

Memo

To: Board of Selectmen
From: David B. Panagore, Town Manager
CC: Senior Staff
Date: September 20, 2018
Re: Bi-weekly Departmental Update

Contracts executed since last Select Board meeting:

- Monument Conservation Collaborative Change Order (Additional work in two areas of the Hamilton and Gifford cemeteries)- \$16,240.00
- Authorization to Execute Municipal Competitive Electric Supply with Cape Light Compact
- Executive Office of Elder Affairs Statement of Authorization for the FY2019 State Annual Formula Grant- \$11,256.00
- Department of Environmental Protection Recycling Dividend Program Contract- \$5,400.00
- Airport Fence Construction Contract with AECOM- \$2900.00 for independent fee estimate. Actual construction to be funded by grants from FAA and MassDOT Aeronautics.

Meetings and conferences attended since last Select Board meeting:

- Cape Cod Manager's Meeting on 9/13/18
- State Rural Policy Commission Meeting on 9/14/18
- Cape Cod RTA Advisory Board meeting on 9/19/18
- Provincetown 400 Task Force Meeting on 9/20/18
- ICMA Annual Conference from 9/21 to 9/26

Finance and Administration

Finance

- FY20 Budget Process: As part of the operating budget preparation, staff was trained on 9/18/18 on how to utilize the new OpenGov software.
- Financial Forecast: The FY20-FY24 Forecast will be presented at a joint meeting with the BOS and Finance Committee on 10/9/18. The forecast will be submitted to the Select Board in advance on 9/26/18.
- FY20 CIP Process: The process remains on schedule. Departments submitted FY20-24 CIP requests to the Finance Department on schedule.

MIS

- MUNIS: MIS continues to work with the Finance Department to onboard the new MUNIS payroll module. Staff is participating in weekly trainings to get familiar with the new interface and is working diligently to move data from our legacy system.
- Social Media Archive: Within two weeks, the Town's social media presence will be archived on a regular basis. This will allow us to more efficiently respond to public records request involving social media, and will provide automatic recording of edits, deletions, and other content across all social networking platforms.
- Video Conferencing: As part of the interview process for the Tourism website proposals, MIS will be coordinating videoconferencing for vendors who cannot physically attend. This will be facilitated through a combination of Polycom videoconferencing equipment and Skype for Business. We hope to utilize this technology for other Town videoconferencing needs.

Town Clerk

- Town Clerk's Office: Town Clerk and Assistant Town Clerk attended the Annual Fall Meeting of the Cape & Islands Town Clerk's Association on 9/18/18. Updates and information provided regarding Primary and up-coming State Election.
- 2018 State Election: Sample warrant and information regarding early voting was received. The same will be posted in the next couple weeks.
- Public Records Management Software: A demonstration of public records management software is scheduled and is being considered for adoption.

Community Development

Building Department

- 350 Bradford Street: The building permits issued for the final two buildings and the modification of the roof for the building that contains units 9/10. A Special Permit was granted by the Planning Board and an appeal was filed. A building permit can be issued while a Special Permit is under appeal. The applicant can proceed with work

until the appeal is dismissed or denied at risk that a court will reverse the permit and that any construction performed under the permit may be ordered undone.

- 99 Commercial Street (Sal's Place) Zoning Variance: The Zoning Board granted a variance to Sal's Place to construct a deck within the sideline setback. The decision was filed on 9/19/18 and there is a 20 day appeal period. Unlike a Special Permit where a building permit can be issued and the developer can proceed at risk, no building permit can be issued on a variance if an appeal is filed until the appeal is denied.
- 134 Bradford St (Riley's Parking Lot): The parking lot lighting that was installed this Spring at a height above what the standard in our Zoning Bylaw states, is in process of being lowered. The standard found in Article 3 § 3432 (c) is exterior lighting fixtures other than signs are mounted not more than 15 feet high. Once lowered, the over spillage that has existed will be reviewed for performance compliance.

