



## Select Board

# Meeting Agenda

The Provincetown Select Board will hold a public meeting on Monday, October 5, 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: **472 714 53**. 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.

1. Public Statements – Three (3) minutes maximum. Select Board Members do not respond during public statements
2. Select Board Member's Opening Statements – Five (5) minutes maximum.

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

3. Joint Meeting/Presentations/Requests – (Votes may be taken on the following items):
  - A. Discuss temporary Modification to the Senior Work-Off Tax Abatement program – Principal Assessor Scott Fahle

- B. Joint Meeting with the Provincetown Housing Authority to appoint Ann Wood as a trustee pursuant to MGL Chapter 41 Section 11
  - C. Presentation of Community survey results – Health Director Morgan Clark
  - D. Meet with Executive Consultants from Groux-White Consulting LLC.
  - E. Discuss Select Board's investigative authority for Boards and Committees per Chapter 3 Section 5 of the Provincetown Charter.
  - F. Approve the Location Agreement for film production by Starz P-Town Productions, LLC: for filming to occur at various locations between November 18 and November 21, 2020
- 4. Town Manager Administrative Matters – Topics to include but not limited to: (Votes May be taken on the following items)
    - 1. COVID-19 Update
    - 2. Town Manager Report
    - 3. Town Meeting Follow-Up
  - 5. Minutes - (Votes May Be Taken)
    - 1. August 24, 2020 6 pm
  - 6. Select Board Closing Matters - Topics to Include but not limited to: (Votes May be taken on the following items)
    - 1. Pending Items List

Posted: Town Hall, [www.provincetown-ma.gov](http://www.provincetown-ma.gov) , 10/01/2020, 10:40 am AR  
Revised 10/01/2020, 12:50 pm AR



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, October 5, 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: # **472 714 53**

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, October 5, 2020**

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## **SELECT BOARD MEMBER'S STATEMENTS**

**Requested by:** Select Board

**Action Sought:** Discussion

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

Five (5) minutes maximum

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

### **Additional Information**

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

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

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**Provincetown Select Board**  
**AGENDA ACTION REQUEST**

**3A**

**Monday, October 05, 2020**

**SENIOR WORK-OFF TAX ABATEMENT**

Temporary Modifications

**Requested by** Scott Fahle, Assessor

**Action Sought:** Approve

**Proposed Motion(s)**

Move the Select Board vote pursuant to M.G.L. Ch. 59 §5K to temporarily modify the Senior Citizen Property Tax Work-Off Abatement criteria to allow partial credit to participants who were unable to complete the required service hours due to the COVID-19 pandemic for calendar years 2020 and 2021.

**Additional Information**

- Attached documents include; M.G. L 59 §5K and memo from the Assessor
- Per MGL Ch. 59 §5 participants are required to work the full number of hours in order to receive any abatement. With this motion the Select Board authorizes the Assessor’s Office, through the Board of Assessors, to grant prorated Property Tax exemptions to participants of the Senior tax Work-off program based on the actual hours worked, if less than the full required amount. This modification is for Calendar years 2020 and 2021 only.

**Board Action**

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



Town of Provincetown  
260 Commercial Street  
Provincetown, Ma 02657  
Telephone: (508) 487-7017  
Email: sfahle@provincetown-ma.gov

**Department of Municipal Finance  
Assessor's Office**

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**To:** Provincetown Select Board

**Through:** Charlie Sumner, Interim Town Manager

**From:** Scott Fahle, MAA, Principal Assessor

**Cc:** Josee Cardinal Young, Assistant Town Manager for Finance & Administration  
Chris Hottle Council on Aging Director  
Shannon Corea Administrative Assistant, Council on Aging

**Date:** September 10, 2020

**Re:** Senior Citizen Property Tax Work-Off Abatement

G.L. Ch. 59 §5K establishes a Senior Citizen Property Tax Work-Off Abatement for taxpayers 60 years of age and older. Under the program, participating taxpayers volunteer their services to the municipality in exchange for a reduction in their tax bills.

As you know, the ongoing Covid-19 pandemic is disrupting the way most Town programs and operations function. In response to a request from the Council on Aging, Josee Young and I had a Teams Meeting with Chris Hottle, Council on Aging Director and Shannon Corea, Administrative Assistant, to discuss how the pandemic has caused the inability of most of the participants of the Senior Volunteer Work Exemption to complete the necessary number of hours worked in order to receive their exemption. Normally, a participant must work the entire number of agreed upon hours before they are eligible for compensation of any amount.

The purpose of this memo is to request that, due to the ongoing pandemic, the Select Board authorize the Assessor's office, for Calendar years 2020 and 2021 only, to grant exemptions to participants for the number of actual hours worked. Normally, participants must work the full number of hours in order to receive the exemption. This modification will allow participants to receive compensation for 2020 and 2021 for whatever hours are actually worked.

If you do not grant this modification, the senior participants who have already worked in 2020 will lose any and all compensation for the hours that they have worked this year.

### **Section 5K: Property tax liability reduced in exchange for volunteer services; persons over age 60**

Section 5K. In any city or town which accepts the provisions of this section, the board of selectmen of a town or in a municipality having a town council form of government, the town council or the mayor with the approval of the city council in a city may establish a program to allow persons over the age of 60 to volunteer to provide services to such city or town. In exchange for such volunteer services, the city or town shall reduce the real property tax obligations of such person over the age of 60 on his tax bills and any reduction so provided shall be in addition to any exemption or abatement to which any such person is otherwise entitled and no such person shall receive a rate of, or be credited with, more than the current minimum wage of the commonwealth per hour for services provided pursuant to such reduction nor shall the reduction of the real property tax bill exceed \$1,500 in a given tax year. It shall be the responsibility of the city or town to maintain a record for each taxpayer including, but not limited to, the number of hours of service and the total amount by which the real property tax has been reduced and to provide a copy of such record to the assessor in order that the actual tax bill reflect the reduced rate. A copy of such record shall also be provided to the taxpayer prior to the issuance of the actual tax bill. Such cities and towns shall have the power to create local rules and procedures for implementing this section in any way consistent with the intent of this section.

In no instance shall the amount by which a person's property tax liability is reduced in exchange for the provision of services be considered income, wages, or employment for purposes of taxation as provided in chapter 62, for the purposes of withholding taxes as provided in chapter 62B, for the purposes of workers' compensation as provided in chapter 152 or any other applicable provisions of the General Laws, but such person while providing such services shall be considered a public employee for the purposes of chapter 258, but such services shall be deemed employment for the purposes of unemployment insurance as provided in chapter 151A.

A city or town, by vote of its legislative body, subject to its charter, may adjust the exemption in this clause by: (1) allowing an approved representative, for persons physically unable, to provide such services to the city or town; or (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,500.



**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, October 5, 2020**

**3B**

**JOINT MEETING/PROVINCETOWN HOUSING AUTHORITY**

Appoint Provincetown Housing Authority Trustee.

**Requested by:** Provincetown Housing Authority

**Action Sought:** Appoint

**Proposed Motion(s)**

Move pursuant to MGL Chapter 41, Section 11, that the Select Board, in conjunction with the remaining members of the Provincetown Housing Authority, vote to appoint Ann Wood as a member of the Provincetown Housing Authority with a term to expire on May 11, 2021.

**Roll Call Vote:**  
David Abramson:  
John Golden:  
Robert Anthony:  
Louise Venden:  
Lise King:  
Frances Coco:  
Donna Szeker:  
Charlene Parris:

**Additional Information**

- Attached documents include; MGL c.41 section 11 and Ann Wood application

**Board Action**

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

## **Section 11: Appointment to fill vacancy in town office**

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified



# TOWN OF PROVINCETOWN

## Application for Town Board Membership

Name: Ann Wood

*Please type or print*

Resident Address: 26 Alden Street, #3

Provincetown, MA 02657

Mailing Address (if different): \_\_\_\_\_

Telephone #: 774-216-9982

Work # ( ) \_\_\_\_\_

Email address: annkalillwood@gmail.com

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

1. Provincetown Housing Authority Board of Commissioners

2. \_\_\_\_\_

3. \_\_\_\_\_

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

Long time Provincetown resident, history of community service.

Provincetown Cemetery Commissioner (Richard Olsew was chair)  
Local journalist for more than 20 years.

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

Ann Wood  
Signature of Applicant

10/01/2020  
Date

**TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK**

Town Clerk Certification: Applicant is a registered voter:  
 Yes  No

Dea C. [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: 9/30/2021

Date Received by Board of Selectmen

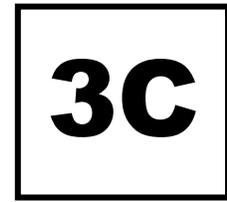
Date Received by Town Clerk

**RECEIVED**  
OCT 01 2020  
**SELECT BOARD**

**RECEIVED**  
OCT 01 2020  
**TOWN CLERK**



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, October 5, 2020**



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## **COMMUNITY WIDE SURVEY ANALYSIS**

Presentation by Health Director Morgan Clark

**Requested by:** Interim Town Manager Charles Sumner

**Action Sought:** Discussion/Approve

### **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>

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September 22, 2020

# Report on COVID-19 Survey Results

## Community Survey (August 2020)

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Photo credit: Pete Hocking

## Executive Summary

The Provincetown Health Department released two surveys in August 2020. The surveys sought to take the temperature of the general community and the business community on how they are faring six months into the COVID-19 pandemic, as well as, their plans and

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concerns for the off-season. For planning purposes, we also wanted to know if we would be welcoming more community members this off-season than normal. Data from both surveys suggests that this off-season Provincetown may welcome around 50 or so residents who do not normally live here in the off-season. However, most survey respondents reported they live in Provincetown year-round.

The survey gives a good overview of the status of Provincetown's older residents, many of whom (58%) report household yearly incomes of over \$100,000, and most of whom are white. The survey did not ask about household size, so it is not known whether the reported household yearly incomes support families, couples, or individuals. The residents who comprise the majority of the survey respondents appear to be doing relatively well six months into the pandemic.

There were some glimpses into the lives of those who report household income of less than \$100,000 a year. Notably the income bracket that reported a higher loss of income were those who reported a yearly income between \$35,000 - 49,999 a year. Just over a third (35%) of all participants expect to see a loss in income in the next two months because of the pandemic. The income brackets where more respondents report expecting a loss in income are \$25,000 - \$34,999 (62%) and \$35,000 - \$49,999 (60%).

Most survey respondents (65%) reported they are currently employed; of the 35% who reported they are not currently employed, most (66%) are retired. Other reasons for not working included employment was temporarily closed (8%) and reduction in business/furlough (7%). Only three percent of respondents reported being laid off due to the pandemic. Most participants (62%) reported no loss of income, a little over a third (38%) reported they lost income.

The survey asked participants questions about food security, both before the pandemic and currently. The data in this section should be considered in light of the demographics of the survey participants, and not be considered representative of the entire Provincetown community. Most participants reported answers that indicate economic stability and food security. Those who reported that sometimes they did not have enough to eat before the pandemic reported yearly incomes of less than \$34,999.

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Most respondents indicated that they will get a flu shot this year and, when it's declared safe and effective, a vaccine for COVID-19, though this survey was conducted before COVID-19 vaccinations became increasingly politicized.

The population surveyed reports that they are doing relatively well in terms of mental health during this pandemic. Most respondents reported that they are not overwhelmingly experiencing feeling nervous or on edge, feeling depressed and hopeless, or feeling they can't stop worrying. Respondents value service-oriented activities such as helping friends and family (89%), supporting people at risk (78%), and supporting people experiencing hardship (77%).

In the future, the Health Department will use different research methods to engage a broader, more representative cross-section of the Provincetown population.

## **Methods**

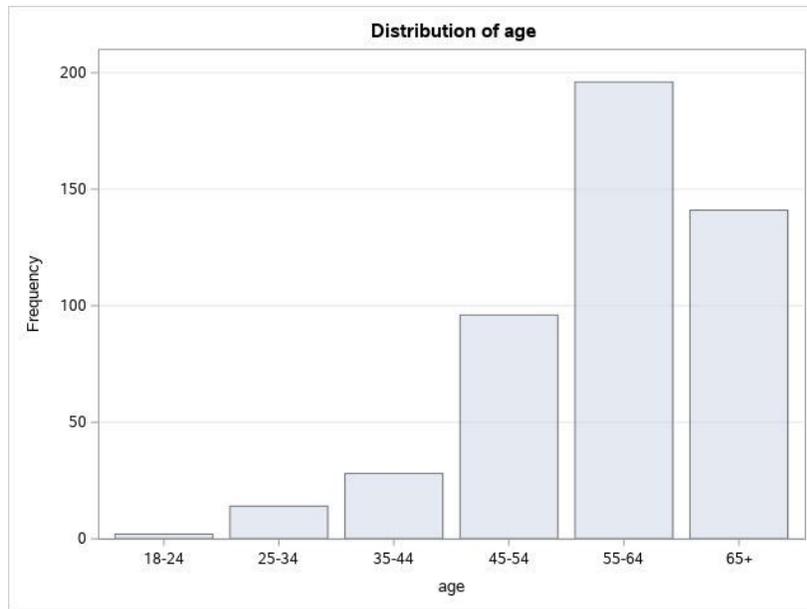
The survey was open August 19 - August 26, 2020. It was promoted through the Part-Time Resident Taxpayers Association, the Provincetown Chamber of Commerce, the Provincetown Business Guild, public service announcements, social media, and media coverage and also was distributed through email to businesses licensed by the Town, Town COVID-19 updates, and Town Department newsletters.

Where possible, the survey used pre-tested questions, including from the Household Pulse Survey During COVID-19 sponsored by the U.S. Census Bureau and other federal agencies, the U.S. Household Food Security Survey by the USDA, and other pre-tested surveys.

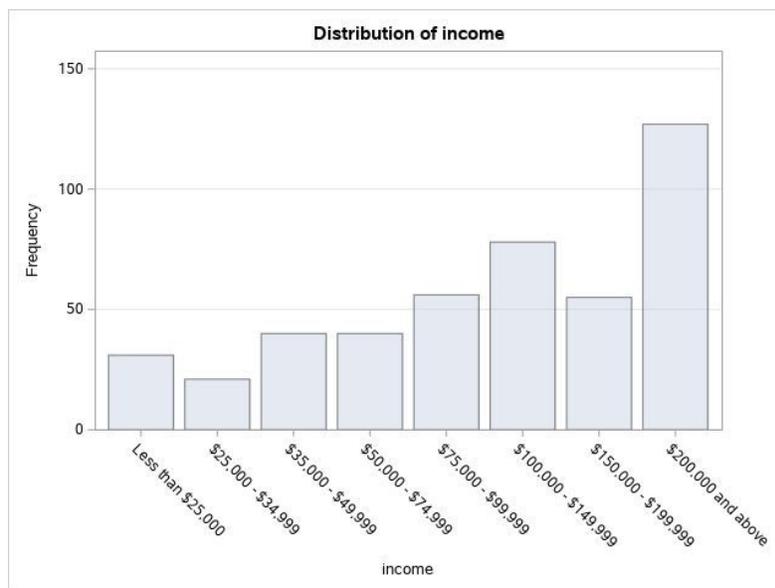
## **Participants**

486 participants filled out the survey, not all participants answered all questions.

Community survey participants were predominantly older (91% were 45 and older) and white (91%). Less than ten percent of participants were 44 years old or younger. Slightly more men (57%) completed the survey than women (42%).



Just over 70% of survey participants reported yearly incomes of \$75,000 or higher, seven percent of participants reported yearly income of less than \$25,000.



The majority of participants (56%) reported they live here year-round, and 35% reported they live here part of the year. Non-residents who work in Provincetown accounted for 7% of the survey participants.

## RESULTS

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## **Off-Season Population**

As a means of understanding whether the population this off-season would be markedly different than in past years, the community survey asked participants about whether they normally live in Provincetown for the off-season and whether they planned on living here this off-season. Most participants (85%) reported that they typically live in Provincetown for some part of the off-season. Of the 74 people who reported they do not typically live in Provincetown for some part of the off-season, 20 reported they will be living here this off-season, 9 were not sure, and 6 reported they will live here for part of the off-season. All but three of those participants were 45 years or older; all but four reported yearly incomes over \$75,000.

The Health Department also released a survey for businesses and organizations to understand their plans for the off-season. That survey asked business/organization representatives about their and their employees' plans for the off-season. Seven business owners reported planning to live here in the off season who normally do not. Business survey respondents reported approximately 17 workers may live here in the off-season who typically do not.

Data from both surveys suggest that Provincetown may welcome around 50 or so residents who do not normally live here in the off-season this off-season. This is just an approximation and may not be indicative of actual population changes.

## **Impacts of the pandemic**

The survey asked questions about financial well-being, food security, health care, and feelings. It is important to recall the relative wealth of the survey participants when viewing the following data from the survey. Very few participants were from the lowest income brackets, and thus the data here cannot be considered representative of the community as a whole.

## **Personal finances**

The community survey asked about the financial circumstances of the participants since March 2020. Most participants (62%) reported no loss of income, a little over a third (38%)

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reported they lost income. The income bracket that reported more loss of income than no loss of income were those who reported making between \$35,000 - 49,999 a year. Just over a third (35%) of participants expect to see a loss in income in the next two months because of the pandemic. The income brackets where more respondents report expecting a loss in income are \$25,000 - \$34,999 (62%) and \$35,000 - \$49,999 (60%).

Most survey respondents (65%) reported current employment. Just over half (54%) of the respondents 65 and older reported they are not currently employed. The survey asked the main reason that participants were not working, and the majority (66%) indicated they were retired. Other reasons for not working included employment was temporarily closed (8%) and reduction in business/furlough (7%). Only three percent of respondents reported being laid off due to the pandemic.

The survey asked whether participants had paid their last month's rent or mortgage on time: 94% of participants reported they had, 2% reported they did not, and 4% reported their payment was deferred. Most participants (83%) reported high confidence that they will be able to pay their next month's rent or mortgage on time, two percent reported payment will still be deferred, 13% indicated a slight or moderate confidence, and two percent indicated they have no confidence that they will be able to pay on time.

### **Food security**

The survey asked participants questions about food security, both before the pandemic and currently. The data in this section should be considered in light of the demographics of the survey participants, and not be considered representative of the entire Provincetown community.

Most participants (89%) reported they had enough food before the pandemic, ten percent reported they had enough to eat but not always what they wanted before the pandemic, one percent responded that sometimes they did not have enough to eat. Those who reported that sometimes they did not have enough to eat before the pandemic reported yearly incomes of less than \$34,999.

When asked about whether they had enough to eat in the past seven days, most participants (85%) reported they had enough to eat, 14% reported they had enough but not

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always what they wanted, and under two percent reported either sometimes or often not having enough to eat. Of the 88 participants who indicated they did not have enough to eat, most (47 people) reported it was because the stores did not have the food they wanted; sixteen participants said they were afraid or did not want to go to stores to buy food, and fifteen said they could not afford to buy food. Eight participants who reported not having enough food to eat said it was because of either transportation or mobility issues, and two reported they did not have enough to eat because they could not get food delivered to them.

Most survey participants (68%) reported they are very confident they can afford the kinds of food they need for the next two months, sixteen percent were moderately confident, fourteen percent were somewhat confident, and three percent were not at all confident.

## **Health Care**

One of the goals of the survey was to determine whether people were moving to Provincetown during the pandemic, and if so, whether they had what they needed to live here safely, including access to health care. Just over half of survey respondents (52%) reported that they have a primary care provider on Cape Cod. Fortunately, that does not mean that half of the respondents need a primary care provider, as that question was asked as well. Only 15% of participants reported they need a primary care provider. The survey offered a space for participants to include their contact information to be connected to primary care; that information was shared with Outer Cape Health Services to make a connection.

## **Vaccinations**

The survey also asked participants if they were planning on getting a flu shot this year. Most (80%) reported they are, eight percent were not sure, and eleven percent said they were not planning to get a flu shot this year. The survey gave options for locations where participants might get their flu shot and they could select as many as they wished. The locations respondents selected included Outer Cape Health Services (47%), CVS (30%), Stop & Shop (21%), other doctor's office (16%), other (12%), employer flu clinic (5%), and regional flu clinic (3%).

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Respondents were also asked whether they would get a vaccine for COVID-19 when one was approved as safe and effective<sup>1</sup>. Most respondents (77%) indicated they would, 21% indicated they were not sure, and only two percent reported they would not get a vaccine.

## Feelings

The survey asked questions about participants' feelings in light of the pandemic. First it asked about whether participants found certain service-oriented behaviors to be necessary and useful during a pandemic. The activities that most respondents ranked as very useful and necessary were helping friends and family (89%), supporting people at risk (78%), and supporting people experiencing hardship (77%). Donating blood (36%) and helping with neighborhood assistance (48%) were ranked as very useful and necessary at lower frequencies.

Participants were also asked about how they felt over the last seven days. Many (43%) reported they did not feel nervous or on edge, 32% said they felt nervous or on edge for several days, thirteen percent reported they felt nervous or on edge for more than half the days, and twelve percent reported they felt nervous or on edge nearly every day.

Even more respondents (63%) indicated they were not bothered with being able to stop or control worrying. Seven percent indicated they were not able to stop or control worrying more than half the days of the past week, and six percent reported that feeling nearly every day in the past week.

Most respondents (60%) also indicated they were not feeling down, depressed, or hopeless in the past week, though seven percent said they felt that way more than half the days of the past week, and four percent reported that feeling nearly every day in the past week.

When asked if they have little interest or pleasure in doing things, most respondents (65%) indicated this was not an issue for them, but six percent said they felt that way more than half the days of the past week and four percent reported they felt that way nearly every day in the past week.

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<sup>1</sup> This survey was administered prior to President Trump's announcements that he would have a vaccine by the end of the year, and then before the election, which reportedly is eroding the public's trust in the vaccine approval process (source: <https://www.nytimes.com/2020/09/17/us/politics/trump-biden-coronavirus-vaccine.html>)

The survey also asked if respondents felt stressed or burdened by certain factors in the previous two weeks, the following table shows the responses by percentage:

	Very much	Somewhat	A little	Not at all	N/A
The current pandemic	40%	30%	23%	6%	<1%
Living in a small accommodation	6%	9%	10%	65%	11%
Being in quarantine / Staying at home	11%	20%	28%	33%	8%
Childcare	2%	<1%	<1%	46%	51%
My child(ren)s schooling	4%	4%	2%	40%	50%
Working from home	4%	9%	13%	46%	29%
Worries about my health	14%	26%	35%	24%	2%
Worries of not being able to get medical care	11%	15%	23%	48%	4%
Increased conflicts with people close to me	7%	14%	22%	54%	3%
Financial worries	13%	17%	25%	43%	2%
Uncertainties regarding my job, studies, or school	12%	15%	19%	42%	12%
Concerns for my own personal safety	13%	21%	30%	34%	3%
Concerns for the wellbeing of family members or friends	31%	28%	25%	10%	5%
Fears of what the future will bring, or that I won't be able to cope with everything	21%	21%	29%	26%	3%
Boredom	10%	16%	28%	42%	4%

On a whole, the people who filled out the survey do not report being overwhelmed by negative feelings. Understandably, many report feeling some level of stress or burden particularly concerning their friends and family's wellbeing, or fears about the future. Many

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report feeling stressed by the current pandemic in general. Survey participants found value in many service-oriented behaviors, the highest of which were supporting people at risk, supporting people experiencing hardship, and helping friends and family.

It is important to remember that this survey was conducted in August. Weather and activity play a large role in mood and feelings, and we cannot assume that how people responded to these questions is indicative of anything further than their feelings at that point in time.

## **Takeaways**

The goal of this survey was to get an idea of how the Provincetown community is doing six months into the pandemic, and to understand what community members feel their needs are moving into the off-season.

The survey gives a good overview of the status of Provincetown's older residents, many of whom (58%) report household yearly incomes of over \$100,000. Those residents appear to be doing relatively well six months into the pandemic.

There were some glimpses into the lives of those who make under \$100,000 a year. Notably the income bracket that reported a higher loss of income was those who reported making between \$35,000 - 49,999 a year. Just over a third (35%) of participants expect to see a loss of income in the next two months because of the pandemic.

Most survey respondents (65%) reported they are currently employed, and most of those who are not currently employed are retired (66%). Most participants (62%) reported no loss of income, a little over a third (38%) reported they lost income. The income brackets where more respondents report expecting a loss in income are \$25,000 - \$34,999 (62%) and \$35,000 - \$49,999 (60%).

The survey asked participants questions about food security, both before the pandemic and currently. The data in this section should be considered in light of the demographics of the survey participants, and not be considered representative of the entire Provincetown community. Most participants reported answers to indicate economic stability and food security. Those who reported that sometimes they did not have enough to eat before the pandemic reported yearly incomes of less than \$34,999.

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Most respondents indicated that they will get a flu shot this year and, when it's declared safe and effective, a vaccine for COVID-19, though this survey was conducted before COVID-19 vaccinations became increasingly politicized.

The population surveyed reports that they are doing relatively well during this pandemic. Most respondents reported that they are not overwhelmingly experiencing feelings such as being nervous or on edge, feeling depressed and hopeless, or feeling they can't stop worrying. Respondents do value service-oriented activities such as helping friends and family (89%), supporting people at risk (78%), supporting people experiencing hardship (77%).

In the future, the Health Department will use different research methods to engage a broader, more representative cross-section of the Provincetown population.

September 22, 2020

# Report on COVID-19 Survey Results

## Business Survey (August 2020)

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Photo credit: Pete Hocking

## Executive Summary

In an effort to understand the plans and needs of Provincetown businesses and organizations, especially as we move into the off-season during the COVID-19 pandemic, the Provincetown Health Department issued a survey. The survey was promoted through the media, social media, and public service announcements, as well as distributed by

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business groups, licensing channels, and Town department emails. The survey was completed by 165 businesses and organizations in Provincetown, with lodging, dining, and retail businesses representing the highest number of participants.

Survey respondents reported slightly different plans for the off-season this year versus prior “normal” years. Just over a third of respondents (37%) reported they are not closing earlier than usual. Those who are closing earlier than usual gave the following reasons: concerns about not having enough customers (32%), concerns about keeping staff safe from COVID-19 (18%), concerns about staffing (11%), supply chain issues (6%), or something else (2%).

Almost half of survey respondents (47%) reported their business experienced a large negative economic effect, and those rates were reported by most industries. Four businesses (one each of dining, lodging, attraction/museum, and nonprofit) reported closing temporarily and one business (health/wellness) reported closing permanently due to the coronavirus pandemic.

Most survey respondents (83%) reported that if more residents live in the community in the off-season, that would not change their operating plans for the off-season. However, some industries reported that a larger off-season population may change their operating plans - restaurants (32%), gallery (31%), and retail (22%).

Most respondents have plans in place to operate if the state is required to re-enter a previous phase in the Reopening Plan, but elimination of indoor dining may cause up to half of the restaurant owners who responded to close. The business owners who participated in the survey seem to be optimistic about reopening in 2021, with most of those who are not open year-round planning to reopen in May 2021.

