the positions currently being held, we could certainly stand to lose more than that.

Many of our police officers already work extra hours to pay for various personal needs, which include housing. If their income is threatened, it is only reasonable to believe that some could choose to transfer to other departments. As it stands at the time of this memo, there are eight open police officer positions available in other towns right here on Cape Cod. Speaking from my experience, certified patrol officer candidates (like your police officers) are always the preferable option in hiring because transfer officers save a lot of money in training costs. Since cost reductions are of highest priority right now, because of their experience, it would be extremely likely that any of our police officers leaving for another department would be hired.

Finding quality, certified telecommunicator candidates is always problematic for us because there are few options to choose from. Often times, finding telecommunicator candidates is more difficult than finding police officer candidates. The same is likely for other departments. If one of our telecommunicators were to find an opportunity elsewhere that did not have looming financial reductions, they would likely be hired as well.

The problem with losing any of our police employees is that there is a tremendous loss of community knowledge, experience and training to the department. Both police officers and telecommunicators require certifications that take time to earn and then they must receive continuous training to keep those certifications. This is different than in other departments. By losing police employees, the police department must also then undergo a lengthy hiring and training process to replace what was lost, this takes years to regain this community presence. In the current climate, the department cannot afford to hire and train new employees like this.

3. Part Time Personnel (5125001) – We have already, when asked, voluntarily reduced the number of seasonal police employees (summer officers and community service officers) this summer by FIVE (5). The corresponding budget reduction in the amount of **\$56,030** would reflect 5 summer employees pay for the months of July-October 2020. We would need to maintain the remaining budgeted amounts for next summer season specifically for the months of May and June 2021.
4. Part Time Personnel (5125001) – Additionally, we have delayed hiring and reduced by one the number of Community Service Officers performing parking enforcement this summer. As a result, an additional reduction of **\$13,444** could be realized while also keeping the budgeted amount of \$6,326 for next May and June 2021. (same as summer officers)
5. Celebratory Expenses (513175) – Our budget request was for an increase of \$19,000 to cover the Provincetown 400 events, a weekend July 4th and other yet unknown celebratory events. This amount was in addition to the \$20,000 we had in the previous year. We withdraw our request for the additional **\$19,000** and return to FY-20 level.

“B” Budget – Operating Expenses

1. New Recruits (519500) – We requested an increase in this line particularly for the academy reimbursements. Since one of these employees is no longer with our department, we can remove the **\$1,100** increase for this budget request.
2. Celebratory Cost of Services (530500) – We had requested for an additional increase of **\$15,000** for this line to cover planned Provincetown 400 festivities. As these events are currently cancelled, we request that this amount be reduced to FY-20 level of \$20,000.
3. Training (532100) – We requested an increase of this line for FY21 in the amount of \$3,000 based on prior years’ usage. As I have suspended most training until September 2020, I request an additional \$4,000 be reduced from the request which would be a total of **\$7,000**.
4. Support Services (533630) – We has asked for an increase in this line of \$1,000 because we went over last year’s budget amount. We request a reduction of that **\$1,000** to bring this line item back to FY-20 level.

I respectfully offer the following reductions to the police department operating budget.

(A) \$184,499

(B) \$ 24,100

For a proposed reduced police budget amount of **\$208,599**, this sum represents a 6.8% total decrease from our previously approved police plan.

I believe the police budget is an overall business strategy as its reinforced by value statements. By limiting your action and supporting the approval to the majority of the previously submitted public safety plan, I hope will send a strong expression of support for your police department.

Every police employee is essential. We must do everything we can to retain them during these hard times, not only for the overall health of the police department, but for the quality of service that is provided to the Town of Provincetown.

Please let me know what questions you may have.

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: Robin L. Craver, Town Manager
FROM: James F. Golden, Chief of Police
CC: David P. Gardner, Assistant Town Manager
Josee Cardinal-Young, Assistant Town Manager
Erin C. S. Ellis, Project Administrator
RE: ***Police Department Budget Staff Numbers 2014-2020***
DATE: 04/24/2020

Fiscal Year	Chief	Lieutenant	Sergeants	Officers	ACO	Dispatchers	Admin Asst	Records Clerk	PT Dispatch	Seasonal Officers	CSOs	Matron
2014	1	1	4	13	1	5	1	1	1	9	5	1
2015	1	1	4	13	1	5	1	1	1	6	5	1
2016	1	1	4	13	1	5	1	1	3	7	4	1
2017	1	1	4	13	1	5	1	1	1	7	4	1
2018	1	1	4	13	1	5	1	1	1	7	4	1
2019	1	1	4	13	1	5	1	1	1	7	4	1
2020	1	1	4	13	1	5	1	1	1	8	6	1

As you can see there has been no increase in police staffing going back 6-years. (we only has access to budget reports remotely to 2014).

Extra summer officers for Pier Marine Patrol Program (which was disbanded after 2014)

I am recommending in the strongest terms possible that we retain the plan to hire and train 2 additional police officers to provide dedicated law enforcement service to the airport community. These public safety officers would provide primary service to the Provincetown Airport during our long season commitment and provide a staff cushion to the community off-season. The primary salary costs of \$119,766 based on FY-2020 could be off-set in part by the \$38,920 billed to TSA last year and \$70,000 currently transferred from the Tourism Fund. This means we could gain the services of two fully-trained police officers for \$10,846 plus benefits

Legend:

ACO: Animal Control Officer
CSO: Seasonal Community Service Officers


James F. Golden
Chief of Police

In partnership with the community

Town of Provincetown Building Re-entry Plans Beginning July 1, 2020

Please find below proposed plans to transfer Town services from working remotely to occupying town buildings. To date, many staff have returned to their desks or departments working in the field with full staff. Programs such as Recreation are gearing up extended summer programs to serve our families. Staff's reviewing specific areas of expertise for standard guidelines for reopening on site programs. Our highest priority is public and employee safety and to that end, new measures and protocols are being implemented. Care is being given to our vulnerable populations. New technologies have made service delivery more efficient and we will be reviewing how best to incorporate these new processes into the future.

Town Hall

Town Hall- 1st floor- Administration and Finance:

Phase Two: Maximum 25% of Staff Returns to Office

Finance Director
Assistant Accountant
Assessor
Assessor's Office Manager
Treasurer
Collector
HR Manager
Assistant Town Clerk
Admin Asst to Town Manager
SB Secretary

Plan to keep Town Hall closed to other departments and the public to give returning staff time to adjust, organize, and catch up.

Keep interpersonal interactions to a minimum.

Departmental AP and PR vouchers and time sheets delivery to the mailroom or via drop boxes outside. Cash receipts should be delivered using drop boxes as the mail room is not secure. Orders and existing supplies for Town Hall staff should be requested of Nick via email and he will leave supplies outside his office for pick up.

Town Hall Commercial Street entrance for public bathrooms only. Ryder Street entrance for Town Hall business. Town Hall closed to public except by appointment as necessary.

Phase Three: Full Staff Returns to Office

Assistant Assessor
Assistant to Treasurer/Collector
Project Manager

Town Hall remains closed to public except by appointment as necessary.

Begin allowing Boards and Committees to meet in Town

Safety protocols and equipment for Employee Safety:

- Additional hand sanitizer stations installed and maintained in the lobby, and at all counters.
- Reusable masks for employees when interacting with in person customers and when unable to maintain 6 ft. distancing between co-workers
- Disposable masks for customers who enter without a face covering
- Install plexiglass at counter to shield employees from public service area (Treasurer/Collector and Town Clerk)
- Clean plexiglass and counters with disinfecting wipes after each in person transaction
- Staff wash hands after each interaction and use of shared equipment
- Social distancing marks (tape on floor) in public service area to mark 6-foot distance for queuing.
- Rope off entrances to SB Secretary, TM Outer Office,
- Lock swinging gates to Treasurer/Collector and Town Clerk offices
- Signage for doors, offices etc.

Town Hall- 2nd floor- Community Development:

Phase Two: Timeframe unknown (potentially July and August)

- Employees continue to work remotely to the extent possible.
- Employees working in the office will practice social distancing and wearing a mask when they are in any common area. Employees encouraged to wear personal cotton masks.
- The Town will procure disposable masks for employees and any members of the public allowed into the building.
- Use of common areas, especially copy machine, will be cleaned and sanitized after use.
- Additional hand sanitizer stations installed and maintained in the lobby, and on the inside of the counter.
- Drop-box will still be used and applicants will be encouraged to submit applications online through Viewpoint.
- Limited access of the public initially be appointment only. Change the Planning/Zoning application process to require online submission prior to acceptance of application.
- The Town will procure disposable masks for employees and any members of the public allowed into the building.
- Regulatory Board meeting remotely, transitioning to Town Hall as needed, public participation via technology -staff will work on improving public experience.
- Communication Plan – informing the public on new procedures and ensuring that we get input and feedback from them.
- Limit occupancy of Community Development conference room for meeting purposes.

Phase Three: Timeframe unknown (potentially this Fall)

- Continue Phase Two protocols
- Non-essential personnel schedule work from home days and limited office hours to reduce in-office congestion.
- Employees working in the office will practice social distancing and wearing a mask when they are in any common area, assuming this remains the Governor's protocol. Employees encouraged to wear personal cotton masks.
- Limited capacity in the lobby and social distancing marks on the floor for queuing when the public is allowed back in. Create one-way traffic within the lobby - enter on one side and exit on the other.
- Reconfiguring the Auditorium to accommodate several small meeting rooms for Department meetings and pre-development conference rooms.
- Opening the doors of the Judge Welsh Meeting room for regulatory board meetings to allow for social distance in seating and limiting the capacity in the room. Have board members wear masks on the dais as social distancing cannot be maintained. (***)Would masks affect PTV broadcast sound quality from microphones?)
- Communication Plan – informing the public on new procedures and ensuring that we get input and feedback from them.

Long Term Improvements:

Public electronic access for archival files through laserfiche or other means to reduce public visits and requests for review of files.

Consider options for lower level Windows to allow them to open for fresh air exchange. Consider options for opening windows in basement to allow for fresh air exchange. (***)May require recalibration of HVAC air handling in the space. Also, HDC review?) Overall air quality improvements, ionizers, and ultimately replacement of the carpet.

