

Memo

To: Board of Selectmen
From: David B. Panagore, Town Manager
CC: Senior Staff
Date: September 6, 2018
Re: Bi-weekly Departmental Update

Contracts executed since last Select Board meeting:

- Coastal Zone Management Grant Award Contract with the Commonwealth of Massachusetts through the Coastal Pollution Remediation Grant Program- \$95,250.00
- Grant Agreement and Grant Assurances with the Federal Aviation Administration (FAA) for Runway Reconfiguration- up to \$24,358.00
- Massachusetts Housing Partnership Grant for technical assistance for pre-development work for 3 Jerome Smith Road- up to \$20,000.00

Meetings and conferences attended since last Select Board meeting:

- Cape Cod Commission One Cape Event on 8/16/18
- Plymouth 400th Commission Press Conference on 8/28/18

Finance and Administration

Finance

- Financial Forecast: The FY20-FY24 Forecast is in process using OpenGov; a draft will be presented to the Select Board at the 9/24/18 meeting
- FY20 Budget Process: OpenGov will be training staff on the new budget process on Tuesday 9/18/18.
- FY20 Capital Improvement Program: CIP requests have been distributed to departments and we will begin working on the CIP presentation this month.

- Department of Revenue (DOR) Reporting: All required reports have been filed with the DOR. The Town's tax rate recap for FY19 was the sixth received by DOR in the Commonwealth.

MIS

- MUNIS MIS recently attended training for the Utility Billing module. In addition to migrating our payroll services to MUNIS, we will also be migrating our utility billing system. Combining these systems under MUNIS will help streamline efficiencies and will better leverage our investment.
- Website We are currently reviewing photography and color palettes that will help shape the character of the Town's new website. We are also reviewing websites of other municipalities to identify elements that work well. This information will help the CivicPlus design team as they begin to define the new look and feel of Provincetown's site. We are still in the early stages of this six month project.

Community Development

Building Department

- 315-A-319 Commercial Street (Surf Club): The owner and the design team are working on bringing forth realistic numbers for the reconstruction to be evaluated for the FEMA 50% rule. The project halted because the reconstruction with the addition was going to require the project to comply in total with the Velocity Zone requirements. Mass. DCR and FEMA Region 1 were consulted by the owner regarding this project when preliminary mid-construction costs were provided.
- On-going Violations and Complaints: There remain several outstanding zoning violations being observed throughout Town. Each one that we are aware of is being addressed with notice letters and is not remedied, with violation letters. Life safety violations remain the primary concern and focus.
- 132 Bradford St (Riley's): A building permit application has been submitted for the structure located at 132 Bradford (Riley's) and has been reviewed for minor exterior modifications and the interior build out to support the mercantile occupancy of CVS. The permit will be issued this week.

Community Housing Office and Economic Development

- Harbor Hill: Harbor Hill is now owned by the Year Round Market Rate Rental Housing Trust! Land Court approved all the closing documents on 9/4/18 which were subsequently recorded in Barnstable County. Tenant applications are due no later than 9/27/18. The contract for management services is under negotiation. Invitation for Bid documents for the renovations have been advertised; filed sub-bids were submitted on 8/30/18 and general bids are due 9/11/18.

- Economic Development Study: Work with Camoin Associated is proceeding. Please hold the dates of 10/11 and 10/12 for Camoin's initial visit to meet with the Select Board, Town staff and stakeholders.
- Housing Demand Analysis: We anticipate receiving the UMass study by the end of September.
- CPA: Filed the annual CP-3 forms with the state on 8/31/18. The CP-3 forms update the state's database of old CPA projects and adds new projects. These are required in order to receive the state's matching funds.

Planning

- Harbor Economic Impact Study: The Cape Cod Commission has selected Provincetown as one of four communities to pilot a new tool to calculate the economic value of working harbors. The Harbormaster and Planner will be working closely with Cape Cod Commission staff to provide information to develop the tool. The goal of the tool is to justify requests for outside grants and other funds for the construction of needed harbor-related projects such as dredging and capital improvements.
- Retail Marijuana Facilities: The Planning Board approved its second Special Permit for a retail marijuana facility at its 8/23/18 meeting. The two proposals approved to date are located at 44 Captain Bertie's Way and 170 Commercial Street. Staff continues to hold pre-application meetings for other proposed facilities.
- 26 Alden Street/Grace Gouveia Building: The Housing Specialist and the Planner provided information to the Massachusetts Housing Partnership on the history and process of the Grace Gouveia Building project. They plan to use it as an example of community-led affordable housing produced without a state or federal subsidy.

Town Infrastructure

Harbormaster

- Second Season Events: Since Labor Day, we have had Schooners coming in for the 17th Annual Great Provincetown Schooner Regatta and the 31st annual Swim for Life. On 9/15/18, the Yankee Lambda Car Club will be on the pier and then the K-9 Relief Ride is on 9/29/18.
- Port Calls: With the fall season, we anticipate 11 small cruise ship port calls interspersed throughout October, with up to 3 vessels visiting every week or two. The three small cruise companies: American Constitution, Victory II and Windstar Pride, currently offer 7 to 12 day cruises. The last port call is 10/24/18. We will continue to coordinate with the Tourism Department, the Provincetown Chamber and the Provincetown Business Guild.

