



Meeting Agenda

The Provincetown Board of Selectmen will hold a public meeting on Tuesday, January 3, 2017, at 5:00 p.m. in the Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

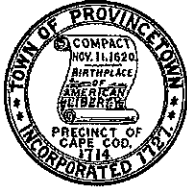
1. **Public Statements** – Three (3) minutes maximum for Public Statements. Selectmen do not respond to Public Statements.
2. **Selectmen Statements** – Initial comments from the Selectmen. Discussion dependent. Votes may be taken.
3. **Vote to hold a Special Town Meeting on February 6, 2017** – Town Manager David Panagore
4. **Approval by the Board of Selectmen to Insert a Ballot Question on the February 7, 2017 Special Town Election Ballot** – Town Clerk Doug Johnstone for the Provincetown Board of Registrars.
5. **Discussion of Potential Town Meeting Articles and Bylaws** – Town Manager David Panagore
6. **Town Manager's FY2018 Budget Message and Revenue Expenditure Overview**
7. **Overall FY2018 Budget Review Inclusive of the following:**
 - A. **Consent Budget Review and Approval (Votes may be taken):**

Please know the following budgets were reviewed on consent last year and have not been invited to attend at this time as there are no substantive changes:

131 Finance Committee	265 Board of Health
157 Land Bank	294 Harbor Committee
181 Building Committee	296 Shellfish Constable
182 Economic Development Comm	432 Recycling and Renewable Energy
254 Licensing	543 Veterans Services
260 Conservation Commission	545 Disability Commission
261 Planning Board	550 Animal Welfare Committee
262 Zoning Board of Appeals	560 Bicycle Committee
263 Historical Commission	672 Art Commission
264 Historic District Commission	673 Cultural Council
 - B. **Enterprise Funds (Votes may be taken):** *Director, Director of Operations and Water Superintendent*
 - o 6001 Water Enterprise Fund
 - o 6002 Wastewater Enterprise Fund
 - o Enterprise Fund Capital Improvement Program
 - C. **Division IV Budget Review (Votes may be taken):**

Public Works – Director, Deputy Director and Director of Operations

 - o 192 Buildings & Grounds
 - o 421 Administration
 - o 422 Highway
 - o 423 DPW Snow & Ice
 - o 431 DPW Solid Waste and Recycling
 - o Public Works Capital Improvement Program
8. **Other** - Other matters that may legally come before the Board not reasonably anticipated by the Chair 48 hours before the meeting. Votes may be taken.



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Tuesday, January 3, 2017

1

PUBLIC STATEMENTS

Requested by: Board of Selectmen

Action Sought: Open

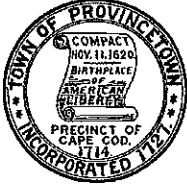
Proposed Motion(s)

Three (3) minutes maximum. Selectmen do not respond during Public Statements.

Additional Information

Board Action

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



**Provincetown Board of Selectmen
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SELECTMEN'S STATEMENTS

Requested by: Town Manager David B. Panagore

Action Sought: Discussion

Proposed Motion(s)

Motions may be made and votes may be taken.

Cheryl Andrews

Robert Anthony

Erik Yingling

Tom Donegan

Raphael Richter

Additional Information

Board Action

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



**Provincetown Board of Selectmen
AGENDA ACTION REQUEST
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SPECIAL TOWN MEETING

Vote to hold a Special Town Meeting

Requested by: Town Manager David Panagore

Action Sought: Discussion/Approval

Proposed Motion(s)

MOVE that the Board of Selectmen vote to hold a Special Town Meeting on Monday, February 6, 2017 at 6pm in the Town Hall Auditorium.

Board Action

See attached copy of an excerpt of the Town of Provincetown Charter.

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

2-2-3 Prior to the town meeting on whose warrant is a petitioned article concerning land use or development, the planning board shall hold a public hearing on the article, and prior to a vote at the town meeting on the article the planning board shall state the numbers of its members in favor of and opposed to the article, and its chairman, or his or her designee, shall explain the view of the majority to the meeting.

2-2-4 Prior to the town meeting on whose warrant is a petitioned article concerning this charter, the charter enforcement commission shall hold a public hearing on the article, and prior to a vote at the town meeting on the article the charter enforcement commission shall state the numbers of its members in favor of and opposed to the article and its chairman, or his or her designee, shall explain the view of the majority to the meeting.

Section 3: Conduct of the Town Meeting

2-3-1 The annual town meeting shall be held on the first Monday in April of every year and shall be called to order at 6:00 p.m.¹ for the purpose of transacting all business of the annual town meeting except the election of such officers and the determination of such matters as are required by law to be elected or determined by ballot.