## **Methods**

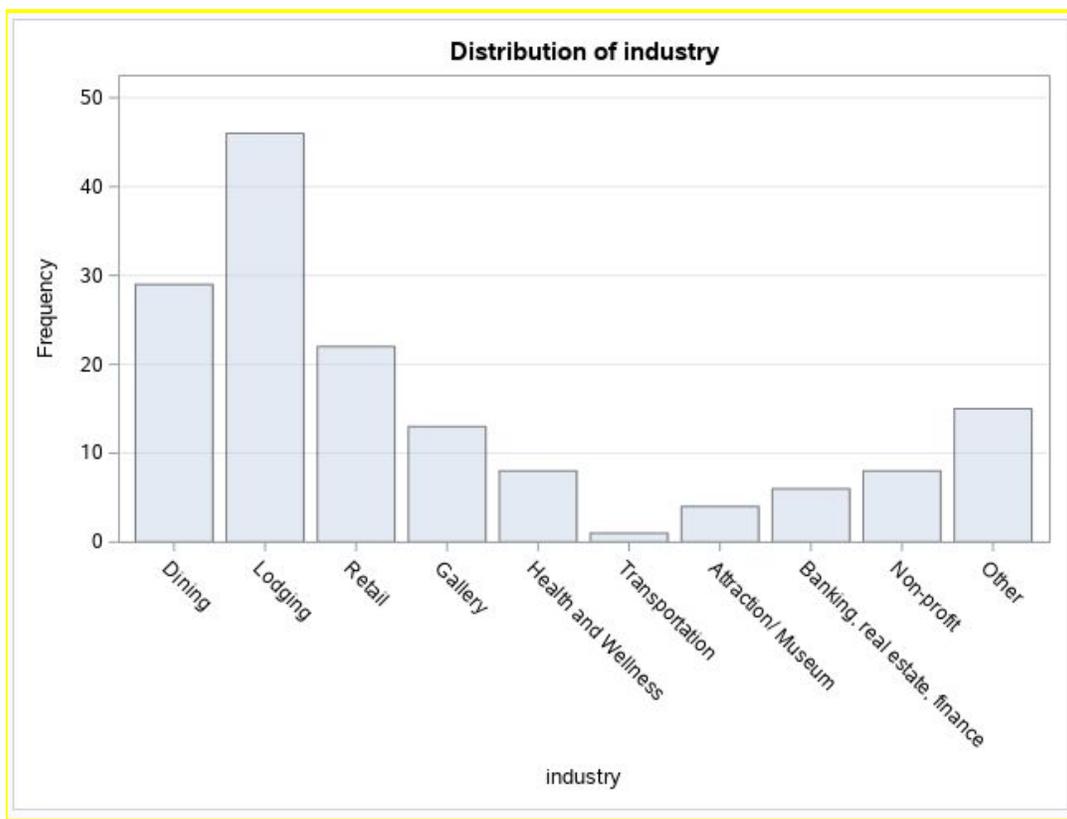
The survey was open August 19 - August 26, 2020. It was promoted through the Provincetown Chamber of Commerce, the Provincetown Business Guild, public service announcements, social media, and media coverage and also was distributed through email to businesses licensed by the Town, Town COVID-19 updates, and Town Department newsletters.

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The survey was filled out by 165 respondents; not all questions were completed by all respondents. All businesses and organizations that operate in Provincetown were welcome to participate.

### Participants (Types of Businesses)

Lodging accounted for the largest percentage of survey respondents (30%), followed by dining (19%), retail (14%), gallery (9%), and “other” (10%). Nonprofits and health/wellness related businesses each represented approximately 5% of respondents.



## RESULTS

### Perceived Economic Impacts of COVID-19

When asked about the economic impacts of COVID-19 on their organization, almost half of respondents (47%) reported that COVID-19 had a large negative effect. Just over a third (38%) reported that COVID had a moderate negative effect. Just under 7% of respondents indicated any type of positive economic effect (moderate and large, combined).

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Examining the impacts by industry, all but two industries reported similar effects as indicated above. Organizations in the banking/real estate/finance industry and the nonprofit industry reported moderate negative effects rather than large negative effects to their operation.

Four businesses (one each of dining, lodging, attraction/museum, and nonprofit) reported closing temporarily, and one business (health/wellness) reported closing permanently due to the coronavirus pandemic.

### **In a Normal Off-Season...**

Approximately a third of respondents (38%) indicated that their business is typically open year-round. Twenty percent (21%) indicated they typically close after Halloween. Almost a quarter of respondents (24%) reported usually closing after the holidays/new year. Seven percent (7%) of respondents indicated they typically close for only one month in the off-season.

### **This Off-Season...**

The survey asked respondents what their plans for the business are this off-season. Just under a third (30%) reported they will be open year-round. A quarter (26%) reported they will close after Halloween. Just over ten percent (12%) indicated they will close after the holidays/new year, which is about ten percentage points lower than a normal year (24%). Under 3% of respondents reported they will only close for one month this off-season, and 16% percent indicated they have “something else” planned for closing this off-season.

Just over a third of respondents (37%) reported they are not closing earlier than usual. Respondents who reported closing earlier than usual were asked why. The following were given as reasons: concerns about not having enough customers (32%), concerns about keeping staff safe from COVID-19 (18%), concerns about staffing (11%), supply chain issues (6%), or something else (2%). The industries that reported the highest concern were as follows: concerns about not having enough customers (dining, lodging, retail), concerns about keeping staff safe from COVID-19 (dining and lodging), concerns about staffing (dining), and supply chain issues (dining).

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The survey gave an opportunity for those who reported plans to close earlier than usual to self-describe their reason why. Some of those reasons listed include concerns with whether restaurants, galleries, and shops will be open in the off-season, concerns about enough foot traffic and out-of-town visitors in the off-season, concerns about the effect of the quarantine order on tourism, and concerns about safety and compliance with state guidance. Many respondents described pre-existing conditions which preclude staying open in the off-season, such as lease conditions or lack of winterization in their building.

A majority of survey respondents (83%) reported that if more residents live in the community in the off-season that would not change their operating plans for the off-season. However, some industries reported that a larger off-season population may change their operating plans; those industries are restaurants (32%), galleries (31%), and retail (22%).

For those who reported planning to close but wanting to remain open, the survey asked what they would need to stay open. In order, respondents reported needing small business grants (29%), employees (17%), something else (13%), small business loans (10%), and testing for asymptomatic employees (9%). By industry, the industries that reported the highest level of interest in each are: small business grants (dining, lodging, retail), employees (dining, lodging, retail), small business loans (lodging), asymptomatic testing for employees (dining, lodging), something else (lodging).

### **Asymptomatic Employee Testing**

Almost 20% percent of respondents indicated they would like to have their asymptomatic employees tested, and another 20% were not sure. Dining and lodging were the industries that indicated the highest level of interest. Of those who reported some interest in testing for asymptomatic employees, most indicated (44%) they would prefer monthly testing.

### **Operations in Phase 1 & 2**

The survey asked restaurants with indoor seating what they would do if the state rolls back to a prior stage of reopening. Forty-two survey respondents answered this question. Half of the responding restaurants with indoor seating indicated they would close. A little over a

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quarter of respondents (28%) indicated they would offer takeout, and the rest (21%) indicated they planned “something else.”

For all businesses, a majority of respondents (75%) indicated they had plans in place to operate if the state rolls back to an earlier phase. The industries that reported being slightly less prepared for a roll back were lodging and attraction/museums. The survey gave respondents an opportunity to self-describe what would help them operate in Phase 1 or 2; responses included access to personal protective equipment (PPE), business rent assistance, asymptomatic testing with rapid turnaround for visitors, free testing, more options/flexibility for outdoor dining, paycheck protection loans.

### **Plans for 2021**

The survey asked businesses when they planned to reopen in 2021. The majority of participants reported planning to open in May, and many reported being open year-round. Survey respondents reported plans to reopen in the following times in 2021: Open year-round (28%); January/February/March 2021 (11%); April 2021 (19%); May 2021 (32%); June 2021 (3%); July/August 2021 (1%); other (3%); permanently closed (2%). By industry, May was still the month most businesses reported reopening, particularly in dining, lodging, retail, galleries and attraction/museums. The industries that reported primarily (between 50-75%) being open year-round were health/wellness, banking/real estate/finance, nonprofit, and other.

### **Other comments or suggestions for Town leaders**

The survey left space for respondents to leave other comments or suggestions for Town leaders. Suggestions regarding testing were prevalent, including prioritizing Town funds for testing, offering free testing for workers, offering fee-based asymptomatic testing for the general public, faster testing turnaround times. Some economic suggestions include regulatory relief for operation requirements (Ed. note: this may reference year-round liquor license requirements or zoning or economic development requirements), financial assistance for businesses, including business rent assistance and the interconnectedness between the lodging industry and the other tourist-related industries such as dining, retail, and galleries. Many praised the efforts of the town and the community in keeping the town safe.

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## Takeaways

The survey was completed by 165 businesses and organizations in Provincetown, with lodging, dining, and retail businesses representing the highest number of participants.

Survey respondents reported slightly different plans for the off season this year versus prior “normal” years. Slightly fewer businesses reported plans to remain open year-round this year (30%) versus past years (38%). More businesses reported plans to close after Halloween this year (26%) than normally do (21%). Just over ten percent (12%) indicated they will close after the holidays/new year this year, which is about ten percentage points different from a normal year (24%), but the difference may be that some businesses will be closing earlier than usual. Under 3% of respondents reported they will only close for one month this off-season versus 7% in a normal year. This year, 16% percent indicated they have “something else” planned for closing this off-season, in normal years 6% of survey respondents chose that option.

Just over a third of respondents (37%) reported they are not closing earlier than usual. For those who are closing earlier than usual, the following were given as reasons: concerns about not having enough customers (32%), concerns about keeping staff safe from COVID-19 (18%), concerns about staffing (11%), supply chain issues (6%), or something else (2%).

Almost half of survey respondents (47%) reported their business experienced a large negative economic effect, and those rates were reported by most industries. More organizations in the banking/real estate/finance industry and the nonprofit industry reported moderate negative effects than large negative effects to their business. Four businesses (one each of dining, lodging, attraction/museum, and nonprofit) reported closing temporarily and one business (health/wellness) reported closing permanently due to the coronavirus pandemic.

A majority of survey respondents (83%) reported that if more residents live in the community in the off-season that would not change their operating plans for the off-season. However, some industries reported that a larger off-season population may change their operating plans - restaurants (32%), gallery (31%), and retail (22%).

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The majority of respondents have plans in place to operate in previous phases, but elimination of indoor dining may cause up to half of the restaurants who responded to close. The businesses that participated in the survey seem to be optimistic about reopening in 2021, with most of those who aren't open year-round plan to reopen in May.

Provincetown policymakers can consider some of the following suggestions that were proposed by survey respondents as ways to support local businesses and organizations:

- Paying for or subsidizing testing for workers
- Advocating for fee-based testing for the asymptomatic general public
- Providing regulatory relief for business who are required to be open for a certain number of months through Town licensing or permitting
- Encouraging businesses that other businesses rely on to operate (restaurants, retail, galleries, etc.) remain open as long as possible
- Providing economic assistance to businesses, particularly those who are open year-round or for the longer season
- Advocating for economic assistance from other levels of government (state, federal)

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## Appendix A - Qualitative Responses

If you are closing earlier than usual this year, why = Something else -- Please describe:

<b>Response:</b>	<b>Frequency</b>
Customers	3
Better town response to covid not looking the other way and fostering Ptown as a party destination a peanut butter sandwich or hummus does not make a bar a restaurant with expanded seating outdoors and drinks to go really and I can book several places on line for lodging for 3 nights and an Arkansas address really!	1
Renters need quarantine lifted from their states or MA	1
More foot traffic in February, March, April.	1
To know there will be visitors in town. Very few locals buy art from the galleries in town.	1
Heat and customers we are on a Wharf.	1
Customers!	1
We don't have enough indoor seating because of an appeal from our neighbours and our inability to use our back dining room.	1
Our lease does not allow operation after Halloween	1
I never close.	1

As a guest house owner I need shops, restaurants and galleries to remain open. Telling a guest you have 3 choices of restaurants and no shops are open is not a selling feature.	1
BAR OPEN	1
Better relations between full time and part time residents. These rants and unrest are not pleasurable and make the town ugly.	1
Winterization which is not poss	1
We do not want to be open December-March	1
I don't want to stay open past Columbus day. Summer cottage rentals with no heat	1
We would need the pandemic under much greater control than it currently is before we would even consider opening up to the public. We cancelled our summer season of guests this past summer, and only were available for close friends/family that we trusted and who also do NOT have second homes (I.e. only available for city folks w COVID PTSD who have spent the pandemic alone in small apartments. We have been quite pleased to give some friends a respite, despite the loss to our bank account. (We are lucky as we mostly live off of our investments, so, we have tripled our generosity, i.e through giant tips, or free lodging, solely for known entities, in our vacation rental.)	1
Our non-profit business is a Sailing School. It is not free but subsidized by reduced fees and donors. If we had a little space, less than 3 % surface area, on Macmillan Pier for our proposed adult including disabled sailing school and the 2 ton, 3 ton max, jib hoist, we would could justify our plans for donor capital and open except during bad winter months. At other New England venues that is the case.	1
Too cold to run after Halloween	1

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I'm an interior designer and I'm open for business year round despite the lack of business, I still have client work in progress.	1
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Is there anything you need that would help you run your business safely under the guidance for your industry in Phase 1 or Phase 2? If yes, please describe:

A NEW PRESIDENT, AKA, BIDEN!

Access to loans if necessary, access to PPE (gloves, sanitizer, masks, etc)

As long as Telemedicine is reimbursed by insurance companies - I'm all set.

Better town response and enforcement

Business Rent assistance - Business rent cancellation - business rent payments through a government program... anything that helps take the rent off our hands. We are struggling with income, and all of the small revenue we make has to go toward rent, and there is nothing left for life's essentials. That is the biggest problem of all right now, the burden of rents.

Business support and the town or government should reimburse small businesses for buying the protective gear. Somewhere along the line the responsibility and policing has been left up to small businesses. In reality there should be a grant or support that replaces those costs of reimbursed back to the small businesses. Example Masks gloves plexi barriers cleaning materials.

Fast test for guests to take and get the results back in minutes not days.

Fitting room use is critical.

Free covid testing. Free supplies like masks and gloves and hand sanitizer.

I am a therapist in private practice. I live and work in Truro and also have an office in Orleans.

My practice is very busy working with the impact of Covid and the political situation.

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I am not allowed to operate under Phase 1 or 2.

I have several "Sanitation Stations" set up in Christof's (i.e., gel disinfectant that kills 99.9% of germs, wet sanitation wipes as well as disposal bags specifically for these wipes. All summer, people have been very good about utilizing the gel and wipes even if they are not in the store to not necessarily purchase but to even just browse. That was good to see. What I think should continue - until perhaps it gets too cold, is the "Ambassador Program". Many customers have mentioned how much safer they have felt being here because of that specific effort they see the town making to keep everyone safe. In fact, this program idea is something many told me they wanted their own towns and communities to also do as it seemed a "friendly" way to get everyone to comply with wearing a mask.

Just as other sailing venues are promoting masks, distancing, washing, and double handed training, the same would be true for our school. So for sailboats that have customarily required 3-5 crew, teach 2 crew techniques for Covid-19 safety.

#### MONEY

More clarity from the town for visitors about masks above noses and social distancing especially. People here have been mostly very thoughtful and respectful, but we would like a town ordinance mandating masks everywhere in town, not just on Commercial St. and some consequence for not complying. Also more education about social distancing.

More options to make the outside/patio area usable in the winter

National Leadership to fight this disease.

Not sure if lodging is allowed during phase 1 or phase 2

Once the winter population is settled in, then a request that all residents get a test after returning from off cape. This would allow us to open inside with a level of confidence that all is well and also allow our customers to make an informed decision about removing their masks once seated. Remember there will be no outside dining after September.

Phase 1 had my business and most small business in town closed

Phase 2 is broadly the same for my industry

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Phase 1 we had to remain close. Phase 2 step 1 retail sales in advance no shop entry basically meant we were still closed. Shop ahead and pick up at the store does not mean anything for our business esp if no tourists can travel to town.

plan\_limit\_op\_help

PPL loans for next season as well.

Size of shop limits to two customers at a time currently; not worth curbside pickup. Online presence has had more traffic.

Survey can't capture a huge amount of economic activity in the town. Big example, publishers, consultants and others in media who do not have the same open and close schedule. Don't have hours of operation but do have employees. I have to think that this is important and there must be other sectors employing 25-50 people in town in total but they add up.

Executives working from home are the key to the community you want and that is many more.

Off the top of my head: Ptown Arts, banner, independent, ptownie, ptown magazine, ptownhacks, art guide, book publishing, wildlife calendar, small broadcasters, towleroad.com, Womr. etc.

If interested in tourism then galleries matter.

Testing question asked in too much of a vacuum. what are provisions for paying employees if sick or quarantined and guaranteeing they have a job.

Testing is the biggest thing. stop spending even a penny on mask enforcement and put all of that limited money chasing any outbreak through testing as opposed to indulging at huge cost the irrational fears about the 2 percent not masking. The chances are less likely that those 2 percent will spread anything on commercial street than the 100% of people doing things off Commercial street that we know cannot be regulated.

Seriously, the only thing that spending is doing is inviting more irrational fears from folks who think they are somehow smarter than all the scientists in the world. Get testing at any

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cost and make an environment in which people will get the tests as opposed to following the current incentives for as long as possible hoping they are asymptomatic because of fear for jobs and money. This is what people are doing, knowing most young people don't get hit hard by it and as a DIRECT RESULT of the again non scientific approach of shaming and calling the cops, why would anyone want to be tested or feel that any good would come out of taking the chance of testing positive.

If we have an outbreak in this town and it is found to be because someone did not go get tested it will be liability on Lise King and the other board members who were informed of this but chose to pander and demagogue to the few with irrational fears, leaving these potentially lifesaving efforts by the wayside. Seriously. Speak up if you see this kind of malpractice. In effect we are more at risk or the hyped up efforts that think they go beyond science and many are pissed.

Why is indoor dining still happening when no one feels comfortable with it.?

Town assistance with employee testing. I believe if the town is spending on tourism, they should also pay to test all employees.

Town wide ordinance for out of state/town vendors, drivers, deliveries, contractors to follow local guidelines, per health dept.

Zoning relief to accommodate outdoor dining

Any comments or suggestions that you would like the Health Department to share with Town leaders?

Business Rent assistance - Business rent cancellation - business rent payments through a government program... anything that helps take the rent off our hands. We are struggling with income, and all of the small revenue we make has to go toward rent, and there is nothing left for life's essentials. That is the biggest problem of all right now, the burden of rents.
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comments_leaders
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Great job! Thank you for the clear communication and guidance
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Have a plan

Have an open and honest science not fear driven discussion

Try and look at the data for schools from other places such as Australia that takes kids temperature at the gates but does not engage in masks or distancing children or creating future mental health problems from lack of sharing touching or play.

Look at the data between Finland where masks and closures and distancing was practised and Sweden where schools for u12 remained open with few restrictions, apparently infection and transmission of and between children and teachers is identical.

Build a consensus that enables confidence and kindness not fear and acrimony

I follow all of the state requirements and feel safe doing so. I've had costumers tell me they felt safe shopping at my store. - I wish there was enforcements for business not following the rules. It makes it harder for those of us who are and confusing to visitors.

I think it is unfair to ask my kitchen employees working in front of an open flame to wear masks, just because there's ignorant people complaining about it. Instead, explain to those complainers the health and fire hazards of it.

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I think the Health Department has done an admirable job in keeping us all as safe as we could hope to be in a town with a tourist- based economy. We are all safer because of their efforts. Retailers, Galleries, Restaurants, have all been negatively affected by this pandemic - and that is just a fact - but overall having safety be the primary concern has done much to keep up safe.

If I could a suggestion for one thing from this summer season, it would have been this: to create specific and designated outdoor areas for people who buy take out food items ( especially ice cream ) to sit and eat that food and finish it - instead of looking for places to stand or sit on their own which usually means choosing to gathering in front of other nearby non food businesses - often blocking display windows and entrance and exit ways.

Not only are those food customers interfering with surrounding retail businesses but most importantly, they also "maskless" for the duration of however long it takes them to eat their summer treats. All summer, and for the very first time in my 20 years of having Christof's, this has been a problem and it is because tourist do not want to walk down Commercial street without a mask so they gather in front of my display windows, often sitting on a tiny brick ledge to eat and socialize. This has never ever been the case before this summer. In fact, at first I just thought it was a bit odd, however, It quickly became a pattern: Buy an ice cream, go to a nearby business, stand in front of that business, or sit on that business's steps, pull the mask down and eat the ice cream.

Just today, I noticed that SHOR just added what will amount to fencing in front of his retail space and I suspect, with a high- degree of certainty, that SHOR too has been having the same problem as many tourists take their snacks and ice cream over to his steps while he too is trying to keep his entrance ways clear for paying customers.

What this says to me is that tourists do not want to non-compliant with mask- wearing but they also are not being given a solution as to where they should specifically go if they are not continuing down Commercial Street as they have for the last 19 years I have had my business. This "mask free: loitering has created a constant problem for those of us whose businesses are not food. I am not sure who owns the beach area behind Whaler's Wharf, but perhaps the town can turn that into a bench friendly place - so that tourists, who want to comply, can have a place to sit and polish off an ice cream or snack without (unknowingly) disrupting other retail businesses. From May-Septemeber that beach can become a place for people to sit, enjoy themselves, re-mask, and then head back out to Commercial Street.

This would make me feel safer as I would then not be having to be in constant contact with people who their masks pulled down and are all within a few feet of me and each other.

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I would be in favor of more transparent reporting regarding employees that live outside of Provincetown or visitors who test positive. I would also be in favor of publicly reporting businesses that are closed due to a COVID event. A failure to be transparent undermines public trust. Other than those issues I believe that Provincetown as a municipality, as a business community, and as a community has done a fantastic job of dealing with the Pandemic this summer. A Job well done.

I would like to see a permanent testing site at CVS or Outer Cape that employees, owners and even our guests to stop in and get a test. If we offered a rapid test it would open the economy up to a broader audience and a piece of mind. Consumers pay hundreds if not thousands to come here what is another \$100.00 for a test.

Is there a way to message to part timers that they are welcomed/encouraged to stay for the off season or, for those who are in PTown in the off season, to stay more often?

Make masks mandatory everywhere all the time when not in private home. Enforce wearing masks and safe distancing. Continue to educate the public especially visitors. Protect businesses from abuse when they merely ask customers to wear masks and safely distance. Put hand sanitizer dispensers all over town. Lock down if our numbers rise. Eliminate all public events until this is over. Offers voting outside when the time comes. Keep up with the ambassador program - it's great!

make testing free

Many visitors comment on how safe they feel and other places are not as compliant. As difficult as this is for everyone, I think we're doing a pretty good job of staying safe while trying to have some return to normal activities.

Mask 24/7 a must. Passengers that visited our town on my vessel were very pleased with the town on the most part and wished that things were that way in there home town. They felt safe here.

Nice work navigating all of this!

No one can say for certain where we will be after Labor Day. With all October event cancelled and the weather not co-operative I may close after September, if in fact we are still open.

No. People are being great. All is well.

Property tax on businesses where the property is the business (hotels for instance) should not have to pay such tax when the government doesn't allow them to operate.

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Provincetown has mostly been doing a great job, in our view. We only wish the rest of the country were so good. We desperately need a new president and administration. Grownups. Sanity.

quicker tests at no cost

Stop letting the town make decisions on anything but science. Make sure that the town leaders understand that they wasted 4 months and all the money down the drain in additional police waste and put us at greater risk in this pandemic...no matter if we somehow get through with zero more cases, the leadership put us at more risk. and please explain that concept of probabilities and risk and that it is part of life and that the irrational fears of a few do not actually put anyone at greater risk, except when they are allowed to influence decisions and leaders do irrational things like put all their time and resources against something that is incredibly low risk and don't rise to the occasion on the things that will lower risk, like testing, and so here we are. pissed off. community divided. at higher risk. and there is risk in everything. let's not be the greatest risk to ourselves out there if possible. with the state policy following the science and being in place here. All of that time and energy only put into place the tiny sliver of a policy covering in a limited zone all the people not wearing masks walking MORE than 6 feet from each other on the street in a town with zero cases and a breeze. embarrassing. embarrassing.

Testing needs to happen on a regular basis and should be free to employees and employers. If we only test once--we will not truly understand if our employees have the virus.

Thank you for FINALLY making masks mandatory 24/7 in the commercial district along Commercial St, the Pier, Lopes Sq and Town Hall. Clear and direct easy for tourists to understand. It has been frustrating that our local police staff and their "courtesy" / traffic officers do not help to openly enforce mask wearing. Additional marked lack of police presence at night--many visitors ignore 6" distancing and gather in large groups

The interconnection between restaurants and inns cannot be overstated. Inns cannot effectively be open if there is nowhere for guests to eat.

The lack of financial support for businesses has made it impossible to operate. I couldn't qualify for any of the SBA funds because my business is too small, and with all of the cancelations I lose less money being closed than being open with fewer customers. It's unclear if I'll be able to reopen next year since there are no government grants available to support business that have been decimated by the forced government closures.

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The practices we are enforcing in our retail stores ( both employee and customer) are not being practiced by either employees or customers outside of our shops.

House parties, groups eating food, drinking or smoking on the street all occur with face masks down, close group contact, and complete disregard for social distancing.

Then they walk into our business, and pretend to be concerned and doing the right thing. How did we end up being the enforcement mechanism in order for our licenses to remain valid.

Just doing something to say you are doing something is an overreach of any government body.

The town needs more accessible and "quicker results" testing for residents who want to be tested and are asymptomatic.

This survey seemed skewed towards restaurants, and as a guesthouse, many questions did not apply to our biz model. So, I feel this was a bit flawed as a questionnaire. So many businesses in town are similar to ours, a vacation rental that really is only run by the two of us. So many questions above were not geared to our business.

We personally feel that the tourist boom in August was completely nuts and has had us all feeling very on edge about not being able to handle the crowds and their ignoring the state guidelines on quarantining and not traveling from certain states. Overall deeply disappointed in the lack of leadership.

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We submit that our business model is one of P-town's Growth and Health engines for the future. Our non-profit business is a Sailing School. It is not free but subsidized with town allocated space, reduced fees and donors (e.g. Sail Newport). If we had a little space, less than 3 surface area, on Macmillan Pier for our proposed adult including disabled sailing school and the 2 ton, 3 ton max, jib hoist, we would could justify our plans and open except during bad winter months. At other New England venues that is the case. Ask us to explain. Like and Follow us.  
Sailing4AllPtown Crew  
(617) 848-8844 Main  
(508) 413-2630 Customer Service  
info@sailing4allptown.org  
<https://sailing4allptown.org>  
<https://www.facebook.com/sailingforallptown>  
<https://www.instagram.com/sailing4allptown>  
PLEASE DONATE HERE - [paypal.me/SFAPDONATE](https://www.paypal.me/SFAPDONATE)  
Sailing4AllPtown is a charitable not-for-profit 501(c)(3) educational sports entity.

Will the town provide relief from the operations requirements to year-round license holders if they choose to close for longer than one month during the pandemic?

The decision to stay open in the off season Will be dictated by the status of the virus and the level of business. It may require a series of openings and closings through the off-season. We have yet to decide what direction we will take after Labor Day.

Without the health and well being of our blue collar, working residents , the economy here will falter further. Better housing, better health care and affordable housing for DENTISTS.

Yes, create a town grant to allow small businesses to apply to be reimbursed for all the protective gear that was required by the state and local government.



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, October 5, 2020**

**3D**

**EXECUTIVE SEARCH CONSULTANT**

Groux-White Consulting LLC

**Requested by:** Interim Town Manager Charles Sumner

**Action Sought:** Discussion

**Proposed Motion(s)**

Discussion dependent – votes may be taken.

**Additional Information**

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**Board Action**

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

## **APPROACH TO RECRUITMENT**

### **TOWN MANAGER**

**July 31, 2020**

Explained below is a description of how Groux-White Consulting will approach the recruitment of the Town Manager for the Town of Provincetown, Massachusetts and a description of the services to be performed. Please note that this approach assumes the Provincetown Select Board will use a Screening Committee to assist the Board and that we would work closely with the Screening Committee as well as with the Board itself.

#### **1. Consultation with the Provincetown Select Board and Screening Committee (Plan for Search):**

It is most important to have a clear understanding from the Provincetown Select Board on the experience and personal attributes the Board believes the next Town Manager should possess. We like to meet with Select Board at the very beginning to obtain their collective and individual views on this matter. The consultants, with their extensive experience as Town Managers and 15 plus years recruiting Managers and Administrators across Massachusetts, will be able to provide valuable advice to the Board in this regard. It is important to develop the plan for the search working with the Screening Committee.

It is also important to have the views of Department Heads and key town officials. The next Town Manager will be working daily with many of these individuals. Therefore, input from such sources is important. This input is usually obtained by the consultant meeting with Department Heads and staff. Most towns usually assist us to gather these views by having the Select Board's Office staff coordinate such meetings.

#### **2. Screening Committee**

Groux-White Consulting has extensive experience working very successfully with citizen Screening Committees in such towns as Easton, Belmont, Shirley, Princeton, Littleton, Charlton, Duxbury, Wellfleet, Yarmouth, Wellfleet, Lexington, Framingham, Westford, Hingham, Hamilton, and Foxborough to name a few.

Groux-White Consulting generally attends all meetings of the Screening Committee and has found that such committees are most important to a successful recruitment and selection of a chief administrative officer.

