



# Meeting Agenda

**The Provincetown Select Board will hold a public meeting on Monday, May 13, 2019, at 6:00 p.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.**

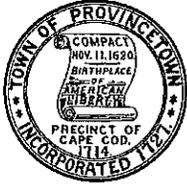
*Consent Agenda – Approval without objection required for the following items:*

- A. As Commissioners of the John Henry Trust Fund (#1618), to approve the use of gifted funds to pay \$10,997.00 to Cape Cod Children’s Place for rent, childcare, and assistance expenses.
- B. As Commissioners of the Council on Aging Gift Fund (#1151), to approve the use of gifted funds to pay an amount not to exceed \$15,000.00 annually for the operation of the transportation programs offered through the Provincetown Council on Aging.
- C. Approve the appointment of alternate member Tracy Kachtick-Anders as a regular member on the Bicycle Committee with a term to expire on December 31, 2020
- D. Approve the appointment of Robert Nee as an alternate member on the Zoning Board of Appeals with a term to expire on December 31, 2021
- E. Approve the appointment of Donald German as an alternate member to the Licensing Board with a term to expire on December 31, 2020
- F. Approve the appointment of Donald German as an alternate member to the Art Commission with a term to expire on December 31, 2020
- G. Town of Truro request for Water Main Extension on Highland Road to serve the Cloverleaf Project
- H. Send a Letter of Support for Senate Bill 1827, An Act commemorating First Landing Day to Joint Committee on State Administration and Regulatory Oversight Senate and House Chairs.

1. Public Hearings - Votes may be taken on the following items:
2. Public Statements – Three (3) minutes maximum. Select Board Members do not respond to Public Statements.
3. Select Board Members’ Statements – Initial comments from the Select Board Members. Discussion dependent- votes may be taken.
4. Joint meeting / Presentations - Votes may be taken on the following items:
  - A. Light Pollution Presentation by Provincetown School students Daniel Turner and Dash Parlante
5. Appointments - Votes may be taken on the following items:
6. Request — Votes may be taken on the following items:
  - A. Wastewater Capacity Expansion Update presented by DPW Richard Waldo

- B. Reconsideration of April 22, 2019 Vote - traffic light signal/roundabout at Shank Painter Route 6 intersections – requested by Select Board Member John Golden
  - C. Review and Revise Secretary to the Select Board position – requested by Select Board Member Louise Venden
  - D. Select Board Rules of Procedures– requested by Select Board Member Louise Venden
  - E. Set Compensation rate for Acting Town Manager per Provincetown Charter – requested by Chairman Cheryl Andrews
  - F. Town Manager Search Committee – requested by Acting Town Manager David Gardner
7. Town Manager / Assistant Town Manager - Votes may be taken on the following items:
- A. Initial Review – FY20 Town Wide Goals
  - B. Town Meeting Follow Up
  - C. Town Manager's Report
8. Minutes – Approve minutes of previous meetings. Votes may be taken.
9. Closing Statements/Administrative Updates - Closing comments from the Select Board Members. Discussion dependent; motions may be made; votes may be taken.

Posted by the Town Clerk: [www.provincetown-ma.gov](http://www.provincetown-ma.gov), 5/9/19 2:10 pm dv



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**

**00A**

**TREASURER'S TRANSFER**

John Henry Trust Fund

**Requested by:** Alexander N. Williams, Treasurer

**Action Sought:** Approval

**Proposed Motion(s)**

**MOVE** that the Select Board vote, as Commissioners of the John Henry Trust Fund (#1618), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay \$10,997.00 to Cape Cod Children's Place for rent, childcare, and assistance expenses.

**Additional Information**

This Motion will allow the Town Treasurer to transfer money from the John Henry Trust Fund (#1618) to pay for assistance expenses. The John Henry Trust Fund will have a balance of \$450,454.47 after this invoice is paid.

[As requested by the Director of the Council on Aging and Human Services]

**Board Action**

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





# Cape Cod Children's Place, Inc.

*A place where children and families learn and grow.*

---

TO: Chris Hottle  
Director of Public Health & Human Services

FROM: Kathy Fee  
Fiscal Manager

DATE: March 28, 2019

RE: John Henry Trust

## INVOICE

Please reimburse Cape Cod Children's Place, Inc. for the following invoice paid on behalf of the John Henry Trust for the period of January to March 31, 2019.

Date Paid	Invoice #	Purpose	Amount Paid
01/06/19	JHT 19-10 RI & 11 QI	Childcare	1,100.00
01/07/19	JHT 19-13 RB	Rent	1,400.00
01/07/19	JHT 19-12 CE	Assistance	649.00
01/08/19	JHT 19-09 TH	Assistance	1,000.00
01/10/19	JHT 19-15 CC	Assistance	600.00
01/22/19	JHT 19-16 EP	Rent	859.00
02/01/19	JHT 19-14 DT	Rent	1,089.00
02/14/19	JHT 19-03 CC	Childcare	800.00
02/14/19	JHT 19-17 BC	Assistance	300.00
03/13/19	JHT 19-19 RB	Assistance	750.00
03/15/19	JHT 19-20 JP	Rent	1,350.00
03/22/19	JHT 19-21 JB	Rent	1,080.00

**Total Balance Due** **\$10,977.00**

  
Thank you.

MEMO TO: David B. Panagore, Town Manager  
MEMO FROM: Chris Hottle, Director COA/DHS <sup>CH</sup>  
MEMO RE: John Henry Trust Fund  
MEMO DATE: April 4, 2019

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On behalf of the Human Services Committee, attached please find a request for approval by the Select Board for reimbursement through the John Henry Trust Fund to Cape Cod Children's Place, Inc. in the amount of \$10,977.00 for assistance to Provincetown families in the third quarter of FY2019. Thank you.

*Chris  
Please  
sign as  
well  
-CH*



# TOWN OF PROVINCETOWN

## REQUEST TO EXPENSE GIFT FUNDS

Date: May 13, 2019  
To: Provincetown Treasurer  
From: Select Board

As Commissioners of the John Henry Trust Fund – (#1618), permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of gifted funds for the payment of \$10,997.00 for assistance expenses.

The Honorable Select Board:

\_\_\_\_\_  
Cheryl Andrews, Chair

\_\_\_\_\_  
Louise Venden

\_\_\_\_\_  
Lise King

\_\_\_\_\_  
John Golden

\_\_\_\_\_  
Robert Anthony, Vice Chair



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**

**00B**

**TREASURER'S TRANSFER**

Council on Aging Gift Fund

**Requested by:** Alexander N. Williams, Treasurer

**Action Sought:** Approval

**Proposed Motion(s)**

**MOVE** that the Select Board vote, as Commissioners of the Council on Aging Gift Fund (#1151), pursuant to MGL C44 § 53A, to approve the use of gifted funds to pay an amount not to exceed \$15,000.00 annually for the operation of the transportation programs offered through the Provincetown Council on Aging.

**Additional Information**

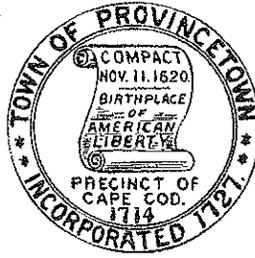
This Motion will allow the Town Treasurer to transfer funds from the Council on Aging Gift Fund (#1151) to pay for expenses related to the transportation programs offered by the Provincetown Council on Aging. The Council on Aging Gift Fund has a current balance of \$177,386.32

Annual authorization requested due to the high frequency of transportation-related expenses (weekly).

**Board Action**

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

*Town of Provincetown  
Council on Aging*



2 Mayflower Street  
Provincetown, MA 02657  
www.provincetown-ma.gov  
508-487-7080

MEMO TO: Alex Williams, Treasurer  
MEMO FROM: <sup>CH</sup> Chris Hottle, COA Director  
MEMO RE: COA Gift Fund Expenditure Increase  
MEMO DATE: May 7, 2019

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This is to request an increase in the amount allowed to be spent annually for transportation under the COA Gift Fund from \$7,500 to \$15,000. This fund covers expenses for the COA Medical Transport Program which employs on-call drivers to provide door-to-door rides to residents 60+ years of age to medical appointments Cape-wide. The fund is used for personnel (to pay on-call drivers) and operating expenses (supplies for the van; occasional vehicle repairs not covered by DPW highway garage). This request is due to an increase in demand for rides and a pay scale increase for on-call drivers.

Thank you.



# TOWN OF PROVINCETOWN

## REQUEST TO EXPENSE GIFT FUNDS

Date: May 13, 2019  
To: Provincetown Treasurer  
From: Select Board

As Commissioners of the Council on Aging Gift Fund – (#1151), permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of gifted funds for the payment of transportation program expenses not to exceed \$15,000.00 annually.

The Honorable Select Board:

\_\_\_\_\_  
Cheryl Andrews, Chair

\_\_\_\_\_  
Louise Venden

\_\_\_\_\_  
Lise King

\_\_\_\_\_  
John Golden

\_\_\_\_\_  
Robert Anthony, Vice Chair



**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, May 13, 2010**

**00C**

# **SELECT BOARD APPOINTMENT**

Bicycle Committee

**Requested by:** Town Clerk Darlene Van Alstyne

**Action Sought:** Appointment

## **Proposed Motion(s)**

**MOVE** that the Select Board vote to appoint Tracy Kachtick-Anders as a regular member on the Bicycle Committee with a term to expire on December 31, 2020

## **Additional Information**

- Please see attached application

## **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



RECEIVED  
BOS

APR 26 2019

CC: BOS/TM/ATM

# TOWN OF PROVINCETOWN

## Application for Town Board Membership

Name: TRACY KACHTICK-ANDERS  
Please type or print

Resident Address: 29 Standish St Provincetown, MA 02657

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

Telephone #: 646-510-3098 Work # (\_\_\_\_) \_\_\_\_\_

Email address: Vincent's Ear, art @ gmail. com

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

1. Bike comm. Hce

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

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

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

moving from alternate to regular board member

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

[Signature]  
Signature of Applicant

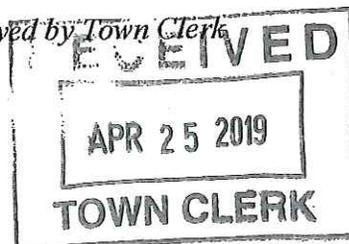
4.22.19  
Date

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

<p>Town Clerk Certification: Applicant is a registered voter:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>[Signature]</u>  Name of Town Clerk</p>	<p>This application will remain on file in the Town Clerk's Office for 364 days from the date received.  Application Termination Date: <u>4.24.2020</u></p>
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Date Received by Board of Selectmen

Date Received by Town Clerk



Bicycle Committee		
First	Last	Term End
1 DM 3/14/19		12/31/20
2 Rik	Ahlberg, Chair	12/31/20
3 Max	Cliggott-Perlt	12/31/19
4 Karen	Cappotto	12/31/19
5 Andrew	Kinder	12/31/21
Alt: Tracy	Kachtick-Anders	12/31/21
Alt: Roger	Chauvette	12/31/21





**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, May 13, 2019**

**00D**

# **SELECT BOARD APPOINTMENT**

## Zoning Board of Appeals

**Requested by:** Town Clerk Darlene Van Alstyne

**Action Sought:** Interview/Appoint

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

Move that the Select Board vote to appoint Robert Nee as an alternate member to the Zoning Board of Appeals with a term to expire on December 31, 2021

### **Additional Information**

- This vacancy was created when Robert Anderson resigned
- The Select Board's appointing authority expires on July 7, 2019
- Interview was conducted on April 12, 2019.

### **Board Action**

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



# TOWN OF PROVINCETOWN

## Application for Town Board Membership

Name: Robert E. Nee  
*Please type or print*

Resident Address: 345A Commercial St. Unit D Provincetown, MA 02657

Mailing Address (if different): P.O. Box 1513, Provincetown MA 02657

Telephone #: 617-823-5461 Work # (      )                     

Email address: bobatptown@gmail.com

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

1. Zoning Board of Appeals
2. Planning Board
3. Board of Health

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

See attached resume of multiple skills and experiences over many years. In retirement I have time to use my life experiences and learnings to benefit Provincetown.

I hereby certify that I am a resident of the Town of Provincetown.  
Robert E. Nee 3/29/19  
Signature of Applicant Date

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

Town Clerk Certification: Applicant is a registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>S. Van Alstyne</u> 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: <u>3-28-2020</u>
--	--

Date Received by Board of Selectmen

Date Received by Town Clerk

**RECEIVED**  
BOS  
APR 01 2019  
CC: BOS/TM/ATM

**RECEIVED**  
MAR 29 2019  
TOWN CLERK

Zoning Board of Appeals			
	First	Last	Term End
1	Daniel	Wagner	12/31/21
2	Peter H.	Okun	12/31/21
3	Steven	Latasa-Nicks	12/31/19
4	Jeremy	Callahan, Chair	12/31/20
5	Caleb	Eigsti	12/31/21
6	RA 5/3/19		Alternate 12/31/21
7	Susan	Peskin	Alternate 12/31/20



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Robert Nee  
345A Commercial St. Unit D  
Provincetown, MA 02657

Date: April 12, 2019  
Phone: 617-823-5461  
Email: [bobatptown@gmail.com](mailto:bobatptown@gmail.com)

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,  
You are hereby appointed a member to Zoning Board of Appeals  
for and within the Town of Provincetown for a term expiring December 31, 2021 .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board

Barnstable, ss.

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

Personally appeared the above-named Robert Nee appointee to the  
Zoning Board of Appeals and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee



**Provincetown Select Board  
AGENDA ACTION REQUEST**

**Monday, May 13, 2019**

**00E**

# SELECT BOARD APPOINTMENT

Licensing Board

**Requested by:** Town Clerk Darlene Van Alstyne

**Action Sought:** Interview/Appoint

## Proposed Motion(s)

Move that the Select Board vote to appoint Donald R. German as an alternate member to the Licensing Board with a term to expire on December 31, 2020

## Additional Information

- The Select Board's appointing authority expires on June 3, 2019
- Please see attached application

## Board Action

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



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: DONALD R. GERMAN
Please type or print

Resident Address: 32 ALDEN ST. #2 Provincetown, MA 02657

Mailing Address (if different): SAME

Telephone #: CELL 678-918-0431 HOME Work # (508) 241-1425

Email address:

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

- 1. LICENSING BOARD - ALTERNATE MEMBER
2. LICENSING BOARD - REG. MEMBER
3. ART COMMISSION - ALTERNATE POSITION OR REG. IF AVAIL

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

M.S. DEGREE - PUBLIC ADMINISTRATION; GALLERY
CO-OWNER - RAY WIGGS GALLERY; CHAIR OF PROVINCETOWN CULTURAL COUNCIL

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

Signature of Applicant: Donald R. German Date: MAY 7, 2019

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Form with two columns: Town Clerk Certification (Yes/No) and Application Termination Date (5-7-20). Includes signature of D. Van Alstyne.

Date Received by Board of Selectmen RECEIVED BOS MAY 08 2019 CC: BOS/TM/ATM

Date Received by Town Clerk RECEIVED MAY 08 2019 TOWN CLERK

Licensing Board				
	First	Last	Position	Term End
1	Robert	Cameron	Regular	12/31/20
2	Frank	Thompson	Regular, Chair	12/31/19
3	Zachary	Luster	Regular	12/31/19
4	Shawn	Byrne	Regular	12/31/21
5	Carol D.	Santos	Regular	12/31/20
Alt	Bernice	Steisel	Alternate	12/31/20
Alt	BA 12/31/17		Alternate	12/31/20



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Donald R. German  
32 Alden Street  
Provincetown, MA 02657

Date: May 13, 2019  
Phone: 678-918-0431  
Email: [donald.german@att.net](mailto:donald.german@att.net)

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,  
You are hereby appointed a member to \_\_\_\_\_ Licensing Board - Alt.  
for and within the Town of Provincetown for a term expiring December 31, 2020 .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Select Board

Barnstable, ss. \_\_\_\_\_ Date: \_\_\_\_\_

Personally appeared the above-named Donald R. German appointee to the  
Licensing Board - Alt. and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment. \_\_\_\_\_  
Signature of Appointee



**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, May 13, 2019**

**00F**

# SELECT BOARD APPOINTMENT

Art Commission

**Requested by:** Town Clerk Darlene Van Alstyne

**Action Sought:** Interview/Appoint

## Proposed Motion(s)

Move that the Select Board vote to appoint Donald R. German as an alternate member to the Art Commission with a term to expire on December 31, 2020

## Additional Information

- The Select Board's appointing authority expires on June 2, 2019
- Please see attached application

## Board Action

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



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: DONALD R. GERMAN
Please type or print

Resident Address: 32 ALDEN ST. #2 Provincetown, MA 02657

Mailing Address (if different): SAME

Telephone #: CELL 678-918-0431 HOME Work # (508) 241-1425

Email address:

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

- 1. LICENSING BOARD - ALTERNATE MEMBER
2. LICENSING BOARD - REG. MEMBER
3. ART COMMISSION - ALTERNATE POSITION OR REG. IF AVAIL

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

M.S. DEGREE - PUBLIC ADMINISTRATION; GALLERY
CO-OWNER - RAY WIGGS GALLERY; CHAIR OF PROVINCETOWN CULTURAL COUNCIL

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

Signature of Applicant: Donald R. German Date: MAY 7, 2019

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

Town Clerk Certification: Applicant is a registered voter: [X] Yes [ ] No
Name of Town Clerk: D. Van Alstyne
This application will remain on file in the Town Clerk's Office for 364 days from the date received. Application Termination Date: 5-7-20

Date Received by Board of Selectmen RECEIVED BOS MAY 08 2019 CC: BOS/TM/ATM

Date Received by Town Clerk RECEIVED MAY 08 2019 TOWN CLERK

Art Commission		
First	Last	Term End
1 John	Dowd, Chair	12/31/19
2 John R.	Peters-Campbell	12/31/19
3 Donald	Whitcomb	12/31/19
4 Daniel	Wagner, Vice Chair	12/31/20
5 Stephen	Borkowski	12/31/20
Alt Louise	Silver	12/31/21
Alt Vacant	7/1/17	12/31/20



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Donald R. German  
32 Alden Street  
Provincetown, MA 02657

Date: May 13, 2019  
Phone: 678-918-0431  
Email: [donald.german@att.net](mailto:donald.german@att.net)

In accordance with the Charter of the Town of Provincetown by the voters on April 2, 2018,  
You are hereby appointed a member to Art Commission - Alt.  
for and within the Town of Provincetown for a term expiring December 31, 2020.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board

Barnstable, ss.

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

Personally appeared the above-named Donald R. German appointee to the  
Art Commission - Alt. and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**



**DPW: WATER DEPARTMENT**

**Water Main Extension – Cloverleaf Project**

**Requested by:** Water Superintendent Cody J. Salisbury

**Action Sought:** Approval

**Proposed Motions**

**MOVE** that the Select Board vote to approve a single-phase expansion of the existing Provincetown Water System in North Truro, per the Inter-Municipal Agreement between the two Towns, consisting of a 12” connection at the intersection of Highland Road and Shore Road, extending east to serve the “Cloverleaf” housing development project, extending into the proposed housing development and returning west under Route 6 tying into the existing water main located on Old Firehouse Road, and current water ratepayers on Highland Road shall be connected to the new 12” water main.

**Additional Information**

- Water and Sewer Board voted 4-11-19 voted 6-0-0 to recommend the approval
- Please see attached

**Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



## PROVINCETOWN DEPARTMENT OF PUBLIC WORKS

# Memo

**To:** Provincetown Water & Sewer Board  
**From:** Cody J. Salisbury, Water Superintendent  
**CC:** Richard J. Waldo, DPW Director  
**Date:** April 5, 2019  
**Re:** Truro Request for Water Main Extension – Cloverleaf Project

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As you may recall, the Town of Truro has been working on a proposed affordable housing project known as the "Cloverleaf", located on Highland Road near the Route 6 on and off ramps. On April 4, 2019 the Town of Truro submitted, by hand delivery, a request to expand the water system in North Truro in order to provide public water to the site. Attached are copies of the request, as well as a conceptual site plan and a copy of the proposed water main location(s).

As the letter of request states, the water main would connect to the current 12" water main at the intersection of Shore Road and Highland Road, near the current location of Salty's Market (formerly Dutra's). The design proposes the installation of approximately 1,430 linear feet of 12" Ductile Iron (D.I.) water main, and reducing to 8" D.I. to the proposed site. The water main would extend through the proposed site, providing service to approximately 41 units, and continuing under Route 6 to tie in to Old Fire House Road to close the loop. In total, approximately 2,700 feet of new water main would be installed. Refer the map entitled "Affordable Housing Water Main Extension" by Environmental Partners, dated January 2019.

The area of the proposed Cloverleaf project was evaluated for fire flows when the Water Department performed an update to the water system hydraulic model in 2018. Environmental Partners, water engineers of record, performed an analysis on the area to ensure adequate fire flow and pressure could be provided. Pressure and fire flow issues exist on the southern end of the system on Route 6, where pressure and fire flows are regulated by a pumping station due to the lack of elevated storage. According to the model, however, fire flows would be adequate for the proposed project when a 12" water main is installed under Highland Road, and an 8" water main is installed within the development itself.

In order to better understand the domestic water demand requirements associated with the proposed Cloverleaf Project, Provincetown Water Department evaluated the 90 Shank Painter Road project in Provincetown. This project was similar in size, consisting of 50 total

units throughout the six buildings on the parcel, with six (6) metered accounts. The three year average annual water consumption for the project was 1.34 million gallons per year, as seen in the attached table on page 3, with slightly more water used during the peak billing cycle (April 16<sup>th</sup> – October 15<sup>th</sup>). The three year annual average equates to an average annual consumption of 26,800 gallons per unit.

In addition to the 90 Shank Painter Road project, the Water Department reviewed the consumption history for the Sally's Way project in North Truro. Sally's Way consists of 16 individual units and eight (8) metered accounts. The three year average annual consumption for the Sally's Way project was 433,333 gallons, as seen in the attached chart on page 3, which is on par with the 90 Shank Painter Road complex at an average annual consumption of 27,083 gallons per unit. Although it is difficult to exactly estimate the demand requirements for the proposed Cloverleaf project, it is assumed the demand requirements will be comparable to the 90 Shank Painter Road complex and the Sally's Way development. Assuming the construction of a 41-unit complex, with an average annual demand of 27,000 gallons per unit, the estimated total demand on the water system would increase by approximately 1,100,000 gallons in order to serve the Cloverleaf Project.