2-3-2 The board of selectmen may call a special town meeting as provided by the Massachusetts General Laws.

2-3-3 The board of selectmen shall call a special town meeting upon the request, in writing, upon a form approved by the Secretary of the Commonwealth, of two hundred registered voters. A special town meeting shall be held not later than forty-five days after the receipt of said request.

2-3-4 Except as otherwise delegated to the board of selectmen by chapter 4, the legislative powers of the town shall be exercised by annual town meetings and special town meetings open to all registered voters of the town.

2-3-5 The town meeting shall consider and act upon, with or without amendments, all proposed operating and capital improvement budgets, bond issues, and other financial proposals of the town.

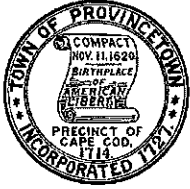
2-3-6 The moderator shall preside at all sessions of the town meeting, and a temporary moderator shall be elected by the town meeting in the absence of the moderator.

2-3-7 In all procedural matters, the town meeting shall follow the latest revised edition of **Town Meeting Times: A Handbook of Parliamentary Law**, by Johnson, Trustman, and Wadsworth, except as otherwise provided by the Massachusetts General Laws, the Provincetown General By-Laws, or this charter.

2-3-8 The quorum for the conduct of business by any annual town meeting or special town meeting shall be one hundred registered voters.

2-3-9 The order of consideration of articles as printed in the warrant shall be changed only by a two-thirds vote of the town meeting.

¹ Revised April 2002 ATM 57 & Acts of 2002 C. 358



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Tuesday, January 3, 2017

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INSERT BALLOT QUESTION

Special Town Election February 7, 2017

Requested by: Town Manager David Panagore

Action Sought: Discussion / Direction

Proposed Motion(s)

Move that the Board of Selectmen vote, pursuant to MGL C. 59, § 21C(g), to insert the attached ballot question onto the February 7, 2017 Special Town Election, as presented by the Town Manager.

Additional Information

See attached February Special Town Election Schedule memo from Town Clerk Doug Johnstone and proposed Ballot Question for the Special Town Election.

Board Action

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



Town of Provincetown Town Clerk

Direct Line 508-487-7013

To: David Panagore, Town Manager

From: Doug Johnstone, Town Clerk

Date: December 15, 2016

Re: February Special Town Election Schedule

The following schedule is based on a special election to occur on Tuesday, February 7, 2017 for the purposes of providing ballot questions to voters, with no candidates/vacancies to fill:

Tasks	Legal reference	Number of days required before Election	Deadline Based On a February 7, 2017 Special Election
Last Day to Submit Ballot Questions	G.L.c.54§42c	35 days before election	Tuesday, January 3, 2017
Last Day to Register to Vote	G.L.c.51§26,28	20 days before election	Wednesday, January 18, 2017
Last Day to Publish Warrant	G.L.c.39§10	7 days before election	Tuesday, January 31, 2017
Special Election			Tuesday, February 7, 2017

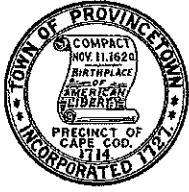
In conjunction with a Special Election, the ballot question would also need to be passed by Town Meeting vote. If a Special Town Meeting were held on **Monday, February 6, 2017**, the warrant would close 30 days prior, on **Friday, January 6, 2017**. The Selectmen would need to schedule a special meeting in December 2016 to officially open the warrant, and announce the official closing date and time.

Estimated Cost for Special Town Meeting & Special Election

Special Town Meeting Staffing	\$280
Special Election Staffing	\$720
AutoMark Ballot Printing	1,000
Constable	\$90
Publishing of Warrants	\$100
Total	\$2,190

Proposed Ballot Question for the February 6, 2017 Special Election:

Shall the Town of Provincetown be allowed to exempt from the provisions of Proposition two and one-half, so-called, the amounts required to pay the bond issued in order to acquire four parcels of land (containing 1.2 acres in total) and the 26 housing units thereon, together comprising the Harbor Hill Condominium, located at 3, 4, and 8 Harbor Hill Road and at 36 Bradford St. Extension, Provincetown, said funds to be used either for the acquisition of said parcels directly by the Town of Provincetown or to aid the Provincetown Year-Round Market Rate Rental Housing Trust ("Trust") pursuant to Section 3(e) of Chapter 305 of the Acts of 2016 ("Act") so that the Trust may acquire said parcels in its own name, including all costs incidental and related thereto?