Veterans Memorial Community Center:

Council on Aging:

Resume essential one-on-one services, including:

Podiatry appointments bi-monthly beginning 6/25 (indoor individual appointments, full day)

AARP income tax appointments mid-late June (waiting for AARP plan)

COA outreach office visits (when required; otherwise, continue remote)

Legal consults

VNA clinic

Hearing evaluations

SHINE counseling

SNAP kiosk

On-site pantry (all ages; pick-up only)

Plan/implement new programming:

Barnstable County Cape Cod Extension Gardening Program started 6/10 (outdoor pick-up by seniors)

Monthly Mobile Pantry 6/24 (outdoor pick-up by seniors, deliveries, 8:00-2:00)

New virtual programs (planning; implementation)

New outdoor programs (planning)

New virtual programs (planning; implementation)

New outdoor meal and social programs (planning; implementation)
Evaluation of small group programs (under 10), pending state guidelines

Human Services:

Phase Two (JULY/AUGUST):

Offices reopen: Veterans Agent; Gosnold; Independence House; Cape Cod Childrens

Communication with all agencies regarding reopening plans

Continue all programs and services offered during Stay-at-Home/Phase One
Place

Staff prepares for resumption of remote meetings:
Human Services Committee meetings in September
Human Services Round Table in fall

Continue all programs and services offered during Stay-at-Home/Phase One

Public Works:

As the coronavirus epidemic continues to grab hold of our Nation it is important that, at the local level, we have a transition plan should the “stay-at-home” order be lifted by the State Governor. Below is an operational breakdown (per division) of essential duties required by our staff. DPW has resumed a Tier 1 operation since May 18th.

Administration:

Administrative Staff – To report to duty as normal, receive calls from public regarding operations, water service calls, emergencies, real estate transfers, etcetera. Staff will remain in their offices and communicate interoffice via telephone. When in common areas, such as break rooms or hallways, masks covering mouth and nose shall be worn. Our office shall remain closed to the public with exception to deliveries. All public business shall be communicated through telephone and dropbox. Anyone that must enter the office shall wear a facial shield or mask. This is subject to change as the situation improves. Staff will continue to process invoices, order supplies and process money receipts/deposits.

Water Department:

Both Treatment & Distribution staff will report to work for essential duties. Service calls will include seasonal water turn on, repairs to the distribution system, flushing, and etcetera. No in-house service calls will be performed during social distancing protocols.

Treatment operators will assume normal operations checking the treatment plant, chemical feeds and well fields. Treatment operators will be working from separate locations; one operator will work out of the South Hollow Pumping Station and one operator will work out of the Knowles Crossing Plant. Distribution team will be limited to 1 per truck. Distribution staff will maintain contactless work order deliveries to reduce staff interaction.

Highway Department:

Staffing level includes 8 laborers plus 1 mechanic. Crews will manage the divisions’ operational needs including preparing the Town for the busy tourism season, cleaning catch basins, street sweeping, line painting, etc. Start times for this department will be staggered to avoid all coming to work at the same time. A crew of two line painters and one street sweeper will report at 4AM and finish at 12PM. The 5 remaining staff will report at 6AM and finish at 3PM. The mechanic will have a flexible schedule to report for duty. Crews will be limited to one person to a truck and when not possible a 2-man crew is permissible with each member wearing protective facial shields or masks. The 2-man crew should work together for an extended duration for such duties as line painting. It is assumed that all staff members will assume good hygiene with frequently hand washing when working in the public. Off work time should limit their exposure to virus spread. The team will operate at a normal level performing routine yet essential tasks.

Buildings & Ground:

Staffing level consists of 5 Skilled Laborers and 5 Custodians. Custodians will perform routine duties with a focus on disinfecting all buildings under their responsibility. Custodians will also assist when able to open the building for critical staff and essential meetings. In the absence of seasonal staff, skilled laborers will be required to pick up town barrels. This will require significant overtime to the department. Once seasonal staff is brought onboard we shall immediately assume a 7 day/week barrel swap operation. Limited staff will be available to assist the Public Landscape Committee with beautification endeavors. Once seasonal staff is brought onboard we will provide greater assistance. Our target date to open the MPL bathrooms is May 22 with limited hours of 7am-4pm. Once seasonal staffing resumes, the MPL bathrooms will open 7 days/week from 8am to 8pm. This is a reduced schedule from last year (8am to 11pm) as we anticipate a reduction in nightly use.

The bathrooms will resume a 7day/week schedule for July and August unless demand requires it sooner. The Town Hall bathrooms will be open from 9am to 5pm and the Firehouse bathroom from 9am to 6pm. This is a reduced schedule for the Firehouse bathrooms from previous years (11am to 10pm). Once bathrooms are fully opened, we will limit the FH#3 and Town Hall bathrooms to 1 person at a time. MPL bathrooms have more space to serve the public so there will be less restriction. All patrons will be required to wear a mask. All bathroom attendants will be required to stand post outside of the bathrooms while they are in use. Periodically they should temporarily close the bathrooms, restock supply, and give a quick wipe down. Town Hall attendants should ensure that no citizens enter the auditorium when the building is closed to the public with exception to the restrooms.

Skilled laborers will continue identifying and completing essential tasks identified by their supervisor. The crews will maintain an acceptable distance from the public, wear proper PPE when in public, and shall be limited to one person to truck. A two-person team will be permissible as long as staff is wearing proper facial shield or mask.

Sanitation:

Staffing level consists of 4 employees working in a group of 2. The crews will continue with routine pick-up of residential trash and recycling per normal scheduled routes. Once staff has completed the route they will assist other departments such as the transfer station with other essential duties.

Transfer Station:

Staffing level consists of 4 employees. They are to maintain normal day to day operations but with restrictions. The swap shop will remain closed and transfer station access for solid waste and recycling disposal will only be open to private haulers and residents that don't have curb-side collection.

*Work from Home Policy:

Work from home employees shall be required to stay home or at a place of isolation to work on special projects assigned by their supervisors. Those assignments may involve developing Standard Operating Procedures (SOP's) for your most critical work tasks, training for special licenses required for your employment, or working from a town issued work computer. At no point should the employee leave there quarantine post during normal working hours. The Town is paying employee to remain home and away from the general public to preserve their health and the health of others. Extenuating circumstances or special requests shall be brought to the attention of your supervisor for approval. Worker that defy the Work from Home policy will be docked a sick day for each day they fail to quarantine.

Recreation Department:

The Recreation Department provides programs and facilities that fulfill the community's active and passive recreational needs. The most efficient and effective way of establishing recreation programs and services is to break down each phase into three categories: Administration, Facilities and Programming. Each phase is based on a theoretical situation and will be continually updated as more guidelines become available from state and town governments.

Administration:

Director and Assistant Director will resume their 40 hour work week where both will be present in the summer program at Motta Field. Public will still be able to access administration by phone and email, due to the availability of forwarding phone calls to the director's cell phone. Building closed to public access except by appointment only.

Programs:

Children's summer program will be at Motta field starting June 22nd, this will be a limited capacity program where the maximum capacity will be 5 groups of 10 or less in each group. Registration priority will go to Residents, town employees, and Provincetown Schools students. All other registrations will be accepted based on first come first serve. Please see summer program documents for more detailed information.

No inside programs will be held. All fitness classes are being held remotely or have decided to resume when the building opens.

Facilities:

Playgrounds will remain closed. Playgrounds provide high risk of contamination with the possibility of the virus remaining on metal surfaces for more than 48 hours.

**Basketball courts will also remain closed until Phase 3 of the Massachusetts opening guidelines. In Phase 2 of opening, Massachusetts basketball courts are allowed to be open if rigorous cleaning schedules can be adhered to, and users limit use to noncontact drills. Currently the town does not have the resources to be able to abide by these regulations and it's in the best interest to wait for more eased regulations to be released in Phase 3.

Motta Field is open. However, no large events are allowed to take place and signage is posted throughout on the proper use and social distancing requirements. Tennis courts are open for use, as the state defines tennis as a noncontact sport that can be played without use of shared equipment and be socially distant.

Jerome Smith Field is open: Signage will be posted at all entries with social distancing guidelines. No large events will take place unless restrictions are eased to the point where events can be safely managed. Department is drafting up a usage policy for the athletic fields, for those who wish to have group classes. These classes must adhere to the state regulations made by the Massachusetts Executive office of Energy and environmental affairs.

Skate park: (Open) Signage will be posted at all entries with social distancing guidelines.

387 Commercial Street (Waterfront Park): will remain open. Signage will be posted at all entries with social distancing guidelines. No large events will take place unless restrictions are eased to the point where events can be safely managed. Phase Three:

Library:

Phase Two 06.08.20: According to the Commonwealth's Reopening Plan, during Phase 2 "patron entry to the library should be limited to circulation desk pick-up only." We will continue to offer this service as "contactless-street-side-pick-up" and will not allow patrons in the building. Crop Swap will continue when available. Staff is available to assist patrons online and over the phone with browsing and access to electronic resources during the Library's normal hours. As there is no delivery between libraries at this time, only items currently checked-in at the Provincetown Library are available for no-contact-street-side-pick-up. As the Library's materials budget was frozen our collection is even more limited until we are permitted to purchase new and popular materials that our patron are waiting for.

Materials Handling: Current studies state that the virus may remain present on plastic surfaces for up to 72 hours and on cardboard/paper for up to 24 hours. Given the fact that circulating library materials are covered in plastic, all items that are either being returned or arrive in delivery will require a 72-hour quarantine. We await further guidance from this forthcoming report led by IMLS (Institute of Museum and Library Services) and OCLC set to be released in mid-June.

<https://www.oclc.org/en/news/releases/2020/20200424-covid-19-partnership-informs-safe-reopenings.html>

Programming: In-person programming is suspended through August. When appropriate currently scheduled programming will be held virtually. Decisions about programming after August will be made with the input of staff, Board of Library Trustees, and will be guided by standards for public gatherings and recommendations at that time. Ensuring the health and safety of staff, patrons, visitors, and performers is the guiding principal in making these decisions.

