



Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: October 6, 2021

Re: Department Update Report for the October 12, 2021 Select Board Meeting

Administration

- Parking: Met with staff to discuss parking equipment and changes we need to make before next season. I've appointed David Anderson as Acting Parking Manager.
- Fire Department: Met with Ted Galante from Galante Architecture Studio to discuss facilities assessment, and Chief Trovato hosted Ted and his team last week to tour facilities. I also met with the Chief to begin conversation on transition planning.
- Police Station: Building Committee met on 9/29 to discuss public input on design. 1400 people voted, 78% in favor of the 2019 design. The Committee voted to move forward on the 2019 design.
- COVID Vaccine Policy: We've completed negotiations with both collective bargaining units and have successfully implemented our mandatory COVID vaccine policy with both NEPBA and AFSCME.
- Maushope: Staff met with Kristin Hatch to discuss the status of the Maushope project and explored ways the Town could support the project.
- 3 Jerome Smith Rd: The RFP Review Committee conducted interviews with the three respondents on 10/6, The Community Builders, Penrose, and Commonwealth Community Developers. Recommendation is forthcoming.

Building

- Personnel: Amy White, Office Manager for the Community Development Department, delivered a healthy 6lbs. 1 oz. baby girl on October 2, 2021 at 12:40 AM. Family is doing well. Alex Paine, our Administrative Assistant, will be holding down the fort during Amy's maternity leave.

- 286 A Bradford: The project has received three of the eight foundation permits for the project and applications are being reviewed for two more this week. This property will be improved with eight buildings, four duplexes and four single family dwellings. The total of twelve dwellings with contain two bedrooms each. Two of the dwellings are proposed to be deed-restricted affordable units.
- Winslow Street: This neighborhood is active with development and redevelopment. Foundations are in for two new units on the site of 18 Winslow that will create a parcel supporting 3 dwellings. 40 Winslow has been cleared in preparation for a two-family building to be constructed. And the last lot in the Winslow Farms development (44-48 Winslow) has been issued the foundation permit to commence construction. Both 18 and 40 Winslow were permitted as inclusionary projects. Both projects are paying an in-lieu fee instead of providing affordable units.

Council on Aging/ Human Services

- Senior Center Programming: We continue to expand programming with 70% of offerings now in-person, 30% remote/hybrid. Up-Cape bus excursions have resumed and new indoor programs include a 10-session computer essentials class; a Buried in Treasures workshop series for compulsive acquiring, saving and hoarding sponsored by the Health Department; yoga; holiday events and talks on CDP housing rehab funding, Sight Loss Services and critical race theory. Essential services such as outreach, transportation, food programs, podiatry appointments, elder law consults, mobile library and medical equipment loans have been available throughout the pandemic.
- Human Services: The VMCC houses office space for Cape-wide human services agencies to ensure access to services for residents. All have returned to in-person appointments including Cape Cod Children's Place, Cape Cod Vet Center, Gosnold of Cape Cod, Independence House and Department of Veterans Services (veterans agent). Gosnold services include both mental health counseling and a social services assistant to help residents of any age apply for financial assistance, disability benefits, health insurance and more. All services are free and confidential. Information is available at 508-487-7080.

Harbormaster

- Harbormaster Boats: Utility boat, Marine 3, is in service while the Patrol Boat, Marine 1, is being hauled out for mechanical service.
- Harbor Committee: Conducted special Chapter 91 Training meeting Sept 29, 2021.

Health

- Public Health: Buried in Treasures, an evidence-based program for folks who have more things than they know what to do with, begins at the Council on Aging on October 14, 2021. Registration is required and can be done by calling the COA at 508-487-7080. This program is one of the new offerings of the Health Department's mental health plan. The facilitator, Carol Bishop, LICSW, is also available for one-on-one coaching with Provincetown residents looking for tips on how to de-clutter or manage the urge to acquire things. Carol and Morgan are

working with PTV to work on a promotional video for social media to get the word out about these new services.

- Public Health: The Community Support Liaison Mackenzie Perry has been doing outreach about the availability of the new Barrier Elimination Fund and Youth Activity Grant Funds. Please help us get the word out. Here are the details:
 - Barrier Elimination Fund – Provincetown residents trying to get help for substance use or mental health issues who come across barriers like transportation, childcare, or anything else, may be eligible for funds to help relieve those barriers. Call the Community Support Liaison at 508-237-7042 for more information.
 - Youth Activity Grants – Provincetown youth under 25 are eligible for help paying for classes, camp, and other recreational and enrichment opportunities (including transportation). Applications are accepted on a rolling basis and families can apply until the funds are exhausted. Call the Community Support Liaison at 508-237-7042 for more information.