Provincetown Water Department, in recent years, has experienced an overall decline of annual average water withdrawals, with a three year annual average withdrawal of 638,852 gallons per day, with the DEP permit restricted to an annual average of 850,000 gallons per day. This is mostly attributed to aggressive leak detection programs and continued water conservation efforts. However, peak-season withdrawals, particularly the months of July and August, are staying consistent, between 35-40 million gallons per month (an average of 1.2 – 1.3 million per day), with maximum withdrawal days (namely July 4<sup>th</sup> and Carnival) exceeding 1.7 million gallons. Our current maximum aggregate pumping capacity is approximately 1.7 million gallons per day. A chart is included on page 4 which reflect the past four years of water withdrawals. The Cloverleaf project, based on the aforementioned assumptions, is expected to add an additional average daily demand of approximately 3,100 gallons. Given this figure, and recent withdrawal history, the Water Department does not anticipate any issues meeting the required demands for the project.

Provincetown Water Department staff will review the proposed construction plans relating to the water infrastructure once the design plans have been submitted for approval. However, it is recommended that it be required to connect all existing buildings with water service on Highland Road to the new water main. Currently, several buildings are provided service from a common 2" trunk-line that meanders through private parcels, presumably without any formal easement. This is an opportune time to rectify these issues in order to avoid future service issues with the abutting parcels.

The Inter-Municipal Agreement between Provincetown and Truro, last updated on April 12<sup>th</sup>, 2010, states "no extension of the Provincetown Water System to new areas of Truro shall be permitted except with the prior approval of both Boards of Selectmen". The Provincetown Water & Sewer Board should provide a recommendation to the Provincetown Board of Selectmen after reviewing the proposal and reviewing the facts outlined above.

90 Shankpainter Rd-Complex 3-year average annual usage							
Building Acct#	Fall 2018	Spring 2018	Fall 2017	Spring 2017	Fall 2016	Spring 2016	Totals
50237	30,000	30,000	140,000	30,000	50,000	20,000	300,000.00
50238	130,000	140,000	190,000	140,000	140,000	110,000	850,000.00
50239	120,000	100,000	150,000	120,000	150,000	130,000	770,000.00
50240	150,000	100,000	350,000	90,000	120,000	90,000	900,000.00
50241	90,000	100,000	270,000	70,000	80,000	100,000	710,000.00
50242	80,000	70,000	130,000	60,000	100,000	60,000	500,000.00
<b>Total Annual by billing cycle</b>	600,000	540,000	1,230,000	510,000	640,000	510,000	
<b>Total Annual Usage</b>	1,140,000		1,740,000		1,150,000		
<b>3-Year Average Annual Usage</b>	1,340,000						

Sally's Way, Truro								
Acct #	Address	Fall 2018	Spring 2018	Fall 2017	Spring 2017	Fall 2016	Spring 2016	Totals
9000671	1-3 #	10,000	10,000	11,000	9,000	12,000	11,000	63,000
9000672	5-7#	28,000	22,000	18,000	24,000	26,000	14,000	132,000
9000673	9-11#	17,000	11,000	15,000	12,000	11,000	12,000	78,000
9000674	12-14#	40,000	33,000	37,000	35,000	35,000	23,000	203,000
9000675	15-17	71,000	9,000	87,000	33,000	148,000	30,000	378,000
9000676	16-18	23,000	19,000	26,000	5,000	18,000	29,000	120,000
9000677	19-21	23,000	18,000	31,000	20,000	23,000	23,000	138,000
9000678	20-22	32,000	32,000	12,000	23,000	40,000	49,000	188,000
<b>Total Annual by billing cycle</b>		244,000	154,000	237,000	161,000	313,000	191,000	
<b>Total Annual Usage</b>		398,000		398,000		504,000		
<b>3-Year Average Annual Usage</b>		433,333						

	GALLONS PUMPED				2017/2018	Days
	2015	2016	2017	2018	% diff	> 850,000
Jan	12,444,478	13,194,744	9,823,278	12,991,581	32%	6
Feb	12,238,066	12,133,693	8,784,034	9,987,032	13%	8
March	11,006,750	14,051,164	10,640,748	9,488,604	-11%	7
April	14,134,676	15,236,864	13,083,394	13,167,325	1%	4
May	21,886,288	21,094,099	18,569,207	17,812,674	-4%	10
June	25,802,527	27,293,838	23,382,363	24,513,841	4%	16
July	37,798,899	38,146,466	36,820,291	36,090,172	-2%	26
August	40,032,554	38,856,572	37,291,255	34,951,353	-6%	28
Sept	29,954,900	25,983,804	25,323,808	24,076,699	-5%	15
Oct	21,281,046	18,097,287	18,134,796	17,488,817	-4%	8
Nov	15,275,667	11,903,588	11,954,447	13,298,521	11%	0
Dec	15,686,730	12,201,624	10,281,839	13,393,396	30%	0
ANNUAL TOTAL	<b>257,542,581</b>	<b>248,193,744</b>	<b>224,089,460</b>	<b>227,260,015</b>	1.4%	<b>128</b>
TOTAL THROUGH CURRENT MONTH	<b>257,542,581</b>	<b>248,193,744</b>	<b>224,089,460</b>	<b>227,260,015</b>		

# TOWN OF PROVINCETOWN

## Department of Public Works

Highway Division  
Water & Sewer Division  
Buildings & Grounds Division  
Transfer Station/Recycling Center  
Sanitation Division  
Cemetery Division

Richard J. Waldo, Director  
Steven H. Wlodkowski, Deputy Director  
Cody J. Salisbury, Water Superintendent  
Sherry Prada, Operations Director



## Veterans Memorial Community Center

2 Mayflower St., Room 74  
Mail: 260 Commercial Street  
Provincetown MA 02657  
Phone: 508.487.7060  
FAX: 508.487.4675

<http://www.provincetown-ma.gov>

[rwaldo@provincetown-ma.gov](mailto:rwaldo@provincetown-ma.gov)  
[swlodkowski@provincetown-ma.gov](mailto:swlodkowski@provincetown-ma.gov)  
[csalisbury@provincetown-ma.gov](mailto:csalisbury@provincetown-ma.gov)  
[sprada@provincetown-ma.gov](mailto:sprada@provincetown-ma.gov)

May 23, 2018

Ms. Leedara Zola  
Town of Truro  
24 Town Hall Road  
Truro, MA 02652

Ms. Zola:

Provincetown Water Department has been contacted regarding the feasibility of supplying public water to a proposed housing development located on a vacant parcel on Highland Road, near the Route 6 "cloverleaf". Currently, the closest water distribution main is a 12" Transite main located on Shore Road. The water main nearest the vacant parcel is a 10" untreated water transmission main transporting water to our primary treatment facility and is not available for providing domestic service connections. Per the Inter-Municipal Agreement between the Town of Provincetown and the Town of Truro, any expansion of the water system in Truro must be approved by both Boards of Selectmen. Therefore, this letter does not constitute approval of the water main expansion, but rather provides information relevant to the location and projected sizing requirements should the expansion be approved.

Provincetown Water Department contracted with our consulting engineers of record, Environmental Partners Group, to perform a system wide hydraulic analysis in early 2018. As part of the analysis, the proposed Truro Affordable Housing project was investigated for available fire flows as predicted by the hydraulic model. Based on the results from the hydraulic model, the available fire flow would be approximately 1,650 gallons per minute, but shall be verified by the design engineer. The hydraulic model information is based on installing approximately 1,000 linear feet of 12" diameter class 52 ductile iron pipe laid to the entrance of the proposed development from Shore Road, and a total of approximately 1,720 linear feet of 8" diameter class 52 ductile iron pipe laid into the proposed development and looped to Old Firehouse Road in Truro. The water main is required to be looped to Old Firehouse Road in order to ensure acceptable water quality is maintained, as well as provide the ability to isolate portions of the water main for maintenance or emergency repairs while still providing active service connections and hydrants.

In addition, fire hydrants shall be spaced a maximum of 500' apart, and gate valve spacing shall not exceed 500' spacing. The Water Department also requires service connections to the buildings currently being served on Highland Road, as the existing buildings on the north side of the road are served from a common service crossing several parcels. Should you have any questions regarding the above information, please do not hesitate to contact me.

Sincerely,

Cody J. Salisbury  
Water Superintendent

Cc: David B. Panagore, Provincetown Town Manager  
Rae Ann Palmer, Truro Town Administrator  
Richard J. Waldo, Provincetown DPW Director



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

Tel: (508) 349-7004 Fax: (508) 349-5505

## Memorandum

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**To:** Provincetown Water & Sewer Board  
Cody Salisbury, Water Superintendent  
Richard J. Waldo, PE, Department of Public Works Director

**From:** Town of Truro, Board of Selectman  
Rae Ann Palmer, Town Manager

**Date:** March 12, 2019

**Subject:** Cloverleaf Affordable Housing Water Line Extension

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On behalf of the Town of Truro, the Board of Selectman respectfully request an expansion of the existing water main service located on the corner of Shore Road and Highland road. The water main extension would begin at the intersection of Shore Road and Highland Road and continue to 22 Highland Road. The water main extension would include 1,430-feet of 12" cement lined ductile iron pipe approximately 5' to 7' deep.

The water main would provide service to the proposed Cloverleaf Affordable Housing area located at 22 Highland Road. The water service within 22 Highland Road would consist of approximately 770-feet of 8" cement lined ductile iron pipe. The water main would support a proposed total of 41 homes, and the water main layout would change based on final site layout.

In addition, the water main would also extend an additional 500-feet consisting of 8" cement lined ductile iron pipe within the Route 6 highway layout and connect to Firehouse Road. All proposed work will also include the installation of required fire hydrants every 500', gate valves, and services.

Please review the attached proposals for the Cloverleaf Affordable Housing layout as well as the supporting documents, and proposals for the water main extension.

Sincerely,

Rae Ann Palmer  
Town Manager

Robert Weinstein  
Chairman, Board of Selectman



# TOWN OF TRURO

## BOARD OF HEALTH

P.O. Box 2030, Truro MA 02666  
Tel: 508-349-7004 Fax: 508-349-5508

### TRURO WATER SERVICE APPLICATION FOR NEW OR EXPANSION OF EXISTING WATER SERVICE

#### APPLICANT INFORMATION

Date: March 12, 2019 Name: Town of Truro  
Water Service Address: 22 Highland Road Map/Parcel/Lot 036-238-000  
Mailing Address: P.O Box 2030 City/State/Zipcode Truro MA 02666  
Phone Number: (508) 214-0400 Email Address: rpalmer@truro-ma.gov

#### EMERGENCY TELEPHONE NUMBERS

Plumber Name: N/A Phone Number: N/A  
Property Manager: N/A Phone Number: N/A  
Other Name & Phone Number: N/A

#### TYPE OF SERVICE REQUESTED:

- New Water Service: Proposed Title 5 Design Flow: \_\_\_\_\_  
 Expansion of Water Service:  
Existing Title 5 Design Flow: \_\_\_\_\_ Proposed Title 5 Design Flow: \_\_\_\_\_  
 Water Service for Condominium Conversion (separate meters, tap etc.) # of Units \_\_\_\_\_

#### Type of Facility:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Condo           | <input type="checkbox"/> Multifamily Dwelling  |
| <input type="checkbox"/> Restaurant    | <input type="checkbox"/> Motel           | <input checked="" type="checkbox"/> Other: <u>Clovesleaf Community Housing - 41 Units - 15 Buildings</u> |
| <input type="checkbox"/> Retail        | <input type="checkbox"/> Office Building | <input type="checkbox"/> Industrial: _____   |

Meter installations fifty (50) feet or greater from the curb stop must be in a meter pit adjacent to the curb top. Concrete meter pits are required in roads or driveways.

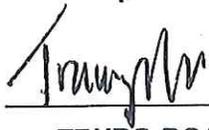
I hereby agree to abide by all the rules and regulations of the Provincetown Water Department now in force or to be established by the Water and Sewer Board and declare that there is no other means of supplying potable water on-site (e.g. private well).

Applicant Signature: *Rae Ann Palmer*

March 2015 1

ONCE TRURO & PROVINCETOWN OFFICIALS HAVE APPROVED THE APPLICATION, PLEASE SUBMIT A COPY TO THE TRURO HEALTH DEPARTMENT

**SIGNATURES OF APPROVAL \*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\***



TRURO BOARD OF HEALTH

April 2, 2019

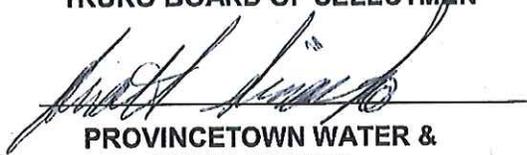
DATE OF APPROVAL



TRURO BOARD OF SELECTMEN

March 12, 2019

DATE OF APPROVAL



PROVINCETOWN WATER &  
SEWER BOARD

4/11/19

DATE OF APPROVAL

PROVINCETOWN BOARD OF  
SELECTMEN

DATE OF APPROVAL

## Jarrood Cabral

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**From:** Cody Salisbury <[csalisbury@provincetown-ma.gov](mailto:csalisbury@provincetown-ma.gov)>  
**Sent:** Monday, February 11, 2019 1:09 PM  
**To:** Jarrod Cabral  
**Cc:** Richard Waldo  
**Subject:** RE: MassDOT Biennial Permit

Jarrood --

As soon as the request for the extension is submitted, we (DPW staff) will need some time to review the proposal and develop our own internal memo for the Board(s) and Town management before it is placed on the agenda. Again, please include the design drawings and the preliminary site plan (and any additional information regarding the project), as this will help the Board understand the scope of the project and the project scale.

Cody

**From:** Jarrod Cabral [<mailto:jcabral@truro-ma.gov>]  
**Sent:** Monday, February 11, 2019 12:44 PM  
**To:** Cody Salisbury  
**Subject:** RE: MassDOT Biennial Permit

Thanks, if we got a letter to the board next week, approximately how soon do you think we could schedule a joint meeting with the Selectman? Rae Ann would prefer a joint meeting.

Thanks - Jarrod

**From:** Cody Salisbury <[csalisbury@provincetown-ma.gov](mailto:csalisbury@provincetown-ma.gov)>  
**Sent:** Monday, February 11, 2019 8:39 AM  
**To:** Jarrod Cabral <[jcabral@truro-ma.gov](mailto:jcabral@truro-ma.gov)>  
**Cc:** Richard Waldo <[rwaldo@provincetown-ma.gov](mailto:rwaldo@provincetown-ma.gov)>  
**Subject:** RE: MassDOT Biennial Permit

Jarrood --

A letter requesting the extension should be submitted to the Provincetown Water & Sewer Board, who shall provide a recommendation to the Select Board. The Inter-Municipal Agreement states both boards of Selectmen shall approve the extension. It would be helpful to include a map of the area so the Board has a visual reference of the proposed project.

Cody

**From:** Jarrod Cabral [<mailto:jcabral@truro-ma.gov>]  
**Sent:** Monday, February 11, 2019 7:13 AM  
**To:** Cody Salisbury  
**Subject:** RE: MassDOT Biennial Permit

Good morning,

Could you outline the process for the town to introduce the waterline extension on Highland Rd, I know we talked about this before, but I just wanted to be clear.

Thanks - Jarròd

**From:** Cody Salisbury <[csalisbury@provincetown-ma.gov](mailto:csalisbury@provincetown-ma.gov)>  
**Sent:** Wednesday, December 5, 2018 9:06 AM  
**To:** Jarrod Cabral <[jcabral@truro-ma.gov](mailto:jcabral@truro-ma.gov)>  
**Cc:** Richard Waldo <[rwaldo@provincetown-ma.gov](mailto:rwaldo@provincetown-ma.gov)>  
**Subject:** MassDOT Biennial Permit

The attached permit was filed with MassDOT today for our Biennial maintenance permit for maintenance work within the state highway layout. Thanks,

Cody

**Cody J. Salisbury**  
Water Superintendent  
Provincetown Public Works – Water Dept.  
2 Mayflower St., Provincetown MA 02657  
[csalisbury@provincetown-ma.gov](mailto:csalisbury@provincetown-ma.gov)  
ph - 508.487.7064  
fax - 508.487.4675



PROVINCETOWN 400  
1620-2020

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This electronic message is confidential and intended for the named recipient only. Any disclosure or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return email or telephone, and delete the copy you received. Thank you.

Opinion of Probable Costs  
 Town of Truro  
 Phase 3 - Preliminary Affordable Housing Development Water Main Extension  
 Updated:3/1/19

Item Number	Item Description	Units	Unit Price (\$)
1	Mobilization and Demobilization (5%)	LS	-
2a	12-inch DI, CL 52 Pipe	LF	\$ 77
2b	8-inch DI, CL 52 Pipe	LF	\$ 70
2c	6-inch DI, CL 52 Pipe	LF	\$ 65
3a	12-inch Gate Valves and Boxes	EA	\$ 2,700
3b	8-inch Gate Valves and Boxes	EA	\$ 2,200
3c	6-inch Gate Valves and Boxes	EA	\$ 1,500
4	Fire Hydrants	EA	\$ 4,100
5	2-inch Service Taps	EA	\$ 1,500
6	2-inch Water Services, PE tubing	LF	\$ 50
7	Exploratory Excavation	CY	\$ 50
8	Rock Excavation	CY	\$ 150
9	Additional Excavation	CY	\$ 20
10a	Gravel Borrow	CY	\$ 15
10b	Processed Gravel	CY	\$ 28
10c	Crushed Stone	CY	\$ 40
11a	Temporary Trench Pavement (7'-1/2" Thick Base)	SY	\$ 50
11b	Temporary Trench Pavement (2" Thick Base)	SY	\$ 20
11c	Trench Mill and Overlay (2" Thick)	SY	\$ 21
11d	Cape Cod Berm	LF	\$ 10
11e	Miscellaneous Paving	SY	\$ 34
12	Additional Fittings	LBS	\$ 4
13	Additional Restrained Joints	Joints	\$ 100
14	Silt Sack	EA	\$ 140
15	Uniformed Police Officer Allowance	LS	\$ 4,675
16	Traffic Management	LS	\$ 6,000
17a	Asbestos-Cement Pipe Removal and Disposal (up to 12" Diameter)	LF	\$ 200
17b	Management and Disposal of Crushed AC Pipe and AC Impacted Soils	CY	\$ 275
18	Restoration of Growth	SY	\$ 20
19	Miscellaneous Concrete	CY	\$ 160
20	Miscellaneous Work and Cleanup	LS	\$ 2,000

Total Est. Quantity	Extended Amount
1	\$ 3,830
0	\$ -
500	\$ 35,000
20	\$ 1,300
0	\$ -
1	\$ 2,200
2	\$ 3,000
0	\$ -
0	\$ -
0	\$ -
0	\$ -
10	\$ 500
10	\$ 1,500
50	\$ 1,000
284	\$ 4,267
20	\$ 560
10	\$ 400
40	\$ 2,000
30	\$ 600
200	\$ 4,200
20	\$ 200
10	\$ 340
450	\$ 1,800
5	\$ 500
6	\$ 840
1	\$ 4,675
5	\$ 6,000
1	\$ 200
0	\$ -
150	\$ 3,000
5	\$ 800
1	\$ 2,000
<b>Construction Subtotal</b>	<b>\$ 80,512</b>
<b>5% Construction Contingency</b>	<b>\$ 4,030</b>
<b>Construction Total</b>	<b>\$ 84,542</b>

Opinion of Probable Costs  
 Town of Truro  
 Phase 2 - Preliminary Affordable Housing Development Water Main Extension  
 Updated:3/1/19

Item Number	Item Description	Units	Unit Price (\$)	Total Est. Quantity	Extended
1	Mobilization and Demobilization (5%)	LS	-	1	5,820
2a	12-inch DI, CL 52 Pipe	LF	\$ 77	0	-
2b	8-inch DI, CL 52 Pipe	LF	\$ 70	770	53,900
2c	6-inch DI, CL 52 Pipe	LF	\$ 65	40	2,600
3a	12-inch Gate Valves and Boxes	EA	\$ 2,700	0	-
3b	8-inch Gate Valves and Boxes	EA	\$ 2,200	3	6,600
3c	6-inch Gate Valves and Boxes	EA	\$ 1,500	2	3,000
4	Fire Hydrants	EA	\$ 4,100	2	8,200
5	2-inch Service Taps	EA	\$ 1,500	8	12,000
6	2-inch Water Services, PE tubing	LF	\$ 50	150	7,500
7	Exploratory Excavation	CY	\$ 50	10	500
8	Rock Excavation	CY	\$ 150	10	1,500
9	Additional Excavation	CY	\$ 20	50	1,000
10a	Gravel Borrow	CY	\$ 15	200	3,000
10b	Processed Gravel	CY	\$ 28	20	560
10c	Crushed Stone	CY	\$ 40	10	400
11a	Temporary Trench Pavement (7'-1/2" Thick Base)	SY	\$ 50	0	-
11b	Temporary Trench Pavement (2" Thick Base)	SY	\$ 23	427	9,813
11c	Full Width Milling and Paving, 2-inch	LF	\$ 21	0	-
11d	Cape Cod Berm	LF	\$ 10	0	-
11e	Miscellaneous Paving	SY	\$ 34	0	-
12	Additional Fittings	LBS	\$ 4	450	2,000
13	Additional Restrained Joints	Joints	\$ 100	5	500
14	Silt Sack	EA	\$ 140	2	280
15	Uniformed Police Officer Allowance	LS	\$ 18,700	0	-
	<i>Estimated Work Days</i>	DAYS		20	-
16	Traffic Management	LS	\$ 6,000	0	-
17a	Asbestos-Cement Pipe Removal and Disposal (up to 12" Diameter)	LF	\$ 200	0	-
17b	Management and Disposal of Crushed AC Pipe and AC Impacted Soils	CY	\$ 275	0	-
18	Restoration of Growth	SY	\$ 20	0	-
19	Miscellaneous Concrete	CY	\$ 160	0	-
20	Miscellaneous Work and Cleanup	LS	\$ 3,000	1	3,000
				Construction Subtotal	\$ 122,173
				5% Construction Contingency	\$ 6,110
				Construction Total	\$ 128,283

**Town of Truro  
Affordable Housing WM Extension  
Updated Project Costs**

Version

3/4/2019 RJP

PCM

3 separate projects or Phases	Date	Costs	Notes
Phase 1-Highland Road Updated Cost	Mar-19	\$304,000	MassDOT Layout, 7.5" Paving, Milling and Overlay, 1 lane
Preliminary Phase 2-Housing Development Property	Mar-19	\$122,173	Temp Paving, No clearing required
Preliminary Phase 3-Rte 6 SHLO and Fire House Road Tie-in	Mar-19	\$80,512	MassDOT Layout, 70-feet of 7.5" Paving
<b>New Total Construction Total</b>	<b>Mar-19</b>	<b>\$506,685</b>	
<b>Add Contingency at 5%</b>		<b>\$25,334</b>	
<b>TOTAL</b>		<b>\$532,019</b>	Over by \$15,019
<b>Compare to Aug 18 constr. Cost estimate</b>	<b>Aug-18</b>	<b>\$517,000</b>	

**One (1) consolidated project**

Consolidate 3 projects into 1 single project will lead to cost savings.