Purchases: In order to safely move through each phase, the Library has submitted procurement requests of masks for library staff, disinfecting wipes to keep areas clean and to clean library materials, hand-sanitizer, gloves, and plexi-glass shields for circulation desk. *Our multi-phased plan is an evolving document that will change as more information is revealed. The focus of the plan is to ensure the health and safety of staff, patrons, and visitors.*

Freeman Street Building - Tourism and PTV

1. The building and offices of both Tourism and PTV will remain closed to the public except by appointment only, including PTV's members and municipal board members
2. PPE will be provided
 - a. Masks
 - b. Hand Sanitizer
 - c. Hand Soap
 - d. Clean disposable paper towels
 - e. Disinfectant solutions
 - f. Sanitizing wipes
 - g. Plexiglas shields for workspaces
3. Currently there is only one person working in each office space, one in the Tourism Office and one in the PTV space.
 - a. Director of Tourism
 - b. One PTV associate
4. Assistant Director of Tourism is tentatively scheduled to return to the office on Monday June 29, 2020 pending all safety precautions and guidelines are in place.
 - a. Staff remains in discussion about the timing of this and need to be sure the environment will be safe to have more than one person in the office space.
 - b. If having both the Director and Assistant Director in the office at the same time becomes a health safety issue we will consider other options

- i. Staggered schedules
 - ii. Partial virtual office/work from home to accommodate office and schedule needs
- 5. PTV has not determined if and when a second person will be in the office/studio space
- 6. The Senior Volunteer Tourism Ambassadors will return, if the program moves forward, on July 1, 2020
- 7. The Tourism Information Center will remain closed to the public along with the rest of the building.
- 8. An exterior Tourism Information Window will be organized with a Plexiglas shield for volunteers to greet visitors without them entering the building.
 - a. Answer questions
 - b. Hand out materials
- 9. Volunteers will use the front door of the building to enter and exit.
- 10. Volunteers will only enter the Tourism Office area when they need to use the restroom and then return to their work area in the lobby.
- 11. PTV associates will use the front door to enter and leave the building and have access to the elevator to transport equipment.
- 12. When more than one person is in the lobby area masks will be required.
- 13. The Tourism Department will use the back door of the building to enter and exit.
- 14. Building maintenance and housekeeping
 - a. Custodians will work when staff is not in the building
 - b. A maintenance/housekeeping sanitation checklist will need to be posted and updated daily
 - c. All sanitation guidelines will need to be followed
 - d. Outside of maintenance/housekeeping needs the DPW staff will not be in the office areas
- 15. Outside contracted vendors will need to wear masks when they visit for routine maintenance i.e., Elevator Inspection, Exterminator, HVAC, Copy Machine

Harbormaster's Office/MacMillan Pier:

Phase Two- Office and Harbor:

As the Ferries begin to plan their return we will need to increase the seasonal staff to support the traveling passengers and the vehicles as well, training our seasonal Assistant Harbormasters will be the first step and critical component for safe operations. This year's training will need to add COVID 19 protection for everyone. This training will include having staff understand how the mask helps, how to wear it properly, and how to address others on the water that are not wearing protective masks so as to minimize personal confrontations. The office would slowly add returning staff as it is socially distancing appropriate.

Phase Two –The Pier:

The Artist Trapsheds are gearing up to begin opening by June 15th and they are also being required to submit a Re-Opening Plan to the Pier Corp to review. Each shed has two units in it, due to COVID and social distancing we have restricted each shed to one tenant per shed for seasonal artists (those renting a full seasonal space) and will consider weekly rentals in July, August and September.

We are working with the excursion businesses (Sunset sails and whale watch tours, etc.) on each of their Re-Opening Plans with regards to onboard process and procedures as well as crowd control for their waiting passengers in que lines. We will continue monitoring social distancing, moving passenger pick up and drop off traffic along quickly.

Public restrooms are open. Adding additional signage throughout the Pier, informing recent arrivals of town ordinances and suggestions while visiting Provincetown.

Enforcing processes and procedure that were provided by the Ferries and Excursion companies and that they are being adhered to and that the public safety rules and regulations for all out on the Pier are being followed and respected. This would also include the use of the dinghy docks and courtesy float areas.

Police Station

Police Department:

The police administrative function (excluding the Chief of Police) had been working remotely and providing full-public safety services from March 17, 2020 to June 01, 2020. We developed a re-entry template and new operational philosophy which went into effect on Monday June 01, 2020.

Administrative Employee Re-Entry Plan:

As part of the continuity of operations philosophy, the necessity to keep the police command and administrative staff healthy remains paramount. This priority will endure throughout the phased post COVID re-entry plan. Because of the layout of the current antiquated police facility the administrative team will therefore work in teams and alternate their time spent at the station and their time spent working remotely. This will address state-phased building occupancy and ensure physical distancing on the crowded second floor. All members of the administrative staff will still be available and fulfilling their duties each day working under the daily direction of the Chief of Police. Group A will consist of the Executive Assistant to the Chief of Police. Group B will consist of the Lieutenant and the Police Records Clerk.

The rotation of Groups A and B will be as follows:

Group A: Monday, Tuesday, and Wednesday – *In the Office*
 Thursday and Friday – *Working Remotely*

Group B: Thursday and Friday – *In the Office*
 Monday, Tuesday, and Wednesday – *Working Remotely*

Patrol Units – Since May 09, 2020 the police department has shifted up to seasonal minimum staffing numbers per shift. With the additional staffing for the summer season, coordination will be important and supervisors continue to conduct roll calls in the station parking lot so as to maintain proper physical distances. All police employees have been issued cloth face coverings for their protection and to abide by the BOS mandate.

Dispatch Units – Since May 09, 2020 the police department has shifted up to seasonal minimum staffing numbers per shift. Proper social distancing will be crucial for the dispatch units who must work in the same enclosed office and masks may be needed for when social distancing is not possible. All other employees have been directed to stay out of the dispatch to further social distancing protocols and each dispatch unit will need to conduct a thorough cleaning of their area at the beginning and end of their shifts.

Specialized Units – Units that don't count towards daily shift staffing count and who also live in town (like our Detective and Animal Control Officer), have been instructed to start and end their shifts directly from their homes. They have all of their necessary equipment with them. This practice is feasible, sustainable and should continue as implemented until the public health emergency is over.

PD CONCLUSION

The most critical focus for every organization is to keep employees safe in an environment where outbreaks are a persistent threat. To achieve this, we have deployed a comprehensive set of guidelines, including enhanced hygiene measures, provision of additional personal protective equipment (PPE), physical social distancing, employee screening and modifications to existing governance and behaviors.



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22, 2020**

5B

BOARD OF HEALTH UPDATE

BOH Chair Steve Katsurinis and Health Director Morgan Clark

Requested by: Town Manager Robin Craver

Action Sought: Discussion/Direction

Proposed Motion(s)

Discussion Dependent/Votes May Occur

Additional Information

Board Action

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



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22, 2020**

5C

ANNUAL ELECTIONS

Tuesday, June 30, 2020

Requested by: Town Manager Robin Craver

Action Sought: Discussion/Direction

Proposed Motion(s)

Discussion Dependent/Votes May Occur

Additional Information

Early voting for the June 30th Provincetown Town Election is now available by mail ballot. Ballot request forms are available on the town's webpage under *News and Announcements*. The last date to register to vote is June 19th. Please call the Town Clerk's Office at 508-487-7013 with questions.

Board Action

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



***Town of Provincetown* Town Clerk Direct Line 508-487-7013**

TO: Robin Craver, Town Manager
FROM: Philip Gaudet, Town Clerk
DATE: June 17, 2020
RE: Covid-19 Election Precautions

Due to the COVID-19 pandemic, extra precautions are necessary to maximize the safety of our voters and poll workers during the Annual Town Election held on Tuesday, June 30, 2020 at the Town Hall Auditorium. Below is a list of precautions that we are taking.

FLOW OF VOTER TRAFFIC TO THE AUDITORIUM:

- To help with the flow of voter traffic, signage and stanchions will be used to indicate the direction of movement.
- Upon entering the building, all voters will be directed to the auditorium using the staircase towards the right and exit using the staircase towards the left.
- After voting, people shall exit the auditorium towards the right and proceed downstairs to the exit the building.
- Tape will be placed in six feet increments throughout the polling place to indicate social distancing.
- For those voters who wish not to climb the stairs, signage will be placed directing them towards the elevator.

VOTER SAFETY:

- Masks will be available as needed.
- Hand sanitizer will be placed at all entrances and exits.
- Each voter will be given a voter pencil that they may keep.
- As stated above, tape will be placed in six feet increments to maintain social distancing throughout the entire area.
- Voting tables will be cleaned with disinfecting wipes or spray after each use.

POLL WORKER AND TALLY COUNTER SAFETY:

- Masks and gloves will be provided.
- An abundance of hand sanitizer and disinfecting wipes will be provided.
- Plastic sneeze barriers will be placed at both check-in & check-out tables.
- Staff at both check-in & check-out tables will be seated six feet from one another.



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22, 2020**

5D

DISCUSSION

Indigenous consultant

Requested by: Select Board Member Lise King

Action Sought: Discussion/Direction

Proposed Motion(s)

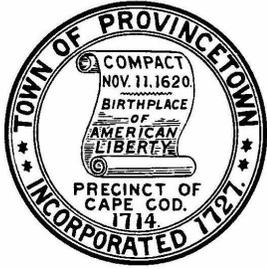
Discussion Dependent/Votes May Occur

Additional Information

Select Board Member Lise King requested an agenda item to discuss re-start the work to bring the chosen indigenous consultant on board for our Provincetown 400 Commemorations, and to have the consultant call in for an introduction to the Board and the Community

Board Action

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



Massachusetts PROVINCETOWN

Robin L. Craver, Town Manager
Town of Provincetown
260 Commercial Street
Provincetown, MA 02657
Office: 508.487.7002
rcraver@provincetown-ma.gov

TO: Select Board
FROM: Robin L. Craver, Town Manager
DATE: February 20, 2020
Re: Pilgrim's First Landing Park

The Select Board, over several months, set a goal to properly acknowledge in public spaces, namely the Bas Relief Park and the Pilgrim's First Landing Park, indigenous people who were here at the time of the pilgrims' landing by acknowledging their story during the pending 400 Year Commemoration and beyond.