Housing

- 3 Jerome Smith/VFW Housing Development: The Town received three proposals on 7/29/21 – from Commonwealth Community Developers, Pennrose, and The Community Builders [TCB]. Review is underway with the Review Team having met on 9/7 & 9/15/21. Interviews were scheduled for 10/6/21.
- The Year Round Market Rate Rental Housing Trust and the Community Housing Council met on 9/21/21 to discuss annual housing goals and to prepare for Housing Workshop on 10/26/21.
- The Year Round Market Rate Rental Housing Trust approved issuing the Request for Proposals for Property Management for Harbor Hill on 8/3/21. No proposals were submitted by the due date of 9/30/21.
- Ownership Units: 30 Shank Painter Rd. Unit #102, one-bedroom inclusionary zoning unit at \$215,000, is now available. The open house was held on 9/11/21. 11 applications were submitted by the due date of 9/27/21. They are under review and a lottery will be scheduled.
- The Community Preservation Committee met on 9/29/21 and approved the FY 23 CPA Application timeline and packet. Outreach will begin in October with applications due by December 30th.

Human Resources

- Resignations: Shannon Beloin, Police Officer (last day 10/16/21); Morgan Clark, Health Director (last day 10/14/21); Josee Cardinal Young (last day 10/22/21);
- Retirements: Scott Bronsdon, Transfer Station & Recycling Center Foreman (last day 10/31/2021); Joe D'Andrea, Police Officer (last day 11/6/2021)
- Open Year-Round Positions: Currently the Town is seeking an Assistant Town Manager for Finance & Administration/Finance Director, Water Department Skilled Laborer/Equipment Operators, DPW Facilities Manager, Assistant Director of Tourism, COA Program Coordinator, Fire Department Secretary/Paramedic,

Water Department Meter Reader/Repairer, P/T COA Program Assistant and On-Call Secretaries

Library

- Virtual Programming Continues: Tuesday, October 26 at 6:00 pm via Zoom join Karen Dourdeville, Wellfleet Bay's Sea Turtle Stranding Coordinator, for an overview of the four species of sea turtles that feed in our waters. Karen will also explore different aspects of Wellfleet Bay's sea turtle work, including the upcoming cold-stunned sea turtle rescue season, the summer sea turtle strandings and sightings project, and the sea turtle conservation research resulting from collaboration with colleagues from other organizations. Mass Audubon's Wellfleet Bay Wildlife Sanctuary conducts year-round sea turtle rescue, recovery and research projects. Email araff@clamsnet.org for Zoom link.
- Library Loves Spooky Bear: Saturday, October 30 at 2:00 pm in the Marc Jacobs Reading Room join author Mike Keren for a special talk on his memoir *Four Funerals, No Marriage: A Memoir* in the Marc Jacobs Reading Room! In his memoir, Keren gives his readers an inside look at his unexpected foray into caregiving to his sick and dying parents and in-laws. Mike Keren, trained as a psychologist and psychoanalyst, first learned care giving while helping to raise his younger brother, but really flourished as he "came out" into the AIDS pandemic. He has authored and coauthored numerous articles for publication. He is supported in his endeavors by his loving husband, Tom, and their two canine children, Carley and Clyde. They divide their time between central New Jersey and the mountains of northeast Pennsylvania.
- Library is now open regular (pre-pandemic) hours of Monday & Friday 10-5; Tuesday, Wednesday, Thursday 10-8; Saturday & Sunday 1-5. Mask wearing in the building is still required.

Licensing

- Licenses: Annual Liquor License Renewal Season has begun.
- Licensing Board: The board has an opening for an alternate.
- Regulations and Fee Schedules: Under review.

MacMillan Pier

- Ferry Service: With Fall upon us, ferry service has been reduced and will continue to be reduced. Boston Harbor Cruises will be wrapping up their seasonal service on October 11th (Indigenous Peoples Day) and Baystate Cruises will continue with a full schedule up until Oct 16th when they will then reduce to just weekends until October 31st.
- The Pier: Activity and business on the Pier continues to be busy.
- Cruise Ship Activity: The fall of 2021 will have 5-6 remaining visits to Provincetown Harbor over the next few weeks, with the last one visiting on Nov 3rd. These vessels will all be anchored out in the harbor and tender into the pier to a secured designated area.