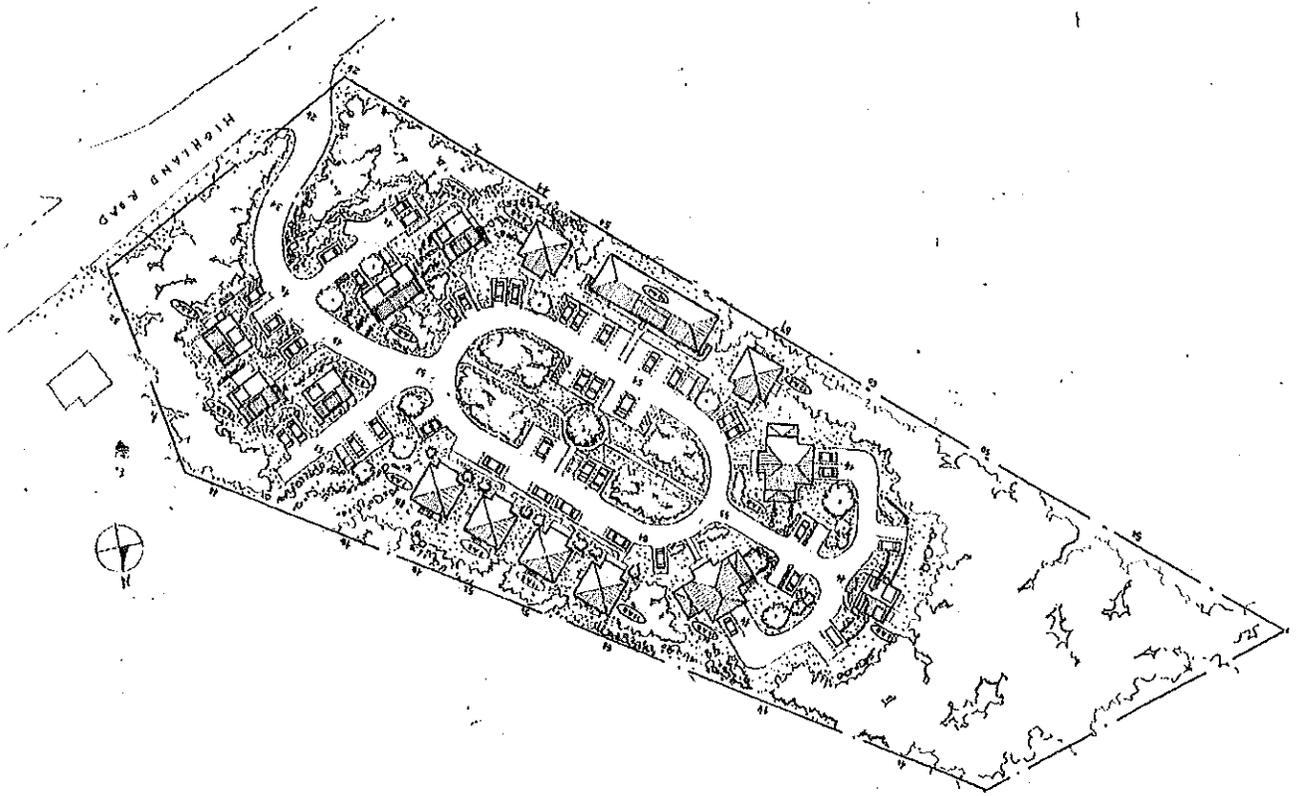
Expect 10-15% savings

<b>New Total Construction Total</b>	<b>Mar-19</b>	<b>\$456,017</b>	assume 10% savings compared to 3 separate contracts
<b>Add Contingency at 5%</b>		<b>\$22,801</b>	
<b>TOTAL</b>		<b>\$478,817</b>	Cost is within budget by \$38,183
<b>Compare to Aug 18 estimate</b>	<b>Aug-18</b>	<b>\$517,000</b>	Which can cover the cost of the services of approx. \$30-35K.

Opinion of Probable Costs  
 Town of Turo  
 Affordable Housing Water Main Extension  
 Updated 3/1/19

Item Number	Item Description	Units	Unit Price (\$)	Total Est. Quantity	Extended Amount
1	Mobilization and Demobilization (5%)	LS	-	1	\$ 14,500
2a	12-inch DI, CI 52 Pipe	LF	77	1,430	\$ 110,110
2b	8-inch DI, CI 52 Pipe	LF	70	10	\$ 700
2c	6-inch DI, CI 52 Pipe	LF	65	50	\$ 3,250
3a	12-inch Gate Valves and Boxes	EA	2,700	6	\$ 16,200
3b	8-inch Gate Valves and Boxes	EA	2,200	1	\$ 2,200
3c	6-inch Gate Valves and Boxes	EA	1,500	2	\$ 3,000
4	Fire Hydrants	EA	4,100	2	\$ 8,200
7	Exploratory Excavation	CR	50	20	\$ 1,000
8	Rock Excavation	CR	150	5	\$ 750
9	Additional Excavation	CR	20	20	\$ 400
10a	Gravel Borrow	CR	15	700	\$ 10,500
10b	Processed Gravel	CR	28	10	\$ 280
10c	Crushed Stone	CR	40	10	\$ 400
11a	Temporary Trench Pavement (7'-1/2" Thick Base)	SY	50	666	\$ 33,300
11b	Temporary Trench Pavement (2" Thick Base)	SY	23	0	\$ -
11c	Full Width Milling and Paving, 2-inch	SY	21	3,310	\$ 69,510
11d	Cape Cod Berm	LF	10	0	\$ -
11e	Miscellaneous Paving	SY	34	10	\$ 340
12	Additional Rightings	LBS	4	450	\$ 1,800
13	Additional Restrained Joints	Joints	100	5	\$ 500
14	Silt Sack	EA	140	11	\$ 1,540
15	Uniformed Police Officer Allowance	LS	13,200	1	\$ 13,200
	<i>Estimated Work Days:</i>	DAYS		15	
16	Traffic Management	LS	5,000	1	\$ 5,000
17a	Asbestos-Cement Pipe Removal and Disposal (up to 12" Diameter)	LF	200	10	\$ 2,000
17b	Management and Disposal of Crushed AC Pipe and AC	CR	275	2	\$ 550
18	Restoration of Growth Impacted Soils	SY	20	2	\$ 40
19	Miscellaneous Concrete	CR	160	2	\$ 320
20	Miscellaneous Work and Cleanup	LS	5,000	1	\$ 5,000
				Construction Subtotal	\$ 304,590
				5% Construction Contingency	\$ 15,230
				Construction Total	\$ 319,820

CONCEPTUAL SITE PLAN



RING HILL DESIGN  
DARTMOUTH STREET  
MERRILL MA 02145

CONCEPTUAL SITE PLAN  
CLOVERLEAF HIGHLAND ROAD  
TRURO RENTAL HOUSING - AFFORDABLE HOUSING RESPONSE BY COMMUNITY HOUSING RESOURCE

1" = 100'

10-18-18

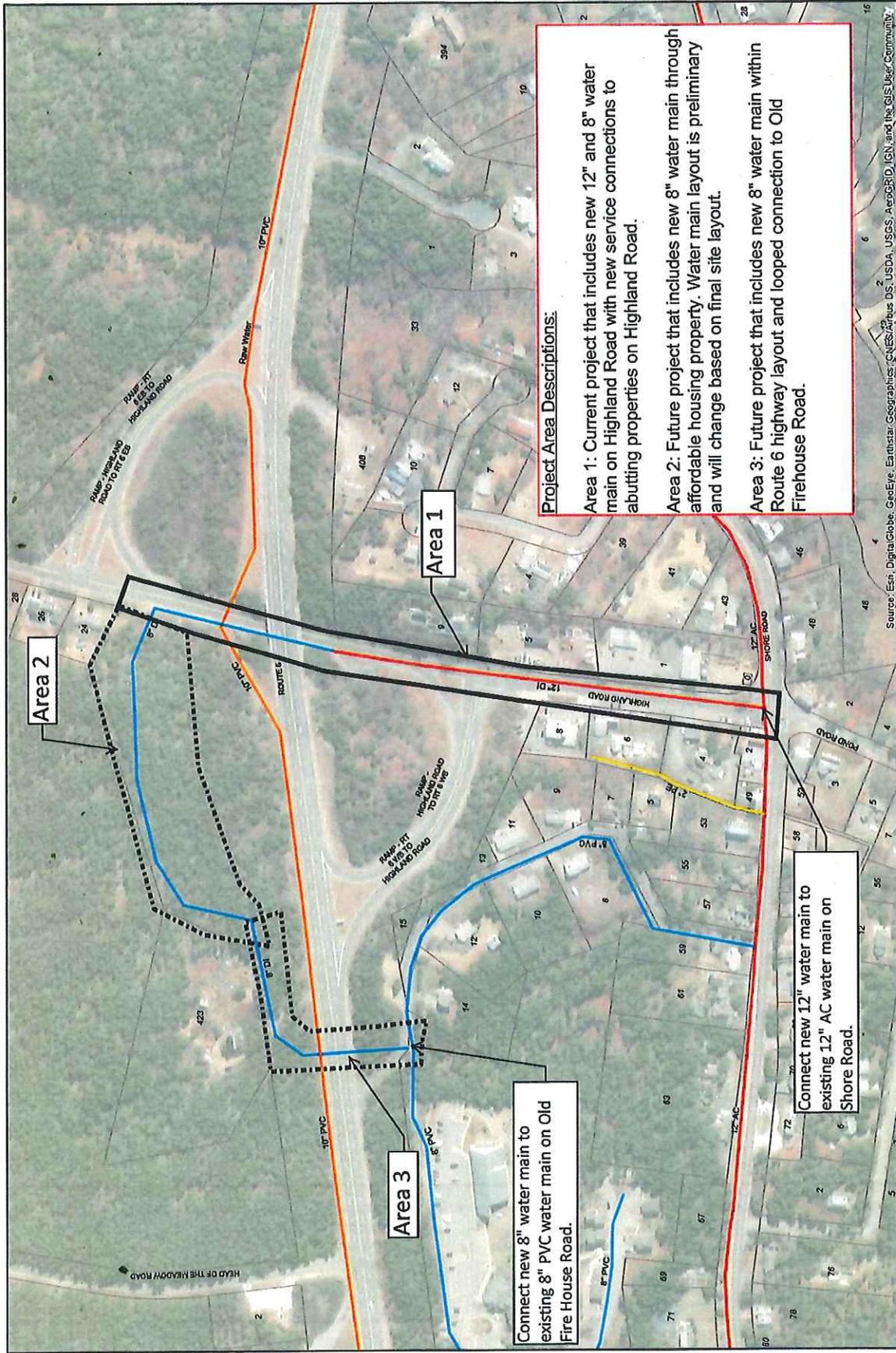


**Legend**

- Priority Habitats of Rare Species
- <2" Water Main
- 4" Water Main
- 6" Water Main
- 8" Water Main
- 10" Water Main
- 12" Water Main
- 16" Water Main
- Line / Hydrant Valve
- Air Relief Valve
- Fire Hydrant
- Post Type Hydrant
- Production Wells
- Zone II
- Sheet Number



Sheet



**Project Area Descriptions:**

**Area 1:** Current project that includes new 12" and 8" water main on Highland Road with new service connections to abutting properties on Highland Road.

**Area 2:** Future project that includes new 8" water main through affordable housing property. Water main layout is preliminary and will change based on final site layout.

**Area 3:** Future project that includes new 8" water main within Route 6 highway layout and looped connection to Old Firehouse Road.

Area 2

Area 1

Area 3

Connect new 8" water main to existing 8" PVC water main on Old Fire House Road.

Connect new 12" water main to existing 12" AC water main on Shore Road.



**Affordable Housing Water Main Extension**  
**Provincetown, Massachusetts**  
 January 2019



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**

**00H**

## **LETTER OF SUPPORT**

Senate Bill 1827

**Requested by:** Select Board Member Louise Venden

**Action Sought:** Approval

### **Proposed Motions**

**MOVE** that the Select Board send a letter of support for House Bill 1827, An Act commemorating First Landing Day to Joint Committee on State Administration and Regulatory Oversight Senate Chair and House Chair.

### **Additional Information**

- Please see attached draft letter of support.

### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

May 13, 2019

Senator Marc R. Pacheco, Senate Chair  
Joint Committee on State Administration and Regulatory Oversight  
Massachusetts State House, Room 312-B  
Boston, MA 02133

Representative Danielle W. Gregoire, House Chair  
Joint Committee on State Administration and Regulatory Oversight  
Massachusetts State House, Room 22  
Boston, MA 02133

Dear Chair Pacheco and Chair Gregoire,

I write to you today in support of Senate Bill 1827, *An Act commemorating First Landing Day*. I introduced this legislation to commemorate the events of November 11, 1620, the day the Mayflower made landfall in what is now Provincetown. November 11<sup>th</sup> holds a special place in American history as the date of the first landfall made by the Mayflower pilgrims in North America, as well as the signing of the Mayflower Compact.

As we approach the 400<sup>th</sup> anniversary of the Mayflower pilgrims' landing in Massachusetts, we should reflect on how the events of those crucial first days shaped the course of our history. The Mayflower Compact established the first European-style government in the New World, and would later lend many of its principles and provisions to the Declaration of Independence. With its signing, the fundamentally American ideals of self-government and the rule of law were established.

While we recognize the profound significance of the Mayflower Compact in the development of our democracy, we must also pay tribute to the indigenous peoples who inhabited Cape Cod at the time of the Pilgrims' arrival. The Pauquunaukit group had settled and worked land on the Outer Cape for generations, cultivating a lively community. First Landing Day should serve not

only as an opportunity to honor the Mayflower voyagers, but also to appreciate the vibrant society they encountered upon arrival in the New World.

As we approach 2020 and the 400<sup>th</sup> anniversary of the Mayflower voyage, the time to commemorate and to celebrate First Landing Day is upon us. Thank you for your consideration of this legislation. It is my hope that S. 1827 will be reported upon favorably by the Committee. If you have any additional questions, please do not hesitate to contact my office.

Respectfully,

**Cheryl L. Andrews**  
Provincetown Select Board Chairman

**John Golden**  
Provincetown Select Board Member

**Lise King**  
Provincetown Select Board Member

**Louise Venden**  
Provincetown Select Board Member

**Robert Anthony**  
Provincetown Select Board Vice Chair



Provincetown Select Board  
**AGENDA ACTION REQUEST**  
Monday, May 13, 2019

1

# PUBLIC HEARING

Requested by: n/a

Action Sought: n/a

Proposed Motion(s)

None

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



Provincetown Select Board  
**AGENDA ACTION REQUEST**  
Monday, May 13, 2019

2

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## PUBLIC STATEMENTS

Requested by: Select Board

Action Sought: Open

### Proposed Motion(s)

Three (3) minutes maximum. Select Board Members 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>

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Provincetown Select Board  
**AGENDA ACTION REQUEST**  
Monday, May 13, 2019

3

## BOARD MEMBER'S STATEMENTS

Requested by: Select Board

Action Sought: Open

### Proposed Motion(s)

*Motions may be made and votes may be taken.*

- **Lise King**
- **Louise Venden**
- **Robert Anthony**
- **John Golden**
- **Cheryl Andrews**

### Additional Information

### 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, May 13, 2019**



## **PRESENTATION**

Light Pollution

**Requested by:** Daniel Turner and Dash Parlante Provincetown PMP Students

**Action Sought:** Awareness

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

Discussion Dependent/Votes May Occur

### **Additional Information**

- The Students are asking for:
  - Making Outdoor light covers necessary
  - Making Outdoor lights to have timers
  - Areas to be lit no brighter than necessary.
- Please see attached

### **Board Action**

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

**Presentation on Reducing Light Pollution  
to  
Provincetown Select Board Meeting**

Monday, May 13, 2019, 6:00 pm

*Dashiell Parlante and Daniel Turner  
MYP3 Students  
Provincetown Schools*

---

Agenda

Introduction

What is Light Pollution?

How does light pollution impact us and the environment?

How could light pollution impact tourism?

What steps can Provincetown take to reduce light pollution?

Questions

Thank you

# Protecting the night sky starts with **YOU!**

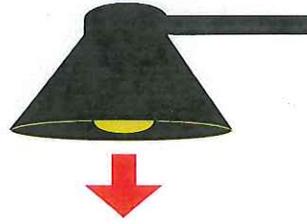
- 1** Light only what you need



- 2** Use energy efficient bulbs and only as bright as you need



- 3** Shield lights and direct them down



- 4** Only use light when you need it



- 5** Choose warm white light bulbs



- 6** Join IDA!  
We need your help to continue the fight against light pollution.



**STOP**  
**LIGHT POLLUTION**  
with easy outdoor lighting solutions.

Join the International Dark-Sky Association as we advocate for the protection of the night sky and promote environmentally responsible outdoor lighting.



Provincetown Select Board  
**AGENDA ACTION REQUEST**  
Monday, May 13, 2019

5

# SELECT BOARD APPOINTMENT

Requested by: Town Clerk Darlene Van Alstyne

Action Sought: N/A

Proposed Motion(s)

None

Additional Information

- 

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, May 13, 2019**

**6A**

**WASTEWATER CAPACITY EXPANSION UPDATE**

**USDA Grant/Loan Application - Wastewater**

**Requested by:** DPW Director Richard Waldo

**Action Sought:** Update

**Proposed Motions**

Discussion Dependent/Votes May Occur

**Additional Information**

- Please see attached memo from DPW Director Richard Waldo

**Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



## PROVINCETOWN DEPARTMENT OF PUBLIC WORKS

# Memo

**To:** David Gardner, Acting Town Manager  
**From:** Richard J. Waldo, P.E., DPW Director  
**Cc:** Elizabeth Paine, Secretary to Board of Selectmen  
**Date:** May 6, 2019  
**Re:** USDA Grant/Loan Application - Wastewater

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### Background

The Treatment Plant capacity that MassDEP will allow us to use under our Ground Water Discharge Permit is limited to the amount of flow the Plant can handle on a peak day. Since the peak day may also include higher "spikes" in flow during certain hours or unexpected increased flow when a major rain event occurs on that peak day, 10% of the capacity is reserved for Plant operations plus 2.4% as a reserve for a worst-case peak day rain event.

The construction of the board-recommended Peak Flow Storage Tank at the Treatment Plant will allow the Town to use all of the remaining Plant capacity that is held in reserve for Plant operations and peak day rain events. This will provide an additional 155,000 gallons per day (GPD) of Title 5 design flow capacity that can be used to meet both current and future needs and interest for additional connections and flow to the existing sewer system.

Until the Peak Flow Storage Tank is permitted and constructed, there is only about 30,000 GPD of uncommitted capacity that can be made available to Town priority uses under the current "State of Limited Capacity". These priorities include public health emergencies for onsite system failures, municipal facilities, the town's affordable and community housing needs, and Board-approved Economic Development Permit (EDP) requests.

### Activities to add flows and new connections in 2019 under State of Limited Capacity

In March of this year, the Board of Selectmen approved nearly 10,000 GPD of EDP requests for additional flow for five downtown business properties. In addition, from time to time the Board of Health requests a connection for an abutter property with a failed onsite system. Each request for additional flow requires an engineering review and in many cases some improvements to the vacuum system in order to handle the additional flow.

The Dept. of Public Works utilizes the Town's design-build-operate contractor, AECOM, for these services and from time to time, an amendment to their contract is required to provide the funding for them to undertake the needed design work and system improvements.

### **USDA application for a \$6 million grant and loan for the Peak Flow Storage Tank**

In October 2018, the Town submitted a \$6 million grant and loan application to the USDA for funding to support this Peak Flow Storage Tank Project and the voters at the Fall Special Town Meeting approved the funding authorization needed for a loan. Approval of the Town's application is pending until USDA receives sufficient funding for our request.

Once the Town's application is approved by USDA, then the Town and AECOM can begin the 2-year permitting, final design and construction process, and the Dept. of Public Works can initiate an outreach program to identify the Town's priority use needs and the interest in a connection or additional flow from property owners that abut the existing sewer system.

### **Status of USDA funding**

AECOM recently received a status update from the USDA as follows:

- The USDA regional office's allocation from Washington is much less this year – both the total allocation of funds and the percent that is grant funds are less. They have received only \$11.4 million in loans and \$3.4 million in grants, and there is one very large project ahead of Provincetown in the queue that will use more than half of their available funds.
- However, USDA is hopeful that they will receive an additional allocation later this summer if, as has been the case in the past, other states can't use all of their allocation. Provincetown's Phase 4 USDA grant and loan came from such an additional allocation.
- We may not know until sometime in August if our application can be funded nor what portion of it will be a grant versus a low-interest rate 30-year loan.
- In the meantime, AECOM and the Town will need to address the questions that USDA has raised after their review of our application materials including the required preliminary engineering report (PER) and the accompanying environmental report (ER).

### **Application questions to be addressed by AECOM**

AECOM prepared the application last Fall on behalf of the Town and they will be preparing the answers to USDA's questions on behalf of the Town. Their contract will need to be amended to fund the preparation of this supplemental submission as well as other necessary engineering service work.

Most of the questions can be answered quite easily by AECOM because they only require some additional explanation of the proposed needs and engineering or some clarification of environmental or other issues, such as additional details regarding the proposed work at the Plant or at the pump stations as well as the proposed collection system improvements.

Other questions may require some amending of the Town's application. Although an updating of cost estimates is a standard USDA request when almost a year will transpire between application and award, there are some components of the costing that may require the Town to amend the application and re-allocate costs between the components:

- The Jerome Smith pump station. If neither the Police Station nor housing at the former VFW site are definite needs with a planned service date, they may not approve inclusion of this component in the approved application. Their funding is to support known needs, so it may become necessary to reallocate some funds to connections for abutters.
- The MacMillan Pier area pump station. Although the Town is no longer including additional flow for the Surf Club for this pump station, the needs and planned design are not expected to change since there is a formal EDP request from the Marina and additional EDP needs in this area that are at least as great as what the Surf Club had requested. Only a brief explanation of the needs to be served may be required to address this issue.



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**

**6B**

## **SHANK PAINTER RD/ROUTE 6 INTERSECTION**

Reconsideration of April 22, 2019 vote

**Requested by:** Select Board Member John Golden

**Action Sought:** Approval

### **Proposed Motions**

**MOVE** that the Select Board vote to reconsider vote to approve the Route 6 Shank Painter Road intersection alternative 1: traffic signal for the preparation of a 25% design submission.

**MOVE** that the Select Board approve the Route 6 Shank Painter Road intersection alternative roundabout for the preparation of a 25% design submission.

### **Additional Information**

- The Select Board voted on April 22, 2019

**Move** that the Select Board approve the Route 6 Shank Painter Road intersection alternative 1: traffic signal for the preparation of a 25% design submission.