To meet that objective, and authorized by the Board, member Lise King posted a request for quotes seeking consulting services to advise the town on indigenous projects which was extended until last week after we received a proposal from Jennifer Himmelreich who has overseen the general operation of the Native American Fellowship Program at the Peabody Essex Museum. Her Quote and vita are attached for your review. The proposal's scope states she will guide the Town of Provincetown over the course of 6-9 months, with activities and deliverables submitted in the following phases:

Phase 1. Initial Research and Planning Meeting

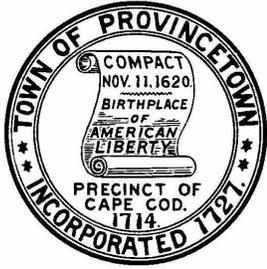
Phase 2. Meetings in Tribal Communities

Phase 3. Listening Session

Phase 4. Documentation, Dissemination, Recommendations, and Guidelines for Future Indigenous Projects and Collaborations.

The cost for this work is \$12,607.

Also, on January 27th, 2020, prior to the proposal coming in, the Select Board discussed several options for meeting the goal for a commemorative during a Pilgrims' First Landing Park plan review with the Public Landscape Committee. During the discussion, the Board identified three possible options regarding the public spaces including the parks and/or a stand alone, more substantive dedication on a parcel of its own. While discussing time issues with bidding and the project completion date, the Board approved the Public Landscape Committee's rehabilitation plans with the request a stone paver be placed at the entry of the park in commemoration of



Massachusetts PROVINCETOWN

the indigenous people who were present at the time of the Pilgrims landing. Since we had no way of knowing whether a consultant would submit a proposal, and certainly not knowing the accomplishments of Ms. Himmereich, staff began a search for language that might be appropriate for the Pilgrims' First Landing Park marker.

During a meeting with Dr. David Weidner, Pilgrim Monument & 400 Committee Chair, one of the topics we discussed was the Pilgrim's First Landing Park. When asked if he knew of anyone that could provide text for the indigenous peoples' stone, he provided what he reads before all 400 Commemorative meetings. We agreed it might be perfect given that it's been used in meetings related to the 400 commemorative. With some minor adjustment, it could be applied to the park. This information was forwarded to you on February 12, 2020. Reprinted here with staff adjustments:

We acknowledge the Wampanoag people of the past and of the present, who are among us, and their heritage as the indigenous people of this land.

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

After sending this to the Board, Select Board member Robert Anthony submitted the following revision as an option:

We honor the Wampanoag people of the past and of the present, who are among us, and their heritage as the indigenous people of this land.

Tonight we look for direction given that we will bid out the Pilgrims' First Landing park reconstruction in March and it's advantageous to have either the language or a placeholder in the bid. We hope if language can be settled upon, whether using the 400 Committee's opening statement or having a consultant review and propose language, we could at minimum place the same language on a kiosk at the Bas Relief Park until something more permanent can be constructed. This is a very important endeavor to undertake and thank you for your commitment to indigenous peoples who walked these shores first.

Jennifer Himmelreich
32 Rock Ave.
Swampscott, MA 01907

505-406-6039
jennifer.himmelreich@gmail.com

Proposal - Community-Centered Design in Provincetown

Submitted February 18, 2020

The need The Town of Provincetown Select Board seeks “consulting services to advise the Town on Indigenous projects. As the location of the first landing and first contact of the Pilgrims with Indigenous peoples in 1620, it has been referred to by tribal peoples as a "ground zero" for the impact of European colonialism on their communities. For the upcoming commemoration of the 400th anniversary of the landing of the Pilgrims on our shores, the Town of Provincetown would like to take this historically significant opportunity to present a view of the Native American side of the experience through the convening of local and regional stakeholders and to advise the Town on opportunities for development of one or more public art/history projects.”

What I'll do I will work closely with the Town of Provincetown stakeholders, from current residents to ancestral land descendant communities, to assist in the research, strategic planning and design, and recommendation of possible public art/history projects. Utilizing a methodology of Community-Centered Design I'll work with town leadership to develop a program that employs trust-building and listening, components central for guiding the research needed and moving the project forward. The culminating goal of this process lays a foundation of understanding for rebuilding, solidifying, and sustaining relationships with ancestral Indigenous communities affected since first contact. This will be followed by documentation of the collaborative process, resource list and recommendations.

Scope of work and timeline I will guide the Town of Provincetown over the course of 6-9 months, with activities and deliverables submitted in the following phases:

- **Phase 1. *Initial Research and Planning Meeting.*** Work commences with a meeting consisting of Town staff, boards, and committees to review the public spaces (physical and virtual) to better understand the various stakeholders. Initial research entails examining the history of the Town both before contact and since its founding, a survey and assessment of current stakeholders regarding their views on the representation of Indigenous peoples'--in content and location--across those public spaces within the Town, and articulation of intended outcomes. The deliverable of this phase will be a document outlining the agreed objectives and formalized outcomes of the work. Includes research, travel for one visit, and a series of on-site meetings.
- **Phase 2. *Meetings in Tribal Communities.*** The second phase continues with research into the ancestral communities of the Provincetown area, and in close communication with the Town team, meetings with descendant communities to learn more about their histories and their chief concerns in working with the Town on a 400th Anniversary project. Phase 2 deliverable is documentation of meetings, social events and/or offsite outings, potential interviewees, and other details covering the community visits. Includes travel for three visits to descendant communities, and a series of on-site meetings.
- **Possible Phase 3. *Listening Session.*** All activity in this phase revolves around outcomes defined and formalized during Phase 1 and further shaped from information gleaned during Phase 2 to ideally come together for the creation of a listening session. Comprised of designated key Town stakeholders and representatives from descendant communities, this space allows invested parties to share concerns and hopes for relationship building. The Phase 3 deliverable would be the event itself, as well as joint documentation of the activities. Critical to this phase would be the sharing back of how the Town of Provincetown intends to further build and maintain relationships with the key Indigenous stakeholders present. Includes travel for one visit to facilitate the listening session. Expenses for the event itself, including various fees, catering, honorariums, travel for identified and invited Indigenous stakeholders have not been included in this proposal.
- **Phase 4. *Documentation, Dissemination, Recommendations, and Guidelines for Future Indigenous Projects and Collaborations.*** Focus will be on complete documentation of the process, articulation of next steps, and tools for carrying out and evaluating further projects at Provincetown to be shared with key stakeholders. The final deliverable will be a full report that includes a

recommendation for Indigenous representation in the Town, at least one public art project with artist(s), and a proposed budget for public art project implementation. Includes travel for one visit to share out key findings.

Resources The following budget represents how time and resources will be allocated, based on day rates. This is a fixed-price contract, and shall not exceed the total listed here.

Activities and Deliverables Cost

Phase 1. Initial Research and Planning Meeting

Project Lead's Time Cost Basis: 3 days	\$900
Project Lead's Travel Cost Basis: Car rental estimates, GSA guidelines for hotels, meals & incidentals	\$880

Phase 2. Meetings in Tribal Communities

Project Lead's Time Cost Basis: 9 days	\$2,700
Project Lead's Travel Cost Basis: Car rental estimates, GSA guidelines for hotels, meals & incidentals	\$2767

Phase 3. Listening Session

Project Lead's Cost basis: 5 days	\$1,500
Project Lead's Travel Cost Basis: Car rental estimates, GSA guidelines for hotels, meals & incidentals	\$880

Phase 4. Documentation, Dissemination, Recommendations, and Guidelines for Future Indigenous Projects and Collaborations

Project Lead's Cost basis: 7 days	\$2,100
Project Lead's Travel Cost Basis: Car rental estimates, GSA guidelines for hotels, meals & incidentals	\$880

Total \$12,607

About



I have been involved in the design and facilitation of conversations between cultural heritage institutions and Indigenous professionals and communities, beginning with my work experience in libraries and then at the Ak-Chin Him-Dak Eco-Museum, the only community centered eco-museum in the United States. Additional work experience at the School of Advanced Research allowed me to delve into the work of connecting

institutional collections to source communities at their Indian Arts Research Center. These early career experiences involved close work with the public, town/city entities, and with Native Nation governments. My more recent work, overseeing the general operation of the [Native American Fellowship Program](#) at the Peabody Essex Museum, has allowed me to work within a mainstream art museum, harnessing its mission and activating our stakeholders as we sustain and expand a professional development program dedicated to amplifying more voices of diversity and cultivating inclusive spaces for them within the non-profit cultural heritage sector. Integral to carrying out this vision involved securing a five-year, \$1.3M grant from our funder, the Andrew W. Mellon Foundation, who hails the program as *the* “field-leading fellowship program”.

Additional professional experience and graduate research in technology, media, and its access in Indigenous communities has led to advisory and consultant positions with a variety of organizations: the Smithsonian's National African American History and Culture Museum's Robert F. Smith Internship and Fellowship Program; Storycorps; Historypin; and School of Advanced Research's [Guidelines For Collaboration](#). All of these opportunities have helped me build a robust network of Native and non-Native professionals who mentor and assist me in my work and all my projects.

Methodology My community-centered design methodology was developed in 2017 as part of Historypin's IMLS Planning Grant: *Digital Memory in Rural Tribal Libraries: A Program for Technology Training & Memory Gathering*. Historypin aimed to understand how they could build better products for tribal groups. As Lead Researcher, I reframed the question and built a methodology that allowed Historypin staff to not only listen to build a better product, but listen to understand what tribal communities need to work with groups like Historypin. The report, [Moving Beyond Colonial Models of Digital Memory – Exploring the dynamic role of tribal libraries, archives and museums in bridging community values and digital strategy](#), shares our findings. The ultimate goal is

that, through collaboration and addressing shared concerns, the needs of a local community can co-exist with the needs of Indigenous descendant communities as we each move forward.