Marine and Emergency Management

- Harbor Committee and Chapter 91: Consultant Jim Vincent presented a training workshop for members to review and understand the State's Chapter 91 licensing process and their part to represent the Town and public interests. This is part of a public roll-out to help the members, general public and property owners understand the requirements for licensing and the public benefits that are required for private occupation of Commonwealth Tidelands. The manual, the workshop recording and website access to individual Chapter 91 licenses should improve public access and understanding. The program highlights public benefits and public access with rights of fishing, fowling and navigation and the distinctions of the Provinceland's or properties west of Howland. PTV generally records only regulatory boards however the recording is here:
<http://view.earthchannel.com/PlayerFlex.aspx?PGD=provincetv&eID=2223>
- Harbor Walk Grant application: We are partnering with Provincetown Marina to submit a Seaport Economic Council application for funding the construction of the public portion of the Harbor Walk connecting the Marina's proposed 10-wide walkway with the existing walkway of St. Peters Club by the Kite Shop. This portion of the walkway crosses along Ryder Street Beach and must be able to accommodate the public works equipment used to maintain the drains and beaches. The local match will be paid by the marina.

Parking

- The Town Manager Parking Contract: The Town Manager has issued a contract for the Acting Parking Administrator that will take us to the end of the year.
- The Passport Parking APP: A Representative from Passport Parking has put together a demonstration for alternatives to make parking in Provincetown easily accessible for visitors and residents alike, while improving accountability this is an ongoing improvement project.

Planning

- Planning Grant: Provincetown is being awarded \$75,000 from the Commonwealth's Housing Choice Communities grant program for a Route 6 Multiuse Trail and Parking Feasibility Study. This was a competitive grant application through the FY2022 Community One Stop for Growth that was strongly supported by the Cape Cod Commission. The feasibility study will examine providing municipal parking and a multiuse path in the Town-owned Route 6 roadway layout. The plan builds on recommendations from previous studies, including the 2016 Provincetown Parking and Circulation Study and the 2017 Outer Cape Bicycle and Pedestrian Master Plan. This grant opportunity coincides with a current proposal to build the NOAA Stellwagen Bank Sanctuary Visitor Center at the MacMillan Pier Parking Area, where it is anticipated to remove approximately 60 parking spaces. The study would provide alternatives to relocate them outside the Town Center, between Shank Painter Road and

Conwell Street, and connect them to a multiuse path on Route 6. The grant also ties into the Town's plans for a Route 6/Shank Painter Road roundabout and multiuse path from Herring Cove/Cape Cod National Seashore to Truro and eventually connecting with the Cape Cod Rail Trail. The study will advance expanded mobility options and will support green infrastructure that is aligned with the proposed housing development at the former VFW site.

- Local Comprehensive Planning Committee: October will be focused on assembling the final draft plan in anticipation of publishing for public input in Winter 2021 and integrating public comments and feedback in early 2022 in advance of the Spring Town Meeting. Drafting the Targeted Action Plan & LCP Implementation Timeframe.

Public Works

- First Light: DPW is working to secure a pyrotechnic contract for a First Light Celebration scheduled for January 1st with a rain date of January 2nd. The contract and permitting through Coast Guard (exempt), restroom schedule, trash pickup, and hotel for the firework display vendor should be finalized by the end of the month.
- VFW Building: There is a tentative schedule in place to demo the VFW building during the 3rd week in October. The building has been cut from power, water service removed, and ready for demolition when the Town finalizes contract with vendor.
- Transfer Station: Work has been scheduled to sand blast and repaint the trash and recycle hopper at the transfer station this Fall. Starting Sunday October 10th through Friday October 15th the transfer station will be closed. Curbside pickup will still occur, but no residents will be allowed into the Transfer Station.

Recreation

- East End Waterfront Park Planning: As a follow up to the September 22nd Community Meeting and the September 27th Select Board meeting, the two draft concepts that were presented will be refined and reworked into one final preferred plan. By taking the preferred options of both designs and gathering public feedback from both meetings, the final design will reflect what the public prefers. This design will be refined between now and October 20th, where it will be presented to the community as the "preferred plan." In addition to the preferred design, restroom options with a cost-benefit analysis estimate will be provided for consideration to the public.
- Naming Process of East End Waterfront Park: The naming of the park at 387 Commercial Street is underway. There will be a hybrid of means to solicit public opinion on the naming of the park and there will be a consideration of all the options.
 - Online Survey#1- Polling online of the three previously discussed names via Survey Monkey: Hall Park, Cannery Wharf Park, East End Waterfront Park, and a write-in option with specified criteria.