**Provincetown Board of Selectmen
AGENDA ACTION REQUEST
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POTENTIAL TOWN MEETING ARTICLES AND BYLAWS

Discussion

Requested by: Town Manager David B. Panagore

Action Sought: Discussion

Proposed Motion(s)

Discussion Dependent – votes may be taken.

Additional Information

See attached draft of potential items for the April 3, 2017 Special and Annual Town Meetings.

Board Action

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

Potential Items

2017 Spring Town Meeting Warrant

Town Meeting is both an event and an entity. As an event, it is a gathering of a town's eligible voters. As an entity, it is the legislative body for the Town. Town Meeting decides two major things:

- 1. It votes to appropriate money to run the town.*
- 2. It votes on the town's local statutes, which are called bylaws.*

Special Town Meeting – Monday, April 3, 2017

1. FY 2017 Budget Adjustments. JY
2. Charter Commission Expenses DJ
3. MacMillan Pier Floating Docks and Wave Attenuators. RM

Annual Town Meeting – Monday, April 3, 2017

Regular Agenda - Reoccurring Items

1. To Hear Town Reports
2. FY 2018 Operating Budget. JY
3. FY 2018 Cape Cod Regional Technical High School Assessment. JY
4. FY 2018 Enterprise Funds. JY/RW
5. Fireworks Celebration. JY/AF
6. Community Preservation Budget for FY 2018. MJ
7. FY 2018 Capital Improvements Program. JY/all CIP Departments

New or Proposed Articles

1. Adoption of Workforce Housing Tax Assessment Plan (VFW) GM
2. Adopt local option tax for Marijuana DP/DG
3. Proposed Adjustment to Tax Billing Cycle JY/SF
4. Fund Collective Bargaining with both AFSCME and NEPBA JY

Petitioned Articles

1. Petitioned Articles

General Bylaws

1. Tree Bylaw RW
2. Existing Revolving Account Bylaw(s) (codification) DP/DG
3. Public Landscape Bylaw Revolving Account RW
 - i. For tree Bylaw violation fines to be used to enhance trees throughout Town
4. Personal Watercraft Bylaw Revision RM
5. Adoption of "Good Standing Criteria" Bylaw KP Law
6. Local Historic District Bylaw: Procedures for Review of applications, Admin Review GM/AH
7. Local Historic District Bylaw: Exemptions from Review, new section on Solar Panels GM/AH
8. Local Historic District Bylaw: Siding GM/AH
9. Solar Energy Betterment (Chapter 188 of Acts of 2016) DP/DG
10. Condo Conversion Bylaw DP
11. Provincetown General Bylaw 6-2-1. Solicitation of candidates DG

Zoning Bylaws

1. Inclusionary and Incentive Zoning Bylaw GM
2. Sign Regulations, and Section 3420, Outside Display GM
3. Zoning Bylaw Amendment: Accessory Dwelling Unit Bylaw GM
4. Zoning Bylaw Amendment: Chapter 4 Amendments to Section 4120 Density Schedule for Commercial Accommodations GM/DG
5. Zoning Bylaw Amendment: Section 3110 Amendments

Charter Amendment

1. Move Town Meeting to May and Town Election to June DJ

Town Board Articles

1. Animal Welfare Committee – Grant program in support of wildlife rescue services
2. Provincetown Public Pier Corporation – Potential article for funding

Consent Articles

1. Cape Cod Greenhead Fly Control District Assessment.
2. Expenditures from the Tourism Fund.
3. Amendments to Personnel Bylaw/Classification and Compensation Plan
4. FY 2018 Human Services Grant Program
5. Room Occupancy Tax: A Home Rule Petition.
6. Expanding Residential Property Exemption – A Home Rule Petition.



**Provincetown Board of Selectmen
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TOWN MANAGER

FY2018 Budget Message & Revenue Expenditure Overview

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent. Votes may be taken.

Additional Information

Budget message and proposed budgets presented in budget books. The completed budget can also be found on the Town of Provincetown website.

Board Action

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



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FY2018 BUDGET REVIEW

Overall FY2018 Budget Review

Requested by: Town Manager David B. Panagore

Action Sought: Discussion/Approval

Proposed Motion(s)

Move that the Board of Selectmen [adopt] [revise] the Town Manager's recommended budget for Department _____, in the amount of \$ _____.

Additional Information

Budget message and proposed budgets presented in budget books. The completed budget can also be found on the Town of Provincetown website.

See attached memo from Town Manager David B. Panagore.