**Motion:** John Golden      **Seconded:** Robert Anthony

**VOTED**

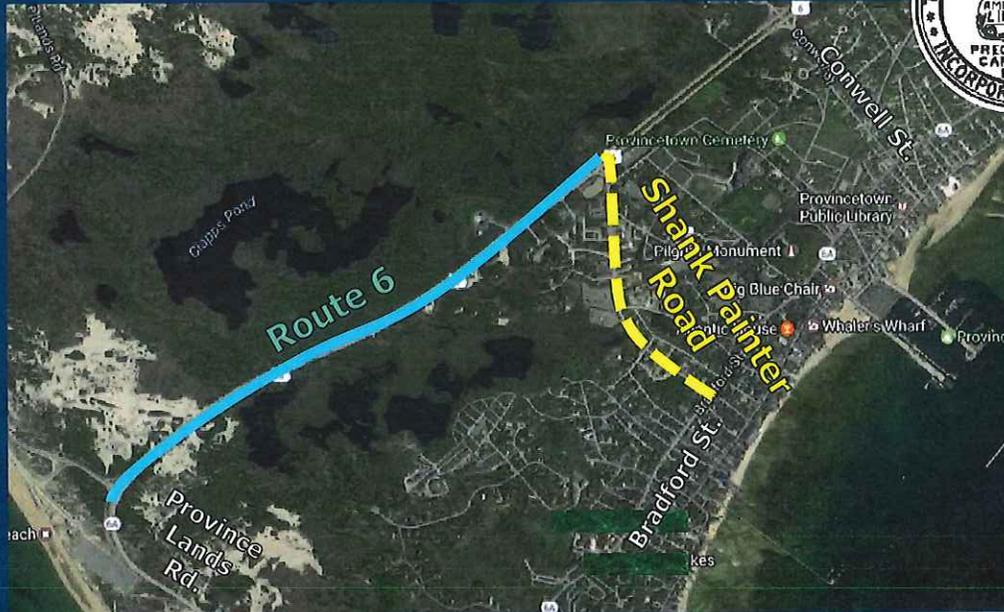
**In favor:** 3  
**Opposed:** 2 (lv/lk)  
**Abstain:** 0

- Please see attached presentation

### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

# TOWN OF PROVINCETOWN SHANK PAINTER ROAD / ROUTE



A partnership for engineering solutions.

## Route 6 at Conwell Street intersection

### Traffic Volumes - 2016 (including projections)



# Rte. 6 / Shank Painter Rd Intersection Alternatives

## Traffic Signal



### PROS

- Improved vehicle operations

### CONS

- Promotes higher travel speeds
- Gateway not provided
- Aesthetically unappealing
- Does not encourage town access via Shank Painter Road
- Town maintenance required

## Roundabout



### PROS

- Improved vehicle operations; efficiently processes traffic
- Improved safety compared to alternatives
- Traffic calming feature
- Gateway treatment; highlight as primary access to town
- Opportunity for aesthetic enhancements
- Lower maintenance costs

### CONS

- Increased construction costs



# Rte. 6 / Shank Painter Rd Intersection Alternatives

## Traffic Signal



Improve Vehicle Operations

✓ YES

Improve Overall Safety

~ SOMEWHAT

Traffic Calming

X NO

Gateway Treatment

X NO

Maintenance Free

X NO

## Roundabout



✓ YES

✓ YES

✓ YES

✓ YES

✓ YES



# Combined Corridor and Intersection Alternatives



A partnership for engineering solutions.

# Combined Corridor and Intersection Alternatives

	Maintain or Improve Vehicle Operations	Improve Bike/Ped Safety and Connectivity	Provide Bike/Ped Comfort and Protection	Traffic Calming / Gateway Treatment	Maintenance Free
 S1	✓ YES	~ SOME-WHAT	✗ NO	✗ NO	✗ NO
 S2	✓ YES	✓ YES	✓ YES	✗ NO	✗ NO
 R1	✓ YES	~ SOME-WHAT	✗ NO	✓ YES	✓ YES
 R2	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES



A partnership for engineering solutions.



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**

**6C**

---

## **REVIEW AND REVISE POSITION**

Secretary to the Select Board

**Requested by:** Select Board Member Louise Venden

**Action Sought:** Approve

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

Move to engage HR Specialist to assist.

### **Additional Information**

- Please see attached

### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



5 Somerset Road, Provincetown, MA 02657  
Phone: 508-397-3867  
E-mail: earl.hinton@gmail.com

## PROFILE

I am a collaborative and solutions-oriented leader with comprehensive experience in consulting and human resources management. I specialize in organization effectiveness, leadership and career coaching, culture change, and group facilitation.

Most of my career was spent at Fidelity Investments where I gained broad exposure to various HR leadership and individual contributor roles i.e. establishing and leading an internal leadership and management development function; building HR engagement and functional capability (HR for HR); managing HR transformation initiatives to improve delivery of HR services; serving as HR business partner and senior advisor to various business groups within the company; and managing a number of change initiatives.

Prior to joining Fidelity, I served as a consultant and coach to senior leaders and their organizations focusing on collaborative problem solving, large scale organizational change, and strategic planning:

## EXPERIENCE SUMMARY

- Adaptive leader with strong leadership qualities and skills that inspire and motivate people and build trust
- Experienced in working across cultures and complex environments
- Systemic thinker with a keen understanding of organization dynamics
- Strong diagnostic and organization problem solving capability
- Authentic and approachable mentor and consultant who coaches for performance, fosters growth and development, and builds high-performing teams
- Committed, pragmatic, and serious with a casual and relaxed style

## CAREER HIGHLIGHTS

### People Solutions

- Provided human resources leadership for a financial and risk management function, an investment technology group, an operations organization, a start-up organization, and a human resources function
- Managed and implemented solutions and services: workforce planning, total rewards, employee relations, leadership development, succession planning, and retention and engagement programs



### Consulting (in-house)

- Served as senior consultant to a corporation's Chief Financial Officer and company presidents on business and human resources strategy, leadership, and succession management
- Provided OD/OE consulting to a bank and its strategic business units in the areas of executive team integration, sales and customer service, and professional development practices

### Consulting (external)

- Provided consulting and training for the implementation of a total quality management program for Vanderbilt University Hospital (Nashville, TN)
- Provided strategic and business planning consulting to the Life Insurance Marketing Research Association (Hartford, CT), Bank of Tokyo Financial Services (Boston, MA), Scott Aviation (Asheville, NC), Thermometer Corp of America (Juarez, Mexico), Cabot Corp. (IL)

### Organizational Effectiveness

- Collaborated with senior leaders on organization change strategies for business planning, organization design, and executive team transitions
- Led and participated in business transformation projects leading to the creation of new operating and service models
- Member of a change management team that guided the planning process for the divestiture of Scandinavian Airlines Flight Academy (Stockholm, Sweden)
- Designed change frameworks, tools and methodologies
- Created capability maturity models for various HR functions



### Coaching

- Provided assessment and coaching to senior leaders in the areas of team development, change management, career management, and leadership brand and effectiveness



## Leading and Managing

- Created and led a corporate management development function
- Managed a human resources organization for a major business division in the asset management industry
- Managed an operations group that processed insurance agent and broker contracts, new agent appointments, terminations, agent/broker licensing, and new agent financing for an insurance company and its subsidiaries
- Managed the corporate learning and development groups for a bank holding company

## POSITIONS HELD

### *Fidelity Investments, LLC*

- Vice President, HR, Talent and Learning (Corporate Services & Enterprise Risk Management)
- Vice President, HR Development (Human Resources function)
- VP/Performance Consultant (Leadership & Organizational Development)
- Vice President, Learning Services (enterprise-wide function)
- Vice President, HR (Corporate Finance, Risk Management, Admin. & Investment Management Technology groups, Fund Accounting & Custody Services)
- Director, Corporate Training (enterprise-wide function)

### *Interaction Associates*

- Senior Associate (served as an organizational development consultant helping organizations develop collaborative practices through expert process facilitation and team development)

### *Bank of New England Corporation*

- Vice President, Professional & Organization Development (Holding Company)
- Vice President, Management Development (Massachusetts Bank)

### *New England Mutual Life*

- Manager, Agent/Agency Services (Licensing & Financing)
- Senior Training Specialist (Learning & Development, Home Office Training)

## VOLUNTEER

- **MAP for Health**, a non-profit API health organization (board member, 1 year; advisory board, 2 years)
- **Enable, Inc.**, President, Board of Directors, a private, non-profit agency serving children, adolescents & adults with physical disabilities (7 years)
- **WGBH**, (local PBS affiliate) Community Advisory Board (2 years)
- **Boston Management Consortium**, Public/Private Leadership Partnership (board member, 9 years)
- **Boston Foundation**, Member, Community Funding Partnership Advisory Board (2 funding cycles)
- **National Conference for Community & Justice**, LEADBoston leadership program, provided consulting and training (3 years)
- Consultant to Boston community-based non-profit organizations (**Boston Children's Services, Dimmock CHC, Boston Evening Academy, Boston AIDS Action Committee, et.al.**)
- **Various speaking engagements** for professional associations and conferences: Association for Talent Development, National Human Resources Association, New England Human Resources Association, Conference Board Leadership Development Conferences, HR.com, et.al



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**

**6D**

## **BOS RULES OF PROCEDURE**

### Consideration and changes thereto

**Requested by:** Select Board Member Louise Venden

**Action Sought:** Approval

#### **Proposed Motions**

**Motion: No Special Meeting under Section 2c. without a vote of the majority of the members of the Board**

**Motion: Any Board member including the Chair must ensure that the Secretary of the Board of Selectmen sends memos, meeting notes, emails or other communications specifically received by that member from staff, legal counsel or consultants serving the Town to every Board member within 24 hours of receipt of the communication.**

**Motion: Statements from the public, petitioners or applicants may be heard based on a majority vote of the Board.**

**Motion: Engage Town Counsel to discuss possible notification rules for Board member public statements on matters before the Board in print, public social media, public meeting testimony, via radio, television.**

#### **Additional Information**

- Please see attached
- Annual Review for Rules of Procedures done at the 1<sup>st</sup> Select Board meeting after Annual Elections.

#### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

## **Elizabeth Paine**

---

**From:** Louise Venden  
**Sent:** Tuesday, April 23, 2019 11:16 AM  
**To:** Cheryl Andrews; Elizabeth Paine  
**Subject:** Agenda April 29, 2019

Please add the following:

Discussion:  
Consideration of specific BOS 2017 Rules of Procedure and changes thereto.

### **Section 2**

c. **Special Meetings.** Special meetings of the Board may be called by the Chairman with the concurrence of a majority of the remaining members of the Board; however, the required statutory forty-eight hours public notice of such a meeting may not be waived

**Motion: No Special Meeting under Section 2c. without a vote of the majority of the members of the Board**

### **Section 2. f. Meeting Packet: Meeting Notice, Agenda and Documents**

5. All staff reports, legal opinions, responses to requests for information, and/or memos from staff to an individual selectman not related to a specific agenda item, but on any public business within Board of Selectmen's jurisdiction, must also be distributed to all Selectmen.

**Motion: Any Board member including the Chair must ensure that the Secretary of the Board of Selectmen sends memos, meeting notes, emails or other communications specifically received by that member from staff, legal counsel or consultants serving the Town to every Board member within 24 hours of receipt of the communication.**

### **SECTION 4. PROCEDURES DURING MEETING**

1. c. No person shall address a public meeting of the Board without permission of the Chairman or other designated presiding office.

**Motion: Statements from the public, petitioners or applicants may be heard based on a majority vote of the Board.**

**Motion: Engage Town Counsel to discuss possible notification rules for Board member public statements on matters before the Board in print, public social media, public meeting testimony, via radio, television.**

Thanks,

**Louise**

Louise Venden  
Town of Provincetown  
Select Board Member since 2017  
[lvenden@provincetown-ma.gov](mailto:lvenden@provincetown-ma.gov)  
Cell 617-694-1389



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**

**6E**

## **ACTING TOWN MANAGER**

### Compensation rate per the Provincetown Charter

**Requested by:** Chairman Cheryl Andrews

**Action Sought:** Approval

#### **Proposed Motions**

Move that the Select Board vote to set the compensation rate per the Provincetown Charter for the Acting Town Manager at \$158,050 per annum from May 11, 2019 until June 30, 2019 and beginning July 1, 2019 at the rate of \$165,353 per annum.

#### **Additional Information**

- Please see attached

#### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

**Elizabeth Paine**

---

**To:** Cheryl Andrews  
**Subject:** RE: Acting Town Manager-pay rate

---

**From:** Cheryl Andrews  
**Sent:** Monday, May 06, 2019 12:25 PM  
**To:** Josee Young; Robert Anthony  
**Cc:** John Giorgio  
**Subject:** RE: Acting Town Manager-pay rate

Josee

thx. so if i understand correctly , you write:

FY19 Budget Salary \$158,050  
FY19 housing allowance \$6,000  
FY19 Actual pay based on BOS last increase \$166,536.60 including housing allowance  
FY20 Budget Salary \$165,353

**Based on this, mr gardner will be compensated at the rate of \$158,050 per annum from May 10 until June 30, 2019.**

**Beginning July 1, 2019 Mr Gardner will be compensated at the rate of \$165,353 per annum.**

I just spoke with Selectman Anthony. He agrees.

I will place this topic on the agenda for May 13, such that the board can ratify the decision. If they decide otherwise, i will let you know asap.

do let me know if you have any questions. thx. Cheryl

---

**From:** Josee Young  
**Sent:** Monday, May 06, 2019 11:10 AM  
**To:** Cheryl Andrews  
**Cc:** John Giorgio  
**Subject:** RE: Acting Town Manager-pay rate

Hi Cheryl,

There was a budget for housing of \$6,000 for FY20, but its now in a separate line item to keep it separate from the salary.

A budget adjustment will be made to cover the actual salary at year end.

The FY19 actual amount of \$166,536.6 is for the entire year, not year to date. No additional costs will be incurred after May 10 for David Gardner.

Josee

**Elizabeth Paine**

---

**To:** Cheryl Andrews  
**Subject:** RE: Acting Town Manager

**From:** Josee Young  
**Sent:** Tuesday, April 30, 2019 2:04 PM  
**To:** Cheryl Andrews  
**Subject:** Acting Town Manager

Hi Cheryl,  
I looked at the charter to determine what to pay David Gardner as Acting Town Manager. It states "The Acting Town Manager receives the pay voted by Town Meeting for the Town Manager" (attached) the charter is unclear if this means all compensation received by the Town Manager per contract or just the base salary. John Giorgio said it could be interpreted either way and referred me to you for a decision. Please let me know how to proceed.  
Josee

Josee Cardinal Young, CPA  
***Assistant Town Manager for Finance and Administration***  
Town of Provincetown  
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Provincetown, MA 02657  
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PROVINCETOWN 400  
1620-2020

***Section 5. The Acting Town Manager***

- a. When the position of Town Manager becomes vacant for any reason, the Assistant Town Manager assumes all the powers and duties of the Town Manager as the Acting Town Manager until the Board of Selectmen hires a new Town Manager. Nothing in this Charter prohibits the Acting Town Manager from being hired by the Board of Selectmen as the Town Manager.
- b. If the position of the Assistant Town Manager is not filled, or if the Assistant Town Manager is unable to serve or to continue serving as determined by the Board of Selectmen, the Town Clerk shall become the Acting Town Manager, and the Assistant Town Clerk shall become the Acting Town Clerk.
- c. The Acting Town Manager receives the pay voted by Town Meeting for the Town Manager. If there is an Acting Town Clerk, that person shall receive the pay voted by Town Meeting for the Town Clerk.
- d. No member of any other elected Board, including the Board of Selectmen, may serve as Acting Town Manager.



**Provincetown Board of Selectmen**  
**AGENDA ACTION REQUEST**  
**Monday, May 13, 2019**

**6F**

## **TOWN MANAGER HIRING PROCESS**

### Formation of a Town Manager Search Committee

**Requested by:** Acting Town Manager David Gardner

**Action Sought:** Discussion/Approval

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

Move that the Select Board vote to approve the formation of a Town Manager's Search Committee with the following committee membership makeup:

#### **Additional Information**

Attached documents:

- Search committee protocol

#### **Board Action**

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



*The Leader in Public Sector Law*

## **SEARCH COMMITTEE PROTOCOL**

The following procedures may be used as a general guideline for conducting a search for a position to be filled by a committee. The terms “search committee” and “preliminary screening committee” are used interchangeably throughout.

### **I. General Guidance**

- All provisions of the Open Meeting Law (“OML”) apply to a search committee, including the requirements for posting detailed meeting notices, convening open sessions prior to going into executive session, making the statement required prior to convening executive session, taking a roll call vote for such purposes, and keeping detailed minutes of all open meetings and executive sessions.
- As a general rule, matters discussed in executive session may not be publicly discussed or disclosed except in accordance with a vote of the search committee, particularly where privacy rights of individuals may be implicated.
- Communications between or among members in person, or by telephone, e-mail or social media are strongly discouraged in consideration of the importance of the work of search committees and the privacy issues at stake; communications initiated by members of the search committee must be limited to scheduling purposes only.
- All provisions of the Public Records Law (“PRL”), subject to any applicable exemptions, apply to records made or received by a search committee, meaning that the materials created by or submitted to the search committee are subject to mandatory disclosure upon request unless falling within one of the limited exemptions to the law.
- Members of the search committee are “Municipal Employees” for purposes of the Conflict of Interest Law and should be aware of the restrictions and obligations of the law; unless designated as “special”, this fact can vastly limit the ability of members to also hold a paid position with the municipality or to appear on behalf of or otherwise represent others in matters in which the Town has a direct and substantial interest.

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- A preliminary screening committee must consist of fewer than a quorum of the members of the parent body, but may contain additional members who are not members of the parent body. A public body acting as an appointing authority may not utilize executive session Purpose 8 (G.L. c. 30A, §21(a)(8)) to act as a preliminary screening committee.

## II. Procedures

The below suggested steps are meant as a guide; variations may be made as appropriate for a particular hiring or appointing situation, provided that the applicable provisions of state and local laws, including charters, bylaws or ordinances, or special acts, are observed.

### *Step 1: Establish Parameters of the Search Process – Open Session (whether done by the appointing body or the search committee)*

- Develop position criteria, minimum qualifications and application procedures.
- Establish a procedure for issuance and receipt of applications and deadlines for submissions and decision making.
- Determine how many candidates will be recommended to the appointing body as finalists, so that it is clear when the search committee's work is done. In general, a preliminary search committee must recommend more than one finalist to the appointing body. Be aware that both the Attorney General's Office and at least one court have concluded that using the preliminary screening process to winnow applicants down to only one finalist, all in executive session, violates the OML.

### *Step 2: Receive and Discuss Applications – Executive Session if OML Conditions are Met (Note - Step 2 and Step 3 may occur in reverse order or simultaneously)*

- Pursuant to G.L. c. 30A, §21(a)(8), a search committee may meet in executive session to consider or interview applicants for employment **if the chair declares** that an open meeting will have a detrimental effect in obtaining qualified applicants.
- Generally, a search committee may enter executive session if one or more candidates have stated that they wish their candidacy to be considered confidentially at the initial stages of the search process.
- At this initial stage, if confidentiality is invoked, the search committee may discuss in executive session each of the applications received and determine which candidates, if any, will be invited for a first round of interviews.

***Step 3: Develop Interview Questions – Open Session***

- Core questions should be developed by the search committee in open session prior to the interviews.
- It is generally recommended that each candidate be asked the same core questions.
- If there is interest in asking candidates questions for which they are required to provide an instinctive answer, each member of the search committee could be asked to prepare a single question for such purposes, and each candidate could be asked that question in executive session.

***Step 4: First Round of Interviews – Executive Session if OML Conditions are Met***

- A search committee may interview each candidate in executive session if the requirements of Purpose 8 of the Open Meeting Law are met, as described above.
- A search committee may discuss in executive session the merits of each candidate, and decide whether the candidate will be invited for a second round of interviews or named as a finalist to be recommended to the appointing body.

***Step 5: Second Round of Interviews – If Applicable***

- Additional candidates may be interviewed.
- Similarly, candidates previously interviewed may be called back for a second interview provided that number of eligible candidates has not dropped to the number of candidates the search committee has indicated will be recommended as finalists to the appointing body.

***Step 6: Notify Finalists and Make Recommendation to the Appointing Body***

- Once the search committee has recommended finalists to the appointing body, executive session Purpose 8 of the Open Meeting Law no longer applies and the remainder of the process must be carried out in open session.
- To protect privacy, prior to making a recommendation to the appointing body, each finalist should be notified of the search committee's decision and given an opportunity to withdraw their name from consideration.
- If the process was conducted in executive session, only the names of the finalists who agree to be considered by the appointing body should be released publicly.

### ***Step 7: Appointing Body Interviews Finalists – Open Session***

- Once finalists have been recommended to the appointing body, such board or committee's consideration of such finalists must occur in open session, including interviews of the candidates identified as finalists.
- There is no limit on the number of times a particular candidate may be interviewed in open session.
- Executive session may only be used for strategy with respect to negotiations with non-union personnel, or to actually negotiate an employment contract; in our experience, the appointing body will often delegate this responsibility to a single member or a designee, and then have that person bring recommendations back to the entire board.
- If all interviews are unsuccessful, a search committee may be tasked to revisit the search process, starting as far back in the process as Step 1, or later in the process.

### **III. Open Meeting Law, Public Records Law, and Conflict of Interest Law – Further Implications**

In addition to the issues addressed above, the Open Meeting Law, Public Records Law, and Conflict of Interest Law apply to screening committees and their members in additional ways.

#### ***Open Meeting Law***

1. Meeting Notice - Screening committee meetings must be posted in accordance with the OML, and all meetings must first convene in open session. The screening committee must provide at least 48 hours posted notice of any meeting, Saturdays, Sundays, and legal holidays excluded. The agenda must include notice of an executive session (if one is to be held), and the general topics to be discussed, such as, "G.L. c.30A, §21(a)(8) - To review resumes of candidates as part of the preliminary screening process for the appointment of a \_\_\_\_\_."
2. Determination of Chair – When use of executive session is appropriate, the motion to convene in executive session should state that the chair has determined that an open meeting will have a detrimental effect in obtaining qualified applicants (this statement may also appear on the meeting notice itself).
  - The chair may only make this declaration if one or more candidates has stated that they desire that their candidacy be considered, during the preliminary screening stages, only in executive session.