- Wednesday October 20th, while presenting the preferred concept to the public, an in-person exercise will be held to give attendees the opportunity to vote for one of the three names by placing one sticker next to their choice, and an opportunity to have a write-in option.
- The Recreation Commission will then evaluate the write-in criteria for additional suggestions; reduce the original number of names from four to two or three at the Commission's October 27th meeting.
- Online Survey #2: Final two or three names will be voted on by the public via Survey Monkey.
- The Recreation Commission will review the final two or three names and data gathered from Survey #2 at the November 17th Meeting and will then hold a public forum. This will give the public an additional opportunity to express their opinion on the name of the park. All data will be evaluated and the decision will be made on the name based on all the means of public input throughout the process.
- Pickleball: The recently renovated West End Playground Basketball Courts, which now offer two lined pickleball courts, are consistently being used since completion of the project in late June. The courts, which are currently open seven days a week from 8am-8pm, are so busy that 20 people or more are waiting to play on a daily basis. While it is great that the town is seeing its investment being used, it also speaks volumes to the demand that Provincetown has for additional pickleball courts. Currently, Provincetown has six outdoor pickleball courts, and with a maximum of four players on the court at once, the town is currently only offering court space for 24 people at one time. Pickleball is the fastest growing sport in the country due to its popularity for all ages to participate. The Recreation Department will be evaluating other spaces for future consideration of additional pickleball courts to meet the growing needs of Provincetown.

School

- Class Trip: Thanks to 5th Grade teacher Nancy Flasher and many staff who supported her efforts, our students had an extraordinary time exploring the Peaked Hill Trust Dune Shacks. Collaborative programs with the Center for Coastal Studies and Cape Cod National Seashore were part of the studies of the land, how it was explored, used by early settlers for food and water, how it inspires, and more. Thank you Nancy for the two weeks of active, outdoor, project-based, local, sustainable and inspiring learning!
- Health: COVID continues to impact the school and we are fortunate to have both PCR pool testing and Rapid Tests available to monitor the health of our students. We await a vaccine for our 12-and-under students. Thanks to the community for keeping prevention as a high priority.
- Athletics: Our soccer team is off to a terrific start demonstrating skilled play, incredible sportsmanship, and the joy of playing the game. Go Fishermen!

Tourism

- First Light Provincetown: The New Year fireworks have been scheduled for January 1st as part of the First Light festivities.
- Public Relations: The *Fall in Love with Provincetown* (LGBTQ+ Events, Festivals and Gorgeous Cape Cod Weather Makes Ptown's "Second Summer" the Best Time to Visit) press release promoting autumn immediately resulted in two digital media editorials within 24 hours last week. EDGE Media <https://www.edgemedianetwork.com/travel///309211> and Boston Spirit Magazine <http://bostonspiritmagazine.com/2021/09/provincetown-hosts-line-up-of-second-summer-events-through-october/>.
- Digital Advertising: The Late Summer campaign transitioned to Second Summer and will run through October. The messaging points to the outdoor activities and the things visitors can do to play and enjoy Provincetown responsibly and safely. The ads have been updated to include 'Masks are recommended for *everyone's* safety.' The holiday campaign will launch November 1st and promote visitation through the New Year.
- Radio Advertising: The regional radio campaign has been extended through the fall season to promote activities, and events as well as shop local in Provincetown for the holidays. Radio ads will run into the month of December to promote the holidays.

Town Clerk

- Board Vacancies: A list of current board vacancies can be found at <https://www.provincetown-ma.gov/DocumentCenter/View/812/Board-Vacancy-Report-PDF>. There are currently 19 vacancies. To apply please fill out the simple application found here: <https://provincetownma.viewpointcloud.com/categories/1074/record-types/1006552>.
- Services: The Office of the Town Clerk continues to offer our services online including vital record requests (birth/death/marriage certificates), business certificates, dog licenses, public record requests, board & committee applications, and recreational shellfish permits. Please use our online portal here <https://provincetownma.viewpointcloud.com/categories/1074>.
- The Office of the Town Clerk requires appointments to file marriage intentions. Please email our office at ecatanese@provincetown-ma.gov or call us at 508-487-7013.