### **3. Job Description and Professional Qualifications**

The Town Charter and associated by-laws offers much of this information. However, there are many features and challenges of the job that simply are not spelled out in the Charter. It is important that we are able to get some direction from the Board as to The Town Manager's expected role, performance expectations and authority prior to recruitment. The consultant will be sure to identify these functions with assistance and direction from the Board because it is important for the next Town Manager have a clear understanding of the expectations of the Select Board.

### **4. Salary Range and Benefits**

The salary range and benefit package need to be addressed at the outset of the recruitment. The consultant will advise the Select Board on standard industry expectations in this regard. However, the Select Board must decide what parameters it wants to establish. The specifics on a compensation and benefit package should be confidential since they will be a part of negotiations with the final candidate. But it is important for the Select Board to advise the consultant as to what these parameters are so that the consultant is properly guided as they conduct the recruitment.

### **5. Recruiting Brochure and Outreach**

An important part of a full recruitment effort should include a formal profile of the Town and the position, normally set forth in a recruiting brochure, as well as an outreach effort by the consultant to prospective candidates. Copies of brochures this consultant has used in other communities are enclosed.

As the samples show, the profile describes the Town and the Town government's organizational structure. The profile will also describe the responsibilities of the new Town Manager (based on the Charter); it will describe the management style, experience, etc. desired by the Board of Selectman and it will identify the current issues that the new Town Manager will be expected to deal with during his or her initial year of service.

The profile serves several other purposes. We send the profile to prospective candidates to introduce and attract them to the position and acquaint them with the Town of Provincetown. We also send it to any individuals who apply on their own. The profile helps community leaders clarify their understanding of the nature and scope of

responsibilities of the position they are planning to fill. The profile is also placed on the Town's official website. We have found that the profile is a valuable recruiting tool.

## **6. Advertisements and Pro-Active Solicitation of Candidates**

Groux-White Consulting will prepare the necessary advertisements and recommend the most effective places to advertise. However, the most important role the consultant can perform is to conduct a targeted outreach effort to prospective, qualified candidates. It is unacceptable to simply advertise and wait for applications to be submitted.

Experience has shown that highly qualified and desired candidates do not always respond to advertisements. This is especially so in the public sector involving high profile positions such as Town Manager. Concern about premature public disclosure of his or her name can often have adverse effects on a candidate's current position. Therefore, it is preferable for the consultant to initiate contact with quality candidates who might not otherwise apply due to confidentiality concerns. This approach, when made by the consultant, does not commit the Town of Provincetown to any particular applicant, but it can result in a larger and more qualified pool of candidates.

The consultants, with their extensive experience as Town Managers in Massachusetts and other northeastern states, as well as their 20 years recruiting Town Managers will be able to draw on a wide network of contacts during the recruitment phase.

## **Review of Applications**

### **7. Confidentiality of Applicants and Resumes**

It is important to maintain confidentiality of each inquiry and application. Applications and resumes should be sent directly to Groux-White Consulting who will maintain confidentiality. Any resumes sent to the Provincetown Select Board or the Screening Committee should be forwarded to the consultant. All resumes need to be acknowledged by the consultant.

All resumes will be made available by the consultant to both the Screening Committee and the Select Board as required by law.

### **8. Initial Review of Resumes**

The consultant will review all submitted applications and resumes to determine which ones meet the Town's criteria as required by the Charter and as further required by the Select Board for the Town of Provincetown. This initial review is simply to screen "out" those applicants whose resume indicates they do not meet the Town's qualifications.

## **9. Second Review**

After screening out not-qualified applicants, the consultant will then prepare a confidential assessment of all remaining applications. This assessment will summarize each applicant's relative experience, education, etc. and will be reviewed with the Screening Committee on a confidential basis. The consultant will also advise the Screening Committee which of these qualified applicants are more qualified than others. The consultant and Screening Committee will then review these applications and resumes in executive sessions. During this stage the Committee, with assistance from the consultant, will make the choice of which applicants to invite for executive session interviews. The consultant recommends a pool of approximately eight (8) candidates be personally interviewed by the Screening Committee.

## **10. Interviews by Screening Committee**

The consultant will assist the Screening Committee with all aspects of the interview process. This includes notifying candidates, scheduling interviews, preparing the committee for the interviews (suggesting questions, methods of interviewing, methods for evaluating candidates, etc.).

The consultant recommends that the Screening Committee interview candidates only once. A second interview by the Screening Committee should be avoided because a second interview generally must be conducted in open session. Good candidates are likely to withdraw from consideration if they are asked to come to a public interview without being sure he or she will likely be a finalist for the position.

## **11. Referral of Finalist Candidates to the Select Board**

The Select Board should advise the consultant and Screening Committee of the number of finalists the Board wishes to interview. The consultant recommends this number be approximately four.

The candidates referred to the Select Board should not be "ranked" by either the consultant or the Committee. Ranking of candidates, before they are interviewed in public for the first time, is counter-productive to a fair and open search process. Ranking prior to interviews by the Board of Selectman puts candidates at a disadvantage and can bias the Select Board prior to conducting their own interviews.

In lieu of any ranking the consultant recommends that a concise description of each finalist candidate be prepared and attached to the finalists' resumes at the time those candidates are recommended to the Select Board.

## **12. Checking References of Finalists**

It is important that reference checking, by the consultant, not proceed without written authorization by the candidates and then only if he or she is to be a final candidate for the

position. This is both to provide for confidentiality of the applicant, but also to protect the Screening Committee, Select Board and the Town from charges that an applicant's privacy has been compromised.

The consultant will conduct reference checks for the Select Board. All finalists are to provide a list of professional references to the consultant. Working from those lists Groux-White Consulting would expand reference checks further (to individuals not specified by the candidate) in order to obtain a more complete and objective assessment of the candidate.

### **13. Assist the Select Board with Interviews**

The consultant will assist the Select Board with all phases of the interview process: preparation, scheduling, evaluations, etc. Generally, Board of Selectman's conduct two interviews. The Board may wish to eliminate one or more finalists from the initial pool after the first interviews. It is common for a Select Board to narrow the finalist pool following the first set of interviews by the Board.

### **14. Acquainting Candidates with Community and Staff**

The consultant recommends that the Select Board arrange for visits (apart from the Board interviews) by finalist candidates to give them an opportunity to become acquainted with Provincetown and with Town employees, particularly key Town officials. At the same time this allows Town staff and key Town officials a chance to obtain a better understanding of the individual candidates. Many Boards of Select Board appreciate receiving feedback from employees about candidates.

### **15. Selecting Individual from Finalists.**

Once the Board of Selectman is prepared to vote on the person they plan to offer the position to they should "condition" that vote on the successful negotiation of a contract as well as any further reference checking the Board feels is necessary. Be aware that there is the possibility that a finalist may withdraw, or information may result from any on-going reference checking that may cause the Board to reconsider its initial selection. In the event this happens the Board may find it necessary to re-consider one of the other finalists.

### **16. Negative and Anonymous Calls and Communications.**

The consultant cautions Screening Committees and Select Boards to be aware that once candidates' names become public Select Board will likely begin receiving negative information from anonymous sources. Often this material comes from internet sites such

as Google or from other unknown sources. This kind of information is often quite biased against the candidate. Our experience indicates that such negative and unflattering information is often unfounded and should not be taken at face value. The consultant often can get past this information to determine truth from fiction.

## **17. Negotiation of Contract**

Some Select Boards prefer to handle this process on their own or through the Office of the Town Counsel. Normally, a Select Board will appoint a sub-committee of the Board to negotiate a contract with their new Town Manager that is then brought back to the full Board for approval. Groux-White Consulting can provide valuable assistance to the Board, or the committee, in negotiating an employment agreement with the selected finalist. The fee proposal includes negotiation assistance to the Board of Selectman and or its Town Counsel.

Groux-White can handle the negotiation process if requested by the Select Board.

## **18. Other Services Available**

Some Boards of Select Board like to have the performance review process and evaluation tool be presented to the final candidate during the time employment contract is negotiated. Groux-White has developed performance review processes and evaluation tools in the past. We can develop a process and specially designed evaluation tool for the Board of Selectman if desired. Our fee proposal does not include this service.

## **19. Price Proposal - Fees and Expenses and Assurance**

Groux-White Consulting, LLC will perform the executive search as described in this proposal and as directed by the Provincetown Select Board. Our Price Proposal of nine thousand, four hundred and fifty dollars (\$9,450.00) as submitted is comprehensive and all-inclusive except for advertising costs as determined by the Select Board. .

***Assurance:** Groux-White Consulting commits to repeat, without fee, the entire recruitment process, should a candidate recommended by Groux-White Consulting and appointed by the Select Board, fail to remain as Town Manager for eighteen (18) months. Only expenses would be invoiced if a second recruitment is conducted due to the above circumstances.*

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# Town of Provincetown

Town Managers Recruitment  
 schedule  
 {Draft}

Week	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8
<b>Preparation</b>																		
Input: Select Board		X	X															
Input: Search Committee		X	X															
Input: Staff		X	X															
Job Description and profile			X	X	X													
Advertisement			X	X	X	X	X											
Outreach/solicit	X	X	X	X	X	X	X	X	X									
<b>Recruitment &amp; Screening</b>																		
Receipt & Ack of Resumes			X	X	X	X	X	X	X									
Screening out of Resumes							X	X	X	X	X	X						
2nd Screening of Resumes							X	X	X	X	X	X						
<b>Evaluating Field</b>																		
Discussion of Applicants											X	X						
Select Cond'tl Finalists												X						
Consent & Reference Cks												X	X					
Finalists Referred to SB													X					
<b>Select Board</b>																		
1st Interview w/ SB													X	X				
2nd Interview w/ SB															X	X		
Vote TA & Nego't Contract																X	X	

31-July-20



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, October 5, 2020**

**3E**

**SELECT BOARD'S INVESTIGATIVE AUTHORITY**

Per Chapter 3 Section 5 of the Provincetown Charter

**Requested by:** Chair David Abramson

**Action Sought:** Discussion

**Proposed Motion(s)**

Discussion dependent – votes may be taken.

**Additional Information**

- 

**Board Action**

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

## **Chapter 3. THE SELECT BOARD**

### ***Section 1. Composition, Compensation and Vacancies***

- a. There shall be a Select Board consisting of five members elected for three-year overlapping terms. The Board collectively is the executive branch of Town Government.
- b. Each member of the Select Board may receive an annual stipend as set forth in the Provincetown Bylaws, subject to appropriation by Town Meeting.
- c. If a member of the Select Board dies, resigns, is convicted of a felony while serving, or ceases to be a registered voter, the resulting vacancy may be filled by special election in accordance with Massachusetts General Laws.

### ***Section 2. General Powers and Responsibilities***

- a. The Select Board shall exercise the powers and duties prescribed by the Massachusetts General Laws, this Charter, and the Provincetown General Bylaws. The Select Board may delegate powers and duties to the Town Manager or to another Town Board. The Select Board shall enforce the laws and orders of the Town, including this Charter.
- b. The Select Board is the primary policy-making, planning, and goal-setting agency of the Town. The Select Board directs the Town Manager, who shall administer the day-to-day affairs of the Town in accordance with such goals, policies, or plans. The Select Board may refer matters or issues to the Town Manager for advice or recommendation.
- c. The Select Board has the responsibility to protect the assets of the Town.
- d. The Select Board makes provisions for traffic regulation and control following consultation with the Police Chief.
- e. The Select Board is the issuing authority for all fishing and shell-fishing grants, permits, and licenses that are issued under the provisions of Massachusetts General Laws Chapter 130 and over which the State's Division of Marine Fisheries has any power of review or administrative control.
- f. The Select Board shall ensure that the Provincetown General Bylaws are current.
- g. The Select Board has the exclusive authority to award and execute contracts for all town departments and offices and, if requested, for the school committee and for the board of library trustees.
- h. The Select Board shall have the full role of and all of the powers and authority of a board of selectmen under any general or special law and its members and officers shall have the full role of and all of the powers and authority of the members and officers of a board of selectmen under any general or special law.

### ***Section 3. Written Records and Communication to the Town***

- a. Any goal, policy, plan, or official act adopted by the Select Board shall be in writing and included in its entirety in the minutes of the Meeting at which it was adopted. The Town Manager shall ensure that a file containing a complete list of the Select Board's current policies and goals shall be posted on the Town's website for public reference. No person shall be accountable for failure to carry out an order issued by the Select Board unless it was made in writing, and either forwarded to that individual or generally distributed to all registered voters.
- b. The Select Board shall compile and publish an Annual Town Report for each calendar year which shall year which shall include reports from all elected and appointed Town Officials, including the Moderator and all Department Heads, and the Town Boards. The Annual Town Report shall be available at least 14 days before the Annual Town Meeting.
- c. Within sixty (60) days after the Annual Town Election, the Select Board shall hold a Meeting for the purpose of stating the Board's goals for the coming fiscal year, referred to as the Annual Goal Setting Meeting.

### ***Section 4. Powers of Appointment***

- a. The Select Board shall select, and enter into a contract with, a Town Manager. If the Town Manager position becomes vacant for any reason, the Select Board shall promptly hire a new Town Manager.
- b. The Select Board has the authority to appoint and remove members of Town Boards designated in the Chapter on Town Boards of this Charter to be appointed by the Select Board, subject to the provisions of that Chapter.
- c. The Select Board shall appoint a Secretary to the Select Board.

### ***Section 5. Investigatory Powers***

- a. The Select Board may investigate the alleged misconduct of the Town Manager, any Town Board, or any member of a Town Board. The Select Board may direct the Town Manager to investigate the affairs of the Town, the conduct of any Town Department or Town Employee, and any claim against the Town.
- b. Any criminal matter shall be referred to the Police or the Attorney General's Office for action after an initial investigation to determine if criminal behavior may have occurred.
- c. Investigations shall be based only upon factual allegations that can be confirmed or denied. If allegations are received from an individual, that person must be identified and the allegations must be in writing and must be specific. Any anonymous allegation or one of general behavior shall not be responded to.
- d. The individual who is the subject of an investigation shall be informed in writing of the investigation and shall have the right to a Public Hearing.
- e. The Select Board shall identify sanctions if the conduct is determined to be inappropriate. Sanctions may include an oral reprimand and guidance for future action at a Select Board open meeting, removal in accordance with procedures set forth in this Charter, or referral to an

appropriate body for action.

f. A report of the investigation shall be posted on the Town's website by the Town Clerk after review by Town Counsel for any matters protected by the State's privacy laws, which shall be deleted prior to posting. A summary of the investigation shall be printed in the next Town Report.



[www.provincetown-ma.gov](http://www.provincetown-ma.gov)  
[selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov)  
508.487.7003

Provincetown Town Hall  
260 Commercial Street  
Provincetown, MA 02657

Select Board

# Policy Statement

2019-10-15

## Film, Videography, Photography, and Droning Policy and Application

### I. POLICY STATEMENT:

Film, Videography, Photography, and Droning companies and productions may be permitted to use property under the control of the Town of Provincetown for approved projects.

### II. PURPOSE:

Provincetown has long been a highly-sought after location for commercial film, video, and photography companies. The Town of Provincetown supports these industries and encourages their use of the Town. It is recognized that these industries can provide both direct and indirect economic benefits to the Town.

Due to the Town's size, location, historical significance, fragile natural resources, and seasonal tourist demands, such activity requires regulation to ensure to minimize any impacts on vehicle and pedestrian traffic, ensure the safety of bystanders, keep the crews protected, and make certain the least possible disruption to the community.

This policy applies to all Town properties including streets and public ways, Harbor, Conservation, and Recreation properties, excluding the Cape Cod National Seashore, Provincetown Airport, and Private Properties not under the jurisdiction of the Town of Provincetown. The guidelines and regulations contained herein apply to all commercial filming activity. Additional conditions may be attached to individual permit based on impact.

### III. ADMINISTRATION:

The Tourism Department or his/her designee shall be the initial contact for all filming and photography projects, and is responsible for managing requests.

All commercial film, videography, photography, and droning requests must be approved prior to commencing work on site in Town. This policy is administered by Town Administration on behalf of the Select Board. Required fees and ancillary permits associated with the production must be approved prior to filming.

### IV. RULES AND REGULATIONS:

- 1) PERMIT REQUIRED: A Film Permit shall be required for (but not limited to) the following conditions:
  - a) For Film, Videography, Photography, or Droning production for commercial purposes on or from Town of Provincetown.
  - b) For productions involving the use of, or impacting upon public property, traffic flow, pedestrian movement, public facilities, parks, sidewalks, street areas, or harbor.
  - c) Student productions filming for non-commercial and educational purposes may be exempt from

some fees but are still required to file an application.

- d) As determined by Select Board in consideration of impact to the Community, Businesses, and Natural Resources
- e) Any activities which result in adverse impacts on adjacent properties from, but not limited to, the use of explosions, noise from firearms, bullhorns, pyrotechnics, car chases, sirens, lighting apparatus, after hour filming, parking, and obstruction of public access, etc., a permit application and approval will be required prior to commencing work on site.

## 2) PERMIT EXEMPTIONS:

- a) Credentialed members of the media such as reporters, photographers or cameramen in the employment of a newspaper, news service, radio or television broadcasting station, or similar entity engaged in on the spot broadcasting, reporting or photographing of news of general public.
- b) Private social events (i.e. weddings)
- c) Wedding and Family Portraits.
- d) Amateur photographers and tourists.
- e) Artists

## 3) RESTRICTIONS

- a) Night shooting between the hours of 11:00pm to 6:00 a.m. is restricted without the prior approval. Town Center Commercial may also be restricted during certain hours due to considerations such as impact to pedestrian and vehicle traffic, and business interruption.

## 4) INSURANCE:

- a) All productions are required to submit an original, signed Certificate of Insurance, in an amount of \$1,000,000 minimum per instance of claim, for general liability for the duration of the production, with the "Town of Provincetown" listed as additional insured.
- b) Additional coverage may be required for productions with significant impact on public property and/or natural resources and those with extensive special effects.
- c) Student projects may be exempt from the insurance requirement. Student applicants should provide an original signed letter on school letterhead from their instructor, department head or dean of college stating the student's name(s), title of the project, purpose of the project, and confirmation that the project is an official school assignment covered by the school's liability insurance policies.

## V. APPLICATION PROCESS

- 1) **TIMELINE:** The timeline for approvals for permitting is dependent on the scope of the project. Initial inquiries for filming or photography on Town property must be submitted via the Town's online Application as follows:

- a) The application **should be received a minimum of Ten (10) days** prior to the date of anticipated filming in order to receive all of the necessary reviews. Permission may be denied if the request cannot be accommodated within the available time frame.
- b) **If roadway closures or police details be necessary for the proposed work, the deadline for the application is a minimum of 60 days prior to the date of anticipated filming.**
- c) Please note: for those requests which require multiple departmental approvals, more than 60 days prior to the anticipated start date of work may be necessary to ensure full compliance.

## 2) REVIEW/APPROVAL:

- a) Applications for approval for commercial film, videography, photography, or droning are managed through the Tourism Department.
- b) Once the online application has been received, the request will be reviewed to determine whether a production/event meeting with the designated parties is necessary. The availability of the requested Town properties will also be established at this time, as well as the need for any

- additional insurance requirements, fees, and ancillary permits.
- c) No fee is required for submitting an application.
  - d) Based on the scope of the request, approvals may be required by other Town Departments, Town Manager, or the Select Board. Additional fees, location agreements, and/or other required paperwork may incur. Examples are:
    - i) Use of Town Property (i.e. Bas Relief, Town Hall, etc.)
    - ii) Use of Conservation Properties
    - iii) Police detail and/or street closures
    - iv) Department of Public Works cleanup
    - v) Use of metered parking spaces
    - vi) Health Department Permits
    - vii) Licensing
    - viii) Use of Town resources not otherwise detailed above
  - e) Police Details may be required as determined by the Chief of Police or designee beyond what is requested in the proposed application. Fees for Police Details are determined by the scope of work in the application and are billed separately from Permit Fees.
  - f) Any use of a drone requires notification to the Provincetown Police Department, and must include (at a minimum) the following:
    - i) Date(s) of use
    - ii) Time(s)
    - iii) Location(s)
  - g) It is the responsibility of the applicant to work with residents and business owners in advance of the use of the proposed production locations to ensure that neither business nor daily living functions are impacted by the proposed production. To ensure minimal disruption, notification must include the duration and location of the filming and any planned interference with pedestrian or vehicular traffic. The applicants must work with these residents and businesses to determine if any compensation is required.
  - h) The Town is indemnified from any responsibility for work done on private property.
  - i) Once approved, a Film Permit will be prepared by Town Administration with all insurance, fees, and additional ancillary permits required.

Adopted: October 15, 2019

In Favor: Abramson, Anthony, Golden, Venden, and King

Opposed:

# Film, Videography, Photography, and Droning Checklist

Town of Provincetown, 260 Commercial Street Provincetown, MA 02657

508-487-7000 [www.provincetown-ma.gov](http://www.provincetown-ma.gov)



The Provincetown Film Permit authorizes film crews to film on public property only. The Town does not and cannot authorize anyone to utilize private property for filming or any other purpose. The Applicant is required for identifying and notifying any private property owners and/or abutters.

*No fee is required for the application review. Depending on the scope of the request, a location agreement and subsequent fees may be required.*

## CHECKLIST: PLEASE SUBMIT WITH YOUR APPLICATION

Application filed with the Town of Provincetown	<i>This must be submitted to the Town of Provincetown Tourism office a minimum of ten (10) days prior to the proposed work-see Town Policy for additional timeline requirements.</i>
Submitted Proof of Insurance Form. The following name and address should appear on the certificate of insurance: <b>Town of Provincetown 260 Commercial Street Provincetown, MA 02657</b>	<i>All productions are required to submit an original, signed Certificate of Insurance, in an amount of \$1,000,000 minimum per instance of claim, for general liability for the duration of the production, with the "Town of Provincetown" listed as additional insured. Certificates can be emailed to: <a href="mailto:tourism@provincetown-ma.gov">tourism@provincetown-ma.gov</a> or mailed to the Town of Provincetown, Attention: Tourism Department, 260 Commercial Street, Provincetown, MA 02657.</i>
<u>The following are only applicable in certain circumstances.</u> Please check all that apply.	
Location Agreement	<i>This may be required if scope of the work includes use of town property, road closures, etc. Fees may apply.</i>
Police Detail	<i>This will be required when a police officer presence is necessary for management of street closures, traffic, security, etc. Call the Provincetown Police Department at 508-487-1212 to determine if a detail is necessary. Fees may apply.</i>
Use of Town Property	<i>This includes but is not limited to use of the Auditorium, Bas Relief, Town Hall, etc. Use of Town property is subject to scheduling availability. Fees may apply.</i>
Parking and Use of Town Parking Lots	<i>This will be required when requesting parking reservations, meter bagging requests, etc. Fees may apply.</i>
Health Department Applications	<i>This will be required when providing any food service for production staff and crew. Fees may apply.</i>
Licensing Board Requests	<i>This may be required if proposed work necessitates a waiver of the Town of Provincetown Noise By-Law. A public hearing will be required.</i>
Public Works Services	<i>This will be required when tapping into water mains, requesting saw horses for road closures, street clean ups, etc. Fees may apply.</i>
Fire Department Services	<i>This will be required when fire and ambulance detail, use of fireworks, etc. are proposed. Fees may apply.</i>
Use of Harbor or MacMillan Pier	<i>This will be required when using the property under the jurisdiction of the Harbormaster and Pier Corporation. Fees may apply.</i>
Use of a Drone	<i>The Provincetown Police Department must be notified when use of a drone is proposed.</i>

*Please note: submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.*

# Town of Provincetown

## Film, Videography, Photography, and Droning Application

Please fill out the following application. For those categories which do not apply, simply write N/A.

**Production Company:**

**Production Title:**

**Applicant Name & Title:**

**Company Address:**

**Applicant Phone:**

**Company Phone:**

**Cell Phone:**

**E-mail:**

**Local Address:**

**Local Phone:**

**Local Fax:**

**Location Manager:**

**Telephone:**

**Cell Phone:**

**E-Mail:**

**How many people are in your production crew?**

**Will trucks be necessary to bring in Equipment?**

**Yes**

**No** *If Yes, please provide the following:*

*Size*

*Type*

*Parked Location*

**Production Type:**

Feature Film

Television Film

Documentary

Commercial

Industrial

Still Photography

Music Video

Droning

*Please note: submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.*



**Will Town streets be used for Parking?**      **Yes**                      **No**      If yes, please provide the following:

Date(s):

Time(s):

**Description:**

A map indicating the streets you plan to utilize should be submitted with your application. Include which side(s) of the street(s), which intersections where parking will be located, the duration, where filming will be located, and any additional pertinent information. **Please review the Town’s Traffic and Parking regulations regarding any question about vehicular size restrictions.**

**Will parking meters need to be bagged/spaces held?**                      Yes                      No

If yes, please provide the following:

**Date(s):**

**Time(s):**

**Will any of these scenes involve the use of explosives, fire, firearms, or aircraft?**      **Yes**                      **No**

If yes please describe:

**Will this require turning off street lights?**      Yes                      No      If yes, please provide the following:

**Date(s):**

**Time(s):**

**Description:**

*Please note: Submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.*

**Please attach a copy of your general liability insurance coverage in the amount of one million dollars naming the Town of Provincetown as an additional insured party.**

By signing below, you, the Applicant, agrees to comply with all applicable laws and to maintain the premises in good condition, and to return said premises to the same condition as before use for this film project.

By signing below, you, the Applicant confirms that he/she has the authority to represent the Company for the purposes of this application.

**Name (Print):**

**Company:**

**Official Title:**

**Date:**

**Signature**

A handwritten signature in black ink that reads "Dale Williams". The signature is written in a cursive style with a large initial "D".

*Please note: submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.*



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, October 05, 2020**

**3F**

# STARZ LOCATION AGREEMENT

## Film location and Road Closure Request

**Requested by:** Interim Town Manager Charles Sumner      **Action Sought:** Discussion/Approval

### Proposed Motion(s)

Move that the Select Board vote to approve in concept the Location Agreement between the Town of Provincetown and the Starz Corporation to allow for a film production on Town Property between November 18 and November 21, 2020, and to direct the Acting Town Manager to finalize the agreement in consultation with the Police Chief and Town Counsel.

**And**

Move that the Select Board waive the mask mandate requirements in the areas of filming between November 18 and November 21, 2020.

### Additional Information

Please see attached memo, application, and COVID-19 return to work agreement.

### Board Action

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



- The Industry wide labor management safety protocols were released on September 21, 2020 and the MFO and DLS have reviewed them for consensus.
  - A specific shared is only people who will take of their PPE is the actors when filming. This was communicated in response to the need for compliance in the Provincetown Mandatory Mask Zone (MMZ).
  - To accommodate the removal of actors removing masks in the MMZ will require the Select Board granting a waiver.
  - Other safety standards will be talent and crew testing three times a week, PPE required at all times, Safety & Health Coordinator on sight at all times, individuals' temperatures taken daily.
  - Daily wellness reports are completed by all actors and crew, which are estimated to be approximately 200 members.
  - Contact tracing is managed at the corporate office level in Arkansas.
- Once manufacturing was allowed in the MA Phase 3 filming in the State did resume. However only smaller independent filming has been happening since July 6, 2020, the Industry and large production companies began developing safety and health protocols and prepping then.
- The first filming of a large scale production is scheduled to begin on October 5, 2020.

Project Overview:

Hightown Attendees:

Rebecca Cutter, Showrunner/Executive Producer  
 Ellen Schwartz, Executive Producer  
 Gary Lennon, Executive Producer  
 Dale Williams, Line Producer  
 Joshua Youman, Provincetown Location Manager  
 Jason Seals, Health & Safety Manager

Town Staff Attendees:

Charlie Sumner  
 Chief Golden  
 David Gardner  
 Lezlie Rowell  
 Doug Boulanger  
 Erin Ellis  
 Sherry Prada  
 Nina Cantor  
 Tony Fuccillo

Mass Film Office Attendees:

Lisa Strout, Director  
 Tim Grafft, Deputy Director

Reviewed scope of work including an overview of crew, actors, vehicles, food service, Town property, and public safety needs.