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- Candidates should be asked this question prior to the screening process, either verbally or by including the question on the application form.
3. Roll Call Votes - Where an executive session is held, the vote to go into executive session and any votes taken during executive session, including the vote to dissolve the executive session, must be by roll call. The vote to convene in executive session must state whether the screening committee will return to open session after the executive session.
  4. Detailed Minutes - Detailed minutes of both open and executive session meetings must be kept. Executive session minutes are best maintained separately from the minutes of any open session to avoid inadvertent disclosure. The names of candidates screened as well as the substance of questions asked and the answers provided must be included in the executive session minutes. *Do not discuss any matters in executive session that do not relate directly to the screening of candidates or were not otherwise included in the agenda notice.*
  5. Non-finalists - Names and identifying details of candidates properly considered in executive session during the screening process who are not identified as finalists may be kept confidential permanently, even after the selection is made. This means that the names and identifying details of such applicants may be withheld in response to a public records request for same. (Citation should be made to the first and second clauses of G.L. c.4, §7, clause 26(c), and to exemption (7) of the OML, to comply with the provisions of G.L. c.214, §1B, protection of personal privacy rights).
  6. Deliberations (e-mail, etc.) - General OML principles govern email and personal communications created during the process, whether between screening committee members, committee members and applicants, other city or town officials, and the like. As such, use of e-mail should be avoided other than for the purpose of scheduling meetings and distributing information created by others. Screening committee members should therefore avoid e-mailing, using social media about, or discussing with one another any ideas, beliefs, reflections or opinions concerning the appointment process or candidates, and should never use "reply to all".

#### **Public Records Law**

1. Emails of screening committee members that relate to the business of the committee, even if exchanged through private email addresses, are public records and must be retained and disclosed if requested and if no exemption from disclosure applies.
2. Of note, as the privacy interests held by applicants who do not reach the finalist stage are significant, it may be that the executive session minutes of the screening committee meetings may be withheld from disclosure or redacted under the Open Meeting Law as it operates through exemption (a) of the Public Records Law and

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under the first and second clauses of exemption (c) of the Public Records Law. The application of these exemptions requires case-by-case analysis, however.

3. As a general matter, resumes of finalists (but not necessarily other application materials) discussed in open session, are public records. Should a public records request be made for other application materials, such as resumes of non-finalist candidates, careful consideration is required in determining whether withholding or redaction of the requested records is appropriate. This area of the law continues to evolve. Such documents should be handled confidentially, regardless, to avoid inadvertent disclosure.

### **Conflict of Interest Law (“COI”)**

1. Definition of “Municipal Employee” - Members of a screening committee are considered municipal “employees” for purposes of the COI, regardless of whether they are paid or unpaid. A municipal employee is subject to certain limitations with respect to holding additional positions with the municipality if one is paid, and also from representing another in interactions with the municipality. These restrictions apply less strictly to “special municipal employees”. The appointing authority may therefore wish to consider whether a screening committee (i.e., not a single individual on the committee) should be designated as a “special municipal employee” position. If a member of a screening committee holds a paid position with the municipality, they should seek an opinion from the State Ethics Commission, or city solicitor or town counsel, in accord with any applicable policies, concerning the same.
2. Improper Disclosure of Records - General Laws c.268A, §23(C) prohibits a current or former municipal employee from knowingly, or with reason to know, accepting employment or engage in business activities that would require disclosure of confidential information received by reason of their official position. The same law prohibits a municipal employee from improperly disclosing or using, for personal interests, information acquired during the course of their official duties that falls within the exemptions to the definition of public records in G.L. c.4, §7, clause 26. Thus, executive session information may not be revealed until the search committee votes to release the executive session minutes.
3. Financial Interests – General Laws c.268A, §19 prohibits municipal employees from participating in any matter in which the employee, an immediate family member, or their employer, has a financial interest. Other prohibitions apply. Appointed officials may seek an exemption to this prohibition before “participating” in the matter in which they have a conflict. Note that the term “participation” is interpreted broadly, and includes “sitting at the table”, even if the employee does not discuss the matter. If an employee has concerns about the applicability of the law before they take action, they may contact the State Ethics Commission, or city solicitor or town counsel, in

accord with any applicable policies. If a screening committee member learns that an immediate family member, neighbor, friend, or business associate has applied for the position, the most protective way for the employee to proceed is to seek and receive an opinion before participating.

### **Helpful Links**

Attorney General's Open Meeting Law Website:

<http://www.mass.gov/ago/government-resources/open-meeting-law/>

Secretary of the Commonwealth Public Records Law:

<http://www.sec.state.ma.us/pre/preidx.htm>

State Ethics Commission Website:

<http://www.mass.gov/ethics>

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## **Reasons for Convening Executive Session (M.G.L. c.30A, Sec. 21(a) – Effective July 1, 2010)**

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual. (*See Rights of Individuals – next page*)
2. To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
4. To discuss the deployment of or strategy regarding security personnel or devices, e.g., a sting operation.
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
6. To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.
8. To consider or interview applicants for employment by a preliminary screening committee, if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to any meeting regarding applicants who have passed a prior preliminary screening.
9. To meet with a mediator regarding any litigation or decision; provided that (i) any decision to participate in mediation shall be made in open session and the parties disclosed and (ii) no action shall be taken with respect to the issues involved without deliberation and approval of the action at an open session.
10. To discuss trade secrets or confidential or proprietary information regarding activities by a governmental body as energy supplier, municipal aggregator or energy cooperative, if an open session will adversely affect conducting business relative to other entities making, selling or distributing energy.

## **Procedures for Convening Executive Session**

1. The meeting must be convened in an open posted session, with executive session listed on the agenda when reasonably anticipated by the chair.
2. The chair states the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose of the executive session (and, under exemptions 3, 6, and 8, makes the required declaration).
3. A majority must vote in a recorded roll call to go into executive session.
4. The chair announces whether the meeting will reconvene in open session.
5. Accurate minutes and other records of the executive session must be maintained, with all votes recorded by roll call.

## **Rights of Individuals (Exemption 1)**

1. When a governmental body wishes to discuss: (a) the reputation, character, physical or mental health of an individual; or (b) the discipline or dismissal of or complaints or charges brought against a public officer, employee, staff member or individual, it must notify that person in writing at least 48 hours in advance of the meeting, not including Saturdays, Sundays or holidays.
2. Written notice may be waived by the individual.
3. The individual may request that the meeting be held in open session.
4. If an executive session is held, the individual has the right to be present for deliberations and to speak, and to have counsel or a representative of choice present for the purpose of giving advice but not for active participation.
5. The individual may have an independent record of the executive session created by audio recording or transcription, at the individual's expense.



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**

**7A**

**TOWN WIDE GOALS**

FY19 Progress Report and FY20 Initial Review

**Requested by:** Interim Town Manager David Gardner

**Action Sought:** Discussion

**Proposed Motion(s)**

Discussion dependent – votes may be taken.

**Additional Information**

Goal Review Schedule:

Initial Review - May 13, 2019

Draft approval & schedule public hearing – May 28, 2019

Public hearing – June 24, 2109

Please See attached documents:

- FY2019 Goals
- Progress Report
- Proposed FY2020 Goals

**Board Action**

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

# Public Notice

## Adoption of Annual Town-wide Policy Goals for FY 2019

The Provincetown Select Board voted on **Monday, August 13, 2018, at 6 p.m.** in the Judge Welsh Room, 260 Commercial Street, Provincetown, MA to adopt the following Town-wide goals for Fiscal Year 2019:

## FY2019 Town Wide Policy Goals

### Goals and Objectives

#### Town Wide Goals:

1. Economic Development
2. Housing
3. Built and Natural Environment
4. Community Engagement and Communications
5. Emergency Planning and Management
6. Government, Operations and Finance

#### Goal 1 - Economic Development

*Economic development is the process by which our community pursues policies and programs that support job creation and the year round economy. Economic development has a direct relationship with the environment and environmental issues.*

#### Objectives:

- Support and increase the year round population
- Promote policies that encourage the development of year round business, entrepreneurial opportunities and jobs while maintaining community character
- Foster and sustain programs that create economic opportunities, while maintaining Historic and

#### Town character

- Support efforts to improve residential quality of life
- Support efforts to improve the tourism economy to enhance the visitor experience
- Improve Broad Band accessibility and form a Town Manager Broad Band Advisory Group

## **Goal 2 – Housing**

*Develop and manage decent, safe year-round housing for low and middle income households, in accordance with the needs of the Town; Pursue housing policies and programs that support job creation and year round economy.*

### **Objectives:**

- Promote policies and programs that encourage year round housing with income and age, racial and ethnic diversity
- Enforce policies that create housing opportunities while maintaining Town character
- Increase affordable housing units for senior citizens and the disabled
- Increase Community Housing availability

## **Goal 3 – Built and Natural Environment**

*The surrounding or conditions in which a person, animal, or plant lives or operates.*

*Infrastructure - The basic physical and organizational structures and facilities (e.g., buildings, roads, and power supplies) needed for the operation of a society or enterprise.*

### **Objectives:**

- Promote Policies and programs that protect and sustain the natural environment, and our community's way of life
- Promote efforts to improve our streetscapes and intersections for safety and convenience of pedestrians, bicycles, and vehicles
- Support the implement the Outer Cape Bicycle and Pedestrian Master Plan
- Support efforts to bring forward a local comprehensive plan for the use of all Town owned land
- Continue research and conversation and bring forth a proposal for expanding the municipal sewer system
- Continue conversation across relevant Boards and Departments regarding research on expanding municipal sewer system and partnering with Truro to address infrastructure issues such as bicycle and wastewater
- Implement the recently adopted Harbor Plan

## **Goal 4 - Community Engagement and Communications**

*Civic Engagement - Civic engagement can take many forms—from individual volunteerism, community engagement efforts, organizational involvement and government work such as electoral participation. These engagements may include directly addressing a problem*

*through personal work, community based, or work through the institutions of representative democracy.*

**Objectives:**

- Develop and sustain existing programs and community forums that foster education on issues of public concern
- Increase volunteer participation on Town committees and in public life (local nonprofits, etc.)
- Improve regular reporting progress of the Strategic Plan and projects to the community
- Use the Town Library as a resource, continue to invite and encourage community engagement through outreach and programming
- Improve public access to Government through and updated Town website

**Goal 5 - Emergency Planning and Management**

*Oversight, coordination, and leadership for the promotion of activities and services that reduce or eliminate risk to people and property from incidents or events and their effects (prevention/mitigation)*

**Objectives:**

- Implement a structure of command; retain staff for further development and implementation of the plan Develop and approve an Emergency Management Plan
- Effectively prepare the community, through the use of emergency planning efforts and training
- Ensure that emergencies will be responded to effectively, minimizing the loss of lives and property damage
- Ensure that business continuity and system recovery plans are in place, so that recovery efforts can begin immediately after the emergency, ensuring return of normal activities
- Implement core elements of the Hazard Mitigation plan and Arcadis report in order to improve our community's resiliency to Coastal Inundation and the effects of climate change
- Propose zoning and other regulatory bylaws to improve public safety and emergency preparedness

**Goal 6 – Government, Operations and Finance**

*Government – A government is the system or group of people governing an organized community. In the case of its broad associative definition, government normally consists of legislature, executive, and judiciary. Government is a means by which public policies are*

*developed, as well as a mechanism for enforcing the public policies. Every local government has a charter, a statement of its governing principles and operations.*

*Operations - relating to the running of a business, organization, etc.*

*Finance– Achieve and maintain a stable financial system. Financial stability is a state in which the financial system is resistant to economic fluctuations and is fit to smoothly fulfil its basic functions: budgeting and oversight of funds and management of risks. Stability is the ability to withstand a temporary problem, such as a decrease in revenue, lack of capital or loss of a key employee or funding source.*

## **Objectives:**

### Government and Operations

- Implement an Emergency Management Plan
- Pursue public-public partnerships with local, state and federal government to advance

### Town

#### Wide Goals

- Pursue public/private and public/public partnerships to advance the Town Wide Goals
- Pursue policies that foster community education on issues of public concern
- Implement policies and programs that support year-round culture and economy
- Improve regular reporting progress of the Strategic Plan and projects to the community
- Hold monthly/quarterly Roundtables
- Review and establish policies for Human Services grants
- Support efforts to achieve educational excellence and increase student population
- Develop a collaborative process of youth initiatives to enhance their quality of life
- Support organizational excellence:
  - Improve "community oriented" government and operations and communications
  - Provide training and educational opportunities for staff and Board to improve operational effectiveness
  - Create strategies to retain staff
  - Pursue and promote 3<sup>rd</sup> Party accolades

### Finance

- Enforce strong financial policies and internal controls to improve transparency and to continue Provincetown on a secure and stable financial path
- Pursue initiatives that properly allocate revenues and expenses to support and increase the year-round population

- Provide budgetary and financial information that reflect the financial activity of each department including promoting the use of “Open Gov” as a tool for Financial Transparency
- Provide a full revenue and expenditure summary for each department within the operating budget

## **Operational Plan**

### **Strategies**

#### **1 – Economic Development**

- A. Upon issuance of the growth management report, hold a round table to review growth management and related Bylaws, its impact and operation in light of current goals, and adopt appropriate changes, if any at a Public Hearing
- B. Develop and adopt an Economic Development Plan that analyzes market data, establishes market sectors, identifies opportunities and develops policy goals prioritizing year round population growth
- C. Support 400th commemoration efforts through tourism
- D. Support Provincetown Marina efforts to obtain federal and state approval necessary to implement the harbor walk
- E. Continue to support local aqua-culture efforts including improvement to the shell fish nursery program
- F. Investigate zoning changes to allow food trucks in certain locations and/or at certain times
- G. Implement zoning and other regulatory changes necessary for anticipated recreational and medical marijuana facilities and support local initiatives where appropriate
- H. Establish a Broadband Working Group to assist with the Broadband initiative effort
- I. Review and identify actionable items of the transportation systems for potential bus and ferry improvements
- J. Review and identify actionable items of the transportation systems for potential parking improvements
- K. Investigate opportunities under the Town’s recent designation of the “O-Zone” program

#### **2 – Housing**

- A. Develop protocols to encourage staff, businesses, and the community at large to consider the impact on housing when making development decisions
- B. Support efforts of the Year Round Residential Housing Trust (YRRHT) to successfully close and bring Harbor Hill on line
- C. Adopt and implement a development strategy for the VFW site
- D. Review and analyze the potential of Town owned properties for housing; develop a plan for addressing our needs and facilities for documents and storage
- E. Review YRRHT legislation for possible improvements, Board composition, expansion of authority for for-sale products (rent to own project)
- F. Continue joint Truro/ Provincetown efforts to create housing at the North Truro Air Force
- G. Develop guidelines and investigate opportunities for seasonal worker housing and incorporate into the Housing Playbook
- H. Develop and issue Housing Playbook, 3rd edition and Housing Plan
- I. Support efforts (including Maushope) of the Housing Authority's expansion efforts
- J. Investigate opportunities under the Town's recent designation of the "O-Zone" program
- K. Engage with Private Sector/Business Community to Explore Potential for Financial and Strategic Support; possibly hold a Roundtable or Community Forum. Also include reviewing Historic District Regulations.
- L. Review the Tax Incentive Program
- M. Evaluate the possibility of increasing flexibility of the Trust
- N. Review the year-round incentive programs
- O. Develop process to receive regular reporting on existing service utilization

### **3 – Built and Natural Environment**

- A. Continue reviewing existing land use regulations to ensure they align with current practice, alleviate conflicts, improve clarity and overall align with these goals and adopted plans
- B. Adopt Local Comprehensive Plan at April 2019 Town Meeting after a robust public process
- C. Implement the Hazard Mitigation Plan. Seek grants to increase our resilience to the impacts of climate change.
- D. Continue to support local aqua-culture efforts including improvement to shell fish nursery program
- E. Determine preferred option for implementing the Cape Rail Trail through Town
- F. Implement, as appropriate, the Outer Cape Bicycle & Pedestrian Master Plan

- G. Develop a facilities plan for current and future use of Town owned properties and buildings including current document and storage options
- H. Adopt a Complete Street Policy
- I. Implement the Shade Tree Bylaw
- J. Implement appropriate traffic and circulation changes as recommended by the 2015 Parking/Pedestrian Study
- K. Support efforts to implement Harbor Walk along Provincetown Marina Pier
- L. Investigate opportunities for installing public restrooms in the East End
- M. Continue to target a 10% unaccounted measurement for water (DEP threshold)
- N. Work with all Town bodies to support efforts to prepare public spaces, including the Bas Relief and First Pilgrim Park, for the 400th Anniversary of the Pilgrim Landing
- O. Continue to seek and implement solutions to the Ryder Street outfall pipe
- P. Implement CIP, including Province Road roadwork, Police Station design and construction, Shank Painter road work design efforts, parking, and Commercial Street reconstruction
- Q. Work with the Open Space Committee to identify potential properties for purchase and protection
- R. Work with the Conservation Commission through the adoption of the Open Space and Recreation Plan to promote awareness and appropriate recreational use of the Town owned and Conservation Trust- owned conservation areas
- S. Seek grant funding to improve the Town's energy efficiency
- T. Continue to achieve 100% sustainable energy sourcing; Identify and prioritize Bylaws and policies impacting climate change
- U. Implement the solar planning project at the VMCC and water treatment plant
- V. Support the Development of the Stellwagon Bank Visitor's Center
- W. Implement the recently adopted Harbor Plan

#### **4 – Community Engagement and Communications**

- A. Share vision and solicit input at every opportunity
- B. Foster collaboration between Boards with overlapping jurisdictions so that they can communicate and effectively communicate with applicants and clarify the process.
- C. Continue a robust community engagement process in advance of the Town Meeting including but not limited to: Town Forum; Town Times; Town Talk – Facebook, radio and PTV programs
- D. Prepare and publish quarterly progress reports on Town projects
- E. Prepare and publish semi-annual reporting (Fall and Spring) on the Strategic Plan

- F. Hold bi-annual moderated public forums as an opportunity for the community to express concerns and endorsements of current events
- G. Update and improve the functionality of the Town Website

#### **5 – Emergency Planning and Management**

- A. Address sustainability considerations in all endeavors and ensure that strategies are both measurable and sustainable
- B. Employ an integrated all-hazards approach for prevention/mitigation, preparedness, response and recovery planning for the Town
- C. Provide oversight, communication and coordination for Provincetown all-hazard emergency management and community continuity and safety.
- D. Promote better understanding of the Incident Command System and National Incident Management System to the Town staff
- E. Enhance disaster preparedness capabilities of the emergency management plan through training and exercising opportunities for Town staff
- F. Investigate internal and external channels of collaborative community communication through volunteer programs
- G. Update zoning and regulatory bylaws for FEMA compliance

#### **6 - Government, Operations and Finance**

##### **Government & Operations**

- A. Develop first draft of the Emergency Management Plan
- B. Pursue public/private partnership wherever possible
- C. Meet with Truro Board of Selectmen each fall to develop and implement a list of joint initiatives
- D. Meet annually with the Truro Board of Selectmen to review water systems
- E. Advocate for State programs and Legislation to develop programs and laws that address the issues of the seasonal community such as short term rental tax
- F. Working with UMass-Boston (Collins Institute) develop a work plan for department level metrics
- G. Partner with Region on age-friendly community initiatives, complete base line assessment and develop an action plan
- H. In partnership with the Cape Cod Commission and the State, undertake a study to evaluate use of and options for the Provincetown section of the Route 6 Corridor
- I. Maintain the continuation of the six Town Meeting Forum to support the Cape Cod National Seashore Advisory Commission

## Finance

- J. Implement the anticipated expanded rooms tax to cover all rental properties in 2019, including but not limited to staffing, collection, allocation and communication
- K. Each October, the Select Board will hold a roundtable where staff will present the Five Year Financial Forecast, including operating budget and enterprise funds (water and wastewater)
- L. Each November Capital Improvements will be presented to the Select Board and Finance Committee
- M. Review and implement appropriate recommendations of the health insurance program study
- N. Strive to adhere to Town financial policies related to funding of reserves
- O. Migrate to the MUNIS mainframe for all operations, including payroll, purchase orders, examine other in-housing opportunities
- P. Successfully renew outstanding agreements (Cable and Airport contracts)

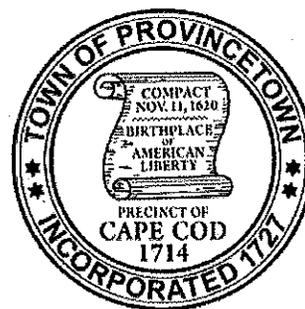
*Louise Venden  
Chair, Select Board*

Posted Town Hall, [www.provincetown-ma.gov](http://www.provincetown-ma.gov): 08/16/2018, 9:40 am AR  
Provincetown Banner: August 23, 2018

# Strategic Plan Update

## Year One Update

Presented May 13, 2019



1

## Overview

On August 13, 2018, the Select Board approved a strategic plan containing the FY2019 Town Wide Policy Goals. This Strategic Plan is comprised of a 5 year timeline for 6 specific goals, related objectives, and deadlines for each to be completed.

Each department took the list of objectives, and broke them down into an Operational Plan, or strategies. In turn, a matrix was created breaking them down into year one, year one to three, year three to five, and on-going.

This year in review provides an update on the progress made on each objective through the implementation of these strategies. This methodology is essential in keeping Town Hall and the public updated on our priorities.

Moving forward, year one through three will be incorporated into the report.

2

# Overview

Important steps have been taken by Town departments to keep its attention on what is ahead. This include the development of a new Town website, which debuted in the Spring of 2019, and the start-up of Resilience Provincetown - the Municipal Vulnerability Preparedness (MVP) certification program which will further coastal and other climate change resilience projects. Both are year one to year three goals.

For reference, included is the strategic plan with the Town wide goals, objectives, and operational plan strategies.

A great deal of gratitude to Nina McCormack for her guidance and support throughout this process.

3

## Goal 1: Economic Development

Progress through May 13, 2019

### Year One

### Update

Upon issuance of the growth management report hold a round table to review growth management and related Bylaws, its impact and operation in light of current goals, and adopt appropriate changes, if any, at a Public Hearing



A public hearing was held on February 11, 2019

Hold a round table to review growth management and related Bylaws, its impact and operation in light of current goals



A public hearing was held on February 11, 2019.

Continue to support local aqua-culture efforts including improvement to the shell fish nursery program



The Town's expanded shellfish nursery propagated more shellfish than ever before with a lower cost per quantity, having graduated from the pilot program stage. The Baldwin Nursery at Bennett Pier also serves permit holders and has become a hub of activity during the summer growing season. The Economic Development (ED) Committee awarded \$6,000 for 4 ED Grants to support local shellfish efforts.

Implement zoning and other regulatory changes necessary for anticipated recreational and medical marijuana facilities and support local initiatives where appropriate



The Planning Board has approved Special Permits for 5 retail and 1 production facilities, and staff continues to meet with other applicants. The Licensing Board will hold hearings on draft regulations in June.

Establish a Broadband Working Group to assist with the Broadband initiative effort



MIS is in ongoing talks with OpenCape and has received preliminary guidance from the State on forming a broadband advisory group.