Public Works

- Highway Department: Highway Department crews continue to be in maintenance mode. The department will be testing out a used stormwater vacuum trailer this week with anticipation for it to be a suitable replacement to our more than sixty

year old catch basin truck. We will be demonstrating the equipment for seven days. If the crew is satisfied with the equipment, we anticipate purchasing it under the stormwater maintenance program funding.

- Water Department: Water Department staff will be performing a water service connection at 16 Holway Avenue as part of a condominium project at the property. Additionally, water treatment staff will be performing quarterly groundwater monitoring at North Union Field. Finally, staff will be installing a new fire hydrant at 166 Bradford Street Extension as required by the Fire Department in conjunction with the condominium project located at the parcel.
- Buildings & Grounds: Activity for the Buildings and Grounds Department over the next two weeks will consist primarily of the general cleanup and securing of the Harbor Hill property, installation of the new service window at the Tourism Building, the thermal imaging scan of the EDPM sections of the roof at the Veterans memorial Community Center, consulting with a mechanical engineer to explore options for expansion of the A/C system at the Town Hall and general grounds maintenance activities.
- New Police Station: The Building Committee, along with staff, met on Thursday, 8/23, to review cost estimates and hear value engineering input from our Owner's Project Manager, as well as the design Architect. Through value engineering, we have been able to reduce the project cost by approximately \$500,000, but the construction costs are still coming in considerably higher than originally estimated. We are reviewing the original project cost estimate prepared by Kaestle Boos along with an analysis of the alternatives.

Community Services & Public Engagement

Council on Aging

- Senior of the Year Luncheon: We are pleased to announce that the luncheon honoring our 2018 Senior of the Year, Hilde Oleson, will be held on Thursday, 1/11/18 at Noon at Seashore Point. All are invited and it will be publicized in the Senior Center newsletter and the Banner in October.
- Senior Center Month: We are celebrating National Senior Center Month in two ways this year. We are asking people to submit a word, poem, paragraph or visual image during the month reflecting on "what the Senior Center means to me." These submissions will then be on display during a free party with an ice cream and fruit bar open to all on Monday, 9/24 at 2pm.
- Weather-Related Programming: With the heat this summer, we have encouraged older adults to come to the Center to stay cool by relaxing in our lounge. We have also spontaneously added extra programs following lunch, such as a movie, on especially hot days for people who prefer to stay in air conditioning. We have routinely done this in past summers, but this is the first time there has been interest and participation.

Library

- Provincetown Book Festival: Third Annual Book Festival will be held 9/14-16. For three days, the Library will offer free programming for the public. The Festival includes the Rose Dorothea Award reception for Marge Piercy and over fifteen other readings, talks, interviews, and discussions by authors and publishers. All events are free. See our website provincetownbookfestival.org for more information.
- Board of Trustee Meeting Dates for Remainder of 2018: The Board of Library Trustees will meet on the following dates: 9/26, 10/17, and 11/14. There is no December meeting scheduled at this time. All meetings begin at 6pm and are held in the Bowspirit Room of the Library.
- New Library Service: CLAMS has launched a text messaging service powered by Shoutbomb. With the Shoutbomb Text Messaging Service, patrons can sign-up to receive text messages for holds that are available, items that are due soon, overdue items and fines. Patrons can also renew items by text.

Recreation

- Recovery Yoga: In coordination with the Health Department, a yoga class geared towards recovery will be held on Thursday nights at 5:30 pm at VMCC, starting 9/20/18. This yoga class will explore breathing, movement, and stillness as a means for supporting recovery from addiction. It will be taught by Jen Kopec. All are welcome to attend including those who are recovering from addiction and their loved ones.
- Halloween Events: Included in the 9/10/18 consent agenda, there is an application from the Recreation Department for our annual Children's Halloween Parade. All children dress up in their costumes and meet at the entrance of Seashore Point by 3:30 pm. The department always includes the nursing home residents at Seashore Point. This allows them to see the children dressed up in their costumes, as many of them cannot get out to see them, so we bring the celebration to them. After everyone is through Seashore Point, we proceed down Alden Street, cross Bradford Street, proceed down Standish Street and then take a right onto Commercial Street. This is where the kids can showcase their costumes to a busy Commercial Street filled with visitors, residents, and business owners. We then take a right onto Gosnold Street, head up the Winslow Street hill and end at Motta Field. At the field, we will host our annual Greet and Treat, where local businesses and organizations will be lined up giving out candy and treats to all the children.

Tourism

- TAP-UP Magazine: Air Portugal (Transportes Aéreos Portugueses) has a direct flight between Boston and Lisbon. UP Magazine is the in-flight publication seen by 800,000 passengers monthly. Working with MOTT (Mass Office of Travel and

Tourism) we arranged a FAM (Industry Familiarization Tour) for a journalist, photographer and videographer in Town. For two days, the Tourism Department staff hosted them and showcased the Town. They were immersed in the arts, heritage, culinary, eco-tourism, landscape and culture of Provincetown. The article is scheduled to be published in the November issue of UP.

- Digital Advertising Campaigns: The spring/summer Social Media campaign has come to a close with very positive results. We delivered 6.1M impressions which received 113.3K clicks to the Provincetown Tourism website and 89.9K outbound clicks to other local websites. We will soon launch the fall/winter Social Media campaign. The Fall Season digital targeting ad campaign, delivering ads imbedded in newsfeeds, launched the beginning of August and the results of the first four weeks are promising; we have delivered 2.9M impressions receiving 15.8K ad clicks.