- Basecamp location, needs and requests
  - VFW was the basecamp in 2019 and they would like to use VFW again this year
  - Film crew needs will be supplied by Hightown and included in the license agreement
  - Police detail is being requested for the basecamp

- Town Hall Auditorium
  - They are completing an application to request the auditorium space for cast and crew and including catering
  - The catering and Health and Safety manager are in touch with the Health Department to review needs and requirements
  - Details will be reviewed and included in the license agreement
- Parking
  - Needs for trucks and vehicles are being reviewed with Parking Department and MacMillan Pier
  - Identifying specific areas for parking will be coordinated with the daily filming schedule.
  - Details for parking lots, street parking and parking on the Pier will be included in the license agreement
- Filming Locations
  - November 18 & 19 MacMillan Pier, 7am – 8pm
    - Intermittent Traffic Control on Pier and Standish St access
    - Filming schedule detail needed to manage and support commercial activity
    - On Pier parking needs being reviewed
  - November 20 Commercial Street, 11am – 9pm
    - Road Closure on Commercial
    - No parking requested on Commercial
    - Intermittent Traffic Control on Standish, Freeman and Center Streets
    - Hightown will need to contact property owners and businesses based on production needs
  - Rt 6A near the Provincetown Inn, 7am – 8pm
    - Details of filming schedule requested
    - Hightown working with Provincetown Inn
    - Intermittent Traffic Control needed
- Next Steps
  - Project Review by Select Board
  - Select Board approval to move forward
  - Departments meet with Producers and Location Manager to review additional requests and requirements
  - Negotiations and preparation of Licensing Agreement

- Agreement details will be comparable to last year (See Addendum: Hightown 2019 License Agreement)

**HIGH TOWN SEASON 2  
FILMING LOCATIONS AND DATES**

**WEDNESDAY, NOVEMBER 18**

LOCATION: MacMillan Pier

TIME: 6am – 8pm

Two Scenes are being filmed on the pier

- 1) State Police search the Provincetown Ferry
- 2) A conversation between the lead actor and character at boat slip on the pier (slip location TBD)

**THURSDAY, NOVEMBER 19**

LOCATION: MacMillan Pier

TIME: 7am – 9pm

Three scenes are being filmed on the pier. We will request ITC for traffic on the Pier

- 1) 2 characters get off the Ferry, and catch a bus
- 2) 1 Character gets on a bus at the beginning of the pier
- 3) Main character talks to another character at a boat slip TBD

**FRIDAY, NOVEMBER 20**

Location: Commercial Street, Standish Street to Center Street. We would like to request a Closure on Commercial St, and ITC on the cross streets.

Time: 11am – 9pm (the production starts the day filming in Truro)

Two Scenes are being filmed on Commercial Street

- 1) Main Character drives down the street, waves to friends, talks to the local Police chief
- 2) Two characters walk and talk down Commercial Street

**SATURDAY, NOVEMBER 21**

Location: Provincetown Inn, Inn Beach, and Causeway. We would like to request ITC by the Inn.

Time: 6am to 8pm

Three scenes are being filmed

- 1) Beach scene dream sequence at Inn
- 2) 2 characters talk at the beach at the Inn and by the causeway
- 3) Main Character Rides her bike on Province Lands Road / Rt 6A

**MONDAY, NOVEMBER 23**

WE WILL BE FILMING AT HERRING COVE BEACH AND ARE SPEAKING WITH THE NPS

**TUESDAY, NOVEMBER 24**

WE WILL BE FILMING IN BOURNE





September 21, 2020

**COVID-19 RETURN TO WORK AGREEMENT  
WITH DGA, IATSE, SAG-AFTRA AND TEAMSTERS/BASIC CRAFTS**

This Agreement is entered into by and between:

The Directors Guild of America (“DGA”), on the one hand, and certain Companies represented by the Alliance of Motion Picture and Television Producers (“AMPTP”) that are signatory to the 2020 Basic Agreement and 2020 Freelance Live and Television Tape Agreement and Netflix Productions LLC, on the other hand;

The International Alliance of Theatrical Stage Employees and Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada (“IATSE”) on behalf of itself and its Locals in North America, on the one hand, and certain Companies represented by the AMPTP that are signatory to the agreements referenced in Item 1.b. below, Netflix Productions, LLC and Netflix Animation, LLC, on the other hand;

The Screen Actors Guild-American Federation of Television and Radio Artists (“SAG-AFTRA”), on the one hand, and certain Companies represented by the AMPTP that are signatory to the 2020 Codified Basic Agreement, the 2020 Television Agreement, the 2020 Television Animation Agreement and the 2020 Basic Cable Animation Agreement, Netflix Productions, LLC, Netflix Animation, LLC and NF Voices, LLC on the other hand;

The “Basic Crafts Unions” (which comprise Studio Transportation Drivers, International Brotherhood of Teamsters (“Teamsters Local #399”); International Brotherhood of Electrical Workers, Local #40 (“IBEW Local #40”); United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local #78; Southern California District Council of Laborers and its affiliate, Studio Utility Employees, Local #724 and Operative Plasterers and Cement Masons International Association of the United States and Canada, Local #755 (“OPCMIA, Local #755”)), on the one hand, and certain Companies represented by the AMPTP that are signatory to the 2018 agreements with each of the Basic Crafts Unions that are referenced in Item 1.b. below, Apple Studios LLC, Netflix Productions, LLC and Netflix Animation, LLC on the other hand; and

Theatrical Drivers and Helpers, Local Union #817, International Brotherhood of Teamsters (“Teamsters Local #817”), on the one hand, and certain Companies represented by the AMPTP that are signatory to the agreements referenced in Item 1.b. below and Netflix Productions, LLC, on the other hand.

The Companies referenced above are each hereinafter referred to as the “Producer” or collectively as the “Producers.” The other parties referenced above are each hereinafter referred to as the “Union” or collectively as the “Unions.” Together, the Producers and Unions are hereinafter referred to as “the parties.”

The parties agree that preventing the spread of COVID-19 and maintaining a safe and healthy working environment is of utmost importance. This shared goal can only be achieved through the participation, support and commitment of the Producers, Unions and every employee, at all levels of the production. The Producers will implement COVID-19 health and safety protocols and procedures carefully crafted to ensure a safe and healthy working environment. It is each individual's responsibility and duty to comply with those protocols and procedures, not only for the individual's own protection, but also for the protection of others in the workplace. All employees covered under this Agreement, as well as executives and producers who come into contact with such employees, must be prepared to engage in good safety practices, including practicing hand hygiene, self-monitoring for COVID-19 symptoms, maintaining social distancing and wearing appropriate PPE, while at the workplace if the COVID-19 health and safety protocols are to be effective. Individuals should also recognize that when it comes to COVID-19, their actions outside the workplace have an impact on the health and safety of those they encounter at the workplace, and so it is important to exercise good judgment and maintain safety practices when not at the workplace. It is only through the dedicated partnership of all involved that production will safely resume.

1. **Term and Scope:**

- a. ***Term:*** The parties acknowledge that this Agreement is a temporary agreement, intended to last only during the duration of the COVID-19 pandemic. The term of this Agreement shall commence on September 21, 2020 and extend to and include April 30, 2021. The provisions of this Agreement have been negotiated based on the present conditions, which include currently available scientific/medical information, current levels of infection, public health authorities' current guidelines and recommendations and the current lack of a vaccine for COVID-19. The parties acknowledge that the conditions surrounding COVID-19 are subject to continuous change, and so they agree to meet one (1) month after the effective date of this Agreement and every two (2) months thereafter to discuss whether to make any modifications to this Agreement in light of the conditions and information that is available at such time. The parties may mutually agree to terminate this Agreement prior to April 30, 2021 if warranted by the circumstances.
- b. ***Scope:*** The provisions of this Agreement apply to all employees employed under the Agreements listed below, unless specified otherwise.

DGA Basic Agreement and DGA Freelance Live and Television Tape Agreement;

SAG-AFTRA Codified Basic Agreement, SAG-AFTRA Television Agreement, SAG-AFTRA Television Animation Agreement and SAG-AFTRA Basic Cable Animation Agreement;

All collective bargaining agreements that a Producer has with the IATSE or an IATSE Local Union for motion picture production throughout North America;

All collective bargaining agreements that a Producer has with a Teamster Local Union for motion picture production throughout the United States (including any individual agreements covering New Media productions);

Agreement between Producer and IBEW Local #40;

Agreement between Producer and OPCMIA, Local #755;

Agreement between Producer and Southern California District Council of Laborers and its affiliate, Studio Utility Employees, Local #724; and

Agreement between Producer and United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry, Local #78.

This Agreement contains the entire agreement and understanding among the parties with respect to the temporary modifications to such agreements that are necessary in light of COVID-19. Provided that the Producer complies with the pre-employment testing provisions of this Agreement, no further action on the part of the Producer with respect to COVID-19 is necessary before engaging and/or returning individuals to work under the Agreements referenced above.

The parties intend this Agreement to address the subjects covered in the White Paper. In some instances, the parties have agreed to incorporate portions of the White Paper. (See Item 17 below.) In other instances, the parties have negotiated additional or different provisions in this Agreement regarding subjects covered by the White Paper.

- c. **Enabling Clause:** On a case-by-case basis, one or more Producers or the Union may request certain modifications to the terms and provisions contained in this Agreement to be applicable only to a specific production(s). The party proposing the modification shall provide all appropriate and necessary information and documentation for the other party(ies) to evaluate the proposed modification. The Union(s) or the Producer(s), as applicable, shall give good faith consideration to said modifications and make reasonable efforts to respond to the other party within three (3) business days of receipt of the supporting information and documentation. Any such modifications to this Agreement shall be memorialized in a letter signed by all affected parties and shall only apply to the specific production.

- d. When a company that is related to or affiliated with a Producer signatory to one of the collective bargaining agreements described in Item 1.b. above produces a motion picture under the terms of that collective bargaining agreement, that company shall also be bound by this Agreement.

2. **Health Screening:**

The following applies to all employees other than those who work exclusively remotely:

a. ***Testing:***

- i. ***Pre-Employment:*** Prospective employees shall be tested for COVID-19 prior to the start of employment in accordance with subparagraph (1), (2) or (3) below:
  - (1) The employee may be tested using a lab-based PCR diagnostic test (*i.e.*, not a rapid test) conducted within forty-eight (48) hours prior to the start of employment, except that a test conducted within seventy-two (72) hours shall be acceptable until December 31, 2020, at which time the test must be conducted within forty-eight (48) hours unless the parties agree otherwise; provided, however, Producer shall continue to make good faith efforts to find and transition to lab-based PCR tests with a turnaround time of less than seventy-two (72) hours prior to December 31, 2020. The test result must be obtained prior to the start of employment. The parties agree that a pre-employment test is timely if a prospective employee who is scheduled to start work on a Monday is tested at any time on the immediately preceding Friday.
  - (2) If it is not viable for the prospective employee to take a lab-based PCR diagnostic test, the results of which are returned in forty-eight (48) hours (or until December 31, 2020, within the seventy-two (72) hour period described in subparagraph (1) above), the prospective employee shall undergo a lab-based PCR diagnostic test as close in time to the start of employment as may reasonably be achieved, while still allowing for results to be obtained prior to the start of employment. In this case, the prospective employee shall also undergo a rapid test within forty-eight (48) hours prior to the start of employment. The results of both the lab-based PCR diagnostic test and rapid test must be obtained prior to the start of employment.
  - (3) Alternatively, the employee may be tested using two (2) rapid tests conducted within forty-eight (48) hours prior to the start of employment using samples collected at the same time. Both test results must be obtained prior to the start of employment.

Notwithstanding the foregoing, the Producer need not conduct a pre-employment test if the employee has been tested by a Producer within forty-eight (48) hours prior to starting work for the Producer, and the test yielded a negative result.<sup>1</sup> If the test relied upon to satisfy this requirement was a lab-based PCR diagnostic test, it is acceptable for the test to have been administered within seventy-two (72) hours prior to the employee's start of work. If the test was conducted by a different Producer, the employee must provide sufficient documentation establishing the time and result of the test.

Producer may establish a policy requiring prospective employees to undergo additional pre-employment testing beyond the foregoing. If so, the Producer will notify the prospective employee of the policy prior to the first pre-employment test.

It is understood that offers of employment are contingent on the prospective employee undergoing pre-employment test(s) required by the Producer which yield(s) a negative result.<sup>2</sup> A prospective employee who undergoes the requisite pre-employment test(s) shall be considered "employed" if the test(s) yield(s) a negative result. However, the employee may also be required to complete a Health Assessment Survey and/or to conduct a temperature check in accordance with instructions supplied by the Producer before he/she starts his/her first day of work. If the Producer instructs an employee with the requisite negative COVID-19 test result(s) to stay home on his/her first day of work based on the results of a temperature check and/or Health Assessment Survey, the employee will be paid pursuant to any sick leave provisions of the applicable

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<sup>1</sup> In addition, a pre-employment test is not required for: (1) employees at facilities who returned to work prior to the effective date of this Agreement without a pre-employment test, and who continue to work during the term of this Agreement; and (2) performers employed for a voiceover, ADR or looping session outside a personal or home studio who are alone in a space (e.g., a recording booth) while recording, and who are not required to come within six (6) feet of any other individual at the location where work is to be performed for longer than fifteen (15) minutes.

<sup>2</sup> This provision is not intended to alter terms of any existing engagement (as defined in Section 4.A. of Schedule A, Section 6.B. of Schedules B, C and K-II, and Section 3.A. of Schedules H-I and K-I of the SAG-AFTRA Codified Basic Agreement) or personal services agreement negotiated prior to the effective date of this Agreement. This provision shall not be construed to prejudice any party's position with respect to a Producer's obligations under an individual's existing engagement (as defined in the preceding sentence) or personal services agreement in the event that individual tests positive in a pre-employment test. In addition, nothing herein shall preclude the parties from negotiating better terms.

collective bargaining agreement or an applicable statute, if any, and once exhausted, pursuant to the temporary COVID-19 paid sick leave provisions in Item 7 below. Item 7.k. will apply to determine whether and when the employee may commence work.

ii. *Periodic:*

- (1) During employment, "Zone A" employees who work five (5) or more days in a week shall be tested for COVID-19 at least three (3) times per week. At least one test per week shall be a lab-based PCR diagnostic test, the results of which must be returned within forty-eight (48) hours (or until December 31, 2020, within the seventy-two (72) hour period described in subparagraph i.(1) above). The remaining tests required in that week may be rapid tests. The parties agree that it may be necessary to conduct additional testing of performers or background actors and crew involved in production of scenes that require close or intimate contact or extreme exertion. "Zone A" consists of (A) all performers and background actors working on set; and (B) all employees who are present in a workspace with a performer or background actor while the performer or background actor is not wearing PPE.

"Zone A" employees who work fewer than five (5) days in a week need not be tested more frequently than once within the seventy-two (72) hours prior to each day of employment. At least one test per week shall be a lab-based PCR diagnostic test, the results of which must be returned within forty-eight (48) hours (or until December 31, 2020, within the seventy-two (72) hour period described in subparagraph i.(1) above). Any other tests required in that week may be rapid tests.

A Producer need not commence periodic testing for a "Zone A" employee if: (A) the employee starts and concludes employment within seventy-two (72) hours following the time the employee took a pre-employment test which yielded a negative result; or (B) the performer is employed for a voiceover, ADR or looping session outside a personal or home studio, is alone in a space (e.g., a recording booth) while recording and is not required to come within six (6) feet of any other individual at the location where work is to be performed for longer than fifteen (15) minutes.

- (2) During employment, "Zone B" employees shall be tested for COVID-19 at least once per week if using a lab-based PCR diagnostic test. The results of the test must be returned within forty-eight (48) hours (or until December 31, 2020, within the

seventy-two (72) hour period described in subparagraph i.(1) above). Alternatively, a "Zone B" employee shall be tested at least twice per week using a rapid test; the results of the tests must be returned within forty-eight (48) hours.

"Zone B" consists of those employees who work on a "hot" set, but who are not present in a workspace with a performer or background actor while the performer or background actor is not wearing PPE, all Zone B employees while they work during prep, and employees who work in any other area where the production has a footprint that is not an area where "Zone C" or "Zone D" employees work.

- (3) During employment, "Zone C" employees shall be tested for COVID-19 at least once every two (2) weeks using a lab-based PCR diagnostic test. The Producer will give good faith consideration to staggering testing of "Zone C" employees, so that one-half of the "Zone C" employees on a production is tested in one week, and the other half is tested in the following week. The results of the test must be returned within forty-eight (48) hours (or until December 31, 2020, within the seventy-two (72) hour period described in subparagraph i.(1) above). The parties agree that "pool testing" may be used for "Zone C" employees, which must comply with the then-current FDA authorization for pool testing. "Pool testing" refers to combining samples from several people and conducting one laboratory test on the combined pool of samples to detect the presence of SARS-CoV-2, the virus that causes COVID-19.

"Zone C" consists of those employees who:

- (A) are able to wear PPE at all times while working;
- (B) only work with other employees who are also able to wear PPE at all times while working;
- (C) are not required to be within (6) feet of other individuals for longer than fifteen (15) minutes while working (provided that if the local governmental authority has issued guidelines with a more stringent time/distance standard for determining when individuals come into "close contact" with other individuals for purposes of COVID-19 contact tracing, the standard in such guidelines shall apply instead); and

- (D) do not come into contact with “Zone A” or “Zone B” employees in the course of their work, unless both the Zone “A” or “Zone B” employee and the “Zone C” employee are wearing PPE at all times and do not come within six (6) feet of each other for longer than fifteen (15) minutes; provided, however, “Zone C” employees may not enter “Zone A” or “Zone B” when “Zone A” or “Zone B” employees are present unless they have tested negative in accordance with the procedures set forth below.

Producer shall provide the Union(s) representing “Zone C” employees with a list of “Zone C” employees on the production prior to the start of their employment. If any Union has any objections to the characterization of an employee as a “Zone C” employee, it may contact the Producer to discuss whether such employee should instead be considered a “Zone B” employee.

A “Zone C” employee may not go to a “hot” set or other area where “Zone A” or “Zone B” employees are present at work unless he/she has tested negative within forty-eight (48) hours prior to entry using a lab-based PCR diagnostic test (or until December 31, 2020, within the seventy-two (72) hour period described in subparagraph i.(1) above). Alternatively, the “Zone C” employee may undergo two rapid tests within forty-eight (48) hours prior to entry; both tests must be negative.

- (4) “Zone D” employees do not require periodic testing after a pre-employment test. “Zone D” consists of employees who meet the requirements for a “Zone C” employee listed in Item 2.a.ii.(3)(A)-(D) above and are employed in one of the following classifications:<sup>3</sup>

- (A) Local #600 (Publicists) – All classifications, except for Unit Publicists.
- (B) Local #695 – All projection personnel, all post-production personnel and any employee employed on animated motion pictures.

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<sup>3</sup> A Producer which owns a studio facility shall contact the applicable Union(s) to discuss testing for Union-represented back lot employees hired to work in a classification other than those listed above, based on the circumstances of their employment. Union-represented back lot employees who returned to work at a Producer-owned studio facility prior to the effective date of this Agreement without periodic testing may continue to work without periodic testing until an agreement is reached between the Producer and the Union(s), even if they are not employed in one of the listed classifications.

- (C) Local #700 (Post-Production) – All classifications when employed at a facility and/or in the archive department, or when employed on animated motion pictures.
- (D) Local #700 Screen Story Analysts – All classifications.
- (E) Local #700 Lab Technicians – Still lab and film vault personnel.
- (F) Local #700 Warner Bros. Advanced Media Services (Film Archives) – All classifications.
- (G) Local #705 – The following classifications when employed at a costume department house or studio wardrobe department and/or in the archive department:
  - Costume Department Foreperson
  - Costume Department Supervisor
  - Costumer Keyperson
  - Costumer Entry Level
  - Checkers
  - Stock Clerk
  - Table Person
  - Figure Maker
  - Head Dyer
  - Beader
  - Cleaner
  - Finisher
  - Workroom Apprentice
- (H) Local #800 (Set Designers and Model Makers) – All classifications, unless required to work with the shooting crew.
- (I) Local #800 (Illustrators and Matte Artists) – All classifications.
- (J) Local #800 (Scenic, Title and Graphic Artists) – All classifications.
- (K) Local #839 – all classifications.
- (L) Local #871 – Script Coordinators and Writers' Room Assistants.

A “Zone D” employee may not go to a “hot” set or other area where “Zone A” or “Zone B” employees are present at work unless he/she has tested negative within forty-eight (48) hours prior to entry using a lab-based PCR diagnostic test (or until December 31, 2020, within the seventy-two (72) hour period described in subparagraph i.(1) above). Alternatively, the “Zone D” employee may undergo two rapid tests within forty-eight (48) hours prior to entry; both tests must be negative.

- (5) If an employee tests positive for COVID-19, the Producer shall follow CDC guidelines in effect at the time or the guidelines of the local governmental authority in effect at the time, whichever is stricter, with respect to treatment of other employee(s) (*e.g.*, testing, quarantine or self-isolation) who have been exposed to the employee who tested positive. The employee(s) who was (were) exposed to the employee who tested positive shall also comply with those guidelines.
- (6) Consistent with current CDC guidelines, Producer may establish a policy that:
  - (A) Individuals previously diagnosed with symptomatic COVID-19 who remain asymptomatic after recovery need not be tested within 3 months after the date of symptom onset for the initial COVID-19 infection.
  - (B) Individuals who develop new symptoms consistent with COVID-19 during the 3 months after the date of initial symptom onset will be tested unless an alternative etiology can be identified by a healthcare provider.
  - (C) For individuals who never developed symptoms, the date of first positive RT-PCR test for SARS-CoV-2 RNA should be used in place of the date of symptom onset.
- (7) Failure to obtain a test result within the requisite period shall not prevent any employee from continuing to work, so long as one of the following conditions is met:
  - (A) The employee has taken a rapid test and received a negative result within the past twenty-four (24) hours; or
  - (B) The employee is being periodically tested more frequently than the minimum periodic testing requirements of this Agreement, and all other tests taken and received within the past seven (7) calendar days have yielded negative results.

- iii. *Testing in Connection with Air Travel:* If an employee is traveling by air, the employee shall be tested for COVID-19 and obtain the results of the test prior to the flight (the “pre-flight test”). Pre-flight testing shall be subject to the same requirements as pre-employment testing (see Item 2.a.i. above), except that an employee who has already been tested in accordance with the periodic testing requirements in Item 2.a.ii. above without interruption need not undergo additional testing before the flight so long as the test was conducted within forty-eight (48) hours of departure (or, if a lab-based PCR diagnostic test was administered, within the seventy-two (72) hour period as described in subparagraph i.(1) above, until December 31, 2020).

If the employee has already begun periodic testing pursuant to Item 2.a.ii. above, he or she may commence work upon arrival at the destination, provided that the employee continues to undergo periodic testing without interruption.

If the employee has not yet begun periodic testing, he or she shall be tested again after the flight prior to starting work pursuant to Item 2.a.i above, but no sooner than forty-eight (48) hours after arrival at the final destination, except that:

- (1) An employee who undergoes a pre-flight test within forty-eight (48) hours of departure time and obtains test results prior to departure may work upon arrival at the final destination during the forty-eight (48) hour period following the time of the pre-flight test; and
  - (2) If the employee is scheduled to commence work at the final destination before results can be obtained from a test that is conducted forty-eight (48) hours after arrival, the Producer may test the employee after the flight, but within forty-eight (48) hours prior to the start of work (the “post-flight test”). The employee may start work at the final destination after receiving a negative test result, so long as the employee’s first periodic test is conducted within forty-eight (48) hours of the post-flight test.
- iv. *Types of Tests and Consent to Testing:* When testing employees, Producers shall use diagnostic tests that test for the virus that causes COVID-19, which does not mean and shall not include antigen or antibody tests. Currently, the parties have agreed not to use antigen or antibody tests; however, they agree to continue to evaluate antigen and antibody tests, including information on the accuracy of available tests in the market and/or other scientific/medical information, to determine whether antigen or antibody tests may be appropriate for use in the future subject to the agreement of the parties. Testing may be done on- or off-site. Test results

shall be provided to the employee. Prior to being tested, employees may be required to sign consent forms for the test and disclosure of test results. The Producer must comply with all applicable laws in regard to the issuance of consent forms and the disclosure of test results. Consent forms shall not include waivers of the Producer's liability. The Unions agree to make best efforts to assist the Producer in obtaining such consent forms from the employees they represent, if necessary.

- v. *Limited Testing Availability:* In the event that availability of COVID-19 testing is limited or there are known delays in processing of test results, the Producer and the Unions shall discuss the possibility of appropriate adjustments in the foregoing testing requirements according to the procedure set forth in Item 1.c. above.
- vi. *Testing Limited by Law:* When production is taking place in a jurisdiction that limits or prohibits COVID-19 testing (including a jurisdiction that prioritizes who may be tested) or an employee is flying from or to such a jurisdiction, the Producer shall comply with the foregoing testing requirements to the extent permissible by law. In the event that such circumstances arise, the Producer shall contact the Unions to notify them of the limitations imposed by the jurisdiction and the parties shall discuss the possibility of appropriate adjustments in the foregoing testing requirements according to the procedure set forth in Item 1.c. above.
- vii. *Testing in Jurisdictions With a Low or High Rate of Infection:* The foregoing COVID-19 testing requirements do not apply to work taking place in a jurisdiction with a low or high rate of COVID-19 infection. The parties shall discuss changes to the testing protocols in this Agreement for jurisdictions with either a low or high rate of infection according to the procedure set forth in Item 1.c. above. Employees traveling by air to a location with a low rate of infection from a location that does not have a low rate of infection shall be tested pursuant to Item 2.a.iii. above ("Testing in Connection with Air Travel") and quarantined pursuant to the requirements of the governmental authority in the jurisdiction, if any. (See Item 8 below for payment during quarantine prior to start of production or in connection with a move in production location.)
- viii. The parties shall discuss the feasibility of a system to address the employment of daily hires who have satisfied the Producer's COVID-19 training, testing and screening requirements and who can be called to work on short notice.
- ix. A Producer may implement more stringent testing protocols than those detailed in this Agreement.

b. *Health Assessment Survey:*

- i. Employees will be required to complete a health assessment survey prior to the start of work each day.
- ii. The Producer may require the employee to submit the health assessment survey electronically (including by means of an application on their personal cell phone) or in person.

c. *Temperature Checks:*

- i. Employees may be subject to temperature checks, to take place at least once per day.
- ii. Employees who do not pass the temperature check will not be permitted on the premises and will be directed to contact their healthcare provider, provided that an employee who does not pass a temperature check conducted at the work site may rest for fifteen (15) minutes (or will be advised to return to the temperature checkpoint after fifteen (15) minutes), before having his/her temperature checked again. If the employee does not pass the second temperature check, he/she will be denied entry to the premises and will be directed to contact his/her healthcare provider. No payment is due for time that an employee spends undergoing a temperature check at the entrance to the work site. Employees who are denied entry to the premises due to a failed temperature check will be paid pursuant to any sick leave provisions of the applicable collective bargaining agreement or an applicable statute, if any, and once exhausted, pursuant to the temporary COVID-19 paid sick leave policy in this Agreement.

d. *Compensation for Time Spent Screening:*

- i. An employee other than a background actor who travels outside his/her home to undergo a test on a day in which the employee does not work for Producer shall receive a stipend (no fringe) of two hundred fifty dollars (\$250.00) (\$250.00 CAD, if applicable). A background actor shall receive a stipend of one hundred dollars (\$100.00), which shall be subject to pension and health contributions only if the background actor is ultimately employed by the Producer following the test. Such stipend may also cover payment for time spent completing COVID-19 training of up to one (1) hour, which need not occur on the same day as the test, and time spent completing start paperwork, if a Producer elects to require the employee to complete start paperwork on a day when the employee does not work.

An employee who undergoes a test at home on a day in which the employee does not work for the Producer shall receive a stipend of twenty dollars (\$20.00) (\$20.00 CAD, if applicable).

However, no stipend is due if the employee is otherwise paid for the day (e.g., payment of a travel allowance to a performer or payment for a travel day to a member of the crew). Also, no stipend is due to a Director of a theatrical motion picture, a Schedule F performer or a series contract performer. Producer may individually negotiate payment with IATSE employees employed in the jurisdiction of the IATSE Basic Agreement or from within the geographical jurisdictions of the IATSE Area Standards Agreement or IATSE New York Local Agreements (i.e., Locals #52, #161, #764, #798 and USA 829) to perform work outside the limits of the United States, its territories and Canada.