4

## Goal 2: Housing

Progress through May 13, 2019

### Year One

### Update

Support efforts of the Year Round Residential Housing Trust (YRRHT) to successfully close and bring Harbor Hill on line



Harbor Hill was acquired on September 4, 2018. Renovation Bids were received on March 7<sup>th</sup>, 2019, and the YRRHT awarded a contract to NEI on March 14<sup>th</sup>, 2019. The Planning Board approved a special permit on March 14<sup>th</sup>, 2019, for the addition of the 2 new ADA units; one of which is the first inclusionary zoning unit to be created. Renovations on building #5 are nearing completion and tenants are expected to begin moving in by mid-May.

Develop guidelines and investigate opportunities for seasonal worker housing and incorporate into the Housing Playbook



The Planning Board put forward zoning amendments to further facilitate this type of housing. These amendments were approved at the Annual Town meeting on April 1<sup>st</sup>, 2019.

Engage with Private Sector/Business Community to Explore Potential for Financial and Strategic Support; possibly hold a Roundtable or Community Forum. Also include reviewing Historic District Regulations.



Camoin Associates returned on April 17-18<sup>th</sup>, 2019, to conduct a 3<sup>rd</sup> public forum and further focus groups on Economic Development. This public forum piggy backed from their work on October 10-11<sup>th</sup>, and November 28-29<sup>th</sup> where they conducted similar public forums and focus group discussions. Building on the work in the Economic Development Strategic Planning process - which identified housing as the critical issue across the board - Camoin is also providing the Town with potential housing strategies. The Town has hired a housing development consultant, JM Goldson, to prepare development options and conduct community engagement process for both the VFW and the current police station site.

Review Tax Incentive Program



At a Public Hearing on August 27<sup>th</sup>, 2018, the Select Board increased the residential exemption to 25%. In addition, the Town, through a special act of the legislature, voted an extension of this exemption to homeowners who rent units year-round. The Town continues to provide a Tax Abatement Incentive option for residents 60+ to reduce their annual tax bill through their Senior Volunteer Program.

## Goal 3: Built and Natural Environment

Progress through May 13, 2019

### Year One

### Update

Continue reviewing existing land use regulations to ensure they align with current practice, alleviate conflicts, improve clarity and overall align with these goals and adopted plans



The Planning Board, with assistance from Town Staff, put forward several streamlining measures at the April 1<sup>st</sup> Annual Town Meeting, all of which passed. The Board continues to work on simplifying to Inclusionary Zoning bylaw to provide additional certainty to developers. Harbor Committee is working with a consultant to improve understanding and compliance with Chapter 91 to improve public access and amenities along the waterfront.

Adopt Local Comprehensive Plan at April 2019 Town Meeting after a robust public process



A paper survey was distributed in March, with results being analyzed to guide final drafting. The Cape Cod Commission released new draft LCP regulations in late April, and the Planner is working to align the Town's existing process with those regulations. Funding for design services are also being explored.

Continue to support local aqua-culture efforts including improvement to shellfish nursery program



Expansion of the nursery at Bennett Pier is complete. The Shellfish Constable working on permitting for new aquaculture sites, as well as educational panels for aquaculture and nursery to tie into harbor walk improvements.

Determine preferred options for implement the Cape Rail Trail through Town



Talks continue with the Cape Cod Commission, CCNS, and other Outer Cape towns. Additionally, the Shank Painter Road project continues to move forward, which is part of a proposed network.

Adopt a Complete Street Policy



Planning staff intends to further this process upon completion of the LCP.

Implement the Shade Tree Bylaw



The implementation of the Shade Tree Bylaw (approved at Town Meeting on May 5, 2017 and September 13, 2017) is complete. Enforcement will be ongoing.

# Goal 3: Built and Natural Environment

Progress through May 13, 2019

## Year One

## Update

Support efforts to implement Harbor Walk along Provincetown Marina Pier



Town staff continues to coordinate with the owners of the Provincetown Marina. Approvals have been received by the Army Corps of Engineers, and work is expected to commence within the coming year.

Investigate opportunities for installing public restrooms in the East End



Staff is considering the possibility to include restrooms at the Hall lot park.

Continue to target a 10% unaccounted measurement for water (DEP threshold)



The 2018 Annual Statistics Report (ASR) was published in April 2019. The Town of Provincetown had an UAW of 10.4%.

Implement CIP, including Province Road roadwork, Police Station design and construction, Shank Painter road work design efforts, parking, and Commercial Street reconstruction



Province Road - Complete, Police Station Design - Ongoing, Shank Painter Road Design - Ongoing, Commercial Street - Under Construction.

Implement the solar planning project at the VMCC and water treatment plant



The Environmental Planner facilitated the finalization and execution of the lease and power purchase agreements. Waiting for notice to proceed with construction.

Support Harbor Committee effort to update the Harbor Plan



The Harbor Plan was approved by Secretary Matthew A. Beaton on April 15, 2019.

7

# Goal 4: Community Engagement and Communication

Progress through May 13, 2019

## Year One

## Update

Continue a robust community engagement process in advance of the Town Meeting including but not limited to: Town Forum; Town Times; Town Talk – Facebook, radio and PTV programs



Town personnel continues to reach out to the community with information. The Town has partnered with UMass Boston's MOPC department to determine most durable means of communicating outside of the meeting room given the increase of social media interactions. The report will be out by the end of the fiscal year.

Prepare and publish quarterly progress reports on Town projects



Bi-Monthly PowerPoint presentations started November 2018 and will continue focus on large scale projects. Presentations are posted on Town website and the Town Manager's site under government reports.

Prepare and publish semi-annual reporting (Fall and Spring) on the Strategic Plan



This document is the year one in review, with an update of the goals from the strategic plan as they pertain to year one.

8

# Goal 5: Emergency Planning and Management

Progress through May 13, 2019

## Year One to Year Three

## Update

Employ an integrated all-hazards approach for prevention/mitigation, preparedness, response and recovery planning for the Town



The Municipal Vulnerability Preparedness Certification, a designation which will enable the Town to apply for additional grant opportunities to further coastal resilience. This process will be completed by fiscal year 2019.

Enhance disaster preparedness capabilities of the emergency management plan through training and exercising opportunities for Town staff



On April 16<sup>th</sup>, 2019, Eric Sussman joined the Town as the Emergency Management and Transportation He will, in turn, develop and coordinate the implementation of an Emergency Response Plan for the Town.

9

# Goal 6: Government, Operations, and Finance

## Government and Operations

Progress through May 13, 2019

## Year One

## Update

Meet with Truro Board of Selectmen to develop and implement a list of joint initiatives



Joint Meeting held with Truro on November 27, 2018 where the shared services report was presented. Follow up on this report will be in the Spring in conjunction with two members from the Provincetown Select Board (Louise Venden and Lise King) and two members from the Truro Select Board.

Meet annually with the Truro Board of Selectmen to review water systems



A meeting was held March 20, 2018. The next meeting is to be scheduled for May 29, 2019. This annual meeting is per the Inter-municipal water agreement between Provincetown and Truro.

10

# Goal 6: Government, Operations, and Finance

## Finance

Progress through May 13, 2019

### Year One

### Update

Each October, the Select Board will hold a roundtable where staff will present the Five Year Financial Forecast, including operating budget and enterprise funds (water and wastewater)



Completed - Presented to the Select Board and Finance Committee on October 9, 2018

Each November Capital Improvements will be presented to the Select Board and Finance Committee



The final CIP was submitted to SB with Town Manager's Budget, and approved by voters at the April 1, 2019 Annual Town Meeting.

Review and implement appropriate recommendations of the health insurance program study



Presentations to the Finance Committee and Select Board were conducted by Cook & Company on November 13, 2018 with recommendations. Questions from board members were answered via email on December 12, 2018. The Town added a high deductible plan to the Town's insured through CCMHG.

Strive to adhere to Town financial policies related to funding of reserves



Reserve funding planned at 2019 STM or 2020 ATM. Three year plan to fund GP Stabilization Fund Reserves per policy enacted. OPEB funding via Operating Budget.

11

# Goal 6: Government, Operations, and Finance

## Finance

Progress through May 13, 2019

### Year One

### Update

Migrate to the MUNIS mainframe for all operations, including payroll, purchase orders, examine other in-housing opportunities



MUNIS payroll implementation effective January 1, 2018. MUNIS PO System implemented at school in Fall of 2018. Town purchase order implementation and Utility Billing were successfully fully implemented during the spring of 2019.

Successfully renew outstanding agreements (Cable and Airport contracts)



The Comcast cable television license is up for renewal in November 2019. A survey was issued in late December, with results compiled at the end of January, and will be included in a business plan that will be presented to the Select Board in June 2019. The Airport contract is in process.

12

# Accomplishments

Progress through May 13, 2019

Improve public access to Government through an updated Town website (*Goal 4- Community Engagement and Communications*).

Enforce strong financial policies and internal controls to improve transparency and to continue Provincetown on a secure and stable financial path (*Goal 6-Government, Operations, and Finance*).

Provide budgetary and financial information that reflect the financial activity of each department including promoting the use of "Open Gov" as a tool for Financial Transparency (*Goal 6-Government, Operations, and Finance*).

# Memo

**To:** Select Board  
**Cc:** David Gardner  
**From:** Erin Ellis  
**Date:** May 8, 2019  
**Re:** FY 2020 – 2025 Strategic Plan and Town Wide Goals

---

The Provincetown Strategic Plan and Town Wide Goals provide a vision for the future that will enhance the quality of life for all residents, business owners, and visitors of Provincetown. The objective of our current effort of the Strategic Plan is to provide the Select Board and the Public an update on the progress of each of the objectives, and which will keep our community, Boards, and staff focused on our priorities.

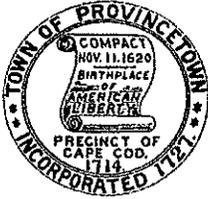
During a series of meetings, Senior Staff examined the goals and objectives of the current Strategic Plan. **The objectives which staff determined as the top priority for the community are highlighted in bold.**

Achieving the goals in this plan will maintain and improve the existing quality of life in the community. These goals and objectives will also help shape specific decisions made in the coming years about programs, facilities, and finances.

The accomplishments staff has made throughout the first year of implementation have been called out throughout the document (highlighted in green). While other achievements are evident throughout, Staff kept on-going objectives imbedded within the Goals in order to stay on task. Proposed additions and modification to the plan are demarcated in red.

Please provide guidance on whether or not the proposed changes, the adding of the new objectives, and removal of accomplishments, are acceptable.

An updated Strategic Plan will then be offered to the Select Board on May 28<sup>th</sup>, with a hearing to adopt the proposed changes on June 24<sup>th</sup>.



# Proposed

## The Provincetown Strategic Plan and Town Wide Goals FY2020-FY2025

### Goals and Objectives

#### Town Wide Goals:

1. Economic Development
2. Housing
3. Built and Natural Environment
4. ~~Community Engagement and Communications~~ Community Connectivity and Communications.
5. Emergency Planning and Management
6. Government, Operations and Finance

#### Goal 1 - Economic Development

*Economic development is the process by which our community pursues policies and programs that support job creation and the year round economy. Economic development has a direct relationship with the environment and environmental issues.*

#### Objectives:

- **Support and increase the year round population**
- Promote policies that encourage the development of year round business, entrepreneurial opportunities and jobs while maintaining community character Foster and sustain programs that create economic opportunities, while maintaining Historic and Town character
- Support efforts to improve residential quality of life
- Support efforts to improve the tourism economy to enhance the visitor experience  
Improve Broad Band accessibility and form a Town Manager Broad Band Advisory Group

#### Goal 2 – Housing

*Develop and manage decent, safe year-round housing for low and middle income households, in accordance with the needs of the Town; Pursue housing policies and programs that support job creation and year round economy.*

#### Objectives:

- **Promote policies and programs that encourage year round housing with income and age, racial and ethnic diversity**

- Increase affordable housing units for senior citizens and the disabled
- Increase Community Housing availability
- Change/Redefine policies that create housing opportunities while maintaining Town character

### **Goal 3 – Built and Natural Environment**

*The surrounding or conditions in which a person, animal, or plant lives or operates.*

*Infrastructure - The basic physical and organizational structures and facilities (e.g., buildings, roads, and power supplies) needed for the operation of a society or enterprise.*

#### **Objectives:**

- **Promote Policies and programs that protect and sustain the natural environment, and our community's way of life**
- Promote efforts to improve our streetscapes and intersections for safety and convenience of pedestrians, bicycles, and vehicles
- Continue research and conversation and bring forth a proposal for expanding the municipal sewer system
- Support efforts to bring forward a local comprehensive plan for the use of all Town owned land
- Implement the recently adopted Harbor Plan
- Support the implement the Outer Cape Bicycle and Pedestrian Master Plan
- Continue conversation across relevant Boards and Departments regarding research on expanding municipal sewer system and partnering with Truro to address infrastructure issues such as bicycle and wastewater

### **Goal 4 – Community Engagement and Communications**

#### **Goal 4: Community Connectivity and Communications**

*Civic Engagement - Civic engagement can take many forms—from individual volunteerism, community engagement efforts, organizational involvement and government work such as electoral participation. These engagements may include directly addressing a problem through personal work, community based, or work through the institutions of representative democracy.*

#### **Objectives:**

- **Increase volunteer participation on Town committees and in public life (local nonprofits, etc.)**
- Develop and sustain existing programs and community forums that foster education on issues of public concern
- Improve public access to Government through and updated Town website-Accomplishment
- Use the Town Library as a resource, continue to invite and encourage community engagement through outreach and programing
- Improve regular reporting progress of the Strategic Plan and projects to the community
- Age friendly community responding to seniors, young adults, etc

- Support and expand programs such as COA, Schools, Recreation, Library, and Health Department
- Maintenance, enhancement, and support of existing programs
- Community well-being-All inclusive plan

### **Goal 5 - Emergency Planning and Management**

*Oversight, coordination, and leadership for the promotion of activities and services that reduce or eliminate risk to people and property from incidents or events and their effects (prevention/mitigation)*

#### **Objectives:**

- **Implement a structure of command; retain staff for further development and implementation of the plan Develop and approve an Emergency Management Plan**
- Implement core elements of the Hazard Mitigation plan and Arcadis report in order to improve our community's resiliency to Coastal Inundation and the effects of climate change
- Propose zoning and other regulatory bylaws to improve public safety and emergency preparedness
- Effectively prepare the community, through the use of emergency planning efforts and training
- Ensure that emergencies will be responded to effectively, minimizing the loss of lives and property damage
- Ensure that business continuity and system recovery plans are in place, so that recovery efforts can begin immediately after the emergency, ensuring return of normal activities

### **Goal 6 – Government, Operations and Finance**

Government – *A government is the system or group of people governing an organized community. In the case of its broad associative definition, government normally consists of legislature, executive, and judiciary. Government is a means by which public policies are developed, as well as a mechanism for enforcing the public policies. Every local government has a charter, a statement of its governing principles and operations.*

Operations - *relating to the running of a business, organization, etc.*

Finance– *Achieve and maintain a stable financial system. Financial stability is a state in which the financial system is resistant to economic fluctuations and is fit to smoothly fulfil its basic functions: budgeting and oversight of funds and management of risks. Stability is the ability to withstand a temporary problem, such as a decrease in revenue, lack of capital or loss of a key employee or funding source.*

#### **Objectives:**

##### Government and Operations

- **Provide training and educational opportunities for staff and Board to improve operational effectiveness:**
  - Create strategies to retain staff
  - Pursue and promote 3<sup>rd</sup> Party accolades

- Implement an Emergency Management Plan
- Develop a collaborative process of youth initiatives to enhance their quality of life
- Support organizational excellence:
  - Improve "community oriented" government and operations and communications
- Pursue policies that foster community education on issues of public concern
- Implement policies and programs that support year-round culture and economy
- Support efforts to achieve educational excellence and increase student population
- Pursue public-public partnerships with local, state and federal government to advance Town Wide Goals
- Pursue public/private and public/public partnerships to advance the Town Wide Goals –
- Improve regular reporting progress of the Strategic Plan and projects to the community
- Hold monthly/quarterly Roundtables
- Review and establish policies for Human Services grants
- Regionalization – Climate change
- Coordinating MacMillan Pier and Ferry with the Airport and Buses

#### Finance

- Pursue initiatives that properly allocate revenues and expenses to support and increase the year-round population
- Enforce strong financial policies and internal controls to improve transparency and to continue Provincetown on a secure and stable financial path-Accomplishment
- Provide budgetary and financial information that reflect the financial activity of each department including promoting the use of "Open Gov" as a tool for Financial Transparency-Accomplishment
- Provide a full revenue and expenditure summary for each department within the operating budget
- Commence and successfully conclude all collective bargaining agreements set to expire in FY19-20
- Successfully conclude Cable Contract set to expire in December 2019



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**

**7B**

**APRIL 1, 2019 TOWN MEETING**

Follow-up and Discussion

**Requested by:** Interim Town Manager David Gardner

**Action Sought:** Discussion

**Proposed Motion(s)**

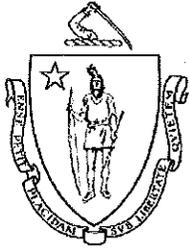
Discussion Dependent.

**Additional Information**

- Please see attached
  - Attorney General Approval Letter
  - follow-up sheet for the April 2019 Annual Town Meeting

**Board Action**

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



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

CENTRAL MASSACHUSETTS DIVISION  
10 MECHANIC STREET, SUITE 301  
WORCESTER, MA 01608

MAURA HEALEY  
ATTORNEY GENERAL

(508) 792-7600  
(508) 795-1991 fax  
[www.mass.gov/ago](http://www.mass.gov/ago)

May 6, 2019

Darlene Van Alstyne, Town Clerk  
Town of Provincetown  
260 Commercial Street  
Provincetown, MA 02657

**Re: Provincetown Annual Town Meeting of April 1, 2019 – Case # 9328  
Warrant Articles # 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 36 (Zoning)  
Warrant Articles # 21, 22, and 23 (General)**

Dear Ms. Van Alstyne:

Articles 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 36 - We approve Articles 21 through 36 from the Provincetown April 1, 2019 Annual Town Meeting.

**Note: Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date that these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were voted by Town Meeting, unless a later effective date is prescribed in the by-law.**

Very truly yours,  
MAURA HEALEY  
ATTORNEY GENERAL

*Kelli E. Gunagan*

by: Kelli E. Gunagan, Assistant Attorney General  
Municipal Law Unit  
Ten Mechanic Street, Suite 301  
Worcester, MA 01608  
(508) 792-7600

cc: Town Counsel John W. Giorgio

**APRIL 1, 2019 ANNUAL TOWN MEETING**

Article	Action	Staff Responsible
Article 1. To Hear Town Reports.	n/a	n/a
Article 2. FY 2020 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 3. FY 2020 Cape Cod Regional Technical High School Tuition Assessment.	Allocate Funds	Finance Director
Article 4. FY 2020 Cape Cod Regional Technical High School Capital Assessment.	Allocate Funds	Finance Director
Article 5. FY 2020 Enterprise Funds	--	--
6001 Water Enterprise Fund	Allocate Funds	Finance Director
6002 Wastewater Enterprise Fund	Allocate Funds	Finance Director
Article 6. Police Station Supplemental Funding.	DNP	
Article 7. Alteration of Layout of Route 6.	IP	
Article 8. OPEB Funding	Allocate Funds	Finance Director
Article 9. Community Preservation Budget for FY 2020 – Part 1, 2 & 3	Allocate Funds	Finance Director
Article 10. Rescind Prior Community Preservation Act Authorization	Allocate Funds	Finance Director

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

Article	Action	Staff Responsible
Article 11. Funding for Economic Development Committee	Allocate Funds	Finance Director
Article 12. Transfer from Overlay Surplus.	Allocate Funds	Finance Director
Article 13. FY 2020 Capital Improvements Program	-----	-----
<u>Fire Department Fire Truck</u>	1) Allocate Funds 2) Replace One Fire Vehicle	1) Finance Director 2) Fire Chief
<u>Fire Department Main Station Generator</u>	1) Allocate Funds 2) Purchase Generator	1) Finance Director 2) Fire Chief
<u>Pier Infrastructure Maintenance</u>	1) Allocate Funds 2) Begin Maintenance	1) Finance Director 2) Harbor Master
<u>Police Vehicle Fleet Replacement</u>	1) Allocate Funds 2) Replace Two Police Vehicles	1) Finance Director 2) Police Chief
<u>Library/Fire Station 4 Generator</u>	1) Allocate Funds 2) Purchase Generator	1) Finance Director 2) Fire Chief/Library Director/DPW Director
<u>Public Works Vehicle Fleet Replacement</u>	1) Allocate Funds 2) Replace Vehicle	1) Finance Director 2) DPW Director
<u>Public Works Building Maintenance Plan</u>	1) Allocate Fund 2) Plan & Carryout Maintenance	1) Finance Director 2) DPW Director
<u>Shank Painter Road Reconstruction</u>	1) Allocate Funds 2) Continue working with Design Engineers	1) Finance Director 2) DPW Director
<u>Court Street Drainage and Repair</u>	1) Allocate Funds 2) Work with Design Engineers and begin project	1) Finance Director 2) DPW Director
<u>Demolition of the Former VFW Building</u>	1) Allocate Funds 2) Demo Building	1) Finance Director 2) DPW Director
<u>Council on Aging Transport Van</u>	1) Allocate Funds 2) Replace COA Van	1) Finance Director 2) COA Director
<u>Marine Department Shoreline Protection Projects</u>	1) Allocate Funds 2) Cont. ongoing projects	1) Finance Director 2) Environmental Planner
<u>Storm Water Management</u>	1) Allocate Funds 2) Cont. ongoing improvements	1) Finance Director 2) DPW Director
<u>DPW Street, Sidewalk &amp; Bike Path Maintenance and Repair</u>	1) Allocate Funds 2) Cont. ongoing improvements	1) Finance Director 2) DPW Director