Community Housing Office

- VFW and Current police Station Sites: Mass. Housing Partnership [MHP] has awarded the Town direct technical assistance and up to \$20,000 for pre-development work including geotechnical and related engineering for site feasibility and for community engagement. MHP is currently securing consultants for this work.
- Economic Development Planning: As mentioned in the last department update, we are preparing for a *Setting the Stage* event, scheduled for 10/10 & 11, including time(s) for input from members of the Select Board, a community discussion, social event and interviews with Camoin Associates.
- Hamilton/Gifford Stone Conservation: The historic stone conservation work has begun; funded with CPA and Cemetery Commission funds.
- Harbor Hill: 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 has been submitted to the CDP for finalization. One general bid was received by the 9/11/18 due date; the bid was over budget and the project will need to be re-bid. The Town Manager, Housing Specialist, architect and estimator have a conference call scheduled to discuss options. An estate sale of the furnishings & fixtures has been scheduled for 9/29 & 9/30.

Planning

- Harbor Hill Permitting: The Planner has been working closely with the Housing Specialist to begin the permitting for the Harbor Hill project. The Zoning Board of Appeals applications were submitted last week.
- Zoning Amendments: The Community Development Director and the Planner have finalized the zoning bylaw amendments for the Special Town Meeting based

on comments from the Select Board, the Planning Board, and the public. The Planning Board's public hearing will be held on 10/11/18.

- Transportation Planning: The Planning Division continues to work with other Town departments on roadway improvements throughout Town. These projects include the Shank Painter Road corridor and First Pilgrim's Park.

Town Infrastructure

Harbormaster

- FEMA Obligation Letter: We have been notified to expect the obligation letter from FEMA awarding the grant funding for the replacement of the floating docks and installing the wave attenuator to protect the docks.
- Dredging for the Wave Attenuator: Barnstable County has notified us that the dredging scheduled for October has been postponed to November as the Barnstable County Dredge vessel Codfish is still in the ship yard. We should have further information to provide to the Select Board in the next department update.
- Cruise Ships: It has happened more than once this season that the chef on board a cruise ship has looked out on our fishing fleet and been inspired to order +/-200 lobsters and/or loads of sea scallops for the guests' dinner from local wholesalers. It is a nice addition to our visitors' experiences and a boost to our fishing industry.

Parking

- MPL Lot Revenue Comparison:

	2018	2017
May	\$99,721	\$91,788
June	\$168,118	\$158,853
July	\$221,821	\$214,661
August	\$240,124	\$225,896
September to Date	\$103,033	\$101,409

- Grace Hall Lot Revenue Comparison:

	2018	2017
May	\$37,468	\$42,991
June	\$61,133	\$71,551
July	\$95,362	\$109,058
August	\$121,099	\$130,324
September to Date	\$45,992	\$47,883

- Kiosk Revenue Comparison:

	2018	2017
May	\$32,443	\$29,378
June	\$46,014	\$41,036

July	\$65,677	\$62,255
August	\$60,517	\$62,455
September to Date	\$30,462	\$30,792

- 2018 Enforcement Revenue: 2465 tickets issued, equaling \$43,840

Public Works

- Highway Department: Highway Department crews continue to find and break down homeless camps left over from the summer. They are also beginning to make minor roadway repairs ahead of the winter season. Four staff members will attend a Public Works Expo in Boxboro, MA which includes education sessions on snow and ice operations and stormwater maintenance. We are trying to work out the details for one or two of our staff members to attend a funeral in Melrose, MA for a fallen public works employee who was fatally injured on the job. This is the third death of a public works employee in Massachusetts this year.
- Water Department: Water Department field staff will be performing a water main tie-in located at the intersection of Allerton Street and Commercial Street ahead of the planned water service renewals on Commercial Street. Additionally, field staff will be installing a hydrant at 166 Bradford Street Extension, which was recently postponed due to unexpected delays in the project. Water Treatment staff will be performing maintenance on the membrane units and performing a repair on a pipe located on one of the filtration units.
- Buildings and Grounds: The highlights will be the continuation of the cleanup at the Harbor Hill site and to continue to get caught up with the maintenance at the cemeteries. Aside from that, regular town-wide maintenance such as mowing, trash, and general cleanup will be the order of the day. On the administrative end, we are finalizing our Capital Improvement Plan proposal, planning for improvements to the Town Hall cooling system and following up on our Certificate of Occupancy renewal at the Veterans Memorial Community Center and associated work to the roof coating project.
- New Police Station: The Building Committee, along with staff, is meeting to review a series of options to reduce the police station costs to within the available budget. The team is evaluating alternatives, including value engineering, to the preferred design. The team is also pricing out the original design that was presented at Town Meeting to determine what that construction cost would be in today's dollars, factoring in new information about the groundwater conditions at the site.