- ii. An employee who is required to self-administer a temperature check or fill out a Health Assessment Survey prior to reporting to work on a day in which such employee also does work for Producer shall be paid an additional one-tenth (1/10) of an hour. Once the employee's engagement has commenced, if the Producer instructs the employee not to report to work based on the results of the temperature check and/or Health Assessment Survey, the employee will receive paid sick leave for that day pursuant to any sick leave provisions of the applicable collective bargaining agreement or an applicable statute, if any, and once exhausted, pursuant to the temporary COVID-19 paid sick leave policy in this Agreement. Paid sick leave shall be inclusive of the one-tenth (1/10) of an hour payment for undergoing the temperature check or filling out the Health Assessment Survey.

The foregoing does not apply to employees employed on an "on-call" basis, employees employed under the DGA Basic Agreement or FLTTA, series contract performers, performers employed under Schedule F and stunt coordinators employed under Schedule K-III.

In no event shall time spent undergoing health screening procedures prior to reporting to work affect the employee's start time, meal times, rest periods or overtime.

- iii. Any time that an employee spends undergoing health screening procedures after reporting to work shall be considered work time.

### 3. **Implementation of Work Groups to Limit Contact and Movement**

Each Producer will adopt a system which divides employees into work groups (sometimes referred to as "zones" or "pods") that are designed to minimize contact and interaction between performers and background actors who cannot wear PPE while performing their duties, on the one hand, and the rest of the crew, on the other hand, and specifies where employees in each group may go during the course of their workday. The system may also be used to separate employees in the same "Zone," as described in Item 2.a. above, into distinct work groups in order to further limit contact and interaction among them and to maintain a safe and healthful working environment. While the exact

details of the system may vary from production to production, the overall system should be consistent with this goal.

For example, a system could consist of the following groups of employees: those who are never permitted to go to set because their duties do not require them to be on set; those who are permitted to go on set to perform their duties, but only when performers and background actors are not present; those who are permitted to go on set and perform their duties while performers and background actors are present, but must maintain physical distance from the performers/background actors; and those who may interact with performers/background actors at a distance of less than six (6) feet because their duties require them to do so.

The foregoing does not apply to employees employed on animated motion pictures.

#### 4. COVID-19 Compliance and Enforcement

##### a. COVID-19 Compliance Supervisor

- i. The Producer shall designate a COVID-19 Compliance Supervisor who is responsible for COVID-19 safety compliance and enforcement on each production. The COVID-19 Compliance Supervisor may be assigned to oversee COVID-19 safety compliance and enforcement on one or more productions. At the Producer's discretion, more than one COVID-19 Compliance Supervisor may be engaged. The COVID-19 Compliance Supervisor designated on the production shall be identified on the call sheet. A Producer which owns a studio facility shall designate a COVID-19 Compliance Supervisor who is responsible for COVID-19 safety compliance and enforcement with respect to facility maintenance work and studio departmental operations. The Producer shall designate a COVID-19 Compliance Supervisor to be responsible for COVID-19 safety compliance and enforcement at the Producer's premises where employees are employed on animated motion pictures. The COVID-19 Compliance Supervisor shall be accessible at all times during working hours, which may include via telephone, and all personnel shall have access to the COVID-19 Compliance Supervisor. It is understood that a Producer may refer to the individual who performs these functions by a different title.

With respect to live action productions, the COVID-19 Compliance Supervisor or a member of the COVID-19 compliance team who has undergone sufficient training and has the authority to enforce the safety protocols in this Agreement shall be physically present on the production(s) to monitor and enforce COVID-19 safety protocols beginning from general crew call and continuing until camera wrap. (This requirement is not intended to obligate a Producer to engage an additional individual on the production.) Because employees assigned to the production may be working at various sites, the parties understand that the Compliance Supervisor or a member of the compliance team may need to

roam between or among those locations throughout the workday to carry out monitoring and enforcement functions. With respect to animated productions, the COVID-19 Compliance Supervisor or a member of the COVID-19 compliance team who has undergone sufficient training and has the authority to enforce the safety protocols in this Agreement shall be physically present on the Producer's premises during regular business hours, which may include "roaming" various locations, depending on where his/her physical presence is most needed.

The parties further agree that the COVID-19 Compliance Supervisor or a member of the compliance team can adequately monitor and enforce COVID-19 safety protocols without a constant physical presence on certain productions such as multi-camera dramatic series and non-dramatic productions (*e.g.*, quiz and game shows, talk shows, etc.), or when activity on the production is limited (*e.g.*, second unit work, green screen work, etc.) In those situations, the Compliance Supervisor or a member of the compliance team shall be physically present on the production, but the determination of the extent of that presence shall be reserved to the good faith judgment of the Compliance Supervisor.

- ii. The Producer shall ensure that the COVID-19 Compliance Supervisor has access to medical professionals and other subject matter experts who can address any questions that may arise regarding health and safety.
- iii. The COVID-19 Compliance Supervisor shall identify and report any COVID-19 health and safety concerns (*e.g.*, issues of non-compliance with the Producer's COVID-19 health and safety protocols and procedures) to the Producer's safety department (or, if the Producer does not have a safety department, to the individual designated at the start of production to receive those reports). The COVID-19 Compliance Supervisor shall work with the appropriate party (*e.g.*, department head, other production management personnel, the Producer's safety executives, Labor Relations) to address the concern.

The COVID-19 Compliance Supervisor may pause production or other work activities if he/she identifies a COVID-19 health and safety concern (*e.g.*, issues of non-compliance with the Producer's COVID-19 health and safety protocols and procedures), to advise the appropriate party and resolve the concern. The COVID-19 Compliance Supervisor shall also have the ability to effectively recommend discipline or termination for violations of COVID-19 health and safety protocols.

- b. The parties acknowledge that promoting health and safety requires the collective efforts of all individuals involved on production, and that it is important to create an environment in which individuals are comfortable raising health and safety concerns so that they can be addressed. The COVID-19 Compliance Supervisor or his/her designee shall provide training to the UPM, First AD/Key Stage

Manager and other department heads so that they can assist in the execution of the COVID-19 Compliance Supervisor's directives with respect to employees under their supervision. In the event that any individual believes that there has been a violation of the Producer's COVID-19 health and safety protocols, he or she should report the matter to his/her supervisor, who shall elevate the matter to the COVID-19 Compliance Supervisor as necessary to resolve any issues. Individuals may also report any concerns to the Producer's safety hotline or, if there is none, the individual designated at the start of the production to receive those reports.

No employee shall be discharged or otherwise disciplined for refusing to work on a job that exposes the individual to a clear and present danger to life or limb relating to COVID-19, or for making a good faith report relating to the safety of another employee exposed to a clear and present danger to life or limb relating to COVID-19.

- c. Producer shall hire additional staff as it deems necessary to work under the COVID-19 Compliance Supervisor's supervision and assist in carrying out his/her duties. A Producer may elect to hire an employee from a classification represented by the IATSE, Teamsters, Basic Crafts Unions or DGA to perform both COVID-19 compliance and enforcement duties and work covered by one of the agreements referenced in Item 1.b. above ("bargaining unit work"), provided that the employee is hired in addition to the regular complement of crew on the production. Employees so hired shall be covered by the applicable collective bargaining agreement and subject to the minimum terms and conditions applicable to the classification in which the employee is engaged. During the course of the workday, the employee may be assigned to perform COVID-19 compliance and enforcement duties and/or bargaining unit work, the extent and duration of such duties being at the Producer's discretion.

It is understood that employees who are part of the regular complement of crew may perform duties related to COVID-19 compliance and enforcement that are incidental to the employee's bargaining unit work and do not interfere with the employee's performance of bargaining unit work.

The Unions agree that the assignment of COVID-19 compliance and enforcement duties to members of their respective bargaining units is on a non-exclusive basis and without any requirement for additional minimum compensation, and that Producers' practices in so assigning such duties shall not create exclusive jurisdiction or binding practice to assign any portion of such work to employees represented by any Union.

The COVID-19 Compliance Supervisor may make recommendations to the Producer regarding the level of staffing required within his/her office in order to effectively enforce COVID-19 health and safety protocols, and shall also make recommendations regarding the selection of staff who will be under his/her direct supervision.

- d. The COVID-19 Compliance Supervisor or his/her designee will provide instruction to employees on COVID-19-related protocols as needed.
- e. The Producer may comply with its obligations under this provision by hiring the COVID-19 Compliance Supervisor and any other members of the COVID-19 compliance team directly or by contracting with a third party to supply such personnel.

5. **Training:**

a. ***COVID-19 Health and Safety Protocol Training:***

- i. Contract Services Administration Trust Fund (“CSATF”), the IATSE Training Trust Fund (“IATTF”), the Directors Guild-Producer Training Plan and the New York Assistant Directors Training Program shall develop a COVID-19 health and safety protocol training (the “COVID-19 Training”) for all employees in consultation with the Industry-wide Joint Labor-Management Safety Committee, consistent with the usual process for developing safety training programs. Representatives from the DGA, Teamsters, Basic Crafts Unions and SAG-AFTRA shall also be included in the committee for this purpose. For those IATSE Local Unions not associated with CSATF, such training shall be supplied by the IATSE Training Trust Fund, except that training for employees employed under a Canadian IATSE Local agreement shall be supplied through the applicable organization responsible for health and safety matters in the motion picture industry, *e.g.*, ActSafe. DGA training shall be supplied through the Directors Guild-Producer Training Plan and the New York Assistant Directors Training Program.

When the COVID-19 Training has been developed, successful completion of such training shall be a condition of employment for all employees. An employee employed in a classification for which a roster or Qualification List exists must complete such COVID-19 Training no later than sixty (60) days following the execution of this Agreement as a requirement for continued placement on the roster or Qualification List. Details of the COVID-19 Training to be discussed.

The COVID-19 Training shall be updated from time to time as necessary to reflect changes in circumstances, such as scientific developments or agreed changes to protocols in this Agreement. Any updates may be distributed to those who have already taken the COVID-19 Training via bulletins or briefings at daily safety meetings.

- ii. Prior to the development of the COVID-19 Training, employees shall be required to undergo COVID-19 health and safety protocol training developed by each Producer before commencing work.

- b. **Compensation for Time Spent Training:** Each employee who takes the COVID-19 Training shall be paid a stipend of \$20.00 for each hour that he or she attends such training outside of his or her employment, unless the employee is otherwise already being paid for the day (e.g., payment of a travel allowance to a performer or payment for a travel day to a member of the crew). No stipend is due if a series contract performer takes training on a day within his/her span.

6. **Personal Protective Equipment:**

- a. Producers shall provide all employees with face coverings to be worn at all times on the job site, except when eating, drinking, or when their job duties prevent them from doing so.
- b. Employees who are working in close contact with another individual (where “close contact” is defined as being within six feet of another individual for fifteen minutes or more, provided that if the local governmental authority has issued more stringent time/distance guidelines defining “close contact,” such definition shall apply instead) shall be provided with a face shield in addition to a face covering, and may also be provided with goggles.
- c. The face coverings, face shields and/or goggles provided may be disposable or reusable. If such personal protective equipment is reusable, it may only be reused by the same individual, unless sanitized between users.
- d. Employees who wish to bring and utilize their own face coverings, face shields and/or goggles may do so, provided that the COVID-19 Compliance Supervisor or his/her designee approves in advance.

7. **Temporary COVID-19 Paid Sick Leave**

- a. An employee shall receive temporary COVID-19 paid sick leave for each day that the employee is absent from work due to an Eligible COVID-19 Event for which the employee is not otherwise paid by the Producer until the earlier of the following:

The employee returns to work or declines to return to work; or

The end of the employee’s guaranteed employment period, provided that, for purposes of determining temporary COVID-19 paid sick leave, this period shall include the number of days that it was reasonably anticipated that the employee would work.

However, in no event shall an employee receive more than a total of ten (10) days of temporary COVID-19 paid sick leave per Producer, which may cover one or more Eligible COVID-19 Events.

- b. There shall be no accrual period. Temporary COVID-19 paid sick leave shall be immediately available to employees upon commencing work.
- c. Temporary COVID-19 paid sick leave may be used for any of the following “Eligible COVID-19 Events,” or any combination of Eligible COVID-19 Events:
  - i. The employee has tested positive for COVID-19 or exhibited symptoms of COVID-19.
  - ii. The Producer has requested that the employee isolate or self-quarantine because another person with whom he or she has been in close contact has tested positive for COVID-19 or exhibited symptoms of COVID-19.
  - iii. A member of the employee’s household has tested positive for COVID-19 or exhibited symptoms of COVID-19.
  - iv. A public official or healthcare provider has requested that the employee isolate or self-quarantine due to COVID-19 (other than a quarantine described in Item 8 below).
  - v. The Employee must provide care for a child or senior, whose childcare or senior care provider ceases operations due to COVID-19.
  - vi. The Employee needs to care for a child, parent or spouse who is subject to a federal, state or local quarantine or isolation order related to COVID-19 or has been advised by a healthcare provider to self-quarantine related to COVID-19.
- d. For each day of temporary COVID-19 paid sick leave used by an employee, the employee shall receive payment as set forth below, based on the employee’s contracted rate, but in no event more than \$750 (\$750 CAD, if applicable) per day and \$7,500 (\$7,500 CAD, if applicable) in the aggregate. An employee who is paid his/her full regular salary or guarantee for a period that includes absence due to an Eligible COVID-19 Event shall not receive temporary COVID-19 paid sick leave in addition to his/her salary or guarantee.
  - i. IATSE/Teamsters/Basic Crafts Unions
    - (1) Daily employees – payment for a minimum call.
    - (2) Hourly employees without a minimum call – payment for eight (8) hours.
    - (3) Weekly employees – one-fifth (1/5) of weekly/on-call rate.
    - (4) Employees whose rates are subject to individual negotiation under the collective bargaining agreement – *pro rata* daily rate.

*Fringe benefits:* Such payments shall be subject only to health/welfare contributions, pension contributions and IAP/annuity contributions, if applicable. Such payments shall not be subject to vacation or unworked holiday payments, nor any other fringe benefit contributions, except that paid sick leave for a daily employee employed under the Local #839 Agreement is inclusive of vacation and holiday pay.

ii. DGA

- (1) Directors – one-fifth (1/5) of the weekly salary, or the daily rate for a Director who is engaged for daily employment as permitted under the Basic Agreement or FLTTA.
- (2) UPMs/Assistant Directors/Associate Directors employed under the Basic Agreement
  - (A) Daily employees – applicable daily rate.
  - (B) Weekly employees – one-fifth (1/5) of the studio weekly rate.
- (3) Associate Directors/Stage Managers employed under the FLTTA
  - (A) Prime Time Dramatic
    - 1) Daily – applicable daily rate.
    - 2) Weekly – one-fifth (1/5) of the studio weekly rate.
  - (B) Other than Prime Time Dramatic
    - 1) Daily – payment for eight (8) hours (or twelve (12) hours if engaged on a daily flat basis).
    - 2) Weekly – one-fifth (1/5) of the weekly rate.

Such payments shall be subject to pension and health contributions.

iii. SAG-AFTRA

- (1) Day performer – daily rate.
- (2) Three-day performer – one-third (1/3) of the three-day rate.
- (3) Weekly performer – one-fifth (1/5) of the weekly rate.

- (4) Major role performer – performer’s contracted rate, divided by the number of work days covered by the contracted rate.
- (5) Series contract performer – performer’s “per episode” salary, divided by the number of scheduled work days for the episode.

A series contract performer shall receive temporary COVID-19 paid sick leave only under the following circumstances:

- (A) The performer’s Eligible COVID-19 Event causes the performer to be absent for all or part of the production of a guaranteed episode in which he/she was scheduled to appear, and the performer is not otherwise paid his/her full episodic fee for that episode. If the performer is absent for the entire episode, he/she shall be paid temporary COVID-19 sick leave based on the number of scheduled shooting days. If the performer is absent for part of the episode, he/she shall be paid temporary COVID-19 sick leave based on the number of days in the shooting schedule less the number of days worked on the episode.
  - (B) The performer’s Eligible COVID-19 Event causes the performer to work outside his/her overall production period, in which case the performer shall be paid temporary COVID-19 sick leave based on the number of days worked outside the overall production period.
  - (C) The performer has an Eligible COVID-19 Event that occurs outside his/her overall production period, in which case the performer shall be paid temporary COVID-19 sick leave based on the number of days of absence.
- (6) Background actor – daily rate.
  - (7) Voice actor – session fee.

Such payments shall be subject to pension and health contributions.

A Schedule F deal performer or a performer employed on a multi-part closed-end picture under Schedule F who is absent because of an Eligible COVID-19 Event which occurs during the period of time that the performer is contracted to work for the Producer shall not be entitled to payment for such days under the temporary COVID-19 sick leave provision, unless the performer’s guarantee is reduced as a result. If the performer is not replaced and cannot complete services within the contracted work period due to absence because of an Eligible COVID-19 Event, the Producer may recall the performer outside the contracted work

period for a number of non-consecutive days equal to the number of days the performer was absent due to the Eligible COVID-19 Event, subject to the performer's professional availability. The performer shall advise the Producer of any existing professional commitments outside the contracted work period and shall keep the Producer apprised of his/her professional availability by advising the Producer of any new professional commitments outside the contracted work period in a timely manner. The performer will cooperate to the fullest extent in trying to make his/her services available to the Producer if recalled outside the contracted work period. In the event the performer is recalled outside the contracted work period, he/she shall receive temporary COVID-19 sick pay for the number of days the performer's contracted work period was extended. The foregoing shall not be deemed to diminish any other rights of recall the Producer may possess.

Payments made under this temporary COVID-19 sick leave provision shall not impact any calculation of residuals.

- e. Producer may require the employee to submit verification (*e.g.*, a doctor's note) of the Eligible COVID-19 Event in order to receive more than three (3) days of temporary COVID-19 paid sick leave for such Eligible COVID-19 Event.
- f. Employees are not entitled to payment for any unused temporary COVID-19 sick leave under this Agreement.
- g. Paid sick days under this temporary COVID-19 sick leave provision shall not be considered workdays for any purpose under the applicable collective bargaining agreement; however, paid sick days may be counted for purposes of determining whether an employee is eligible for health coverage under the "alternative days eligibility rule" of the SAG-AFTRA Health Plan.
- h. Any requirements for prior notice of layoff (or pay in lieu of) in a collective bargaining agreement shall be suspended in the event that an employee is receiving payment pursuant to the foregoing temporary COVID-19 paid sick leave policy.
- i. If an employee has an Eligible COVID-19 Event while on distant location and is unable to return home, the Producer shall provide the employee with lodging and per diem while on distant location, in addition to temporary COVID-19 paid sick leave under the foregoing provisions of this Item 7.
- j. To the extent that an employee is eligible for paid sick leave in a jurisdiction with a law that cannot be waived in a collective bargaining agreement, the law of the jurisdiction shall apply in lieu of the provisions herein.
- k. An employee who is absent from work due to an Eligible COVID-19 Event will be reinstated to his/her original position on the production, provided that: (a) the

position continues to exist or the role has not been recast; and (b) if the absence was due to the employee's own COVID-19 status (*i.e.*, a positive test or symptoms) or the COVID-19 status of someone in the employee's household or with whom the employee had come into close contact, the employee satisfies the Producer's eligibility requirements for return to work; however, for continuity purposes, a Producer is not required to reinstate an employee on an episodic series or serial until work on the current episode has been completed. If the employee's absence exceeds fourteen (14) consecutive calendar days, the parties will discuss on a case-by-case basis, upon the request of the Producer, issues related to the individual's reinstatement.

- I. The Union shall waive COVID-19-related sick leave laws to the extent that such laws permit waiver in a collective bargaining agreement. The AMPTP and each of the Unions shall execute a letter agreement to provide:

“Reference is made to the COVID-19-related return to work agreement of the parties, dated September 21, 2020, in which the parties agreed to waive the application of all COVID-19-related paid sick leave laws for which waiver is permissible under a collective bargaining agreement.

“The Union expressly waives, to the full extent permitted by law, the application of the following to all employees employed under [*the applicable collective bargaining agreements of each Union*]: The City of Los Angeles Emergency Order regarding Supplemental Paid Leave Due to COVID-19 (issued April 7, 2020); the Los Angeles County COVID-19 Worker Protection Ordinance; and any other ordinance, statute or law requiring COVID-19-related paid sick leave that is hereafter enacted. It is understood that the Unions and the AMPTP shall memorialize any such waiver for any newly-enacted law by letter agreement.”

- m. The payments in this temporary COVID-19 paid sick leave policy shall be available to employees in addition to any other leave the employees would receive under any applicable collective bargaining agreement. In the event an employee has an “Eligible COVID-19 Event” as defined in Item 7.c. above, the employee must use the temporary COVID-19 paid sick leave described in this Item 7 before any other leave available under the applicable collective bargaining agreement.
  - n. The provisions of this temporary COVID-19 paid sick leave policy shall be in effect until the expiration of this Agreement.
8. Payment for Required Isolation or Self-Quarantine (Other than for an Eligible COVID-19 Event)

This Item 8 applies after an employee has been engaged and the employee is required to isolate or self-quarantine at the request of the Producer (other than for an Eligible COVID-19 Event) and/or because the law of the jurisdiction where production is taking place requires travelers from outside the jurisdiction to self-quarantine, under the following circumstances:

prior to the commencement of an employee's work on a production; or

when an employee who has already commenced work travels to a production location where applicable law requires travelers from outside the jurisdiction to self-quarantine.

If the employee does not perform work at the direction of the Producer while in isolation or self-quarantine:

- a. The Producer may individually negotiate payment for time spent in isolation or self-quarantine with:
  - i. Directors employed on a theatrical motion picture, a pilot or a long-form television motion picture/long-form High Budget SVOD Program, or who are employed under Paragraph 10-109 of the Basic Agreement;
  - ii. Schedule F deal performers guaranteed \$40,000 or more per television motion picture or High Budget SVOD Program or \$80,000 or more per theatrical motion picture. Notwithstanding the foregoing, no payment is due for days spent in isolation or self-quarantine that are within the overall production period of a series contract performer whose guarantee meets one of the thresholds specified in Section 14(b)(1) or (2) of the SAG-AFTRA Television Agreement.<sup>4</sup>
  - iii. Performers employed on a multi-part closed-end picture under Schedule F who are guaranteed \$80,000 or more for the multi-part picture and \$20,000 or more per part.
  - iv. IATSE employees employed in the jurisdiction of the IATSE Basic Agreement or from within the geographical jurisdictions of the IATSE Area Standards Agreement or IATSE New York Local Agreements (*i.e.*, Locals #52, #161, #764, #798 and USA 829) to perform work outside the limits of the United States, its territories and Canada.
- b. All other employees shall be paid for time spent in isolation or self-quarantine as set forth below, based on scale for the employee's job classification/applicable minimum.<sup>5</sup>

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<sup>4</sup> The foregoing is not intended to preclude a series contract performer who enters into a contract on or after the effective date of this Agreement and whose guarantee meets one of the thresholds specified in Section 14(b)(1) or (2) from negotiating payment for time spent in isolation or self-quarantine as a better condition of employment.

<sup>5</sup> This provision does not alter the terms of any agreement entered into prior to the effective date of this Agreement regarding payment for time spent in isolation or self-quarantine under the circumstances covered by this Item 8.

i. IATSE/Teamsters/Basic Crafts Unions

- (1) For each of the first five (5) days out of each seven (7) consecutive day period in which the employee is in isolation or self-quarantine:
  - (A) Daily employees – payment for a minimum call.
  - (B) Hourly employees without a minimum call – payment for eight (8) hours.
  - (C) Weekly employees – one-fifth (1/5) of the distant location weekly/on-call rate.
  - (D) Employees whose rates are subject to individual negotiation under the collective bargaining agreement – *pro rata* daily rate.
  
- (2) For each of the final two (2) days out of each seven (7) consecutive day period in which the employee is in isolation or self-quarantine:
  - (A) Daily and weekly (other than “on-call”) employees; hourly employees without a minimum call – four (4) hours of pay, plus pension and health/welfare contributions for eight (8) hours.
  - (B) “On-Call” Employees – one-twelfth (1/12) of the weekly/on-call rate, plus pension and health/welfare contributions for seven (7) hours on the sixth (6<sup>th</sup>) day out of each seven (7) consecutive day period, or for eight (8) hours on the seventh (7<sup>th</sup>) day out of each seven (7) consecutive day period.
  - (C) Employees whose rates are subject to individual negotiation under the collective bargaining agreement – one-half (1/2) of the *pro rata* daily rate, plus applicable pension and health/welfare contributions and contributions.

If the applicable collective bargaining agreement provides for a daily contribution rate, contributions shall be made at the daily rate for each of the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) days out of each seven (7) consecutive day period. If the applicable collective bargaining agreement provides for a percentage contribution rate, contributions shall be calculated on the payment set forth above.

*Fringe benefits:* Such payments shall be subject only to health/welfare contributions, pension contributions and IAP/annuity contributions, if applicable. Such payments shall not be subject to vacation or unworked

holiday payments, nor any other fringe benefit contributions, except that paid sick leave for a daily employee employed under the Local #839 Agreement is inclusive of vacation and holiday pay.

ii. DGA

- (1) Directors – one-fifth (1/5) of the weekly salary, or the daily rate for a Director who is engaged for daily employment as permitted under the Basic Agreement or FLTTA, for each of the first five (5) days out of each seven (7) consecutive day period in which the employee is in isolation or self-quarantine.
- (2) UPMs/Assistant Directors/Associate Directors employed under the Basic Agreement
  - (A) Daily employees – one-fourth (1/4) of the distant location weekly rate for each of the first five (5) days out of each seven (7) consecutive day period in which the employee is in isolation or self-quarantine.
  - (B) Weekly employees – one-seventh (1/7) of the distant location weekly rate for each day in which the employee is in isolation or self-quarantine.
- (3) Associate Directors/Stage Managers employed under the FLTTA
  - (A) Prime Time Dramatic
    - 1) Daily employees – one-fourth (1/4) of the distant location weekly rate for each of the first five (5) days out of each seven (7) consecutive day period in which the employee is in isolation or self-quarantine.
    - 2) Weekly employees – one-seventh (1/7) of the distant location weekly rate for each day in which the employee is in isolation or self-quarantine.
  - (B) Other Than Prime Time Dramatic
    - 1) Daily – payment for eight (8) hours for each of the first five (5) days out of each seven (7) consecutive day period in which the employee is in isolation or self-quarantine.
    - 2) Weekly – one-fifth (1/5) of the weekly rate for each of the first five (5) days out of each seven (7)

consecutive day period in which the employee is in isolation or self-quarantine; eight (8) hours at straight time for each of the final (2) days out of each seven (7) consecutive day period in which the employee is in isolation or self-quarantine.

Such payments shall be subject to pension and health contributions.

iii. SAG-AFTRA

- (1) Performers – Schedule B weekly minimum (currently \$3,575) for each seven (7) consecutive day period in which the employee is in isolation or self-quarantine (or *pro rata* for any period of less than seven (7) days).

The overall production period for a series contract performer whose guarantee does not meet one of the thresholds specified in Section 14(b)(1) or (2) of the Television Agreement shall be suspended during any period for which he/she receives payment for time spent in isolation or self-quarantine under this provision (*i.e.*, such days shall not count towards the performer's overall production period).

No payment is due if such days are within the overall production period of a series contract performer whose guarantee meets one of the thresholds specified in Section 14(b) (1) or (2) of the Television Agreement.<sup>6</sup>

- (2) Background actors – daily minimum for a background actor for each of the first five (5) days out of each seven (7) consecutive day period in which the employee is in isolation or self-quarantine.

Such payments shall be subject to pension and health contributions, but shall not impact any calculation of residuals.

If the employee performs work at the direction of the Producer while in isolation or self-quarantine, he/she shall instead be paid pursuant to his/her contract of employment for any day on which the employee performs such work.

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<sup>6</sup> The foregoing is not intended to preclude a series contract performer who enters into a contract on or after the effective date of this Agreement and whose guarantee meets one of the thresholds specified in Section 14(b)(1) or (2) from negotiating payment for time spent in isolation or self-quarantine as a better condition of employment.

9. **Meals and Individual Packaging**

Meals and snacks will be served in individually packaged or wrapped portions. Communal “buffet style” food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs, will not be permitted. Compliance with the foregoing satisfies any obligations under the collective bargaining agreements to provide a meal to employees. Producer shall not be required to provide employees with a hot meal.