Article	Action	Staff Responsible
<u>Public Works Fuel Dispensary System</u>	1) Allocate Funds 2) Replace the Fuel Dispensary	1) Finance Director 2) DPW Director
<u>Public Works Town Owned Properties Facility Plan</u>	1) Allocate Funds 2) Update Plan	1) Finance Director 2) DPW Director
<u>Public Works Building Maintenance Plan, HVAC Expansion at Town Hall</u>	1) Allocate Funds 2) Upgrade HVAC System	1) Finance Director 2) DPW Director
<u>Water Department-Fleet Replacement</u>	1) Allocate Funds 2) Replace One Truck	1) Finance Director 2) Water Superintendent
<u>Water Department Asbestos Cement Water Main Replacement -</u>	1) Allocate Funds 2) Replace Water Main	1) Finance Director 2) Water Superintendent
<u>Water Department Knowles Crossing Building Renovation</u>	1) Allocate Funds 2) Begin Renovations	1) Finance Director 2) Water Superintendent
Article 14. Ground Lease for Eversource Battery Project	1) Allocate Funds 2) Execute Contract	1) Finance Director 2) Town Manager & Environmental Planner
Article 15. Petitioned Article – Non-Binding Resolution – Anti-Idling Resolution		N/A – non binding
Article 16. Petitioned Article – Resolve Providing for the Creation of a Special Commission Relative to the Seal and Motto of the Commonwealth.	File with the State	1) Town Clerk
Article 17. Petitioned Article – Non-Binding Resolution – Increased Provincetown Tree Protection.		N/A – non binding
Article 18. Petitioned Article – General Bylaw Amendment: Chapter 13 Prohibited Activities – Public Health Smoking Ban on Town-Owned Properties	DNP	
Article 19. Petitioned Article – General Bylaw Amendment: Chapter 13 Prohibited Activities – Public Health Smoking Ban on Properties managed by Housing Authority and Year Round Housing Trust	DNP	
Article 20. Land Bank – Expenses.	1) Allocate Funds	1) Finance Director
Article 21. General Bylaw Amendment: Chapter 12 Wetlands Protection Bylaw	File with State	Town Clerk

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

Article	Action	Staff Responsible
Article 22. General Bylaw Amendment: Chapter 6 - Revolving Fund Bylaw (Small Scale Climate Change Resiliency Revolving Fund).	File with State	Town Clerk
Article 23. General Bylaw Amendment: Chapter 8 Licensing and Regulations of Businesses – Licensing of Marijuana Establishments	File with State	Town Clerk
Article 24. Zoning Bylaw Amendment: Divided Lots	Refer to Planning Board	Planner - Jeff Ribeiro
Article 25. Zoning Bylaw Amendment: Formula Business Regulated District.	Refer to Planning Board	Planner - Jeff Ribeiro
Article 26. Zoning Bylaw Amendment: Definitions – Parking Lot.	Refer to Planning Board	Planner - Jeff Ribeiro
Article 27. Zoning Bylaw Amendment: Special Permits.	Refer to Planning Board	Planner - Jeff Ribeiro
Article 28. Zoning Bylaw Amendment: Special Permit Modifications	Refer to Planning Board	Planner - Jeff Ribeiro
Article 29. Zoning Bylaw Amendment: Site Plan Review.	Refer to Planning Board	Planner - Jeff Ribeiro
Article 30. Zoning Bylaw Amendment: Dimensional Requirements.	Refer to Planning Board	Planner - Jeff Ribeiro
Article 31. Zoning Bylaw Amendment: Growth Management.	Refer to Planning Board	Planner - Jeff Ribeiro
Article 32. Zoning Bylaw Amendment: Density Schedule.	Refer to Planning Board	Planner - Jeff Ribeiro
Article 33. Zoning Bylaw Amendment: Density Schedule, Commercial Accommodations.	Refer to Planning Board	Planner - Jeff Ribeiro
Article 34. Zoning Bylaw Amendment: Dimensional Requirements.	Refer to Planning Board	Planner - Jeff Ribeiro
Article 36. Zoning Bylaw Amendment: Definitions – Campground/Tiny Houses.	Refer to Planning Board	Planner - Jeff Ribeiro
Article 37. 0.5% Real Estate Transfer Fee - A Home Rule Petition.	1) Discuss with Delegation 2) File with State – Legislature	1) Town Manager 2) Town Clerk
Article 38. Cape Cod Greenhead Fly Control District Assessment.	1) Allocate Funds	1) Finance Director
Article 39. Amendments to Personnel	1) Implement Plan	1) Finance Director

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

Article	Action	Staff Responsible
Bylaw/Classification and Compensation Plan.		
Article 40. Expenditures from the Tourism Fund.	Allocate Funds	1) Finance Director 2) Tourism Department
Article 41. FY 2020 Human Services Grant Program.	Allocate Funds	1) Finance Director 2) Human Services
Article 42. FY2020 Revolving Fund Spending Limits	Allocate Funds	1) Finance Director



**Provincetown Select Board  
AGENDA ACTION REQUEST  
Monday, May 13, 2019**

**7C**

**TOWN MANAGER'S REPORT**

Administrative Updates

**Requested by:** Interim Town Manager David Gardner

**Action Sought:** Discussion

**Proposed Motion(s)**

Discussion dependent – votes may be taken.

**Additional Information**

Please See attached documents:

- Town Manager's Report

**Board Action**

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



## TOWN MANAGER

# Memo

**To:** The Select Board  
**From:** David Gardner, Acting Town Manager  
**Date:** May 8, 2019  
**Re:** Town Manager's Report

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This report is for the period April 17<sup>th</sup>, 2019, through May 8<sup>th</sup>, 2019

### 1. General

#### Contracts:

AECOM Contract Amendment 16-2 for \$77,500

AECOM Contract Amendment 16-3 for \$75,000

### 2. Meetings and/or Conferences

April 18<sup>th</sup> – Select Board Meeting

April 19<sup>th</sup> – Provincetown Airport Reopens

April 22<sup>nd</sup> – Select Board Meeting

April 23<sup>rd</sup> – Blood Borne Pathogen Staff Training

April 23<sup>rd</sup> – NARCAN Staff Training

April 24<sup>th</sup> – MOPC Civil Discourse Dialogues with residents

April 25<sup>th</sup> – MOPC Civil Discourse Dialogues with residents

April 26<sup>th</sup> – MOPC Civil Discourse Dialogues with residents

April 26<sup>th</sup> – Select Board Meeting

April 27<sup>th</sup> – MOPC Civil Discourse Dialogues with residents

April 28<sup>th</sup> – MOPC Civil Discourse Dialogues with residents

April 29<sup>th</sup> – MOPC Civil Discourse Dialogues with residents

April 29<sup>th</sup> – Select Board Meeting

April 30<sup>th</sup> – MOPC Civil Discourse Dialogues with residents

### 3. Personnel Matters

#### Open Positions:

Police Records Clerk

Police Matron

Assistant Recreation Director

Seasonal Public Pier Corporation Positions

Seasonal Parking Department Positions

Seasonal Fire Department Positions  
Seasonal Department of Public Works Positions  
Summer Police Officers and Summer Community Service Officers  
On-Call Telecommunicators

### Meetings and Items of Interest

Parking: On May 1<sup>st</sup>, the rules, regulations, and paid parking went into effect. The two manned parking lots, MacMillan Pier and Grace Hall, are open with a flat rate of \$6 per day until May 15<sup>th</sup>. After May 15<sup>th</sup>, full price rates will be put into practice. If asked, parking permits may be obtained at the Parking office in the Police station, with additional information on parking permits available on the Parking Department website (*Parking Department*).

- Annual Town Election: Just a reminder that the Annual Town Election is Tuesday, June 18<sup>th</sup>. Ongoing preparations continue, with six of the seven nomination papers pulled returned and signatures verified. The last day to submit ballot questions is Tuesday, May 14<sup>th</sup> (*Town Clerk*).

New Police Station: A ballot question will remain on the June 18<sup>th</sup> Annual Town election to appropriate additional funding for the construction of a new police station. The project remains dormant until direction is given by the Select Board to the Building Committee or pending the result of the ballot question and the potential submission of a citizen petition to hold a special Town meeting (*Department of Public Works*).

Public Health: On Tuesday, April 23<sup>rd</sup>, the Health Department hosted Narcan training by the AIDS Support Group of Cape Cod for Town staff, of which 14 staff members participated (*Community Development-Health Division*).

Training: The Community Housing Specialist and Grant Administrator attended a Housing Coordinator Training for the Cape at the CDP in Eastham on May 3<sup>rd</sup>. As more communities hire housing coordinators, this training is an opportunity for all to receive education on this complex topic. It is part of the regional efforts for training, education, and sharing (*Housing and Economic Development Division*).

#### 4. Department Update

*This bi-weekly update provides an update of recent town department activity. Key items are highlighted in bold.*

##### **Goal 1-Economic Development**

***Objective: Promote policies that encourage the development of year round business, entrepreneurial opportunities and jobs while maintaining community character***

CVS 132 Bradford St: The CVS remains on schedule to open May 12, 2019 at 132 Bradford St. The store will be opening under a Temporary Certificate of Occupancy due to lack of full compliance with Historic District Commission's requirement on the multi-paned steel

windows. All life safety requirements are in place and inspected for compliance (*Community Development-Building Division*).

Upcoming Trainings: The Health Department will be offering a variety of trainings in the upcoming months. If asked, please follow up with Morgan Clark, Health Director, or Eric Sussman, Emergency Management and Transportation Coordinator. The trainings are as follows:

- **FOG (Fats, Oils, Grease)** – a required training for restaurant owners May 8<sup>th</sup> at 10 am and 3 pm.
- **Stop the Bleed** – May 23<sup>rd</sup> at 10 am and 1 pm – OPEN TO THE PUBLIC, SPACE IS LIMITED. Sign up with Emergency Management & Transportation Coordinator Eric Sussman
- **Choke Safety** – required for restaurants that seat 25 or more people – June 4<sup>th</sup> at 1 pm and 3 pm, or June 6<sup>th</sup> at 10 am
- **Hands Only CPR** training on the Provincetown Library Lawn – OPEN TO THE PUBLIC June 6<sup>th</sup> from 12 pm to 5 pm
- **ServSafe** - June 10<sup>th</sup> and June 17<sup>th</sup> – advanced registration with Cape Cod Cooperative Extension required (*Community Development-Health Division*)

**Objective: Foster and sustain programs that create economic opportunities, while maintaining Historic and Town character**

Economic Development Planning: On April 17<sup>th</sup> and 18<sup>th</sup>, Camoin Associates returned to Provincetown and conducted 4 focus groups and an evening forum to receive input on their proposed goals. Their proposed plan will be completed sometime in May, presented to the Select Board during an upcoming meeting (*Housing and Economic Development Division*).

**Objective: Support efforts to improve residential quality of life**

COA Art Show: The Council on Aging saw 75 people in attendance for their annual Art Show on May 2<sup>nd</sup>. The show highlights the work of the creative arts classes (painting, beginning and advanced drawing, weaving, writing group, poetry, and knitting). As a special addition, for the first time this year, the ukulele group performed. The students appreciate the support shown by guests and it is a great opportunity to showcase and thank our instructors (*Council on Aging*).

- Older Americans Month: May is Older Americans Month, with the Art Show being the inaugural celebratory event. This year's national theme is "Connect, Create, Contribute" which sums up the Senior Center perfectly. The Council on Aging continues to offer a myriad of opportunities for older adults, with information available on their website as well as by following their Facebook Page (*Council on Aging*).

Spring Celebration: For the third year in a row, on April 13<sup>th</sup>, four organizations came together and provide a great Spring Easter celebration for residents. First from 9am-10am, Seashore point offered a free breakfast in their dining room to all families, as well as picture

opportunities with the Bunny. After breakfast, families headed to the Monument for an egg hunt at the base of the building. Despite the inclement weather, 150 people attended this annual event. The team will continue to look at other options which are more weather sensitive to encourage additional participation for the following years (*Recreation Department*).

## **Goal 2- Housing**

### **Objective: Increase Community Housing availability**

Harbor Hill: Weekly/Bi-weekly meetings began on April 3<sup>rd</sup> with the contractor, NEI, the Architect, LDA, and the Property Manager, CDP, for the renovation of Harbor Hill. Start-up activities are underway with construction beginning in May. Building #5 is nearing completion with several tenants scheduled to move in in May (*Housing and Economic Development Division*).

- .8 Hensche Lane: Applications for this 3-bedroom deed-restricted home are available and due by May 20, 2019. If asked, contact Michelle Jarusiewicz, Community Housing Specialist, or check the Town Website for additional information. Applications are available both in Town Hall and online (*Housing and Economic Development Division*).

## **Goal 3-Built and Natural Environment**

### **Objective: Promote Policies and programs that protect and sustain the natural environment, and our community's way of life**

Water Department: The water distribution staff continues to perform maintenance flushing of the drinking water system. It is expected to be finished within a week, as the crew is currently ahead of schedule. Treatment staff has been assisting with diagnosing a SCADA (control system) communication problem between the main Knowles Crossing Treatment plant and the remote sites; it was found that the antenna on the Knowles Crossing plant was defective and replacement has been performed. Since that discovery, all communication to the sites has been restored. Administrative staff is currently working on spring water bills with our new utility billing software. As of now, it is expected that water bills will be mailed on May 13<sup>th</sup> (*Department of Public Works*).

Buildings & Grounds: The next two weeks for the Building & Grounds Department will primarily be focused on routine maintenance such as mowing, preparing planting areas, spring cleanup of playgrounds, and athletic fields. As weather permits, exterior repairs and trim painting at the MPL restrooms will continue, and the repairs to the roof at the Town Hall are on hold until the weather improves. The project of replacing the rear doors at the Harbormasters Facility and the emergency lighting at the Library have both been completed (*Department of Public Works*).

**Objective: Promote efforts to improve our streetscapes and intersections for safety and convenience of pedestrians, bicycles, and vehicles**

Highway Department: Commercial Street Reconstruction Project continues with installation of brick sidewalks and stone reservoir under the roadway. Initial placement of the binder course of pavement is tentatively scheduled to occur on May 8<sup>th</sup>. We anticipate this construction to be ongoing through the month of June. The Highway department has begun their annual line painting throughout Town. In addition to their usual areas, they will also address the roadways that have been recently paved as part of the Spring Paving Plan. The street sweeping crew has begun their 7-day a week schedule, which runs through October 19<sup>th</sup>, and after which it will be on an as-needed basis (*Department of Public Works*)

**Goal 4-Community Engagement and Communications**

**Objective: Develop and sustain existing programs and community forums that foster education on issues of public concern**

Human Services Round Table: The next bi-annual Provincetown Human Services Round Table will be on May 16. This is an opportunity for approximately 25 health and human services providers, Town Departments and the faith community to come together to introduce staff, share new programs and discuss issues and needs (*Council on Aging*).

**Objective: Use the Town Library as a resource, continue to invite and encourage community engagement through outreach and programing**

Moby Dick Marathon: The fourth annual Moby-Dick Marathon was a success, with a total of 431 in attendance throughout the weekend. The Marathon's associated events, such as the Center for Coastal Studies Panel and the Herman Melville biographical performance, generated an additional 139 in attendance (*Library*).

- Wastewater Seminar: The Library will host a Wastewater 3.0 event entitled "Winter Hath Come: Nantucket Sewer Main Failure and Response" in collaboration with the Department of Health on Tuesday, May 14<sup>th</sup>, from 5:30-7:30pm. If asked, contact the Provincetown Health Department for additional information (*Library*).

Free Movie Series: The Library is excited to feature a new free movie series on Wednesdays during the month of May. The "Family, Family, Family" film series will feature portrayals of families of all kinds on the silver screen, including Auntie Mame, Little Miss Sunshine, and Hannah and Her Sisters (*Library*).

**Goal 5-Emergency Planning and Management**

**Objective: Propose zoning and other regulatory bylaws to improve public safety and emergency preparedness**

- Community Rating Annual Recertification: As a condition of continued participation in the Community Rating System (CRS) the Town is required to recertify annually. Participation in the CRS Program gives the community credits that are applied to the Flood Insurance rates offered to Provincetown flood insurance policy holders. This task was completed and submitted. Next year it will be a two-fold recertification process, one through the Community Rating System process and the other through the five year audit cycle of the Insurance Services Office (ISO). This audit will verify the community class rating or the purpose of providing a discount in the flood insurance premiums paid by those with flood insurance (*Community Development-Building Division*).

## **Goal 6- Government, Operations, and Finance**

### **Government and Operations**

***Objective: Improve regular reporting progress of the Strategic Plan and projects to the community***

Strategic Plan: As part of the on-going process for the Strategic Plan, in the packets for the May 13<sup>th</sup> meeting are the current Strategic Plan approved on August 13<sup>th</sup>, 2018 by the Select Board, an update of the first year's progress for the current Strategic Plan, and proposed modifications to the existing Strategic Plan, including achievements made in the existing Plan. Please send any comments to Erin Ellis, Project Administrator, at [eellis@provincetown-ma.gov](mailto:eellis@provincetown-ma.gov). A revised Strategic Plan, moving into the 2019-2024 time period, will be presented at an upcoming hearing for Select Board approval (*Town Manager*).

***Objective: Support organizational excellence***

Open Enrollment: May 1<sup>st</sup> begins the Town's open enrollment period for Health Insurance. The Treasurer who has assumed the payroll duties in the interim has prepared an open enrollment booklet explaining all the choices and new offerings to Town Staff (*Finance Department*).

Fleet Replacements: MIS has begun the process of the annual replacement of workstations throughout the Town. This spring's batch includes both desktops and laptops. In the lab, we build a standard configuration that is pushed out to each new machine, after which some additional customizations are performed. For example, the finance department will have the MUNIS client installed for access to financials, and the police department will have the IMC client installed for access to dispatch data (*Management Information Systems Department*).

### **Finance**

***Objective: Enforce strong financial policies and internal controls to improve transparency and to continue Provincetown on a secure and stable financial path***

MUNIS: After several months of preparation, the utility billing module went live on Thursday, May 2, 2019, just in time for the spring billing cycle. This was a major undertaking that

required the support of the water department, the finance department, and staff from all of the vendors involved. Special thanks to MIS Analyst Lynne Martin, who served as project manager for this initiative (*Management Information Systems Department*).

**Objective: Pursue initiatives that properly allocate revenues and expenses to support and increase the year-round population**

- Residential Exemption Update: Tax dollar amount of the exemption for FY2018 was \$887.86; Tax dollar amount of the exemption for FY2019 was \$1,181.41 (increase due to higher average Residential value and increase in percentage from 20% to 25%). For FY18, 705 properties received the Residential Exemption as part of the tax billing process. In FY19, 742 properties received the exemption as part of their bill. An additional 29 Residents applied for and were granted a residential exemption in FY19. There were 7 Expanded Residential Exemption granted (*Finance Department*).

**Objective: Provide a full revenue and expenditure summary for each department within the operating budget**

FY18 Audit: Matt Hunt will present the FY19 audit to the Select Board and Finance Committee on May 13<sup>th</sup> at 5:00pm (*Finance Department*).



**Provincetown Select Board  
AGENDA ACTION REQUEST**

**Monday, May 13, 2019**

**8**

**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:

- April 13, 2015 6 pm (Regular)  as printed  with changes so noted
- April 8, 2019 6 pm (Regular)  as printed  with changes so noted
- April 12, 2019 1030 am (Special)  as printed  with changes so noted
- April 18, 2019 5 pm (Special)  as printed  with changes so noted
- April 29, 2019 5 pm (Special)  as printed  with changes so noted

**Additional Information**

See attached minutes.

**Board Action**

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

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
MONDAY, APRIL 13, 2015 6:00 PM  
TOWN HALL – JUDGE WELSH ROOM  
DRAFT**

Chairman Donegan convened the meeting at 6:00 PM noting the following:

Board of Selectmen attending: Tom Donegan, Erik Yingling, Cheryl Andrews, Raphael Richter, and Robert Anthony.

Other attendees: Acting Town Manager David Gardner and Acting Assistant Town Manager Michelle Jarusiewicz, Seashore Advisory Committee Representative Mary-Jo Avellar, Superintendent of the Cape Cod National Seashore Park George Price, CCNSP>>>>Kathy R>>>, and CCNSP Ranger Craig Thatcher .

Recorder: Loretta Dougherty

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

- A. *Treasurer's Transfer – Library Gift Fund – Invoice from 1000 Museums, Inc. in the Amount of \$409.50.*

**MOTION: Move that the Board of Selectmen vote, as Commissioners of the Town of Provincetown Gift Funds, pursuant to MGL C44 § 53A, to approve the use of \$409.50 from the Library Gift Fund to pay for the attached invoice(s).**

- B. *Parade Permit Application submitted by Brandon Motta, Provincetown, MA 02657 on behalf of the Provincetown Recreation Dept. to hold the Annual 4<sup>th</sup> of July Parade on Saturday, July 4, 2015, 11am to 2pm.*

**MOTION: Move that the Board of Selectmen vote to approve the Parade Application Permit submitted by Brandon Motta, Provincetown, MA 02657 on behalf of the Provincetown Recreation Department, 2 Mayflower Street, Provincetown, MA 02657 to hold the Annual 4<sup>th</sup> of July Parade on Saturday, July 4, 2015, 11am to 2pm.**

- C. *Parade Permit Application submitted by Erin Atwood, Provincetown, MA 02657 on behalf of the Provincetown Business Guild to hold the Annual Carnival Parade on Thursday, August 20, 2015, 3pm to 5pm.*

**MOTION: Move that the Board of Selectmen vote to approve the Parade Application Permit submitted by Erin Atwood, Provincetown, MA 02657, on behalf of the Provincetown Business Guild, 3 Freeman Street, Unit 2, Provincetown, MA 02657 to hold their Annual "Carnival Parade," Thursday, August 20, 2015, 3pm to 5pm.**

- D. *Auditorium Beer/Wine Request by Erin Atwood, Provincetown, MA 02657 on behalf of the Provincetown Business Guild to hold the Comedy Show Concert for 2015 on Wednesday, August 19, 2015, 7:30pm to 9:30pm.*

**MOTION: Move that the Board of Selectmen vote, pursuant to the Regulations for Public Use of Town Hall, to authorize the consumption or sale of beer, wine or champagne service in the Town Hall Auditorium as requested by Erin Atwood on behalf of the Provincetown Business Guild, for the Comedy Show Concert for 2015, on Wednesday, August 19, 2015, from 7:30pm to 9:30pm**

- E. *Parade Permit Application submitted by Melanie Braverman, Provincetown, MA 02657 on behalf of the Alzheimer's Family Support Center on Sunday, October 18, 2015, 12pm to 2pm.*

**MOTION:** Move that the Board of Selectmen vote to approve the Parade Application Permit submitted by Melanie Braverman., 633 Commercial Street #2, Provincetown, MA 02657, on behalf of the Alzheimer's Family Support Center, 2095 Main Street, Brewster, MA 0263, on Sunday, October 18, 2015, 12pm to 2pm.

F. Auditorium Beer/Wine Request by Jeff Hall-Flavin on behalf of Provincetown Tennessee Williams Theater Festival, Inc., for an annual dinner fundraiser to be held Saturday, May 30, 2015, 6pm to 10pm.

**MOTION:** Move that the Board of Selectmen vote, pursuant to the Regulations for Public Use of Town Hall, to authorize the consumption or sale of beer, wine or champagne service in the Town Hall Auditorium as requested by Jef Hall-Flavin on behalf of Provincetown Tennessee Williams Theater Festival, Inc., for an annual dinner fundraiser to be held Saturday, May 30, 2015, 6:30pm to 9:30pm.