Board Action

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

Memo

To: All Department Heads and Budget Managers
From: Town Manager David Panagore
cc: Board of Selectmen, Finance Committee, Assistant Town Manager David Gardner,
Date: December 22, 2016
Re: Board of Selectmen's Review of FY2018 Budget Requests

The Board of Selectmen will meet to review the FY2018 operating budget requests, which is posted on Town web site, on the following dates:

Tuesday, January 3, 2017 at 5:00 pm	<i>Division IV (Public Works)</i>
Wednesday, January 4, 2017 at 5:00 pm	<i>Division III (Public Safety)</i>
Tuesday, January 10, 2017 at 5:00 pm	<i>Division I, II and V (Govt, Services, Finance)</i>
Wednesday, January 11, 2017 at 5:00 pm	<i>Reserved for call-backs</i>

All meetings will take place in the Judge Welsh Hearing Room, Town Hall.

Please know the following budgets were reviewed on consent last year and have not been invited to attend at this time as there are no substantive changes:

<i>131 Finance Committee</i>	<i>265 Board of Health</i>
<i>157 Land Bank</i>	<i>294 Harbor Committee</i>
<i>181 Building Committee</i>	<i>296 Shellfish Constable</i>
<i>182 Economic Development Committee</i>	<i>432 Recycling and Renewable Energy</i>
<i>254 Licensing</i>	<i>543 Veterans Services</i>
<i>260 Conservation Commission</i>	<i>545 Disability Commission</i>
<i>261 Planning Board</i>	<i>550 Animal Welfare Committee</i>
<i>262 Zoning Board of Appeals</i>	<i>560 Bicycle Committee</i>
<i>263 Historical Commission</i>	<i>672 Art Commission</i>
<i>264 Historic District Commission</i>	<i>673 Cultural Council</i>

Tuesday, January 3 at 5:00 p.m. (Times are approximate)

5:00 pm – Town Manager's Budget Message and Revenue Expenditure Overview

6:00 pm – Enterprise Funds – Director, Director of Operations and Water Superintendent

- 6001 Water Enterprise Fund
- 6002 Wastewater Enterprise Fund
- Enterprise Fund Capital Improvement Program

7:30 pm – Public Works – Director, Deputy Director and Director of Operations

- 192 Buildings & Grounds
- 421 Administration
- 422 Highway
- 423 DPW Snow & Ice
- 431 DPW Solid Waste and Recycling
- Public Works Capital Improvement Program

Wednesday, January 4 at 5:00 p.m. *(Times are approximate)*

5:00 pm - Public Safety- Fire

- 220 Fire – *Fire Chief*
- Fire Capital Improvement Program
- 231 Ambulance Service – *Treasurer, Lower Cape Ambulance*

6:00 pm - Public Safety - General

- 295 Marine – *Harbormaster*
- Pier Capital Improvement Program
- 250 Community Development Support – *Assistant Town Manager*
- 251 Building Department – *Building Commissioner*
- 252 Community Planning – *Town Planner*
- 291 Emergency Management – *Chief of Police, Health Director*
- 253 Health Department – *Health Director*
- 255 Housing Office – *Housing Specialist*

8:00 pm – Public Safety - Police

- 210 Police – *Chief of Police*
- 299 Parking – *Chief of Police, Parking Administrator*
- Police and Parking Capital Improvement Program

Tuesday, January 10 at 5:00 p.m. *(Times are approximate)*

5:00 pm - Public Services

- 512 Human Services – *Director*
- 541 Council on Aging – *Director*
- 610 Library – *Director*
- 630 Recreation – *Director*

6:00 pm - General Government

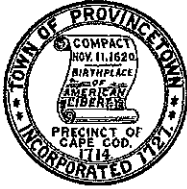
- 113 Elections & Town Meetings – *Town Clerk*
- 161 Town Clerk – *Town Clerk*
- 122 Board of Selectmen
- 123 Town Manager – *Town Manager*
- 151 Legal Services – *Town Manager*
- 156 General Government – *Town Manager*
- 182 Economic Development Committee – *Town Manager*
- 482 Airport Commission – *Airport Manager, Airport Commission*

7:00 pm - Finance

- 135 Town Accountant – *Director of Finance*
- 136 Information Systems – *MIS Director*
- MIS Capital Improvement Program
- 141 Board of Assessors – *Principal Assessor*
- 145 Treasurer/Collector – *Treasurer*
- 710 Debt Service – *Treasurer*
- 820 Tax Title – *Treasurer*
- 910 Retirement/Benefits/Insurance – *Finance Director*

8:30 pm – Overall Capital Improvement Program and Funding

Wednesday, January 11 at 5:00 p.m. – Reserved for call-backs as needed



**Provincetown Board of Selectmen
AGENDA ACTION REQUEST**

Tuesday, January 3, 2017

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OTHER

Requested by: Town Manager David Panagore

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>