10. **Electronic Receipt of Documents**

To the extent the Producer implements electronic documents in lieu of paper documents, employees shall accept e-delivery of and provide e-signatures for the following items: (1) start paperwork; (2) time cards; (3) deal memos; (4) direct deposit of payroll (where Union consent to direct deposit is not permissible, Producers shall be permitted to mail checks); (5) extras vouchers; (6) fitting vouchers; (7) audition sign-in sheets and (8) SAG-AFTRA Exhibit Gs (one electronic Exhibit G may be sent to all performers). If an employee does not possess or have access to a device or technology which permits receipt and transmission of electronic documents, the Producer will either provide the employee with a hard copy of the document or make other arrangements for the employee to receive and sign electronic documents. Producer agrees to meet with each of the Unions during the term of this Agreement to discuss measures for ensuring the proper protection of personal information contained in the foregoing documents and other related privacy concerns.

11. **Contact Tracing**

While the employees are on the job site, Producers may require that employees participate in systems that enable contact tracing, such as use of a “punch card” system to record the employee’s location throughout the day or by means of electronic devices (*e.g.*, phone “apps” or wearable electronic devices that track the movement or location of a person or which detect when a person wearing the device comes into close contact with another person wearing the device). Producers may require employees to sign documentation consenting to the use of such electronic devices in contact tracing.

In the event that a Producer uses electronic devices for contact tracing, it may access information collected from those devices only for purposes of tracing individuals that the employee has been in contact with during working hours when there has been a COVID-19-related event, or for purposes of managing and enforcing social distancing protocols.

12. **Consent to Producers’ COVID-19 Policies and Procedures**

Each Producer has developed detailed policies and procedures to address COVID-19 in the workplace. To the extent those policies or procedures conflict with the provisions of this Agreement, this Agreement shall prevail as it relates to employees covered by this Agreement.

The Producer may require employees to acknowledge receipt of the Producer's COVID-19 policies and procedures and to adhere to such policies and procedures.

Union representatives agree to cooperate and comply with all Producer policies and procedures with respect to testing and other health screening procedures for Zone A or Zone B employees, as applicable. The Union shall be responsible for ensuring that any representatives exercising their right to visit the workplace are in compliance with testing requirements prior to visiting the workplace.

Each Producer shall provide the Union with a copy of its COVID-19 policies and procedures.

13. **All Budget Thresholds Exclude COVID-19-Related Expenses**

Under certain provisions of the collective bargaining agreements (including the IATSE and DGA Low Budget Agreements), terms and conditions of employment are linked to the budget of a program. The parties have discussed the increased costs that productions will incur to implement various health and safety protocols related to the COVID-19 pandemic. Because those unprecedented costs are additive to the standard production costs on which the parties negotiated the budget tiers that determine terms and conditions of employment, the parties agree that the following costs shall be excluded from consideration of whether a program falls within a given budget tier: health screening (including testing, health assessment surveys and temperature checks), personal protective equipment, salaries of COVID-19 compliance monitor(s) performing only COVID-19-related duties, COVID-19-related cleaning costs in excess of ordinary or usual cleaning costs, portable hand washing stations (unless they would have been necessary in the absence of COVID-19), additional bathroom units, costs of lodging and per diem for employees who are required to isolate or self-quarantine and payments made to employees during any self-isolation or quarantine (other than those due to an "Eligible COVID-19 Event," as defined in Item 7.c. above).

14. **Work from Home**

The following applies when a Producer requires an employee to work remotely from home:

- a. If an employee does not have equipment necessary to work remotely from home and the Producer does not provide such equipment, the employee shall submit a request to the Producer for purchase of the necessary equipment. Producer shall reimburse the employee for any pre-approved purchases after the employee submits receipts or other appropriate proof of purchase.
- b. Producer shall provide an employee with any technology training that it determines is necessary in order for the employee to work remotely from home.
- c. Producer shall reimburse any necessary and reasonable costs that an employee incurs as a direct consequence of working remotely from home, provided that the

Producer has approved such expenses in advance and the employee submits appropriate proof of the expense.

15. **Dispute Resolution/Grievance and Arbitration**

Any dispute arising out of the provisions of this Agreement may be referred to the grievance and arbitration procedures in the applicable collective bargaining agreement.

16. **Conflict of Law**

In the event that any of the terms or conditions of this Agreement are contrary to or unenforceable by reason of any law or governmental decision, ruling or regulation, such terms or conditions shall be deemed to be severed from this Agreement, and the illegality or unenforceability thereof shall not in any manner affect or impair any other terms or conditions of this Agreement.

17. **Industry-Wide Labor-Management Safety Committee Task Force White Paper**

The parties incorporate certain of the guiding principles and the following recommendations of the Industry-Wide Labor-Management Safety Committee Task Force White Paper, which are reproduced in Exhibit A to this Agreement:

- a. Infection Control – Hand Hygiene
- b. Infection Control – Disinfection and Maintenance [*reference to “COVID-19 Compliance Officer” changed to “COVID-19 Compliance Supervisor or his/her designee.”*]
- c. Infection Control – Food and Beverages
- d. Infection Control – General Infection Prevention Issues [*note addition of clarifying footnote 1 on p. 44*]
- e. Protecting and Supporting Cast and Crew Health and Safety – Development of Symptoms [*reference to “COVID-19 Compliance Officer” changed to “COVID-19 Compliance Supervisor.”*]
- f. Physical Distancing – Meetings
- g. Physical Distancing – Writers’ Rooms
- h. Physical Distancing – Audiences [*modified to reference jurisdictions which prohibit live audiences*]
- i. Physical Distancing – Working Remotely (Telecommuting)
- j. Physical Distancing – Shared Workspaces
- k. Training and Education
- l. Unique Production-Specific Concerns – Special Considerations for Cast and Crew Working in Close Proximity to Performers
- m. Unique Production-Specific Concerns – Special Considerations for Performer [*note addition of clarifying footnote 2 on p. 48 and footnote 3 on p. 49*]
- n. Unique Production-Specific Concerns – Transportation
- o. Unique Production-Specific Concerns – Special Considerations for Travel

- p. Unique Production-Specific Concerns – Special Considerations for Filming on Location

### **DGA Items**

18. **One Director To A Film on Episodic Television**

The parties recognize that situations may arise in which the original Director of an episode is unavailable due to reasons related to COVID-19 (e.g., the original Director is or becomes ill, a location becomes available after being closed due to COVID-19 when the original Director is unavailable, or scenes must be shot at a time when a jurisdiction eases restrictions on crowd or intimate scenes and the original Director is unavailable at such time). To minimize the possibility of introducing a new employee who may be infected with COVID-19 to the production, the Guild and the Producer shall enter into good faith discussions to allow someone who is already engaged on the production to direct scenes for another Director's episode when such situations arise.

19. **Temporary Upgrade of an Assistant Director**

Producer may temporarily upgrade an Assistant Director to a higher classification to replace an employee who is absent due to an Eligible COVID-19 Event (as defined in Item 7.c. above for purposes of temporary COVID-19 paid sick leave), even if he/she is not on the Qualification List for such higher classification. The Producer shall notify the Guild as soon as practicable after it becomes aware that a replacement is necessary, so that the parties can discuss a plan for the return of the absent employee or a replacement from the applicable Qualification List.

20. **Electronic Transmissions**

*The following represents the parties' understanding regarding electronic transmission of images and/or sound under Paragraph 7-1505 of the DGA Basic Agreement during the term of this temporary Agreement to address return to work issues associated with COVID-19. Upon the expiration of this temporary Agreement, the parties agree that the terms of Basic Agreement Paragraph 7-1505 shall apply, and that the parties shall have three months from the expiration of this temporary Agreement to negotiate the terms and best practices referred to in Basic Agreement subparagraph 7-1505(c).*

“Due to the unique nature of the COVID-19 pandemic, the use of electronic transmission of images and/or sound from the set, stage or control booth may be necessary to reduce the number of people that are physically present on the set or stage or in the control booth, so as to allow for appropriate physical distancing.

“Accordingly, the parties acknowledge that the Producer may make images and/or sound of rehearsals and/or takes of scenes available via electronic transmission to one or more locations near and/or outside the production area to persons who, if not for physical

distancing necessitated by COVID-19, would have been present on the set or stage or in the control booth, including:

- “(i) the Director of Photography and Sound Mixer;
- “(ii) Assistant Directors;
- “(iii) Hair Stylists, Make-up Artists and Costumers;
- “(iv) parents, guardians, teachers, social workers, welfare workers and other people responsible for monitoring minor performers;
- “(v) union representatives; and
- “(vi) other employees of the Employer or visitors to set who would have had a legitimate business reason to be present on set (*e.g.*, writers, executive producers, network executives).

“It is understood that the use of such electronic transmission for purposes of COVID-19 prevention shall not expand the number of people who would have had access to the set, stage or control booth, if not for the physical distancing requirements necessitated by COVID-19. With respect to rehearsals and/or takes of intimate scenes, access to images and/or sounds via electronic transmission shall be limited to those who would have been physically present on set or who would have had access to monitors during such scenes, if not for the physical distancing necessitated by COVID-19.

“Such electronic transmission shall be implemented in consultation with the Director. If the electronic transmission is to a location outside the production area, the Employer shall notify the Director of the name and title of the individual(s) receiving the electronic transmission. If more than one such individual has creative notes for the Director, the notes should be delivered to the Director by a single person designated by the Employer, or, alternatively, the individuals should coordinate with each other and the Director to deliver the notes together. Ideally, notes should be reserved until after the Director has had a chance to make initial adjustments with performers, and should be succinct and immediate, if possible.

“It is understood that the parties may make separate arrangements for use of electronic transmissions on multi-camera programs in order to accommodate the continuation of normal business practices on such programs, while also providing for physical distancing necessitated by COVID-19.”

21. **“On or About” Start Dates**

The DGA waives the obligation in Paragraph 4-103(c) of the Basic Agreement and Article 14.D.3. of the FLTTA to provide a specific date when postponing a Director’s “on or about” start date for COVID-19-related reasons, so that the Employer and Director may

agree to move the "on or about" start date to a future unspecified date. A Producer and the DGA may also discuss the possibility of being able to move the Director's start date more than once when necessitated by reasons related to COVID-19.

If the Producer and Director are ultimately unable to agree on a new "on or about" start date for the motion picture or program on which the Director is booked, the Producer, upon mutual agreement by the Director, may attempt to book the Director on a comparable assignment which has minimum terms and conditions no less than those of the booked episode, and this new assignment shall satisfy the Producer's pay-or-play commitment.

The employment on a comparable assignment must commence within one year of the originally scheduled start date of the episode for which the parties could not agree on a new start date. In the event no agreement can be reached on scheduling a comparable assignment, the Director shall be paid the episodic fee for the episode for which the parties could not agree on a new start date.

In the event the Producer chooses to pay the Director's salary or a portion thereof in advance of the Director's start date, such payment may be credited against compensation for future services performed for the Producer, provided that the Producer notifies the DGA and the Producer and Director execute a confirming agreement.

22. **Substituting Director**

Without prejudice to either party's position on the application of Paragraph 3-102 or the double-asterisked provision of Paragraph 10-101 of the Basic Agreement, the parties agree to the following when a Director is replaced due to the Director's Eligible COVID-19 Event:

- a. Theatrical motion picture – The substituting Director shall only be guaranteed the greater of the number of guaranteed days remaining under Paragraph 3-101 or the number of days actually remaining on the shooting schedule at the time such substituting Director begins the assignment. In addition, the substituting Director shall receive no less than one hundred fifty percent (150%) of minimum compensation for the work performed. However, there shall be no compounding of premium pay to such substituting Director for work performed on a holiday or for the sixth or seventh day worked in the Director's workweek.
- b. Television motion picture/High Budget SVOD Program – The substituting Director shall only be guaranteed the greater of the number of guaranteed shooting days remaining under Paragraph 10-101 (or Paragraph D. of Sideletter No. 35 for a High Budget SVOD Program) or the number of days actually remaining on the shooting schedule at the time such substituting Director begins the assignment. In addition, the substituting Director shall be guaranteed payment for prep time as follows: the guaranteed prep time shall bear the same relation to the number of days remaining on the shooting schedule at the time the substituting Director

begins the assignment as the maximum preparation days provided in Paragraph 10-101 (or Paragraph D. of Sideletter No. 35 for a High Budget SVOD Program) for a motion picture of that type bears to the maximum number of shooting days provided in Paragraph 10-101 (or Paragraph D. of Sideletter No. 35 for a High Budget SVOD Program) for a motion picture of that type.

23. **Employment of DGA-Represented Individuals to Work Under the COVID-19 Compliance Supervisor's Supervision**

An employee previously employed under the DGA Basic Agreement or FLTTA who is hired to perform work covered under either of those agreements and to assist the COVID-19 Compliance Supervisor in carrying out his/her duties under Item 4.c. above shall be covered as a Second Second Assistant Director, an Additional Second Assistant Director or Stage Manager, as applicable.

The Employer shall submit a deal memo reflecting the category under which the employee is hired and indicating that the individual is employed as part of the COVID-19 compliance team. There shall be no penalty for an inadvertent failure to indicate that an employee is part of the COVID-19 compliance team on the deal memo.

Such employee cannot be upgraded pursuant to Item 19 above ("Temporary Upgrade of an Assistant Director"), shall not share in any residuals generated from the project and shall not be entitled to mandatory DGA screen credit.

**IATSE Item**

24. **Stand-by or Relay Calls:** Producer shall have the ability to issue a stand-by call or relay call if a production exigency related to COVID-19 arises.

**SAG-AFTRA Items**

25. **Consecutive Employment/Span:**

- a. *Testing:* Time spent undergoing COVID-19 testing and awaiting the results of such testing does not start span for series contract performers whose guarantees do not meet one of the thresholds specified in Section 14(b) of the SAG-AFTRA Television Agreement (*i.e.*, \$20,000 per episode, \$100,000 per series when such series is one of a number of series presented in a combined series format or \$150,000 for a 13 episode guarantee), nor consecutive days of employment for performers other than series contract performers.
- b. *Quarantine:* If a performer is placed in quarantine prior to the start of production due to COVID-19, such quarantine period does not start span for series contract performers whose guarantees do not meet one of the thresholds specified in Section 14(b) of the SAG-AFTRA Television Agreement (*i.e.*, \$20,000 per episode, \$100,000 per series when such series is one of a number of series

presented in a combined series format or \$150,000 for a 13 episode guarantee), nor consecutive days of employment for performers other than series contract performers.

- c. The Union shall not unreasonably deny requests to waive payment of intervening days when a Producer recalls a daily or weekly performer following an interruption in the performer's work due to reasons related to COVID-19, provided that the Producer gives the performer a specific recall date which is at least five (5) days after the date of the interruption, and the performer is not on overnight location.
- d. In the event that a production is suspended due to reasons related to COVID-19, the Producer may renegotiate the performer's personal services agreement for the production so that the performer can be recalled (subject to his/her professional availability) without payment for the intervening days, in lieu of terminating the performer under Section 61 of the Television Agreement or the "Illness of Performer (Suspension of Salary and Termination)" or "Emergency Suspension or Termination" provisions in the Codified Basic Agreement.

26. **Studio Teachers - Remote Instruction:** Amend SAG-AFTRA Codified Basic Agreement Section 50.D. to provide that studio teachers may instruct minors remotely to the extent permitted by law or the applicable governmental authority.

27. **Voiceover/ADR/Looping**

The following provisions are applicable when recording is performed in facilities other than in personal or home studios:

- a. Producer will consider in good faith the request of any voiceover/ADR/Looping performer to work from home when circumstances permit. Producer's decision shall be final.
- b. The protocols to be followed for sanitizing voiceover and audio booths, and the equipment contained in those booths, are set forth in the section entitled, "INFECTION CONTROL – DISINFECTION AND MAINTENANCE," in Exhibit A of this Agreement. Voiceover and audio booths and the equipment within those booths shall be cleaned between each use by different performers.
- c. Performers may use their own individual equipment, including but not limited to headphones, pop filters, tablets, etc., upon approval by the Producer.
- d. Confined spaces where performers vocalize, such as voiceover and recording booths, shall have 100% exchange of air by ventilation or air filtration between each user, as determined by reference to the manufacturer's specifications for the ventilation or air filtration system in use in the confined space. Ventilation may be conducted with HVAC systems that conduct air exchange with outside air, or

which filter recirculated air and are regularly inspected and equipped with MERV 13 or higher rated filters (i.e., filtration of particles as small as 0.3 microns, and minimum of 90% filtration of particles larger than 1 micron). In the alternative, Producer may conduct air filtration using portable HEPA filters in accordance with the manufacturer's specifications.

- e. When practical to do so and subject to the Producer's security and/or confidentiality concerns, scripts and/or music will be provided to the performer in digital format when the performer indicates to the Producer a preference for that format. If a performer expresses a preference for a paper copy of materials, or if it is not practical to provide the scripts and/or music in digital format, single-use individual paper copies will be provided.
- f. A performer who is alone in a space (e.g., a recording booth) while recording voiceover, ADR or looping sessions, and who is not required to come within six (6) feet of other individuals at the location where work is to be performed for longer than fifteen (15) minutes, is not required to undergo COVID-19 testing.

Multiple performers present in the same space (e.g., a recording booth) while recording voiceover, ADR or looping sessions are subject to the testing protocols for "Zone A" employees set forth in Item 2.a., "Health Screening – Testing," of this Agreement.

- g. Producers and SAG-AFTRA will meet as soon as practicable after the effective date of this Agreement to discuss additional protocols that may be applicable to group voiceover/ADR/looping and singing.

**ON BEHALF OF THE PRODUCERS LISTED IN THE PREAMBLE REPRESENTED BY THE ALLIANCE OF MOTION PICTURE AND TELEVISION PRODUCERS**

By: \_\_\_\_\_  
Carol A. Lombardini

Date: \_\_\_\_\_

**ON BEHALF OF THE DIRECTORS GUILD OF AMERICA, INC.**

By: \_\_\_\_\_  
Russell Hollander

Date: \_\_\_\_\_

**ON BEHALF OF THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE  
EMPLOYEES AND MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED  
CRAFTS OF THE UNITED STATES, ITS TERRITORIES AND CANADA, AND ITS  
LOCAL UNIONS IN NORTH AMERICA**

By: \_\_\_\_\_  
Matthew D. Loeb

Date: \_\_\_\_\_

**ON BEHALF OF SCREEN ACTORS GUILD-AMERICAN FEDERATION OF  
TELEVISION AND RADIO ARTISTS**

By: \_\_\_\_\_  
David P. White

Date: \_\_\_\_\_

**ON BEHALF OF THE BASIC CRAFTS UNIONS LISTED IN THE PREAMBLE**

By: \_\_\_\_\_  
Steve Dayan

Date: \_\_\_\_\_

**ON BEHALF OF THEATRICAL DRIVERS AND HELPERS, LOCAL UNION #817,  
INTERNATIONAL BROTHERHOOD OF TEAMSTERS**

By: \_\_\_\_\_  
Thomas O'Donnell

Date: \_\_\_\_\_

## **EXHIBIT A**

### **GUIDING PRINCIPLES**

- All state, local, and federal (CDC) public health guidelines will be followed.
- Medical expertise must always guide decision making with respect to testing, contact tracing, symptom screening and similar protocols that raise medical questions.
- The judgment of Department Heads and their crews, in collaboration with Unit Production Managers (UPMs) and Assistant Directors (ADs), will be considered when structural and logistical changes are made to accommodate the new working practices.
- Adequate staffing and space for physical distancing is essential for an effective health and safety plan.
- Resuming production during this time may be highly stressful and cause anxiety. The implementation of mental health resources to support the wellness of those participating in a production may be necessary. Options could include:
  - o Emotional support hotline
  - o Telemedical health and behavioral health resources
  - o Mindfulness training; and
  - o Provision of online tools and resources.
- Cast and crew are encouraged to report problems, ask questions and suggest solutions to enhance the safety and productivity of the workspaces.
- The CDC advises that those over age 65 and those with co-morbidities consult with their healthcare providers regarding the risks of COVID-19.
- Given the dynamic and evolving nature of the COVID-19 pandemic, these interim guidelines will likely need to be modified and adapted as circumstances change.

### **INFECTION CONTROL – HAND HYGIENE**

Hand hygiene is a cornerstone of infection prevention and will need to be practiced widely in entertainment industry work environments. Given the potential concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than hand sanitizer in preventing the spread of COVID-19.

The Task Force recommends the following regarding hand hygiene:

- Cast and crew should avoid touching their eyes, nose and mouth.

- Handwashing facilities with running water, soap and paper towels (dispensed using a non-touch system, if possible), adequate for the number of cast and crew, shall be available and accessible from the first day of work.
- Handwashing facilities shall be kept clean and well-stocked.
- When production is taking place where handwashing facilities are not readily available, mobile handwashing stations shall be provided.
- Stations with alcohol-based hand rub ("hand sanitizer") with at least 60% alcohol shall be strategically placed around work areas and readily accessible.
- Sufficient supplies of hand sanitizer shall be stocked and maintained.
- Cast and crew shall be provided with pocket-sized hand sanitizer that can be used if hand washing or sanitizing stations are not available, such as in vehicles or remote locations.
- Cast and crew should be trained on hand hygiene practices (washing for a minimum of 20 seconds of duration, scrubbing all surfaces).
- Production should encourage and promote opportunities for cast and crew to practice hand hygiene and perform disinfectant wipedowns of high-touch areas.
- Hands should be washed or sanitized:
  - Upon arriving at the job site;
  - After blowing one's nose, coughing, or sneezing;
  - After using the restroom;
  - Before and after eating or drinking;
  - After contact with animals or pets;
  - After handling shared equipment or objects;
  - After cleaning or disinfecting equipment, tools or workspaces; and
  - At other appropriate times throughout the workday.
  - Signage should be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions.

### **INFECTION CONTROL – DISINFECTION AND MAINTENANCE**

Heightened cleaning and disinfection should be practiced. Those responsible for performing cleaning should adhere to the following recommendations and any other guidance issued by public health authorities with respect to cleaning practices.

- Appropriate, EPA-registered disinfecting methods and supplies with a claim against SARS-CoV-2 shall be available in all workspaces.

- High-touch surfaces shall be wiped down periodically with appropriate, EPA-registered disinfectant, following the disinfectant manufacturer's instructions (e.g., safety requirements, protective equipment, concentration, contact time). Examples of high-touch surfaces are tables, doorknobs, countertops, phones, faucets, etc.
- Productions and a COVID-19 Compliance Supervisor or his/her designee (discussed in Item 4 of this Agreement) will work with all departments to review and implement specific plans for disinfection of department-specific equipment. Departments will review specific workflows and identify ways to ensure disinfection of equipment and physical distancing (e.g., cleaning of camera dollies, use of remote focus devices, lights).
- All workspaces should be cleaned with increased frequency, with an emphasis on high-touch surfaces.
- Whenever possible, minimize use of shared office equipment such as copiers and fax machines. When use of such equipment is unavoidable, hand hygiene should be performed after use.
- Manufacturer's cleaning instructions should be followed for cleaning of sensitive equipment such as electronics.
- Production on set and work off set should designate specific individuals to perform high-touch wipedown, with an emphasis on shared spaces and equipment.
- Shared workspaces should be cleaned daily with an emphasis on high-touch surfaces, including but not limited to production sets, studios, dressing rooms, hair and make-up stations, trailers, on- and off-production offices, break areas, shops and eating/meal areas.
- Dedicated cleaning crews should clean common spaces at appropriate daily intervals.

*Props, Costumes, Accessories, Wigs, and Other Specialty Items*

Due to inability to clean many of these objects, special care should be taken.

- As many of these items have unique cleaning requirements, those responsible for cleaning such items will do so in the customary manner.
- Hand props (other than those with unique cleaning requirements) shall be cleaned and disinfected before and after use.
- Hands shall be cleaned before and after handling props, accessories and other items.

*Personal Equipment*

- Personal equipment (such as tools, headsets, microphones and radios) shall be cleaned and disinfected before being issued and then at least once per day. Manufacturer's

suggested cleaning instructions should be followed for electronics and other sensitive items.

- Equipment such as radios/walkie-talkies will be issued to a single cast or crew member and used exclusively by that cast or crew member for the duration of production.
- Personal items or equipment that must be shared between members of the cast and/or crew must be wiped down with disinfectant between use and hand hygiene shall be performed after handling.

#### *Vehicles*

- High-touch surfaces in vehicles (e.g., steering wheels, controls, seatbelts, door handles, arm rests) shall be cleaned at least once per day and prior to a change in operator or passenger.

#### *Paper*

- Whenever possible, use of paper should be minimized. Alternatives such as electronic scripts and electronic sign-in/out should be explored.
- Consider alternatives to petty cash to minimize the need to handle paper money, such as purchase cards.
- When paper scripts are unavoidable, they should be assigned to a specific individual, clearly labeled with their name, and not shared between others.
- Crew lists, call sheets, production reports and other similar documents should be electronic whenever possible.
- When use of shared paperwork is required, such as blueprints or editing binders, hand hygiene before and after handling is recommended.

### **INFECTION CONTROL – FOOD AND BEVERAGES**

COVID-19 is unlikely to be spread through food or beverages; however, catering, crafts service and eating within workspaces present several unique challenges.

- Those responsible for preparing and distributing food must clean their hands with soap and water or hand sanitizer prior to beginning food preparation and/or distribution and regularly thereafter.
- All local public health regulations regarding preparing and distributing food must be followed, including regulations regarding the use of appropriate food service PPE (hair nets, gloves, and face coverings), safe food temperatures, etc., and all personnel

responsible for the preparing and/or distribution of food must be properly certified to do so.

- As face coverings cannot be worn while eating, adequate eating space must be provided to ensure physical distancing can be maintained during meal periods.
- Handwashing facilities and/or hand sanitizer must be readily accessible at the entrance of any designated eating area and shall be used when entering and leaving the area.
- Meal times should be staggered in a manner designed to avoid the gathering of large groups in the same location at the same time.
- All eating surfaces shall be cleaned and disinfected before and after use.
- Eliminate communal "buffet style" food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs.
- Meals and snacks should be served in individually packaged or wrapped portions. Avoid shared communal trays or bowls.
- Eating utensils should be disposable and individually wrapped.
- Cast and crew should not leave the job site to obtain food during the course of the workday.
- Off-production offices, meeting rooms and other workspaces should have infection control protocols for use, especially when used for providing impromptu meals, snacks and coffee. Likewise, break rooms, microwaves, dishes and food deliveries will require regular cleaning and physical distancing.
- If food is to be delivered to the job site, one or more individual(s) should be designated to receive the delivery. Appropriate PPE should be worn when interacting with the delivery person and hand hygiene should be performed after handling the delivery. Cast and crew who bring their own food are encouraged to bring food that does not require refrigeration or heating/microwaving.
- Consider options for cast and crew to place orders ahead of time to minimize the amount of time they must wait in line. Consider addition of plexiglass (or similar) barriers between servers and cast and crew.
- Avoid using or sharing items such as menus or condiments such as salt and pepper shakers. These items should be disposable and single serve.

### *Beverages*

- Drinks should be individually packaged or, if drinks are to be dispensed from a water station, soda fountain, coffee machine or similar equipment, receptacles should not come into contact with dispensers.

### **INFECTION CONTROL – GENERAL INFECTION PREVENTION ISSUES**

- Limit the duration of workdays and excessive consecutive workdays whenever possible.
- Physical contact should be avoided, including shaking hands, "high fives," fist or elbow bumps, or hugging. Physical contact related to performers is discussed below.
- Visitors to set should be limited unless absolutely necessary.<sup>1</sup> If visitors are provided access, they will be subject to the same guidance as cast and crew, including the need for symptom screening and PPE requirements.
- Union representatives exercising their rights to visit workspaces will be subject to the safety guidelines required of a visitor.
- All cast and crew should avoid touching their eyes, nose or mouth.
- In indoor spaces, ventilation systems and other measures should be used to increase circulation of outdoor air as much as possible (e.g., by opening windows and doors, using fans and other methods).
- Stagger cast and crew call and wrap times to limit the number of individuals arriving to and departing from work simultaneously.
- In the course of performing their duties, various cast and crew members may enter retail establishments during the workday. Applicable public health guidance should be followed, including use of face coverings. They should carry hand sanitizer and practice hand hygiene before entering retail establishments and after exiting.