Community Services & Public Engagement

Council on Aging

- **Buried in Treasures:** We are pleased to host Buried in Treasures, an action-oriented group for people concerned about collecting or hoarding, again this fall. This 15-session group is free, confidential and open to all. In addition, there is a new, weekly Outer Cape Clutterers 12-Step Recovery Program meeting at the VMCC.
- **Boston Post Cane:** We are sorry to report that the current recipient of the Boston Post Cane, Blanche Winter, recently passed away. This award is given to acknowledge the Town's oldest registered voter. We are speaking with the new recipient and will contact the Board regarding a proclamation and ceremony soon.
- **Human Services Committee:** The HSC will meet next week to begin the RFP process for FY2020 Human Services Grants. There will be a public hearing in October with a 12/5/18 deadline for applications.

Health

- **Public Health:** On 9/20/18 the Health and Recreation Departments launched Yoga for Addiction Recovery, a weekly offering held at the Community Center from 5:30 to 6:30 pm on Thursdays. The class will explore breath, movement, and stillness as a means for supporting recovery from addiction. A \$5 donation is requested, but not required.
- **Environmental Health:** The Board of Health will be holding quarterly conversations with experts on issues related to wastewater. The first talk was this week in the Judge Welsh Room with Jennifer Cooper, PhD, a biogeochemist who researches the effects of climate change on septic systems. The schedule for future talks will be shared upon finalization.
- **Public Health:** The Health Department has reinstated regular meetings with local public health partners, including Outer Cape Health Services and AIDS Support Group of Cape Cod. By meeting regularly, participating agencies can share notes on programming and touch base about important issues.

Library

- **Provincetown Book Festival:** Third Annual Book Festival was held 9/14-16. For three days, the Library offered free programming for the public. The Festival included the Rose Dorothea Award reception for Marge Piercy with over 100 people in attendance and over 15 other readings, talks, interviews, and discussions by and with authors. Nearly 700 people attended the events at the Provincetown Book Festival.
- **New Library Service:** All CLAMS cardholders now have access to the Overdrive collection of various other library systems: CW MARS, Minuteman, NOBLE, OCLN, SAILS. What does this mean? The number of titles that patrons have access to for eBook or audio download has increased by five times. All of this downloadable content is accessed through an app called "Libby."

- Programming: Staff is busy planning upcoming programming for the winter and the remainder of 2019. Save the date for “Paranormal Provincetown and Other Cape Cod Ghost Stories with Tim Weinberg” on Thursday, 10/25 from 6 to 8pm.

Recreation

- Recreation Commission Meeting: On 9/18, the Recreation Commission met with Planner Jeffrey Ribeiro to discuss Motta Field and the Local Comprehensive Plan. Jeffrey was able to explain the goals of the Local Comprehensive Plan and how Motta Field and other Recreation facilities will be incorporated. Jeffrey was also able to answer any of the Commission’s questions and give them guidance on future projects and facilities. Conservation Agent Tim Famulare and Open Space Committee Chair Dennis Minsky were also at the meeting to discuss the possible land acquisition of the Hall Property at 387-395A Commercial Street property. Dennis explained how the Land Bank functions, informed the Commission about the potential purchase of the Hall property and answered questions. The Recreation Commission is looking forward to working with Jeffrey and Tim on future projects and plans.
- Youth Soccer: Youth Soccer for Grades K-6 begins this week. We have four teams: a co-ed K-2 team, a Grades 3/4 boys team, a Grades 5/6 boys team, and a Grades 5/6 girls team. Teams practice one to two times per week with games on Saturdays. Our youth sports programs are possible because of the wonderful coaches that volunteer their time for the kids of Provincetown. We are looking forward to another great season!

Tourism

- Radio: This fall we are launching a regional radio broadcasting campaign to reach Barnstable, Plymouth and Bristol Counties. New this year, we are adding regional streaming with iHeart radio in the New York Tri-State area and Metropolitan Boston to promote drive market travel to Town during the fourth quarter of the calendar year. In the past broadcasting in these markets has been cost prohibitive.
- Billboards: There will be five digital billboards promoting Fall/Holiday visitation covering the North Shore, Boston, Logan Airport, Western Suburbs, South Shore and Southwest of Boston. The campaign will run from 10/8-12/9 including three design changes as the season progresses.