References Please feel free to reach out to the following references to learn more about my work:

- **Joe Horse Capture**, (incoming) Vice President of Native Collections and The Ahmanson Curator of Native American History and Culture, Autry Museum of the American West
Email: whiteclay@gmail.com
- **Karen Kramer**, Curator of Native American and Oceanic Art and Culture and Native American Fellowship Program Director, Peabody Essex Museum
Email: karen_kramer@pem.org
- **Jon Voss**, Executive Director (US), Shift
Email: jon.voss@shiftdesign.org



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22 , 2020**

6

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

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

Conference ID: # [495 802 257](tel:495802257)

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: June 18, 2020
Re: Department Update Report for the June 22, 2020 Select Board Meeting

Administration

Communications Plan Update: a contract has been executed with Rose, Sandberg and Associates for 2 of the recommendations that came from the Recovery Coalition and supported by the Select Board. Please see the attached Memo outlining work to date which includes press releases, public service announcements, interfacing with media inquiries, and coordinating with town departments such as Tourism, Health and Emergency Management. The contract began June 1, 2020.

Commercial Street Closure: Commercial Street was closed Friday, June 12th, but remained open for Thursday, Saturday and Sunday. Staff's working on making sure street closures are warrant as this is a learning exercise for when social distancing is advantageous. We appreciate the community's comments and feedback.

Virtual Meetings: At this time we are being asked by more non-regulatory boards and committee to be able to hold meetings. Staff's reviewing processes to make sure all board liaisons are trained on the Teams software and proper posting requirements.

Ambassador Program: We have begun advertising for the Ambassador Program. Tim Hess, our Events Coordinator will be overseeing the program.

Enforcement – Business Openings: As you know, businesses are allowed to open pending they have either self-certified or summited a plan for approval. Staff has been performing checks on businesses to make sure there is compliance. I want to take a moment to thank the Community Development Staff for their dedicated work to make sure Provincetown opens safely for its residents, businesses, workers and guests.

Building Department

- The Bradford Street Access Project: Helical piles have been set into the slope. There has been excavating into the lot at the Bradford Street area to install the elevator pit. This activity requires removal of groundwater from the excavation, causing the closure of a section of the sidewalk on the North side of Bradford Street from the catch basin to the East towards the project entrance where the sidewalk terminates.
- Energy Storage System Project: The retaining wall for at 90 Race Point Road is nearing completion. The Building Department is anticipating receiving an application for the foundation of the building before the end of the month.
- Restaurant Seating: Participation in the re-opening for Phase II has included site inspections related to restaurants expanding their seating outside into areas not currently identified on their Special Permits. Many of the businesses will be erecting tents for cover of inclement weather; building permits for this type of work are required. The Town has been working with applicants to make this a quick process.

Council on Aging

- Reopening: Staff have begun returning to the office, with calls answered in person rather than being forwarding to staff cell phones. The Department is reconfiguring and repurposing space, expanding essential services to include critical on-site individual appointments (such as podiatry), and developing outdoor programs to supplement increased virtual programming.
- Food Program Update: The Council on Aging (COA) and Family Pantry of Cape Cod monthly mobile pantry has grown 35% since March, serving residents 60+ and families with children. The COA also collaborated with the Cape & Islands Veterans Outreach Center to offer a new food pantry to local veterans. Pre-bagged, non-perishable items will be distributed in the parking lot of the VMCC monthly starting in late June. COA staff continue to deliver Grab and Go bags from the on-site non-perishable pantry (as needed).
- Staff Development: While working remotely, staff members have participated in over 40 online professional trainings, while maintaining over 25 programs and services to seniors providing physical, emotional and social lifelines during the stay-at-home order.

Environment/Conservation

- Grant Application: During the week of June 8th, the Marine Coordinator, on behalf of the Outer Cape Coastal Resilience team, submitted phase two of the Intermunicipal Shoreline Management Framework grant request. This project builds on the four towns (Provincetown, Truro, Wellfleet, and Eastham) to improve coastal resilience and manage coastal areas based on natural management cells and sound science based decision-making. The two-year project request is \$331,430.

Housing

- **Ownership Opportunities:** The Housing and Economic Development Director has responded to numerous requests for applications and information as a result of the marketing and outreach efforts for the resale of two one (1)-bedroom condominium units: 2 Meadow Rd. #4 [\$157,796] and 21 Bradford St. Ext #10 (\$148,770). The income eligibility for these properties is up to 80% Area Median Income (\$54,150 for one (1) person; \$61,850 for two (2)). Applicants must be pre-qualified for a mortgage. Applications will be due July 20, 2020. The Director anticipates a two-bedroom unit coming online for resale in near future.
- **Harbor Hill:** 23 units are now occupied, with two (2) units under agreement for move-in July for total leased of 25 out of 28 [89%]. Only three (3) units remain available. There are ongoing unit and spring grounds preparation such as increasing size of dumpsters for increase in occupancy and assigned parking spaces].
- **CPA:** The Department received an off-cycle CPA request from the Cape Cod and Islands Veterans Outreach Center for the construction of a new home for homeless veterans in Dennis. The group has had discussions with the Director for further information about our timelines.
- **Regional Housing Meetings:** The Director has participated in numerous housing meetings regarding potential regional rental housing assistance and the creation of housing coalitions. More information will be shared as it is received.

Human Services

- **New Hires:** None
- **Position Moves:** None
- **Retirements:** Joyce Mathews, Fire Department Secretary, June 30th
- **Resignations:** Eric Sussman, Emergency Management/Transportation Coordinator, June 26th
- **Open Year Round Positions:** Currently the Town is seeking On-Call Secretaries
- **Open Seasonal Positions:** Various Seasonal Positions for the 2020 Season: Provincetown Public Pier Corporation (PPPC): Operational Staff, Assistant Harbormaster, and Night Patrol. Department of Public Works (DPW): Highway Department Laborer, Transfer Station/Sanitation Laborer, Buildings and Grounds Attendants, Third Barrel Pickup Attendants, Comfort Station Attendants, Beautification Maintenance Staff, Groundskeeper Maintenance Staff, and Floating Custodian. Parking Department: Cashiers, Parking Lot Attendants, and Booth Attendants. Recreation Department: Recreation Leaders and Behavioral Aides. Applications and job descriptions for all positions may be found on the Town's website

Library

- **Library Services:** Despite the building being closed to the public since March 13th, the Library staff has been available by phone and email during regularly scheduled hours, seven days a week, to assist patrons with the Department's electronic resources and to answer any questions. Crop Swap continues when items are available: it has become a hugely successful program.

- Multi-phased Plan for Resumption of Library Services: The Library began “no-contact-street-side-pick-up” of library materials on Monday, June 1st. Patrons can request items by phone at 508-487-7094 or email pplstreetside@gmail.com or clamsnet.org. If patrons are unsure of what they are looking for, the Library Staff will do the browsing for them. Because there is no delivery between libraries at this time, only items check-in at the Library are available.
- Virtual Moby-Dick Marathon: This year’s marathon is in its final stages. Forty readers contributed recordings to make the virtual Marathon possible, and the Department is putting together a series of roughly hour-long videos for the community’s viewing pleasure. Transitioning the marathon to a virtual format is thanks to the hard work of Assistant Director Brittany Taylor and Amy Davies from PTV.

Marine Services

- Beach and Mosquito Control Programs: The Marine coordinator is preparing to take over the county bathing beach and mosquito control programs to relieve pressure on the Health Department during the COVID pandemic.
- Chapter 91 Project: The Harbor Committee and their consultant are adapting the Chapter 91 project to address the pandemic and changes at the Department of Environmental Protection (DEP). Work over the summer will focus on training for the committee members, development of a training manual, and preparations with DEP for multiple meetings with property owners and real estate agents.
- Operations: The Pier/Harbormaster (HM) office opened to the general public on June 15th from 8AM- 4pm with limited services. The Department will only allow one customer at a time with a mask on at the inside counter. The Department has installed plexi-glass screens along the front counter and will only have one staff member operating the front counter/office per day. The Harbormaster and Deputy Harbormaster continue to patrol the pier and the harbor. Office phone lines are still open for questions and/or concerns 24hrs a day, and the Department continues to process applications for permits using the secure locked dropped box on the outside of the office or US Mail.
- Tenant Activity: The Department continues to work with all tenants on their re-opening plans. These tenants consist of the fishing fleet, fast ferries, excursion businesses, charters and the artist trap sheds. The Department will assist them in following the guidelines set forth by the state and local governmental orders. Reopening plans were due back to the Pier Corporation by June 15th for review.
- Bay State Cruises plan to begin their full ferry service on June 22nd, and Boston Harbor Cruises are hoping to start up a limited Ferry service on June 29th similar to their “Shoulder Season” schedule.
- Restrooms out at the end of the Pier were opened June 15th with a heightened cleaning schedule. Artist trap sheds also opened at this time.

MIS

- Desktop Replacements: MIS is beginning the process of coordinating desktop replacements for staff. Instead of replacing all desktops at once, the Department

staggered this process over three years. Each spring, 1/3rd of the fleet is replaced. This ensures that desktops are no older than three years, which in turn gives staff access to the most recent technology.

- Backup and Archiving Appliances: MIS is refreshing appliances used for centralized backup and archiving. As part of our agreement with our backup provider, every four years, the Department receives an updated model of our backup and archiving appliances free of charge. This gives us added storage capacity and improved performance. Data will be migrated to the new appliances over the next 30 days.

Planning

- Food Establishment and Retail Businesses: Over a dozen restaurants have been approved by Community Development staff for modified outdoor seating designed to permit social distancing as part of the Board of Health, Select Board, Planning Board, and Zoning Board of Appeals orders. The Department is working with retail establishments to allow outdoor displays to allow them to implement social distancing within their establishments.

Public Works

- Bradford/Prince Streets Intersection Improvement and the Pilgrim's First Landing Park projects have been put on hold until the fall of 2020.
- Sewer Expansion: A second grant/loan application has been submitted to USDA for \$3,000,000 for collection system and treatment plant improvements. This application is requesting to fully fund the original \$6,000,000 project that USDA was unable to award in previous years. Last year, the Town had received a portion (\$3,000,000) in project funding to construct a peak flow storage tank (PFST). It is anticipated that construction of the tank will begin in late August. The new grant/loan application is requesting funding to modify the existing plant to accommodate flow that will be received by the PFST. The request is also seeking funding support for collection system expansion. We expect to hear word of a grant award sometime in October 2020.
- MVP Grant: DPW and the Conservation Department jointly submitted a grant application to the State's Municipal Vulnerability Preparedness (MVP) Grant program to fund a 25% design to relocate the Ryder Street Outfall. The Departments expect to hear a notice of award sometime this summer.