### **PROTECTING AND SUPPORTING CAST AND CREW HEALTH AND SAFETY – DEVELOPMENT OF SYMPTOMS**

- Cast and crew are expected to immediately report to a designated person or persons (such as the COVID-19 Compliance Supervisor or such other person designated by the Producer) if they are experiencing, or a member of their household is experiencing,

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<sup>1</sup> The parties agree that this means the individuals who have no business purpose for being on set should not visit the set.

symptoms of COVID-19. If a cast or crew member is experiencing symptoms or has come into close contact with someone who has tested positive for COVID-19 either on or off site, they must report to their employer and follow the employer's contact tracing guidelines.

- If a cast or crew member develops symptoms of COVID-19 when off site, they must not go to work and should immediately contact their healthcare provider. Anyone who reports to work with symptoms of COVID-19 will be instructed to return home and contact their healthcare provider.
- Cast and crew must be notified if they have been exposed to an individual who has exhibited symptoms of COVID-19 or who has tested positive for COVID-19.

### **PHYSICAL DISTANCING**

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Cast and crew must practice physical distancing whenever possible. Physical distancing involves maintaining a distance of at least 6 feet from any other person at all times, except when doing so is incompatible with one's job duties (see below). Cast and crew should avoid congregating in groups. When practical, separate work locations into zones to facilitate physical distancing. Visible physical indicators (e.g., cones, duct tape or signage) marking 6 feet of distance should be placed in areas where people must congregate, such as crafts service, eating/meal areas, make-up and costume trailers.

#### *Meetings*

- Use phones, videoconferencing or similar technologies for meetings whenever possible. Avoid people gathering around a computer to watch together. Consider virtual production meetings whenever feasible.

#### *Writers' Rooms*

- Whenever possible, move to virtual writers' rooms.
- When virtual writers' rooms are not possible, maintain 6 feet of distance, use face coverings, and perform hand hygiene before and after the meeting. Minimize use of paper.

#### *Audiences*

- At this time, the use of live audiences is discouraged and, in some jurisdictions, prohibited. On a case-by-case basis, live audiences may be used as long as audience members
  - Wear face coverings at all times

- Maintain 6 feet of physical distance, including while waiting in line and sitting in a studio; and
- Undergo symptom screening on entry.
- An appropriate physical separation shall be maintained at all times between performers working without PPE and audience members. Medical professionals shall be consulted to determine the nature of the physical separation required for the safety of the performer in such situations, including additional physical distance or physical barriers (e.g., plexiglass walls).

#### *Working Remotely (Telecommuting)*

- On a temporary basis and without diminishing work opportunities, consider remote work/telecommuting opportunities for cast and crew. This should only apply to those who can perform their job duties effectively while working remotely/telecommuting.

#### *Shared Workspaces*

- To the extent possible, reduce crowding of all shared workspaces (e.g., production offices and shops) with a goal of keeping people 6 feet apart.
- In control rooms, editing rooms and other small spaces, if physical distancing cannot be maintained, all individuals must wear face coverings and should practice hand hygiene.

### **TRAINING AND EDUCATION**

- The Task Force recommends that training in the employer's COVID-19 plan to reduce infection risk be mandatory on or before the first day of employment.
- All employees should be educated about the signs and symptoms of COVID-19 as part of their training. People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Signs and symptoms include the following:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

- All employees should receive dedicated training on the following topics:
  - PPE, with a focus on safe donning and doffing
  - Hand washing, including proper techniques
  - Environmental cleaning and disinfection, including high-touch wipedown
  - Policies and procedures related to COVID-19 on set or in offices
  - Psychological impact of the crisis
  - Protecting yourself at home
  - Preventing cross-contamination
- Post signage in all production workspaces where production activities occur, reinforcing training principles.

### **UNIQUE PRODUCTION-SPECIFIC CONCERNS – SPECIAL CONSIDERATIONS FOR CAST AND CREW WORKING IN CLOSE PROXIMITY TO PERFORMERS**

The work of some cast and crew members (e.g., hair stylists, make-up artists, costume designers, costumers, wardrobe department personnel, sound technicians, property persons, studio teachers and special effects technicians, etc.) may not be possible while maintaining physical distancing from others. The performers with whom they work may not be able to wear face coverings at all times, for example when make-up is being applied. Testing, contact tracing and task-specific controls such as the following shall be in place:

- Alter workspaces to permit physical distancing.
- Control the entrants to trailers and other workspaces.
- Allow sufficient work time to follow safety protocols.
- Cast and crew in close proximity must wear a face mask and/or face shield at all times and perform hand hygiene before and after the encounter.
- Additional protocols must be established before work of this nature could resume.

### **UNIQUE PRODUCTION-SPECIFIC CONCERNS – SPECIAL CONSIDERATIONS FOR PERFORMERS**

The work of performers will frequently put them in close (less than 6 feet) contact with other performers or cast and crew including, for example, hair stylists, make-up artists, stunt coordinators, costumers and wardrobe personnel. Face coverings/masks may not be practical during many of these activities. Additionally, certain activities such as fight scenes or intimate scenes increase the risk of transmission.

- Whenever possible, performers shall practice physical distancing.
- When maintaining physical distancing is not possible (e.g., between a performer and make-up artist) and the performer cannot wear appropriate PPE, contact must be kept to the shortest amount of time possible, and the other cast or crew member must wear appropriate PPE and observe hand hygiene practices.

- The number of people involved in close proximity with a performer should be kept to a minimum whenever possible. If a performer requires work by more than one make-up artist/hairstylist, make-up artists/hairstylists should observe appropriate PPE requirements, and both performer and make-up artist/hairstylist should observe hand hygiene practices immediately after completing the task.
- Consider measures to minimize scenes with close contact between performers, such as amending scripts or use of digital effects.
- Stand-ins should wear face coverings even if the performer they are standing in for may not.
- When possible, adjust shooting schedules to minimize the amount of back-and-forth travel needed by performers.
- Visitors should be limited unless their presence is absolutely necessary.<sup>2</sup> If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to, symptom screening and/or temperature screening, and PPE requirements.
- When performers are in a holding area, waiting to be used in a production, employers and performers must adhere to the recommendations outlined herein, including recommendations regarding physical distancing and the use of PPE.

#### *Personal Protective Equipment for Performers*

- When it is possible to do so consistent with their job duties, performers shall wear appropriate PPE.
- When wearing PPE is not possible, such as when a scene is being filmed or after make-up has been applied, the number of people with whom the performer is in close contact shall be minimized.
- As soon as possible after filming a scene, the performers shall put on their PPE and/or physically distance themselves.

#### *Casting and Auditions*

- Casting should be conducted virtually via self-tape, online video conference, or other applicable technology whenever possible.
- If that is not feasible, or for any additional calls or live sessions necessary, there must be a sufficient space large enough to accommodate 6 feet physical distancing in all directions.

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<sup>2</sup> The parties agree that this means that individuals who have no business purpose for being on set should not visit the set.

- If performers will not be wearing PPE during an audition, a plexiglass partition or similar barrier between the performers and those observing the audition shall be provided by the employer and used and cleaned between performances along with any furniture, props etc.
- If no barrier is present, increase the physical space between those observing to those auditioning beyond the 6 feet physical distancing standard.
- No more than one individual auditioning at a time except for legitimate pairs (e.g., household members, domestic partners, roommates, living together for a minimum of 14 days or more prior to the audition).

### *Minors*

As minors may have difficulty adhering to physical distancing, wearing PPE, and practicing hand hygiene, when not working, they should be relocated to a secure off-set location to the extent possible.

- Extra personnel on set with a minor are strongly discouraged and should be limited to a studio teacher and one guardian only.
- Visitors should be limited unless their presence is absolutely necessary.<sup>3</sup> If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to symptom screening and/or temperature screening, and PPE requirements.
- Physical distancing and face coverings should be used at all times on set, including in school areas.
- As studio teachers will need to interact with minors within 6 feet of distance, teachers should wear face coverings, practice frequent hand hygiene, and receive training on COVID-19 prevention. Whenever possible, remote schooling should be made available.
- PPE requirements and options may be modified for minors, especially those of tender years. Face coverings are not expected for minors under two years of age.

### *Animal Performers*

There is presently no data to suggest that companion animals/pets such as dogs and cats serve as vector for transmission of SARS-CoV-2 to humans.

- Animal handlers/trainers should receive training on COVID-19 prevention and should follow all rules regarding physical distancing and PPE.

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<sup>3</sup> The parties agree that this means that individuals who have no business purpose for being on set should not visit the set.

- Animals should not be handled by others except those necessary for shooting a scene (i.e., no petting, cuddling, feeding). All those involved in touching animals should perform hand hygiene before and after.
- Other animals not involved in production such as personal pets should be kept off sets.

### **UNIQUE PRODUCTION-SPECIFIC CONCERNS – TRANSPORTATION**

- Private (i.e., self-drives) or production-provided transportation to and from sets, offices and locations should be prioritized over mass transit/public transportation whenever possible. All drivers and passengers should wear face coverings and maintain social distancing to the extent possible. High-touch surfaces in vehicles shall be cleaned and disinfected frequently throughout the day.
- If neither private nor production-provided transportation is available or reasonably practical under the circumstances, public transportation may be used.
- At all times while in transit, cast and crew should wear face coverings per local public health guidance. Whenever it is reasonably possible to do so, cast and crew shall maintain a distance of at least 6 feet from the driver and other passengers, if any. Upon disembarking, cast and crew should promptly practice hand hygiene.
- If public transportation is used, travel should be arranged to avoid peak travel times, if practical.

### **UNIQUE PRODUCTION-SPECIFIC CONCERNS – SPECIAL CONSIDERATIONS FOR TRAVEL**

Production travel presents multiple unique circumstances and challenges. Given the changing nature of the COVID-19 pandemic, individual countries are likely to have separate restrictions on travel to and from the United States. Individual states and counties will also have separate restrictions in their jurisdiction. Pandemic "hot spots" may change rapidly, necessitating alterations in plans. Cast and crew traveling for productions should be aware that, should circumstances change in the location, they may be subject to travel restrictions, including enforced quarantine.

- Minimize travel to the extent possible. When travel is necessary, attempt to minimize frequent back-and-forth travel.
- Identify local medical personnel in advance that could assist with care of cast and crew in the event of COVID-19 symptoms.

- Production shall monitor local outbreaks and trends, including local public health guidance and restrictions on travel to and from the U.S., and keep cast and crew informed as appropriate.
- Whenever possible, those traveling for productions should not bring family members or other non-essential personnel.
- Air travel shall be booked only on airlines whose policies comply with the Federal Aviation Administration's regulations with respect to COVID-19.

### **UNIQUE PRODUCTION-SPECIFIC CONCERNS – SPECIAL CONSIDERATIONS FOR FILMING ON LOCATION**

Filming on location can pose certain risks compared with shooting on a studio/stage set. Given the changing epidemiology of COVID-19, particular attention to current public health guidelines and outbreak hotspots is important.

Those responsible for selecting a location should take the following considerations into account.

- Provide adequate space, such as additional trailers, tents and eating space, during location filming to allow for physical distancing.
- Perform wipedown of high-touch areas at least daily.
- Minimize use of crowd scenes or street scenes when a controlled flow of people is not possible.

#### *Outdoor Locations*

- Prioritize locations where access can be secured and members of the production can be kept away from the general public when possible.
- The location shall provide sufficient space for performing planned production activities while adhering to physical distancing recommendations.
- Prioritize locations with access to hand-washing facilities. Provide ample mobile hand hygiene stations.
- If shooting in inclement weather, provide adequate shelter facilities such as tents to allow physical distancing of cast and crew.

#### *Indoor Locations*

- Productions should avoid locations that recently have been occupied or used by people who may have been infected with COVID-19, if possible.

- If an occupied private home or building location is required for shooting, the occupants should be asked about signs/symptoms of COVID-19 and should vacate the premises for proper cleaning and sanitizing prior to pre-production crew and production cast and crew entering the facility.
- Productions shall select buildings that can be easily and effectively cleaned and that provide sufficient space for performing planned production activities while adhering to physical distancing recommendations. Locations with hand-washing facilities available should be prioritized.
- Allow adequate ventilation of indoor locations.

### *Scouting*

Traditional, in-person location scouting is considered essential to the success of a production. However, given the need for physical distancing and minimizing entry into private spaces, consider alternative options.

- To the extent possible, location teams should pursue alternatives to traditional, in-person location scouting, such as creating virtual options including the use of photographs and digital scouting.
- Tech and director scouting should occur in small groups to the extent possible.
- All departments that provide assessments of scouting locations (environmental hazard assessment, engineering, etc.) as well as the location teams shall be trained in appropriate PPE use and provided sufficient PPE.
- Locations shall be prioritized during scouting that allow complete control of the site, including controlling access, ability to shut down the site for cleaning and high standards of hygiene.

## APPENDIX A

The Producers and the IATSE acknowledge that certain principles should guide those who are resuming work in the motion picture industry with COVID-19 present in the community. In particular, advance planning, communication and training, adherence to sound cleaning and hygiene practices (including addressing ventilation and reducing the touching of surfaces), maintaining appropriate physical distancing and the use of personal protective equipment will all contribute to the maintenance of a safe working environment.

While no document can memorialize every practice that may be used to implement these principles safely and effectively, the practices described in this document are intended to provide points of consideration for operating in a safe work environment and are offered as examples of the ways those involved in motion picture production, pre-production and post-production can organize their work environments with these principles in mind. It is important to keep in mind that it may not be appropriate to utilize each and every practice in this document, depending on the circumstances. The COVID-19 Compliance Supervisor will determine in consultation with department heads or departmental operations the health and safety protocols that are necessary and appropriate for work, which may differ from those in this document.

### **Advance Planning, Communication and Training**

*Implementing advance planning, communication and training:*

- Call sheets should contain contact information for the COVID-19 Compliance Supervisor(s), as well as a mechanism for anonymous reporting.
- Any employee that does not receive a call sheet shall otherwise be notified by the employer of the contact information for the responsible COVID-19 Compliance Supervisor(s), as well as a mechanism for anonymous reporting.
- The Union will be notified in advance when employees are being asked to return to a worksite that was shut down due to an outbreak of COVID-19 and shall be given the opportunity to address any concerns.

*In the Costume Department:*

- In-depth planning should be done in advance of shopping and pulling from rental houses. Delays at rental houses, retail stores, and in shipping items should be anticipated.
- It is desirable for cast to be booked as early as possible so that sizes can be obtained as early as possible.
- Advance planning should be employed to avoid overcrowding in costume and wardrobe areas.

*In the Make-up and Hair Departments:*

- Artists involved in quick changes and continuity re-sets shall plan their touch-up procedures before approaching the performer, including by consulting with the performer.
- Hair and make-up should be planned so as to minimize the amount of time an actor is required to remove PPE.
- Production should schedule make-up/hair tests to avoid overcrowding.

**Cleaning and Hygiene**

*Implementing cleaning and hygiene practices:*

- Companies should provide proper ventilation, with HVAC systems that are regularly inspected and clean filters. Where practicable, the employer shall make reasonable efforts to utilize air filters with a minimum MERV 13 rating, or, in the alternative, implement CDC recommendations on air filtration in buildings.
- After equipment and equipment carts are cleaned, they should be covered when not in use.
- Communal tools and equipment shall be regularly cleaned as appropriate.
- All food prep/styling should occur in a designated and exclusive area, with only necessary personnel having access.
- Any Property Person handling food on set must follow all required food handling hygiene requirements.
- All employees shall have access to a clean and water supply.
- A member of the camera crew should disinfect the eyepiece of a camera or any viewing mechanism before the eyepiece or viewing mechanism is used.
- Headsets, ear-pieces, IFB, hand mics and all communication equipment should be dedicated to a specific person or cleaned prior to a change in users.
- Shared workspaces shall be cleaned prior to each shift of work.

*In the Costume Department:*

- Personal clothing items used as costumes, or personal items of above-the-line personnel should not be prepped (e.g., steamed, ironed, etc.) without first being cleaned, if practical. Background actors who are asked to bring personal clothing to be used on camera must bring clean clothing.

- Costumes/outfits of each performer should be separated from those of other performers.
- All wardrobe items must be properly disinfected with appropriate EPA-registered disinfecting methods and supplies with a claim against SARS-CoV-2 before they are provided to a performer; however, items with unique cleaning requirements that cannot be disinfected with such methods or supplies will be cleaned in the customary manner before being provided to the performer.
- When dealing with items likely to be degraded by steam/hot washing, production may "quarantine" the item for an appropriate period of time as an alternative disinfecting method.
- Members of the costume department must have clean hands to handle any costumes, accessories and other items.

*In the Property Department:*

- After a prop has been cleaned and prepared for use by a performer, only members of the property department will touch the item before it is used. If someone who is not a member of the property department touches the item after it has been prepared, it should be cleaned before being used by the performer.
- Set pieces, props and surfaces on which or with which performers are working should be cleaned before and after use.
- Applicable food safety protocols for COVID-19 prevention must be followed when preparing food and beverage items for use on set.
- Stunt department or other appropriate personnel should disinfect stunt mats between users, per manufacturer protocols.
- Members of the property department must have clean hands to handle any costumes, accessories, props and other items.
- Stunt body pads should be assigned for use by a single stunt performer or cleaned before being assigned to another stunt performer. A stunt performer may choose to bring his/her own stunt body pads for his/her own use on a production.

*In the Make-up and Hair Departments:*

- Special attention shall be given to ensuring proper ventilation in hair and make-up workspaces.
- Schedule time to perform applicable disinfecting protocols between performers.

- Wash hands in accordance with CDC-recommended guidelines before and after working on each individual's hair or make-up.
- When practical, professional tools such as brushes and applicators should be assigned to one performer and not used for anyone else. Disposable tools should be utilized whenever possible. After each use, non-disposable hairbrushes, combs and make-up brushes should be cleaned with appropriate disinfecting solutions. All supplies for performers should be kept in individual cast bags.
- A disposable or washable palette for each performer should be used to mix foundation, powders, lipstick, or other compounds.

*In the Make-up and Hair and Sound Departments:*

- Transmitters and lav mics will be disinfected before and after each use.
- Transmitters will be labeled to identify the individual user.
- Lav mounting components that cannot be thoroughly cleaned will be replaced.

### **Use of Personal Protective Equipment**

*Examples of practices surrounding the use of personal protective equipment:*

- Employees should label PPE with their name when doing so does not interfere with the efficacy of the PPE.
- Passenger vans should have signs indicating mandatory PPE use.
- Employees shall wear appropriate PPE at all times on the job site, except when eating, drinking or when job duties prevent them from doing so.

*In the Make-up and Hair Departments:*

- Full PPE must be worn by hair and make-up artists at all times while in proximity of performers (i.e., masks and face shields, gloves as appropriate).

### **Physical Distancing**

*Examples of the implementation of physical distancing:*

- When individual or rental cars are being utilized, crew members shall not transport other members of the crew, except that crew members may transport other members of the crew who reside with them.

- Whenever possible, crew members should maintain the same vehicle seat for the duration of the trip and for any return or subsequent transportation.
- When working in trucks, "bullpen style" offices or other confined spaces, efforts should be made to maintain social distancing. Consider using plexiglass to create individual workspaces, if appropriate.
- When possible, visible physical indicators (e.g., cones, duct tape, signage) shall be placed in areas where employees stand in line to mark six feet of distance.
- Plans for sheltering during inclement weather should be designed to ensure proper social distancing.
- Consider using remote monitoring, remote focus, remote head and other technologies that facilitate operating at a distance.
- Consider using zoom lenses when appropriate to minimize traffic around the camera and to avoid "stacking" when using multiple cameras.

*In the Costume Department:*

- Whenever possible, performers should maintain appropriate physical distancing from other performers and costume staff when receiving a costume or item.

*In the Property Department:*

- Consider whether show-and-tell of a property should be done virtually (e.g., by photos) or at a dedicated table separate from the main property storage area.



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, October 05, 2020**

**4**

**TOWN MANAGER'S ADMINSTRATIVE MATTERS**

Administrative Updates

**Requested by:** Interim Town Manager Charles Sumner

**Action Sought:** Discussion

**Proposed Motion(s)**

Discussion dependent – votes may be taken.

**Additional Information**

Attached documents:

- Health Department's COVID-19 Response Update
- Town Manager's Report
- Town Meeting Follow up

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

Conference ID: # **472 714 53**

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: Charles Sumner, Interim Town Manager  
Date: September 23, 2020  
Re: Department Update Report for the September 28, 2020 Select Board Meeting

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## Administration

- 2020 Annual Town Meeting: I think it's appropriate to take a moment to reflect on our recent 2020 Annual Town Meeting. I believe it is fair to say that the evening was highly successful and well received by the community. Special recognition is appropriate for David Gardner and Josee Young in finalizing the development of the FY2021 Town Budget and Warrant, which was done in certainly some trying circumstances. Additionally, many of our Town staff played an important role in planning and executing this important endeavor. Finally, we want to gratefully thank Father Mick from the St. Peter the Apostle Church; he was incredibly helpful and cooperative as we planned and executed this meeting.
- Community Ambassador Program: As you know this program was originally created with the original understanding that it would end after Labor Day. Tim Hess was tasked with managing this program, which was funded with parking and CARES funding. At one time we had approximately 12 employees working in this area; current staffing is now about 6 people. It is our intention to continue this program through the end of October on an as-needed basis, from Friday through Monday. I will also add that one of our Ambassadors, John Ahumada, did create a report that attempted to analyze the Town's Coronavirus measures and whether these measures were effective.
- Filming & Photography Applications: We have received three applications for filming and photography activities in Town, those being, 1) High Town Season II, 2) 20<sup>th</sup> Century Television Pilgrim, and 3) Soffit Shoe Company. I had a meeting on September 23 with several Town staff members to review these proposals in accordance with the Select Board's October 15, 2010 policy statement.
- Staff Introductory Meetings: I am continuing my efforts to meet individually with various Town staff and officials. Recently I met or spoke with, the following:
  - Regina Binder, Provincetown Pier Corporation

- Brandon Motta, Recreation Director
- Morgan Clark, Health Director
- Steve Katsurinis, Chair of the Board of Health
- David Abramson, Chair of the Select Board
- Personnel Board: I will be meeting on Thursday, September 24 with Marianne Clements and Regina Cassidy, Chair and Vice-Chair of the Personnel Board, along with Elise Zacaro, HR Director to discuss the status and role of the Personnel Board. One of the principal goals of this meeting is to improve communications and cooperation going forward. In addition, I would like to initiate a process to review and update the Town's Personnel policies.
- Town Clerk Position: As you are well aware, our Town Clerk, Phil Gaudet will be resigning effective September 25, 2020. I have done some outreach with Cape Cod communities in order to potentially identify some temporary resources to assist us this Fall, without much success to date. Linda Hutchenrider, the retired Town Clerk from Barnstable and the past President of the Massachusetts Town Clerk's Association did come to Provincetown to review our situation and offer some valuable advice relative to our readiness for the upcoming November Election. Additionally, she and several other Cape Cod Town Clerks are willing to provide advice on an ongoing basis during this period. Obviously, I will continue to work on this matter and evaluate more alternatives.
- EPA Cyber Security Assessment –Cody Salisbury, our Water Superintendent informed me that The Water Department will be participating in an EPA funded Cybersecurity Assessment that will start later this month. The main deliverable will be a Cybersecurity Action Plan that the town can use to seek funding and implement the recommended enhancements to our system.
- The National Fish & Wildlife Foundation has awarded a \$12,000 grant to the Town to support recovery and recycling of abandoned fishing gear over a four year period.
- Early Learning Center: Based on the concerns raised by Select Board members at our last meeting, I did reach out to the School Superintendent, Suzanne Scallion. We held a meeting on Tuesday, September 22, 2020 to discuss the status of the program, along with Eva Enos, School Committee Chair, Tim Reynolds, School Principal, Josee Young, Finance Director, Morgan Clark, Health Director and myself. For background purposes, the School Department's back to school program, which has been approved by the School Department, allows for remote learning as of September 16. This is a living document that will change as they adapt to new health metrics for COVID 19. Additionally, September 18 was the first day for school for Pre-school, Pre-K and Kindergarten. The infant and toddler's program is more problematic due to staffing, resignations and possible retirements. The School Department has done some advertisements for future staffing with no results. The School Department has had a few complaints about this program element, but frankly they are very limited in numbers. School

Committee Chair Enos also indicated that the School Committee has not received much if any feedback from parents. The School Department did survey their community to determine need for childcare and many, but not all, of these respondents have been covered within the current school program. Additionally, it seems that there was an extensive meeting in late June 2020, including a number of school, town, not for profit organizations to discuss childcare concerns. This group reached a consensus that individual babysitting services were the best option at the moment. The issue of some type of fundraising and/or town subsidy was mentioned. This information was transmitted to the Provincetown Town Manager on July 1, 2020. I am not aware of what action was taken on this recommendation. I have attached a copy of these minutes for your review. I will also note that the Town of Chatham does have a Childcare Voucher Program, which was recently funded by Town Meeting. This program is open to Chatham residents and Town employees. Awards are made upon need and availability of funds. The School Department did indicate that due to current operational conditions that they are not utilizing all of the funding provided for the ELC program, and that some funds might be available for an alternative program. This would require further evaluation and approval by the School Committee. I will admit that with the demands of the Annual Town Meeting, this was a quick and less than complete evaluation of this matter, but I wanted to get you some information in a timely manner. I would also add that the Provincetown School Committee is meeting on Wednesday, September 23, and it's possible that future programming will be discussed at this meeting. Finally, I would like to thank Superintendent Scallion and School Board Chair Enos for meeting with me on this matter in such a timely manner. They are busy dealing with challenging school issues and I appreciate their cooperation.

#### Ambassador Program

- Masks: To date the Community Ambassador Program has disseminated 13,250 masks since it's inception and start date on July 3, 2020 .

#### Building Department

- Permitting: Building permit applications continue to be accepted. The volume of applications has dropped off. This is not unusual for this time of year, however, applications to the regulatory boards has also slowed giving an indication of a decrease in work to be executed being sought.
- Energy Storage System: Progress continues on the Energy Storage System project at 90 Race Point Road, with the erection of the building to commence the first week in October.
- Bradford Access Project: The Bradford Access project at 1 High Pole Hill has completed the foundations for both the upper and lower pavilions and all but one of the intermediate platforms progressing up the hill. The lower area, once

backfilled, will see the start of the retaining wall on the West side of the parcel, adjacent to the Bas Relief Park.

#### Council on Aging/ Human Services

- Social Isolation: The COA received a Title III Cares Fund grant from Elder Services of the Cape & Islands for support and outreach services. Funds will be used for special items for homebound residents and fall/winter holiday programs designed to ease social isolation.
- Senior Center Month: In honor of Senior Center Month and because we were not able to hold our annual volunteer recognition event in April, COA staff visited volunteers at their homes to drop off cards and tokens of appreciation and hold outdoor, socially distanced visits to express appreciation and maintain the vital connection we have with our volunteers.
- Human Services Committee: The Committee will begin the FY2022 Human Services Grant Program funding cycle at its first meeting on 9/29/20.

#### Emergency Management/Transportation

- CERT Training: The Acting Emergency Management and Transportation Coordinator will be participating in a Community Emergency Response Training (CERT) workshop starting at the end of September. This program is something which the previous Coordinator had engaged in and will be looked into as an option for the Town. Anyone looking for additional information regarding this program should contact Erin Ellis at [eellis@provincetown-ma.gov](mailto:eellis@provincetown-ma.gov).
- November 2<sup>nd</sup> Traffic Hearing: Just a reminder that the Annual Traffic Hearing has been scheduled for Monday, November 2<sup>nd</sup>, starting at 5pm. Materials were due to the Select Board Secretary by 5pm on Monday, September 29<sup>th</sup>. A public notice about this hearing had been posted in the Provincetown Banner.

#### Environment/Conservation

- The Marine Coordinator and the Environmental Planner are pleased to report that the Towns of Provincetown, Truro, Wellfleet, and Eastham have again received a Coastal Resilience grant from the MA Office of Coastal Zone Management to continue our work with the Center for Coastal Studies for the next phase of developing a regional framework for shoreline management along Eastern Cape Cod Bay. The grant amount is \$248,470 for work to take place over two years. The four towns will work to update an intermunicipal geodatabase developed in Phase 1, explore a potential regional sand stockpiling system, identify parcels suitable for salt marsh migration, inventory low-lying roadways, and continue outreach and education with town staff and community members. The project addresses shoreline issues such as erosion and accretion and the alignment of regulatory frameworks and hazard vulnerabilities in both natural and built infrastructure in a way that allows the towns to work cooperatively. The regional framework also allows for real-world solutions to common issues such as the

concept of a regional sand bank which would enable the four towns to stockpile and reuse beach and dune nourishment material from projects, such as what occurred with the 4,000 cubic yards of clean, native sand conserved from the

- Eversource Community Battery project in Provincetown. Banking material allows towns to reduce cost of projects such as the Ryder Street Dune Enhancement project. The Marine Coordinator, Environmental Planner, Emergency Management Coordinator, and the Town Planner, with the advice and assistance of Cape Cod Commission staff, will be working this fall and winter on the five-year update of the Town's 2016 Hazard Mitigation Plan.