Recreation

- Virtual Recreation Challenge: The Department continues to engage the community by posting weekly virtual recreation challenges. The Department intentionally selects different challenges to try to engage all community members' interests. Challenges range from fitness to pet appreciation. We will continue to try to engage the public.
- Summer Program: The Recreation Department has been planning non-stop and following all guidelines to create a "different" but safe and fun program. The Department understands as phases allow businesses to reopen, there is a need for this childcare program so that families can resume their employment. There have

been significant changes in how the program will run. This program, as mandated by the state, will only be open to Massachusetts residents. Normal activities implemented at “rec” will be in a setting where there is six feet of separation amongst the children and staff, or children will be wearing masks. Staff will be required to wear cloth masks the entire duration of their working day. Provincetown Recreation has always stood for bringing the community and children together, but this summer we will be doing that creatively as the state mandates us to have the children separated into groups that will not intermix. Children will now be broken up into five groups based on age, with a maximum of 10 children in each, and a total capacity of more than 50 children. There will be two staff members in each age group, with a total group capacity of no more than 12 staff and children. Staff members will stay with their assigned age group throughout the duration of the summer. Each age group will have their designated area on Motta field, designed for active play, crafting areas and a shaded lunch area. Each group will have access to their own porta toilet and hand washing, so we do not have the risk of cross-contaminating age groups and staff.

- Summer Program Registrations: Registrations will be taken on a first come, first serve basis, with the “resident” category receiving priority. A resident is defined as a property owner in Provincetown, Town employee or a Provincetown Schools student. All Nonresident registration will be accommodated after the Resident registration period concludes. Each registration will be sent digitally to the Director or Assistant Director via email, whom will review the registration form, to ensure the appropriate documentation is attached. Then each registration will get a confirmation email from Recreation staff and instructions on how to pay using the online payment center on the Town website. After payment has been received, the child will be added to the enrollment list by the date the registration process is completed. Registrations after the maximum capacity of 10 children in the group will be put on a wait list in the order we have received the registrations, and will be filled based on the order received.
- Recreation Outdoor Facilities: Playgrounds and basketball courts will remain closed until Phase 3 of opening Massachusetts. The state allows outdoor basketball courts to be open, but they are limiting the use of these courts. Such use must be limited to no-contact drills and training exercises. Contact sports are those where ordinary play puts players into contact or close proximity to one another, and include, without limitation, basketball, football, baseball, soccer, field hockey and lacrosse. The Recreation Department does not have the resources to enforce such guidelines and, in the interest of safety, they will remain closed. Playgrounds, like outdoor courts, can open with strict 6 foot distancing regulation, and a very rigorous cleaning protocol after each use. The Town simply does not have the resources to abide by these cleaning protocols so, in the interest of safety, they will remain closed. However, it is not all discouraging news: the outdoor athletic fields are open, including the tennis courts. All have to abide by social distancing rules, sanitizing rules, but since tennis is a noncontact sport, users can participate in this sport at Motta Field.

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: Robin L. Craver, Town Manager

FROM: James F. Golden, Chief of Police

Subject: Commercial Street Observational Report

DATE: 06/13/2020

On Friday June 12, 2020 the police department did implement traffic control points in our safe zone from 6:00pm to 10:00pm as it was a Friday night and there were markedly more people in town.

There was just one motorist complaining to our staff that she was a tax payer and should be let through. The request was denied, but we said it with compassion.

Please see attached photos.


James F. Golden
Chief of Police















DEPARTMENT ADMINISTRATION ASSISTANT

DEFINITION:

Administrative, clerical and bookkeeping work in supporting the operations of the Fire Department; all other related work as required.

DISTINGUISHING CHARACTERISTICS:

Works under the general direction of the Department Head.

Performs a variety of administrative, clerical, bookkeeping and record-keeping duties in accordance with well-defined procedures with some independent judgement required in handling complaints and solving problems.

Makes frequent contacts with other Town departments, engineers, contractors, and the general public requiring courtesy and tact; may also have contact with local and state agencies, vendors, attorneys and private companies.

Errors could result in monetary loss to the Town, confusion and delay and a decreased level of services.

May have access to Department-related confidential information such as Department personnel records, bid proposals, litigation and negotiating positions.

Minimal physical effort required to perform duties under typical office conditions.

GENERAL EXAMPLES OF WORK:

Answers inquiries and responds to complaints from the general public by phone, by email and in person; provides routine information; makes referrals as necessary.

Prepares payroll for Department; maintains associated records.

Prepares vouchers for, posts, balances and maintains accurate records of accounts payable for Department.

Types various Department correspondence such as letters, personnel records and documents; files.

Schedules meetings and appointments for Department Head; manages day-to-day office activities; orders office supplies.

Oversees and maintains departmental records and filing system.

Performs other similar or related duties as required or as situation dictates.

FIRE DEPARTMENT

Must be a National Certified EMT-P (paramedic) in good standing that is able to perform those duties as need arises; prepares payroll for department; Collects fire and rescue incident information from Police dispatch records and assists Fire Chief in preparing State Fire Incident reports; receives Certificate of Compliance Applications and collects fees; schedule inspections; fills out applications for Ambulance licenses; issues various permits; explains rules and regulations of various permits; orders fire and rescue equipment as directed by BoFE; reorders supplies as needed: attends BoFE meetings if needed: fills out red light permits for members; assists in the preparation of department Annual Town report; maintains attendance records of all members; performs radio dispatch to fire ,rescue and police when necessary; checks out and returns materials from fire library; Sets up appointments for measurements of bunker gear and uniforms and orders them; deals with handing out fire and rescue pagers to members and sets up to have repairs done to all Fire Radios including pagers.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

Must be trained to level of National Certified EMT-P Paramedic in good standing that is able to perform those duties. Dispatching experience with EMD (Emergency Medical Dispatch) training. High School graduate supplemented by courses or business skills; 2 to 3 years of experience working in an office setting, preferably dealing with the general public; or ant equivalent combination of education and experience.

LESLIE SANDBERG
ROSE, SANDBERG & ASSOCIATES
10 THISTLEMORE ROAD PROVINCETOWN, MA 02657
(651)746-9767 – SANDBERG62@COMCAST.NET

June 17, 2020

To: Robin Craver, Town Manager
From: Leslie Sandberg, Rose, Sandberg & Associates
Re: Communications Update for Select Board

Robin, here is the work I have done for Provincetown to date.

- Drafted, received approvals and sent press release on Eric Sussman departure.
- Drafted, received approval and recorded 30 second public service announcement reminding the public about Town Municipal Elections and availability of early voting. PSA is running on DUNES radio, WOMR and PTV. Content is posted on FB.
- Successfully pitched a regular COVID-19 segment on WOMR – the format is being developed by WOMR Executive Director.
- Worked on talking points for town manager for media inquiries.
- Spoke to KC Myers about Eric Sussman departure and Rose, Sandberg & Associates new contract with town.
- Drafted and distributed press release on BOH meeting.
- Discussed with Health Director the “It’s Okay to Ask for Help” public awareness campaign with HOW. The campaign is in the development stage – will do media for it when the campaign is ready.
- Initiated work with Erin Ellis on crisis communications planning – communications piece will wrap and support the plan.
- Met virtually with Tourism Director to start coordination – and will work with him on content cards for Town Ambassador program.
- Set up regular meetings with Health Department to stay on top of COVID related developments.



**Provincetown Select Board
AGENDA ACTION REQUEST**

Monday, June 22, 2020

7

MINUTES OF THE SELECT BOARD'S MEETINGS

Requested by: Select Board

Action Sought: Approval

Proposed Motion(s)

Move that the Select Board approve the minutes of:

May 26, 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: # [495 802 257](tel:495802257)

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
MAY 26, 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: **642 713 019** 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 May 26, 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: Here

Vice Chair Robert Anthony: Here

John Golden: Here

Lise King: Here

Louise Venden: Here

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

A. Declaration of School Surplus Equipment

B. Appoint Monica Stubner as a regular member to the Planning Board with a term to expire on December 31, 2022

C. *Issue Bond Anticipation Notes in the amount of \$3,682,675.00 with a net interest cost of 1.1506% dated June 5, 2020 and due June 4, 2021.*

Member Venden requested 00C be pulled from the consent agenda. Without objection Chair Abramson waived the reading of the consent items 00A and 00B and without further objection declared the consent agenda approved.

00C - Issue Bond Anticipation Notes in the amount of \$3,682,675.00 with a net interest cost of 1.1506% dated June 5, 2020 and due June 4, 2021.

Member Venden – there is no delineation of the funds. Were they approved for FY20 or FY21?

Robin Craver – these are bands that have been approved from 2013 – 2018 at Annual Town Meetings. I can send the report to the Board with the breakdown.

MOVE that the Select Board vote in the manner described on the succeeding page to issue Bond Anticipation Notes in the amount of \$3,682,675.00 with a net interest cost of 1.1506% dated June 5, 2020 and due June 4, 2021.

Motion: David Abramson

Second: Louise Venden

Roll Call Vote

David Abramson – Aye

Robert Anthony – Aye

John Golden – Aye

Lise King – Aye

Louise Venden - Aye

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

- **Mary Jo-Avellar** – understand that there's controversy among members of the board of health and the health department about the public continuing to wear masks. Masks are essential. I think that it's up to you as, as the elected officials of our town, to make sure that masking continues until we know it's safe to not do so.
- **Allison Dwyer** – I'm a resident. I'm the coordinator of the province town, uh, covert 19 taskforce and I'm speaking on behalf of them tonight. We are obviously in supportive math since we've had our mass campaign and handed out over 4,000 masks to date.
- **Maureen Travis** – I would be, I am very uncomfortable when I pass people on commercial street not wearing masks. It scares me frankly, and I think that people my age and people who are older than I am would be reluctant to come to P town simply because people are doing things that we, most of us consider to be dangerous.
- **Pat Miller** – president of PPRTA. I want to thank the select board members and the town manager on behalf of myself and for making efforts to have part-timers feel welcome and safe and Provincetown, uh, and to hit a restart button as was voiced by the town manager at a recent meeting. it pains me to say what I'm about to say. Which is in the middle of a pandemic while this is happening, and I'm glad the town moderator was just, uh, just on the phone there. We see David Panagore application once again for an alternate on FINCOM. As you may recall, there are two part time or applications pending, and I say this because there's been overtures. Saying that port tremors can have a voice in common is a great place for a voice. Two applications of impending cause they can see has been there for over for over a year. Mr. Panagore was appointed. It took a part timer to say he was not eligible and now all of a sudden, while we're all dealing with a pandemic and the economy and where to part-timers fit in here, we have this application again. Two part-timers, one changed her residency so that she could vote here. Why? Because the town moderator said that despite what the people voted for to allow part-timers to sit as all to this, she only wanted voters, so I part time or changed. Did she get an interview? No, neither one of the part-timers got an interview. The only applications pending did not get an interview. Great big middle finger to that applicant.

- **David Panagore** – I was actually calling in. To compliment the town manager and the recovery, uh, advisor group on their solid work. And my hope that the board of selectmen and the town can find a way to endorse, um, what they've put forward. I think it's comprehensive. I think it's a good plan. Um. I do not believe that public comment to be a place where personal attacks should be allowed by the chairman of the board of selectmen or character assassination. If there are questions regarding appointments, they should speak about the appointing authority rather than cast dispersions on any individual who is a voter and a member of the community who's willing to serve
- **Cynthia** – I'm a year-round resident who's over 70 healthy for now and I'm concerned about the question of whether mass are going to be required in town. I agree with the task force wholeheartedly that a nine to nine. Uh, requirements is not make that much sense. And I also think that not having but having geographic parameters doesn't make sense. I've been following what's going on. And other communities in the city of Somerville has placed a requirement that people indoors and outdoors in public spaces wear masks at all times. One of the things that I really found. Heartening was that they said they're picketing. So, this is our last resort, but we do have public health, public health first.
- **Laura Logan** – Yes, this is the third time I've spoken about the ambiguity of the mask wearing. Um, when you say that's nine to nine on commercial street, it gives people a very full, um, opinion about when you should wear a mask. If you wear a mask, you need to wear them on Bradford street. You need to wear my Shang painter road. You need to wear them on commercial street. People do not do well with ambiguity. Nine to nine, and I think it's been shown, uh, again and again, people don't know where to when to wear masks. If 85% of the population wore mask, we would be able to STEM the pandemic.
- **Francie Randolph** – I am the founding director of sustainable Cape based in Truro, and we've worked diligently for the past two months with a mass department of agricultural resources, um, to support the development of guidance for farmers markets as well as from the office of health and human services. I just wanted to talk briefly about the community benefit of farmer's markets. We've done a tremendous amount of work, and what we're really focused on, the reason that we bid for this market, we do run the market in Truro, as well as children's gardens and gardening programs and in the Provincetown schools, as well as for 1200 kids across. The Cape, but we want to, increase local food access for all socioeconomic levels. We want to offer a nutrition incentive programs for those on snap WIC, seniors and veterans, which are programs that we already run. We are very interested in supporting small farmers and fishermen and strengthening our local economy. We would like to create a more resilient and diversified food system. We want to educate about preventative health and wellness. And we want to provide an Avenue to develop relationships directly with food suppliers. So, um, in order to offer this to strong local food supply and enable farmers to continue to grow, harvest and market. Safe and healthy local fruits and vegetables, fish and meats, and more.
- **Jess Drake Cook** – Running the Market this summer. I just wanted to say like a little bit about, um, how we're going to end up doing the market this summer and, um, we are implementing that preorder system that Frankie was just talking about. We're going to be blocking off the entire market space. With one entrance and one exit. It's all one directional traffic flow, like so many places are doing. There's going to be a limit to the number of customers within the space, and we've created a snaking queue line with posts and rope for customers to wait in while they're. Picking up their orders. So, a lot of work's been done to pull this off and um, we're just excited to keep it going, keep the market going during the critical time we're in, especially around food security and bringing the, bringing it all to the market.
- **Don Murphy** – I only have a couple of weeks comments to share. First, I'd like to congratulate the town manager and the fine job she's doing and its difficult leadership situation. It's not easy, and she seems to be. Doing the best anyone could possibly do. I'd like to address the mask issue. I think, too, to back away from the policies that have been established and the need for mass would be a very serious mistake to this community and should not even be considered with regard to commercial street. I hear some indications that, yeah. People are thinking about turning commercial streets into a mall. I hope there's a four minute or a situation like this doesn't resolve in a consideration or any action that does any such thing. Thank you for your time.
- **Shira Kavon** – I wanted to echo all the comments that have come before about masking, um, and about keeping the mask mandate in place. I think that we got wonderful buy-in over this past weekend with people who were day tripping to town, et cetera.

- **Jennifer Cabral** – I just wanted to chime in with what everyone is saying. I guess the rumors are flying and I probably helped them fly along there. There's a lot of concern that the masking situation is that you might go to revert to the governor's order. I just wanted to put in my 2 cents that I think that we had such great compliance this weekend, and last week that so many people are wearing masks. It feels like people are really taking it seriously. And I hope that that is part of our, our real thing strategy. I'm sure it will be. I would be for extending it if he felt the need to, but I would like to keep it as it is or more strict rather than revert to the governor's order. I not, especially for the idea of blocking parking on commercial street in the East end, I've a few local people have said that that would be, not great for them. So I would prefer not to do the park, not to block the parking. I'm sorry, I'm in the car right now, so I'm having a hard time concentrating. I believe that, blocking off commercial street would be probably some, a good plan for the nighttime. I'm sure that's all in your coalition presentation tonight.
- **Donna Walker** – I wanted to call and say, thank you for all the work that a Select Board is doing and the Town Manager and also town employees who have worked, I think diligently to try and keep us safe. A question about the masks and, I don't want to go over what other people have said because I think I'm certainly in agreement, but I do want to ask if the select board, does have an opportunity to clarify, the wearing of masks.
- **Myra Slotnick** – I really believe mass should be worn on. This is a deadly virus. And people are carrying it. The more people that come here, the more dangerous it's going to get for the people who live here.
- **Bernice Steisel** – I want to thank you for all the wonderful work you're doing, and I want to, secondary thing that Myra said so eloquently, so I hope we get less ambiguity and be less ambiguous about mass.
- **Kathy "Reno" Brouillet** – I agree with previous speakers that we should have masked 24 hours, seven days a week.
- **Mike Cerutti** – I also agree that the mask messaging is a bit confusing for people, especially for tourists, and would really ask you to consider expanding math throughout the town.
- **Christy Shaw** – You hear a lot of comments from a lot of different people, you're not going to make everybody happy. But you know, it does show that right now. I agree with the comments that by wearing masks, it's really what it's come down to be.
- **Jeannette de Beauvoir** – I'm also concerned about masks, but I also wanted to bring up the proposal to close or to remove parking a commercial street on Friday nights from six to 10 during the summer, so that there's more space apparently for a gallery stroll. It seems to me this is an invitation to get people to not do social distancing. Many of the galleries served wine during that time, which doesn't help with people taking precautions. And I just hope that you've thought this through completely because it sounds dangerous to me.
- **Nathan Harkins** – I think that the States face mask rule is sufficient.

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

- **Robert Anthony** – I just want to reach out to our fellow board members as we go to tonight's meeting and also one Thursday's meeting. We have a lot on our plate, and I know we're going to, try to do the right thing in regard to the decision making. We have to be prepared and make allowances for this community to come alive again, but we have to do it safely. And that's what water health is all about. To make sure that we do it safely, safely for the business, safely for their employees, safety for any, any tourist that comes to town. We really must think about that and actually do something about it in regard to the public safety aspect of it. I agree with most of the callers that the nine to nine is very ambiguous.
- **Lise King** – I would like us to all take a step back and take a look at the way we're visioning our future here in Provincetown. Much of the discourse has been framed in the country and trickling down to us here into an either-or proposition, a choice between health and economy. I would like to have us look at this as a reframing that we can do both and we need to do both. I would argue then many other places, our residents, year-round and part timers and our small business owners are our neighbors. We all together form the unique and wonderful tapestry and texture of this town and we all together form the culture and what makes it a wondrous place for us generation after generation. I think everybody, we can all agree that we hold these values together, that to keep our town live both physically and economically, we need to see ourselves as the interconnected ecosystem that we are and the decisions we all make tonight and in the coming days and weeks, we'll set the stage for us and the resilience of our community will depend on all of us working together for the good of the collective. I really look forward to the results of the

hard work of the coalition and to our gradually opening our town for a calm and safe summer season, whatever that means. I hope and pray that we can all come together and get behind good ideas and be open to out of the box thinking and be open to each other's ideas and not just to knock things down because it sounds crazy when it first goes out.