### Housing

- Harbor Hill: 26 units are now occupied with another unit scheduled for 9/25, and possibly one more for October 1<sup>st</sup> – that will bring it to full 100% occupancy!
- Year Round Market Rate Rental Housing Trust: conducted virtual annual Public Hearing on September 15<sup>th</sup> at 4:00 pm. Annual Town Meeting on 9/21/20 generously approved the funds for the debt service for FY 2021.
- Ownership opportunities: approaching closing for both resale 2 Meadow Rd. #4 [\$157,796] and 21 Bradford St. Ext #10 [\$148,770].

### Library

- Library Cards: September is National Library Card Sign-up Month. Residents can get a card by calling the Library (487-7094) or emailing ([pplstreetside@gmail.com](mailto:pplstreetside@gmail.com)). A Provincetown Public Library gives you access to millions of items cape wide, as well as, streaming movies, downloadable magazines, eBooks and audiobooks.
- Virtual Learning: In collaboration with Outer Cape and Lower Cape libraries, the Library will participate in the creation of two six-week virtual program series aimed at home learners. The series will begin in October and will focus on STEAM-related programs to supplement virtual and home-schooling curriculum. The Provincetown Library's edition hopes to once again partner with the National Seashore to provide an arts and crafts and national sciences-centered program.
- Library Operations: While the building is closed to the public, the Library has been providing services throughout the pandemic as Library staff is available by phone and online during regular library hours (7 days a week) to offer reader's advisory, assistance with electronic resources assistance, and help answering questions and finding answers. Wireless printing is also available. Street-side-pick-up of circulating library materials continues. Delivery between CLAMS libraries has resumed, giving patrons access to items cape wide. Items may be requested through [clamsnet.org](http://clamsnet.org), by calling 487-7094, or emailing [pplstreetside@gmail.com](mailto:pplstreetside@gmail.com).

### Licensing

- Software Upgrade: Licensing information is being transferred from the Accela system into the new permitting software to enable licensees to renew online.

### Marine Services

- Aquaculture permitting: MA Division of Marine Fisheries has required Provincetown to file a MEPA Environmental Notification Form before they will issue further aquaculture permits. This document has now been filed and is under review. It may trigger further filing requirements such as an Environmental Impact Report or Chapter 91 licensing.
- Ongoing Marine Response Training: Marine and MacMillan Pier staff to participate in a virtual USCG oil spill response coordination training exercise Sept 24, 2020, 9 am to 12 noon.
- AmeriCorps Service Placement: The coastal resources team will be working with our AmeriCorps service member to work on communications for emergency management planning as we work to update the Hazard Mitigation Plan over the off-season.

### Pier

- The Pier/HM office continues to be open to the general public with limited services from 8AM- 12AM until at least Columbus day weekend, limiting customers to one at a time in the office. We will begin closing the office at 8pm after Columbus day to accommodate the last couple weeks of Ferry service
- Public Restrooms out on the end of the pier will continue be open well into October of this year, possibly November depending on staff availability.

### Public Works

- Cape & Island Water Protection Fund: The Public Works Director has been appointed by the Select Board to represent Provincetown on this important Management Board. Our goal is to solidify an annual subsidy for existing debt and discuss possible expansion of sewer treatment capacity for the future.
- Baystate Roads: The UMass Transportation Center hosts a training program that offers technical assistance to local agencies through their Baystate Roads information program. The agency has asked Provincetown DPW to host a training session on green infrastructure and porous asphalt for their program session on October 27<sup>th</sup>. The training webinars are attended by hundreds of Town Managers, Public Works Directors, Engineers, and Contractors throughout New England. We are honored to lead this training session and happy that our ongoing environmental efforts are being noticed at the regional level.
- Project Update: The Peak Flow Storage Tank at the sewer treatment plant remains on schedule with installation of the pile foundation network over the next few weeks. Both the Bradford/Prince Street Intersection Improvement project and the Pilgrims First Landing Park is scheduled to begin the Tuesday after Columbus Day Weekend.

Childcare Meeting Notes  
6/30/2020

Attendees: Jill Brookshire, Medical Case Management Director (ASGCC); Liz Stapleton, Cape Cod Children's Place (CCCP); Edgar Miranda, Early Learning Center; Eva Enos, Provincetown School Committee; Maggi Flanagan, Homeless Prevention Council (HPC); Michela Carew-Murphy, Seaside Sitters; Mary Berry, Helping our Women (HOW); Hadley Whalen, HOW Intern; Brianne Smith, Outer Cape Health Services/Navigator Program; Brandon Motta, Provincetown Recreation; Chris Hottle, COA/Human Services; Steve Katsurinis, PBOH Chair; Morgan Clark, Health Director; Jessica Kent, Health Intern

Question 1: What childcare options are available/Who do they serve?

**Cape Cod Children's Place** - currently not open for early education. May open in the fall, still evaluating. Permanently have closed the Wellfleet Sea Babies location, will be adding an additional classroom at the Eastham facility

**Provincetown Schools** - Is exploring opening facilities for summer childcare (age 4 and up) for essential workers, not under jurisdiction of EEC, closest emergency center at the Brewster YMCA\*(which averages 5-10 kids a day) - discussed safety issues and other factors

- 537 emergency programs open statewide with 10,000 spaces available across those programs, 2500 were actually utilized\*
- Emergency essential worker childcare programs have to close on 7/10/20

Rules and regulations for childcare centers are challenging - screening, social distancing, etc. Early learning center called all its families to determine need, only 1 family said they definitely would returned when reopened, 1 said definitely no, the others were maybes. Have been providing virtual services on one-on-one basis.

**Provincetown Recreation Summer Program** - is only summer program operation between Provincetown and Dennis. At full capacity at 40 kids, one kid on waitlist.

**Seaside Sitters** - has 20 extra sitters this year than in previous years. Their sitters are CPR trained and CORI checked. Next closest babysitting service is Chatham, and is less affordable.

**John Henry Trust Fund** - can be used for Provincetown children, administered through CCCP, for rent, utilities, childcare. Average distribution is \$5000 per quarter. Usually administered per family, but Chris Hottle/Human Services Committee could explore making a lump sum payment to a program to support Provincetown families

**WERC** is closed for the year, usually serves 400 kids on drop in basis

No other open day care or child care options were identified by the group.

Question 2: Need and Metrics

- Homeless Prevention is building in standardized childcare related questions to intake to collect better data

- Identify developmental situations appropriate for children (masks, social distancing)
- Costs for reopening under guidelines (even when allowed to open) are staggering - PPE for childcare workers and teachers is required
  - Cost of preparing schools to open - especially in light of budget cuts and the free Wee Care program is a major burden for Provincetown Schools
  - CCCP discussed the sheer impossibility of regulations for infants - including suiting up by caregiver in gowns, eye protection, gloves and mask to feed an infant.
    - Also discussed the social-emotional implications of an infant being cared for without eye contact or smiles
    - Child care providers are underpaid as is, cannot ask them to return in unsafe work environments
    - Many childcare providers are also lacking childcare for their children (summer programs/schools) and cannot return to work
- Child Care is different this year also because of family disruptions in workforce and temporary immigration

#### Question 3. Advocacy efforts?

- Homeless Prevention is taking part in national and statewide advocacy efforts including “Strategies for Children” and “Common Start”, Maggi will update the group on efforts
  - Common Starts Coalition - increase affordable access to early childhood education and wages for early childhood educators (Maggie)
- HEROS Act

#### Question 4. Possible Solutions?

- Everyone agreed that individual sitters like Seaside Sitters is the safest and best option right now. Discussed aspects such as:
  - SS already offers lower rates for locals, is willing to further reduce rates and can subsidize some of those fees for sitters from prior years earnings
  - Subsidize or Refer babysitting services?
  - GoFundMe? (Private Donations for Provincetown Residents)

#### Question 5. Concerns

- Draft a safety policy for babysitters going into homes

**SEPTEMBER 21, 2020 ANNUAL TOWN MEETING**

<i>Article</i>	<i>Action</i>	<i>Staff Responsible</i>
Article 1. Prior Year Bills	Allocate Funds	Finance Director
Article 2. PEG (Public Education and Government) Access and Cable Related Fund Acceptance.	Allocate Funds	Finance Director
Article 3. DPUTNC(Department of Public Utilities, Transportation Network Company) Ride Share Fund Appropriation	Allocate Funds	Finance Director
Article 4. FY 2021 Operating Budget.		
I. General Government	Allocate Funds	Finance Director
II. Finance	Allocate Fund	Finance Director
III. Public Safety	Allocate Funds	Finance Director
IV. Public Works	Allocate Fund	Finance Director
V. Public Services	Allocate Funds	Finance Director
VI. Public Schools	Allocate Funds	Finance Director
Article 5. FY 2021 Cape Cod Regional Technical High School Tuition Assessment.	Allocate Funds	Finance Director
Article 6. FY 2021 Enterprise Fund	Allocate Funds	Finance Director
6001 Water Enterprise Fund	Allocate Funds	Finance Director
6002 Wastewater Enterprise Fund	Allocate Funds	Finance Director
Article 7. Emergency Response Stabilization Fund	Allocate Funds	Finance Director
Article 8. Ryder Street Dune Enhancement Project	Allocate Funds	Conservation Agent Finance Director
Article 9. Community Preservation Budget for FY	Allocate Funds	Finance Director

LEGEND: **DNP** = DID NOT PASS; **IP** = INDEFINITELY POSTPONE

<i>Article</i>	<i>Action</i>	<i>Staff Responsible</i>
2020 – Part 1, 2 & 3		
Article 10. FY 2020 Capital Improvements Program	----	---
<u>Fire Department Main Station Repairs</u>	1) Allocate Funds 2) Begin Maintenance	1) Finance Director 2) Fire Chief
<u>Fire Department Turnout Gear</u>	1) Allocate Funds 2) Purchase Gear	1) Finance Director 2) Fire Chief
<u>Fire Department Needs Assessment</u>	1) Allocate Funds 2) Carryout analyses	1) Finance Director 2) Town Manager
<u>Pier Infrastructure Maintenance</u>	1) Allocate Funds 2) Carryout Maintenance	1) Finance Director 2) Pier Manager
<u>Pier Electrical Upgrades</u>	1) Allocate Funds 2) Carryout upgrades	1) Finance Director 2) Pier Manager
<u>Police Vehicle Fleet Replacement</u>	1) Allocate Funds 2) Replace Vehicle	1) Finance Director 2) Police Chief
<u>Public Works Fleet Replacement</u>	1) Allocate Fund 2) Replace Vehicle	1) Finance Director 2) DPW Director
<u>Public Works – Stormwater Improvements</u>	1) Allocate Funds 2) Continue working with Design Engineers	1) Finance Director 2) DPW Director
<u>Public Works – Pavement Management Plan</u>	1) Allocate Funds 2) Work with Design Engineers and begin project	1) Finance Director 2) DPW Director
<u>Parking System Upgrade</u>	1) Allocate Funds 2) Begin Upgrades	1) Finance Director 2) Transportation Coordinator
<u>Public Works – Streets, Sidewalks and Bike Paths</u>	1) Allocate Funds 2) Begin Project	1) Finance Director 2) DPW Director
<u>Fire Department Rescue Ambulance</u>	1) Allocate Funds 2) Purchase Ambulance	1) Finance Director 2) Fire Chief
<u>Water Department Wellfield Redevelopment</u>	1) Allocate Funds 2) Begin work with Design Engineers	1) Finance Director 2) DPW Director/Water Superintendent
<u>Water Department Filtration Plant Maintenance Module Replacement</u>	1) Allocate Funds 2) Carryout improvements	1) Finance Director 2) DPW Director/Water Superintendent
Article 11. Funding for Provincetown Market Rate Year-Round Rental Housing Trust	1) Allocate Funds	1) Finance Director

<i>Article</i>	<i>Action</i>	<i>Staff Responsible</i>
Article 12. General Stabilization Fund	1) Allocate Funds	1) Finance Director
Article 13. Indigenous Peoples Consultant	1) Allocate Funds 2) Execute Contract	1) Finance Director 2) Interim Town Manager
Article 14. Petitioned Article – General Bylaw Amendment: Chapter 13 Prohibited Activities – Single Use Plastic Bottles Ban	File with the State	Town Clerk
Article 15. Petitioned Article – General Bylaw Amendment: Chapter 17 Climate Policy	File with the State	Town Clerk
Article 16. Petitioned Article – General Bylaw Amendment: Chapter 5 Town Boards.	DNP	
Article 17. Petitioned Article – General Bylaw Amendment Chapter 13 Prohibited Activities – Discharge of Fire Arms or Hunting on Public Property	File with State	Town Clerk
Article 18. Land Bank Expenses.	Allocate Funds	Finance Director
Article 19. Close Prior Year Unspent Articles.	Allocate Funds	Finance Director
Article 20. 0.5% Real Estate Transfer Fee - A Home Rule Petition.	1) Discuss with Delegation 2) File with State – Legislature	1) Interim Town Manager 2) Town Clerk
Article 21. Cape Cod Greenhead Fly Control District Assessment.	Allocate Funds	Finance Director
Article 22. Amendments to Personnel Bylaw/Classification and Compensation Plan.	Implement Plan	Finance Director HR Director
Article 23. Expenditures from the Tourism Fund.	Allocate Funds	1) Finance Director 2) Tourism Department
Article 24. FY2021 Human Services Grant Program.	Allocate Funds	1) Finance Director 2) COA Director
Article 25. FY2021 Revolving Fund Spending Limits.	Allocate Funds	Finance Director
Article 26. Funding for Economic Development Committee.	Allocate Funds	Finance Director Community Housing Specialist & Grant Administrator

<i>Article</i>	<i>Action</i>	<i>Staff Responsible</i>
Article 27. General Bylaw Amendment: Chapter 4 Town Meeting and Town Elections	File with State	Town Clerk
Article 28. Animal Welfare Committee - General Bylaw Amendment: Chapter 13 Prohibitive Activities – Section 13-2-7-3 Control of Dogs	File with State	Town Clerk
Article 29. Animal Welfare Committee - General Bylaw Amendment: Chapter 13 Prohibitive Activities – Section 13-2-7-12 Animals Left Unattended in Motor Vehicles	File with State	Town Clerk
Article 30. Animal Welfare Committee - General Bylaw Amendment: Chapter 13, Prohibited Use of Animals	File with State	Town Clerk

# NOVEMBER 3, 2020 ELECTIONS

## EARLY VOTING SCHEDULE



## Town Hall Auditorium

**Saturday & Sunday**

October 17 & 18 from 9 am to 11 am

**Monday-Thursday**

October 19 to 22 from 9 am to 3 pm

**Friday, Saturday & Sunday**

October 23, 24 & 25 from 9 am to 11 am

**Monday-Thursday**

October 26 to 29 from 9 am to 3 pm

**Friday**

October 30 from 9 am to 11 am



**Provincetown Select Board  
AGENDA ACTION REQUEST**

**Monday, Monday, 05, 2020**

**5**

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## **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:

August 24, 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: # 472 714 53

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  
AUGUST 24, 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 John Golden, Members Robert Anthony, Lise King and Louise Venden

Excused:

Other attendees: Interim Town Manager Charles Sumner, Finance Director Josee Young, Assistant Town Manager David Gardner and Select Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

The August 24, 2020, the Provincetown Select Board is about to be convened. My name is Charles Sumner, Interim Town Manager, and I will begin by taking a roll call for quorum.

Chair David Abramson: Present  
Vice Chair John Golden: Present  
Robert Anthony: Present  
Lise King: Present  
Louise Venden: Present

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, the Governor's March 23, 2020, Order imposing strict limitations on the number of people that may gather in one place, and Chapter 53 of the Acts of 2020, therefore this meeting of the Provincetown Select Board is being conducted via remote participation. Persons who would like to view this meeting while in progress may do so by watching on PTV GOV Channel 18, as well as the online livestream of PTV GOV.

Public comment participation is only available through telephone by dialing (833) 579-7589 and entering conference number 359 980 35#. Clearly state your name when asked to do so, wait to be called on before speaking and use \* 6 to mute and unmute your phone. Please remember to keep your background noise to a minimum and keep your phone muted when not talking.

Packet materials are available for viewing on the Town website. We will post a record of this meeting on the Provincetown's website as soon as possible. If it appears the meeting cannot or should not proceed the meeting will be continued to a later date and time.

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

*A. Approve submission of September Deficit Spending*

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

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

- **Clifford Shore** – Asking the Select Board to consider changing the language of the memorandum of understand regarding the development of his property. There is now a misunderstanding of that property, would like to bring forward the questions of whether or not it is possible to amend a word in the agreement. ZBA has found there is grounds for a variance.
- **David Burbank** – Received noticed about the agenda item proposing to use the VSB to market to the part time homeowners. It is my opinion that this does not fall under the VSB marketing. Believes the Economic Development Committee to handle this.
- **Pat Miller** – President of the PTRTA, asking the Board to hold off voting on item 5B until after the survey is completed. Part timers are just looking for a place at the table to share our thoughts.

**2. Select Board Member’s Opening Statements – Five (5) minutes maximum.**

- **Louise Venden** – The community business survey has been sent out again, urge everyone to fill out that survey to give guidance to the Department of Health and other departments to help drive support. The Stellwagen Bank Visitor Center group was brought together last week. Funded by NOAA, the Town and other organization. It is a way to display something unique to this town.
- **John Golden** – Agrees the survey is an important instrument to assist the town. We have to keep going and head towards getting through this season amicably as possible.
- **Robert Anthony** – Agrees with Louise and John.
- **Lies King** – Early voting is available right now at Town Hall. ABCC was in town and there were no compliance violations found. Election Day is September 1<sup>st</sup>.
- **David Abramson** – Please take the time to fill out the survey. With the primary election coming up, you can drop your absentee ballot at town hall if you do not feel comfortable mailing them in.

**3. Appointments – None**

**4. 7 PM Public Hearing – (Votes May be taken on the following items):**

- A. Open the Public Hearing for the FY2021 Property Tax Rate Classification for the purpose of determining the percentages of the local tax levy to be borne in Fiscal Year 2021 by each class of real and personal property: residential, open space, commercial, and industrial and continue the public hearing to the October 13, 2020 Select Board meeting.**

Principal Assessor Scott Fahle presented the FY2021 Property Tax Rate Classification hearing. For this hearing, the Select Board are asked to consider several statutory exemptions. Each exemption reallocations the tax burden among and within the major classes of property. Member King asked if it was possible to classify residential properties that are used as short-term rentals for more than half the year as commercial. Mr. Fahle explained that change would have to happen at the state level.

**Public Comment**

Pat Miller – Asked the Select Board defer voting until after the results of the community survey has been reviewed.

Scott Van Hove – it is not clear what the documentation is required for RTE certification. There should be a periodic qualification. Rental units in other states you are not eligible for a residential tax exemption.

**Move that the Select Board close the public comment section of the public hearing.**

**Motion David Abramson**

**Second John Golden**

**Roll Call Vote**

**Chair David Abramson: Aye**  
**Vice Chair John Golden: Aye**  
**Robert Anthony: Aye**  
**Lise King: Aye**  
**Louise Venden: Aye**

**Move that the Select Board adopts/does not adopt a residential factor of “1”.**  
**Motion David Abramson**  
**Second Louise Venden**

**Roll Call Vote**  
**Chair David Abramson: Aye**  
**Vice Chair John Golden: Aye**  
**Robert Anthony: Aye**  
**Lise King: Aye**  
**Louise Venden: Aye**

**Move that the Select Board votes to not to split the rate.**  
**Motion David Abramson**  
**Second Lise King**

**Roll Call Vote**  
**Chair David Abramson: Aye**  
**Vice Chair John Golden: Aye**  
**Robert Anthony: Aye**  
**Lise King: Aye**  
**Louise Venden: Aye**

**Move that the Select Board vote to continue the residential exemption rate of 25%.**  
**Motion David Abramson**  
**Second Louise Venden**

**LV – The residential exemption was to help people who live here to stay here.**

**Roll Call Vote**  
**Chair David Abramson: Aye**  
**Vice Chair John Golden: Aye**  
**Robert Anthony: Aye**  
**Lise King: Aye**  
**Louise Venden: Aye**

**Move that the Select Board not adopt a small commercial exemption.**  
**Motion David Abramson**  
**Second John Golden**

**Roll Call Vote**

**Chair David Abramson: Aye**  
**Vice Chair John Golden: Aye**  
**Robert Anthony: Aye**  
**Lise King: Aye**  
**Louise Venden: Aye**

**Move that the Select Board continues the public hearing to the October 13, 2020 Select Board meeting.**  
**Motion David Abramson**  
**Second Lise King**

**Roll Call Vote**

**Chair David Abramson: Aye**  
**Vice Chair John Golden: Aye**  
**Robert Anthony: Aye**  
**Lise King: Aye**  
**Louise Venden: Aye**

**B. Joint Public Hearing with Finance Committee to hear comments from the public on the Town's proposed Fiscal Year 2021 operating budget.**

**Finance Committee Called to Order**

**Chair Mark Hatch**  
**Dorrie Seavey**  
**Mark BJORSTROM**  
**Mark Del Franco**  
**Scott Valentino**  
**Kathleen Goodwin**  
**Richard "Chip" Capelli**  
**David Panagore**  
**Bertram Perkel**

**Called to order at 7:53**

Finance Director Josee Young presented the approved FY2021 Budget for the purpose of allowing the public comment pursuant to the Charter.

**Public Comment**

Scott Van Hove – thank you to Josee to her team for doing a good job. For part time residents the general fund, the largest funder of that is property tax, 85% is being paid by part timers. What is missing is the article on Harbor Hill. At the time of a pandemic, there is another layer being put on part-time residents.

**Move that the Select Board close the public comment section of the public hearing.**

**Motion David Abramson**  
**Second Lise King**

**Roll Call Vote**

**Chair David Abramson: Aye**  
**Vice Chair John Golden: Aye**  
**Robert Anthony: Aye**  
**Lise King: Aye**  
**Louise Venden: Aye**

**5. Joint Meeting/Presentations/Requests – (Votes may be taken on the following items)**

**A. Follow-up of FY19 Audit Report Management Letter recommendations:**

- 1. Parking Procedures**
- 2. Information Technology**

Finance Director Josee Cardinal Young gave a brief summary on the included packet materials that included the recommendations and follow up. Board Members thanked Josee for the thorough details that are included in the packet. Members Golden and Venden expressed concerns with the parking.

**B. Discuss formation of Community Economic Stabilization and Sustainability Subcommittee –  
Select Member King and Select Member Venden**

Select Board Member Lise King presented the idea behind the formation of the new committee. The purpose of which will be to assess and address impacts of the COVID-19 crisis on the local economy and community, and to provide policy recommendations for both immediate economic stabilization and longer-term solutions for economic sustainability. First proposed this idea in June and now providing more information in the proposal. As a subcommittee to the Select Board would be to provide policy suggestions. Proposes having 7 members, one Selects Board member, town finance director or designate, one OPEB committee member, one PPRTA Member, one VSB member, one Finance committee member and one at large member.

Select Board Member Louise Venden spoke about her background in her hospitality background. Looking at this as a way to develop steps of actionable items. There are a number of programs already in place and we need to get feedback from them first before we get to far. There needs to be priorities and my concern is that in the next three months there will be a number of things that will shift. Staff are struggling and business owners are struggling because of that. I hope to be able to serve on this committee and we need to broaden the scoop of people who will serve on it. Select Board Member Robert Anthony – back in June when this proposal was first brought forward there was not enough information being provided. I appreciate Lise and Louise’s work. I don’t think the COVID pandemic is going on where. The only thing I didn’t hear is we still have a Town government we have to run. That is the operating budget and CIP budget. I just wish there would be a delegate from staff to look at the Town issues. I think it is a go-go. The Board discussed concerns about duplication what other committees and staff members are already working on and whether staff would have the ability to assist with this committee. Member King and Venden will be finalizing the mission and direction of the subcommittee and returning at the next meeting to discuss further with the Board.

**Move that the Provincetown Select Board create an Economic Stabilization and Sustainability Committee to serve as a subcommittee of the Select Board**

**Motion: David Abramson**

**Second: John Golden**

**Roll Call Vote**

**Chair David Abramson: Aye**

**Vice Chair John Golden: Aye**

**Robert Anthony: Aye**

**Lise King: Aye**

**Louise Venden: Aye**

**C. Marketing Outreach to Second Homeowners to encourage them to make Provincetown their first home – Select Member Venden.**

Select Board Member Louise Venden spoke to the Board about proposal to start a marketing outreach to encourage nonresidents to make the Town of Provincetown, prefer to table the idea at this time and would like to come back at a later meeting.

**D. Secretary to the Select Board’s Annual Evaluation process**

**Move that the Select Board appoint Vice Chair John Golden and Louise Venden to review the performance evaluation with the Select Board Secretary.**

**Motion David Abramson**

**Second Lise King**

**Roll Call Vote**

**Chair David Abramson: Aye**

**Vice Chair John Golden: Aye**

**Robert Anthony: Aye**

**Lise King: Aye**

**Louise Venden: Aye**

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

**1. Health Department COVID -19 Update**

Health Director Morgan Clark talked briefly about the Columbia University study being done on the wastewater system. As spoken about earlier, the ABCC came last weekend and found no violations of compliance. Reminded listeners to participate in the two community surveys. Spoke about eh a-systematic testing conducted last Thursday. Working with local groups on food security for the winter.

**2. Town Manager’s Report**

Interim Town Manager Charles Sumner gave a brief summary of his first week and discussed the upcoming Town Meeting Virtual Forum. Looking at purchases a secure drop box for ballots.

The Board welcomed Mr. Sumner aboard. Member Venden mentioned the YRRMRHT public meeting on September 14<sup>th</sup> at 4 pm

### 3. Town Meeting Timeline

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

1. July 29, 2020 630 pm Special Meeting
2. August 7, 2020 10 am Special Meeting

July 29, 2020 630pm (Special) [ ] as printed [ x ] with changes so noted  
August 7, 2020 10 am (Special) [ ] as printed [ x ] with changes so noted  
Motion David Abramson

#### Roll Call Vote

Chair David Abramson: Aye  
Vice Chair John Golden: Aye  
Robert Anthony: Aye  
Lise King: Aye  
Louise Venden: Aye

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

##### A. Pending Items List

- **Lise King** – Thank you and welcome Charlie
- **Louise Venden** – Welcome Charlie
- **John Golden** – Fill out the census
- **Robert Anthony** –
- **David Abramson** – Town Meeting with be September 21 at 5 pm at St. Peter’s church and the virtual town meeting forum on September 16<sup>th</sup> and the YRRHT on September 14<sup>th</sup> at 4 pm

Motion to adjourn without objection

**Without objection the meeting was adjourned at 10:04 pm**

**Minutes transcribed by: Elizabeth Paine**



**Provincetown Select Board  
AGENDA ACTION REQUEST**

**Monday, October 05, 2020**

**6**

**SELECT BOARD CLOSING MATTERS**

Closing Statements, Pending Agenda Request Items and Other

**Requested by:** Select Board

**Action Sought:** Discussion

**Proposed Motion(s)**

Five (5) minutes maximum

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

**Additional Information**

- Please see attached pending topics list

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

Conference ID: # [472 714 53](tel:47271453)

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

**Board Action**

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

## **Pending Items List**

**September 9, 2020**

**Topic:**

**Requested by:**

**When:**

1. Social Services – Housing
2. Sewer Expansion Planning
3. Legal Litigation Update
4. Provincetown Health Care Infrastructure – Needs assessment

### **Work Sessions**

1. Communication
  2. Police Station
  3. New Funding Sources
  4. Joint Meeting w/ Truro – Mass Housing Partnership – Outer Cape Housing
- RA

### **Joint Meetings**

1. Housing Authority

### **Upcoming Public Hearing**

1. Set speed limit throughout Town at minimum 20 mph
2. Renaming of Bradford Street Extension as Mary Oliver Way