- **Louise Venden** – I am so grateful for the people who have called in there is clear direction from the public, and certainly from the community survey as well on our mask policy. We know what needs to be done. We know what efforts have been made in other places, whether it's so South Korea or California where they have imposed much stricter guidelines sooner and enforced them that that's what we need to do. We need to enforce various. I am concerned because the sense of urgency that we have not had about having specific directions for people who live here, people who work here and people who have businesses here has left us the walking worried. In my three years on the Select Board, I support an open, a more open and public process for moving through the recommendations about being flexible about some of the licensing and zoning guidelines. I believe we need to do things that are reasonable and that are aired in the public about how we use various sections of commercial street and how we allow businesses, art galleries, shops, and restaurants to expand this, the way in which they provide their services and goods. And I believe that we need to do that fairly soon because it's clear that people are coming here, and they will continue to come in here because it is a safe place because they love Provincetown. So I am hoping we will have more specific guidelines, more specific proposals and more ideas about what materials and good have been procured, signage and how to pay for additional help.
- **John Golden** – You don't want to hear a lot from me. It's unfortunate that the rumors started about this mask thing. We took up a lot of time with phone calls that were. A majority of the board voted in favor of masking on commercial street. It's been working wonderfully. Not a hundred percent, but it's, it's working very well. And to rescind that would have been ridiculous. It's unfortunate that the rumor got started by somebody, and then, we spent almost an hour dealing with, the public outrage because of that. But I guess that, you know, got 87 people listening to the meeting. I am really interested to hear about the coalition because that's where this meeting was supposed to go. Let's get on with that. Thank you.
- **David Abramson** – The recovery coalition has done excellent work. I appreciate all the people that have given up their time to be part of that and also to town staff for all the work they've done. Given that the governor had just issued his guidelines last Monday. The 18th the fact that they were able to take that information and try to turn it around, so we have stuff to act on this week where tonight we'll be hearing a lot about what the suggestions and ideas are. Tonight, will be the time to debate about it and think about it. We don't need to make votes tonight. That's why we're coming back on Thursday. And it will also give us some time to think about it and get comments from people we know and in the community. Thursday will be the full community survey report.

7:08 pm. Board of Health called to Order

Stephen Katsurinis – Here
Susan Troyan – Here
Janet Whelan – Here
Elise Cozzi – Here
Kalliope Chute – Here
Irv Morgan – absent
Christopher Hartley – Here

3. Joint Meeting/Presentations/Requests - (Votes may be taken on the following items):

A. Joint Meeting with the Board of Health

a. Governor's Guidelines for Municipalities – Update from May 25th.

Town Manager Robin Craver talked to the Boards about the changes that are now in place with the Governor's reopening 4 phased reopening plan. Each of the phases will last about a minimum of three weeks before going to the next phase. The Commonwealth will partner with industries to draft sector specific protocols in advance of each of the phases. Phase 1 suggests

working from home as much as possible, priority consideration for work accommodations. Phase 1 still has a size limit for gatherings, and all travelers coming to Massachusetts are urged to self-quarantine for 14 days. The lodging is restricted to essential workers, only houses of worship were able to start on May 18th. I know that many of our houses of worship are reviewing their practices and making decisions on when they want to open. As the chairman had talked about at the last meeting, business are going to be a self-certification. Each of the sectors have their own guidelines that they will be required to meet. Business are able to open with restrictions and some capacity limitations. Essential businesses were allowed to continue but need to bring their practices up to the standards for the guidelines, office space is limited to 25%, limited personal services such as hair, pet grooming, car washes on the outside, and retail, remote fulfillment and curbside pickup. The state has convened a restaurant in hospitality work group. They were convened on the 15th of May and they're developing procedures for opening when they open in a phase two. On May 18th hospitals and community health centers, they will be able to expand the care that they're giving at this time. Originally beaches were open only for transitory activity with no parking now at this point, the beaches, parks, drive-in theaters, some of the athletic fields in court, many outdoor adventure activities, fishing, hunting, boating, outdoors, garden, zoos, reserves, and public installations, are all allowed. As of May 25th, again, they need to look at their sector guidelines and fulfill those and self-certify that they're able to start. More details can be found on the Town of Provincetown's website as well as the State website.

Board Member Venden asked for a copy of the guidelines to be sent to the Board Members.

b. Recovery Coalition Final Report

- i. Social Distancing and Use of Town Property/Transportation**
- ii. Temporary changes to Regulatory Board procedures and approvals**
- iii. Social Services Subgroup Report**
- iv. Communications Plan**
- v. Enforcement Discussion**

Town Manager Robin Craver gave a brief history of how the Town of Provincetown has handled public safety and health of the community during this pandemic. She spoke about the formation of the Recovery Coalition from the health, social services and business sectors of town. The recovery coalition's mission statement was to engage representative stakeholders of the major sectors to advise the province town manager in the development of plans that will facilitate the operation of town in its businesses to serve residents and visitors while maintaining the health and safety of everyone during the summer and fall of 2020. The Provincetown recovery coalition members were asked to engage the community, gather information from their engagement, and then create a series of recommendations to present to the Select Board, the Board of Health and other regulatory committees to decide on the best path forward to open our town. For outreach effort, we had several sectors; health and science, business, public safety, social services, and town staff. The group tried to cast a wide net to be able to get as many voices into the mix as possible. It's important to remember that the health and safety of our community includes balancing the public safety and health of everyone with the health of our town's economy, health, safety, and the economy all play important roles in varying degrees and at varying times. And in the overall health of the community. Town Manager Craver presented procedures and policy changes the Coalition suggested as well as a communication plan, enforcement guidelines, closure of certain areas of Commercial Street to accommodate better social distancing and an ambassador program.

Emergency Manager and Transportation Coordinator informed the Select Board on the changes to the parking department including changes in the new parks system, parking kiosk and lot changes as well as increase safety amongst town staff to reduce human to human contact.

Select Board Member Lise King request in future, there are more breaks in presentation to allow for questions as a lot of content was presented. Member King also request more information from the staff on the case number that would create the need to shut down the town. Is the town creating some sort of mapping that shows what a safe volume of visitors in town are and what is the criteria being used to slow things down?

Select Board Member Louise Venden questions were, are there draft guidelines for businesses to use in establishing sanitation standards, social distancing and enforcement of board of health orders? Are there, will there be a public meeting with business

owners and the general public to address their concerns? Will we see those or is the board of health as it is entitled to do and pose them without Select Board review and approval. Commercial Street closure is very limited. What is the rationale when other proposals have been given? Would like more supporting data.

The Select Board discussed with staff their concerns with taking away parking on Commercial Street and controlling the way of traffic. The Board of Health discusses with the Select Board scenarios determining who is here and what levels the Town could handle.

Assistant Town Manager David Gardner spoke to the Boards about Business Subgroup of the Recovery Coalition initial recommendations for regulatory relief for businesses being considered such as seating area requirements, outdoor display of merchandise, limitation on temporary structures, setback requirements, parking regulations, signage restrictions and tents. The Board of Health is waiting for direction from the Governor's office and once those are received will be returning to the Select Board.

The Select Board and Board of Health discussed when staff thought they could see these orders being implemented. ATM Gardner explained that a lot of these suggested wouldn't be possible without legislative changes by the States, so they are waiting to see what the Governor's orders will be.

AIDS Support Group President and CEO Dan Gates and Helping Our Women Gwynne Guzzeau presented the Social Services Subgroup recommendations. These recommendations include providing the public with access to support through resource guide, radio ads and kiosks around town. The Social Services Subgroup also worked to identify the primary point of contact for referrals to other agencies and asked for fund to be devoted to emergency workers, block grants, food and nutrition programs. The Group also hoped to be able to conduct outreach and engagement with the marginalized communities that live or work in Provincetown.

The Select Board and Board of Health thanked Mr. Gates and Ms. Guzzeau on their excellent presentation.

The Messaging and Communication overview was presented to the Boards by Tourism Director Anthony Fuccillo and Leslie Sanborn. There will be a three coordinated communication plan; communication plan to create public awareness campaign for Provincetown implementation of Governor Barker's reopening plan, communication and marketing plan for approaching tourism and Crisis Communication support for town emergency plans. The communication will be continue to focus on keeping the public safe and will include all federal, state, regional and local health and safety mandates in campaign. The Tourism Department has engaged a media specialist who will provide guidance as necessary. Currently has the "Hope" campaign in place and the next steps will be to hold a joint meeting with the Visitor Services Board and the Select Board to talk about visioning going forward.

Select Board Member Lise King would like to add improvement of technology to the messaging campaign as well as destigmatizing asking for help.

Select Board and the Board of Health spoke about how important communication to the public is.

Board of Health Chair Steve Katsurinis discussed with the Boards enforcement of these orders and the roles of the Board of Health, Health Department and Police Department. The Board of Health and the Health Department are the first line of enforcement are and making sure the public knows the guidelines and the mechanisms for enforcing those rules.

Police Chief Golden spoke about the Police Departments role in community policing; stressed that education was key. First and foremost, individuals should take steps that they feel will keep themselves and their family safe.

Select Board and the Board of Health thanked the Police Chiefs for his report and attention to the details.

c. Public Health Policy Options

Health Director Morgan Clark presented the public Health Policy Options recommendations from the Public Health working group. The purpose of the presentation is to allow the Select Board and Board of Health prepare for Thursday meeting. As a reminder, this is an ever-changing landscape. HD Clark presented a variety of topics such as; banning certain large attractions, bus tours, street performers, public or semi-public showers, saunas, or steam rooms, indoor entertainment, shared bathrooms, self-service food and outdoor smoking areas that the Boards should take into considerations.

d. Presentation on Authorities

Town Counsel John Giorgio reviewed with the Boards the various options the Board of Health would have to protect the public health and the jurisdictions of the enforcement. He also reviewed the Select Board purview and staff purview during this crisis.

Select Board Member Lise King asked if the Town had jurisdiction on Route 6.

TC Giorgio – Route 6 is a State Highway, but the Town is responsible for maintenance.

e. Discussion, make clear decisions will be made on Thursday's meeting

4. Town Manager's Administrative Update

A. Staff Biweekly updates

5. Minutes - (Votes May Be Taken)

A. May 4, 2020 5 pm

B. May 18, 2020 6 pm

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

A. Pending Items List

- **Robert Anthony** – Thanked everyone for putting together the presentation
- **Lise King** – Thanked everyone for their hard work.
- **Louise Venden** – Urge the town to come up with more specific and time frames to impose the implantations and enforcement.
- **John Golden** – I'm all set.
- **David Abramson** –

Board of Health recessed at 10:39 pm

Without objection the meeting was recessed at 10:40 pm

Minutes transcribed by Elizabeth Paine



**Provincetown Select Board
AGENDA ACTION REQUEST
Monday, June 22, 2020**

8

SELECT BOARD CLOSING MATTERS

Closing Statements, Pending Agenda Request Items and Other

Requested by: Select Board

Action Sought: Discussion

Proposed Motion(s)

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

Additional Information

- Please see attached pending topics list

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

Conference ID: # [495 802 257](tel:495802257)

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>