G. Auditorium Beer/Wine Request by Lynn d'Angona on behalf of the Provincetown Cares 8<sup>th</sup> Annual Women's Health Care Benefit to be held on Friday, October 16, 2015, 7pm to 12midnight and Saturday, October 17, 2015, 2pm to 7pm.

**MOTION:** Move that the Board of Selectmen vote, pursuant to the Regulations for Public Use of Town Hall, to authorize the consumption or sale of beer, wine or champagne service in the Town Hall Auditorium as requested by Lynn d'Angona, for the Provincetown Cares Annual Fundraising event to be held on Friday, October 16, 2015 (7:00 pm to midnight) and Saturday, October 17, 2015 (2:00 pm to 7:00 pm).

H. Appointment of James E. Woods as a Regular Member of the Planning Board with a term to expire December 31, 2016, to replace Marianne Clements who resigned

**MOTION:** Move that the Board of Selectmen vote to move this agenda item to the April 27, 2015 agenda.

Without objection Tom waived the reading of the consent agenda and without objection the Selectmen approved the consent agenda with the exception of H. which has been set for the April 27, 2015, agenda.

## 1. Public Hearings

### A. Sightseeing Vehicle Space Designation – Michael Glasfeld, Mayflower Trolley LLC.

Raphael recused himself and left the room.

Erik read the Public Hearing Notice. Erik recused himself as his cousin, Raphael, is one of the applicants.

Tom gave a brief overview of where we stand on this issue at the moment.

David wanted it noted that currently they are metered spaces. The original request on east side of Standish along Gov. Bradford the roadway is quite wide. It is yellow curb; not sure if it is yellow the entire length. We could consider at the end of that space putting a meter there. We cannot replace all 3 without moving the commercial loading zone.

Tom will go to site and look at it more closely.

Cheryl asked if we would have to have another hearing if we create another parking space.

David will make sure that it does not affect the highly used commercial space.

Tom asked Mike to talk with him about the parking spaces.

David said it is two trolley spaces which equals 3 parking spaces.

Mike said that Tom has it correct.

Tom 2 trolley at the same time.

Mike said that 2 parking spaces is not enough re: backing up into parking. Something odd may

happen so two trolleys may be there once in a while. He is acting for 3 spaces.

**Robert** asked on the original application to put this on Standish St. Was there only one trolley and we are asking for two.

**Mike** it is an unloading zone from 12 to 4. We can pull right in on the other side of the street with a truck there. We operate a three trolley fleet; but we would not have put only one trolley there at a time.

**Robert's** concern is that now we are asking for two trolleys and not one.

**Cheryl** based on the proposal she is clear on what it will look like. Are there trolley and cars?

**David** directly behind Dunes' is a handicapped space. We will not remove that.

**Cheryl** have the room to keep only one trolley. Certainly willing to support this now. RFP is for how many years.

**David** Regulation says 5 years. They can renew.

**Tom** all contracts have abandonment clauses.

Public:

**Phil Tares...** How can you consider putting this length of a trolley on the most congested area in town? It is not wide enough there. The trolley has handicapped because the sidewalk is only 30" wide and room for only one person; you are talking of 20-30 on that sidewalk. There is a corner at the Victoria house. When the trolley wants to park people will try to go around it. You are adding additional problems to the Police Dept. How can Mike operate from two locations; you have given him the end of the Pier and now you are going to give him Standish. I think he should give one up. I thought all spaces were going to go out to bid. If you give him the right then there is no bidding process. If you designate those as parking spaces they will go to bid.

**David** BOS will designate as additional spaces. There is no grant to Mayflower Trolley tonight. Those spaces will go out to bid along with anyone else who wishes to do. Whoever is awarded will get those spaces.

**Phil** if Mike wins on Standish he should have to give up the Pier. I don't think the town pier was bid.

**Tom** said that was independent – Pier Corp.

**Phil** believes that the BOS has

**Dave Schermacker** – Trolley Corp. in town that garners towards weddings; especially gay weddings, I think it is appropriate that we should give this license. Standish St. has always been open; you can park a trolley and two commercial trucks and still be able to get around.

Public comment closed.

**MOTION:** Move that the Board of Selectmen vote to approve up to two (2) designated sightseeing tour (trolley) spaces on Standish Street, just north of the spaces designated by Arts Dune Tours and north of the handicapped parking space.

**Motion:** Cheryl Andrews

**Seconded:** Robert Anthony

3/0/0 (RR/EY Recused)

**B. Curb Cut – 594 Commercial Street (continued from January 12, 2015 – Sheila Sheehan;**

**Kevin Bazarian.**

**Tom** read the Public Hearing Notice.

**Nancy Yronis** tried to fine tune the little map that she handed out to the BOS. From curb to the house is 21' and the house jogs back 4' to a chimney. Chimney on east side is about 2 ½' out. From the curb to the chimney is 25' and there is a 9' width. She believes the square footage meets the minimum requirements for a parking spot. She was notified that Commercial St. is going to be paved and from her perspective it is the ideal time to move forward. She was told it was helpful to have a certified plan and she also handed that out. Her measurements show more

than the copy does as far as distances go. She puts the care nose up toward her chimney.

Tom where is the curb cut now proposed.

Nancy commented 9' from the property.

Tom stated that it is being shown as parking head on into the house so it is a different plan.

Nancy said this is her presentation.

Erik what is this space currently a parking space.

David said it is a yellow curb. There is no parking in front of the space currently. We do need a certified to scale plot plan. We are creating a space not accommodating the vehicle. We need to demonstrate on paper. We have conditioned these based on certified plans. The plan needs to identify the entire 18'x8'. What he needs to see on a plan is 8'x18' to satisfy the BOS criteria. 25' to the curb is not what he is looking for. It needs to be from the property line.

He doesn't know if the hedge needs to be cut back to get the 8'.

Nancy she could trim it back.

David we are designing it for a legal space not for any particular car. He needs to see 8'x18' from an engineer; a certified plan. The BOS can condition it as has been done in the past.

Tom's question is 16.8' from sidewalk.

David is looking at area at the side of the house to the property line. It appears to be 9' which is get and some of that is taken up by the hedge.

Nancy the 21' includes the sidewalk.

Tom said the abutters did not want the sidewalk blocked. I want to see the car fits on the right.

David needs to see the 8'x18' based upon the BOS criteria. I am concerned with the width not the depth.

Tom given the strong public abutter comments he is still being given varying information and would like to have this moved forward until we get the proper certified plan.

Raphael appreciates Nancy keeps coming back. The handwritten dimensions do not measure up with what they have seen in the past. He will vote no tonight. He will ask her to come back with a revised plan that meets the standard

David said that whoever drew this plan have them draw from the side of the house to the property has to 8' clear.

They asked Nancy when she would like to come back. April 27<sup>th</sup> will be fine.

**No action was taken at this time. This item was moved to the Monday, April 27, 2015, agenda.**

### **C. Provincetown Aquacultural Development Area Grants – Shellfish Constable Stephen Wisbauer.**

Erik read the Public Hearing Notice.

Shellfish Constable Stephen Wisbauer is here to recommend that these aquacultural grants to approved by the BOS. They have been vetted by all concerned and they deserve being allowed to have a space to work.

Erik said it is great that we have so much interest. Did these applicants present exactly what they want to do?

Steve said they fit the form which exist. They met the requirements of what to do.

Erik do all these applicants having a working knowledge.

Steve said three will be going out deep together and pooling resources. He thinks they will make something happen. Mr. Ritter is a very knowledgeable and knows what he is doing

Erik previous applicants we have given grants to. Do you look at?

Steve said the Shellfish Committee will review those tomorrow night. He is not familiar with the criteria. Shellfish Committee will come before the BOS with some changes in the regulations when they come up with all they are reviewing.

Erik is very excited to see this.

Steve has discussed with DMF to see if they can get more plots of sea floor.

Erik will be supporting the applications.

David all the plots are now awarded.

Steve if these get awarded 25 acres that will take up the 25 acres we are allotted.

David ask about the processes.

Steve says they have to show they are utilizing the plots. We are setting those. It is a propagation and bond. Most hope to grow on top in cages. DMF has held this up for one year. It is on the agenda for tomorrow.

David asked if the process has been completed.

Tom some employees are on the Pier Corp.

Steve is still the Deputy in Truro and does not get paid. Mr. Jackett may be deputized here. If there is any kind of mutual aid it would be that.

Tom wants to make sure there is a proper process.

David will look at what kinds of disclosures need to be processed; re: employees cannot be managing themselves; competitors.

**MOTION:** Move that the Board of Selectmen vote to approve the Shellfish Aquaculture Grant by Pauline L. Galipeau, 2 Old Ann Page Way, Provincetown, MA, for two (2) acres, grants #20 & #21 located in the Aquaculture Development Area as shown on plans submitted on file in the Town Clerk's office.

**Motion:** Erik Yingling

**Seconded:** Cheryl Andrews 5/0/0

**MOTION:** Move that the Board of Selectmen vote to approve the Shellfish Aquaculture Grant by Daniel DeGruttola, 6 Sandy Hill Lane, Unit 4, Provincetown, MA, for two (2) acres, grants #22 & #23 located in the Aquaculture Development Area as shown on plans submitted on file in the Town Clerk's office.

**Motion:** Erik Yingling

**Seconded:** Robert Anthony 5/0/0

**MOTION:** Move that the Board of Selectmen vote to approve the Shellfish Aquaculture Grant by Luis Ribas, 7A Sandy Hill Lane, Provincetown, MA, for two (2) acres, grants #24 & #25 located in the Aquaculture Development Area as shown on plans submitted on file in the Town Clerk's office.

**Motion:** Erik Yingling

**Seconded:** Robert Anthony 5/0/0

**MOTION:** Move that the Board of Selectmen vote to approve the Shellfish Aquaculture Grant by Edward Ritter, 466 Commercial Street, Provincetown, MA, for two (2) acres, grants located in the Approved Areas of the West End Breakwater as shown on plans submitted on file in the Town Clerk's office.

**Motion:** Erik Yingling

**Seconded:** Robert Anthony 5/0/0

#### **D. Regulations for Public Use of Town Hall and Fee Schedule Changes.**

Erik read the Public Hearing Meeting, as printed in the agenda.

Tom asked David to walk us thru this.

David per the last BOS meeting with regards to this. Clarifying language as to nonprofit application and what needs to be included in the application; changed reservation timeframe for cancelling and requiring 100% of the deposit as a cancellation penalty within the 9 month periods. Alcohol requests to come before the BOS are asking they be signed off by the Police Chief and Town Manager.

No BOS comments.

Public Comments.

Rich Harvey 63 Commercial Street. I have rented Town Hall for a couple of years and would like to know why the changes. As a producer he has tried to bring top notched parties. You don't make a lot of money bringing in these large talents. He does not use liquor; he always uses nonprofit. As a producer he is very organized. In order to get Joan Rivers and others of this ilk here this needs to be addressed. He has some concerns about 9 months out but he feels penalized about the four gigs he has already booked regarding the passage by the BOS of their last meeting when they changed the cancellation policy. As a year rounder it is not a big money maker when you do nonprofit; he feels it penalizing us.

BOS Comments:

Erik thanks for comments.

David is based on the rate of time and one half of the highest paid custodian.

Erik 35 an hour is time and one half.

David custodial time is paid by the users and goes into the revolving account and goes back out to pay them.

Erik he likes lowering the price for nonprofits in the winter. How many days in Feb/Mar is it rented.

David said Jan thru Mar is seldom. Sometimes we get the Outer Cape Chorale. In these three months it is not utilized very often at all. Reservations are up considerably this year during the course of the summer. We don't make a lot of money on this; it is good for the Town not for Town Hall. 99.5% are nonprofits. We are doing it as a public benefit.

Erik reconsider the 9 months to 90 days.

Robert since we already voted on this he wants to bring up for reconsideration to talk about the cancellation fees.

David it is properly before you. You made a policy vote; and you can reconsider.

**MOTION: Move that the BOS vote to reconsider the cancellation timeframe.**

**Motion: Robert Anthony**

**Seconded: Erik Yingling**

**3/2/0(CA/RR)**

Raphael explained why the 9 months was originally set up. From the town's point of view he feels that this is in the interest of the Town.

Tom explained that as a nonprofit in town they wanted to book town hall. VIDEO. Make sure while all producers are given their spots we are looking to give nonprofits in town. Other parts of this that people wish to talk about.

Erik consider lowering the fees in winter. VIDEO

Tom reopened public comments.

DAVE: what is nonprofit and what is profit he brought it up last year. He recommends that we go this year with what was last year. He wants to see a committee and bring in a consultant to look at it overall. He thinks this is a longer discussion; just keep it as it was and figure it out.

Tom asked if we rented this room also.

David said the regulations speak to the rental of the auditorium. This is not a venue it is an auditorium. It does not have a kitchen, cater space; dressing rooms. We make a case-by-case. We give parking spots. We have the public on three floors sometimes even though we have only one staff that cannot be on

Rich said that there are other people in town that could meet for a work session who could give input. He and Dave have worked together on these productions for over 20 years. He had given suggestions to a previous board. Some can afford this cancellation fee but some cannot. He books for Sat/Sun usually and is considerate about Mon-Fri due to staff being. He wants the BOS to keep an open mind after this session.

Cheryl we will continue to revisit it again. This is not about making money; if it was it would be a piece of cake. The taxpayers own it and we have competing issues. She heard everything they said. Raphael the working group idea is a good one. TwN Mgr. said to consider having a company to run the event end of things. It is good hearing from the stakeholders. This discussion is worthy to continue to have. In the fall is best for everyone. He is happy to be on that group.

Erik agrees with Raphael. Wants to lower the Nov-April For-Profit fee.

Raphael said to keep it as it is.

**MOTION: Move that the Board of Selectmen vote to approve changes to the Town Hall Rental Fee Schedule as posted in the public hearing notice.**

**Motion: Raphael Richter**

**Seconded: Erik Yingling**

5/0/0

**MOTION:** Move that the Board of Selectmen vote to approve changes to the Regulations for the Public Use of Town Hall, as amended.

**Motion:** Raphaël Richter

**Seconded:** Erik Yingling

5/0/0

## **2. Public Statements**

**Mary-Jo Avellar** spoke about the committees that have so many vacancies. She asked the BOS to take a look at them; perhaps incorporate them, get rid of them and the term limits. She spoke about the By-law at Town Meeting being 10 and it should be changed to 5 minutes. Lastly, she is thrilled to come in the room and find the painting in the room behind the screen. It took her three years to get this painting back in the room and is begging them to take it down and put it behind the BOS. There is no point having it there if it is hidden.

**Paul Kelley** is here representing the interest of the Provincetown 365 and Housing committee. They had done the site plan analysis for the Winslow Farms that was turned down. They want to continue with the VW site. He spoke about the amount of footage. He wants the two parcels to be left for housing; is the 23000 sq. foot parcel adequate for the Police Station. Should we continue keep the plans moving for the housing and not waste out time, if not.

**Rick Murray** speaks as an individual of the Bldg. Committee; had concerns about decreasing the size of the Police Station. 13,125 plus or minus. They Bldg. Committee voted on what the BOS had asked for the size and scope of the Police Station VIDEO. Keep all the boards in the loop so everyone knows what is going on with regards to this parcel.

**Tony Bracket** 8 Cottage Street, thanked everyone for getting everyone through Town Meeting. FY16 School Budget was passed and thanked everyone. He talked about the affordable housing. He made comments about remarks that he heard regarding race. The school does not discriminate on any class based upon state and local law. He was very angry about this type of discrimination. He taught music in New York>>L>>>> Came to Provincetown because of the diversity to raise their children. He spoke about we as adults we are responsible for guiding our children about intolerance. It starts with bullying. He was teased and bullied during high school. Our schools teach each other to be accepting of all classes; races; handicapped; religious preferences. He is proud of our diversity. Let's not be divided on the topic of affordable housing when it comes to race. He referenced the changes in Nantucket; it is clearly embracing a shift in population. He will VIDEO. Children hear these remarks. Children are our future; hopes to erase these issues VIDEO

## **3. Selectmen's Statements**

Cheryl she was not prepared to address Mr. Brackett's comments but she has heard people say stupid things all her life but not in public. She hopes it was not someone she knows. She does not believe this is what Provincetown stands for. She wanted to thank about 50-60 core group people that attended all four nights of the Town Meeting last week. It was a long difficult week. She believes that maybe three minutes for everyone to speak would be a better target then five minutes. She wants to plan to visit the by-law regarding the time limit. She spoke about having better communication among the BOS and would like to see more Round Table discussions on issues. She is willing to make a motion about having a Round Table with regards to the past Town Meeting and wrap it up with our upcoming goals, if necessary.

**MOTION:** Move that BOS vote to schedule a Round Table Discussion as soon as the schedule will allow and the topics would be a review of the Annual Town Meeting and also a review of our Annual Goals from last summer as we head into the next fiscal year.

**Motion:** Cheryl Andrews

**Seconded:** Robert Anthony

Erik Town Meeting debrief.

Tom asked for a Special Meeting on Tuesday April 21st @ 5pm for a Round Table to meet in Caucus Hall regarding Annual Town Meeting and review of FY2015 Goals.

David reminded that we have three other round tables this month.

**5/0/0**

Cheryl wanted to know about Exc. Session re: properties that Acting Town Manager would suggest we talk about. We need to talk about properties.

David it is on agenda for 4/27<sup>th</sup>.

Robert thanked him for his comments. He congratulated him for using the stage available thru our PTV. He hopes that when people hear this language they call 487.1212. Those people need to be investigated as hate incidents. Town Meeting was very up and down in his opinion. Article 23 by FinCom was to think outside the box. Hopefully, we can buy some units and get the instant gratification. Developments are usually 3-4 yrs. to see some units.

Raphael wanted to thank everyone who came to Town Meeting. It is a great form to express our town as a community. He is humbled by the intelligence that everyone brings. He feels that it was a little up and down. He also is exciting about Article 23; go to state house and make our voices heard. They need to know that this is something we need. We have a population loss crisis due to housing and jobs. He is sad about Mr. Brackett's comments as well. He has heard these types of remarks on the outside. He would love if all members who serve on committees to search their hearts for any darkness. He would like to have an agenda item to discuss the VFW parcel, as well.

Erik thanked everyone who came to Twn Meeting. 302 people which is one of the best turnouts yet. This is a demonstration of how active our town is in the democratic process. Disappointed about Winslow Farms; we fell short by 20 votes. Special thanks to the Provincetown 365 Committee. Two of the lots should be available for housing and the other footage for the Police Station. The budget drives the size of the Police Station. Lastly, he thanked Tony for coming forward. He thinks this type of language is' despicable. People should keep these comments to themselves especially if they are serving on committees. People need to be called out and told that our community does not accept any type of discrimination at all.

Tom thanked Tony for his comments. How Provincetown nurtures all of the issues he commented on raises his thoughts as a person. He spoke with >>>>VIDEO. We can being to have the conversation in a productive way at that time. He spoke about the VFW; reduced to \$4.5million is for the smaller footprint of the Provincetown 365 plan. 2/3rds of the lot was used for the Police Station. He understand that we have to do some strati etic things we have to do. He wants to move with an RFP for housing on the VFW site. We left Town Meeting with no solution in place for affordable housing. We need to make a commitment; it is on the sewer, it has gallons, let's move forward. Keep the Pol. Station at a much smaller footprint on this site. He will wait for the Exc. Session to get moving with what we have available to us. He thanked the Provincetown 365 team and hopes this is the beginning of the long term Comprehensive Plan. He asked about vacancies on Town Boards. The Charter Review was going to look at this.

Cheryl said that is not really the problem. Because the list is on the website she never looks at it. She suggested about consolidating some of these boards.

Tom suggested that they be listed so people can see what it available. He spoke about term limits and wants to have a conversation on that as well.

#### **4. Joint meeting / Presentations**

Mary-Jo Avellar; George Price; Kathy Teven, Craig Thatcher.

George wanted to go over a few things; update on Herring Cove parking lot; 2016 centennial; safe crossing program, hydro surf clam issue. He is giving just a synopsis. Herring Cove came up with a permanent fix; it will have a 50 yr. life span pull back 125' and raise it and it will give us a long time.

Up until last week it had been a proposal; the date is now 2018 for the construction project in the over \$4million range; this is a tentative date; depending on what happens with federal budget. Bathhouse was bumped up by two years. Park Service is dealing with issues on shorelines. He hopes this will be moving forward. We will be dealing with damage at the north parking lot until then. He applied for emergency funding for this damage. Talking about what to do year-to-year at this parking lot. They have brought a marine engineer and has done some analysis as to what we can get out of a new repair. They got the synopsis today. He will come back thru David to the community to let us know what is being considered. It is obvious that we will be dealing with this next year so they are trying to decide what to do so they will not have to go thru this year after year until the permanent fix can be done. He spoke about damages along other seashore areas. In looking at pictures from other areas in Cape Cod. He spoke about Race Point beach and the sand there. Province Lands Road is about a month off of the schedule due to the winter. They reconstructed the road not just paved it. They have put in new bike>>>>>. In speaking with contractors and supervisors and they expect that it will be open before Memorial Day weekend; \$2.3 million thru federal dollars. The Centennial of the Nat'l Park Services in FY 2016. We are taking a look at upgrading the signage a total rehab of the Provincetown Visitor's Center itself. ADA access ramp, working on exhibits, carpeting. Where bike trails cross roads in the seashore they are working on those. Hydro clam issues; Craig and Scientists have been talking to him and it is harming the environment. Towns/State have responsibility for shell fishing. Nat'l Seashore does not have this responsibility. He believed it would be referring to the state. He heard a study and explained it to him because marine environment they believe and other scientists believe it is not good for the marine environment at all. In an area as the Herring Cove area is that this activity puts the sand at a higher column in the ocean and fall off the ledge that drops down about 150'. Mark Marelley was explaining about the evolution of erosion rates. He wrote his first letter to the Sec. of Energy and Environmental affairs. Last Thursday with consultation with attorneys and others he has sent a letter to Diodoty. Peake/Wolf's office has been contacted to see if they would help us. We have a project in the works that will map the ocean bottom. He is asking if there is anything they can add to help us be provided more information on this issue. LETTER

Tom thanked him.

Erik was astonished about 18' erosion within a year. Usually is about 2 1/2 per year. He appreciates him helping our cause with the clamming. People are concerned and are interested in this issue.

Mary-Jo said it was an issue in 1957; the town limited to 20 bushels back then for clams.

George he is a big fan of fishermen and he loves clams. In this particular environment we feel it is very important.

Raphael thanked him for the thorough report. He appreciates that they are trying to come up with an interim fix. It is very important to our town.

George said it was installed in the 1950s. We are using taxpayers money; we need the longest best fix.

Raphael what does it cost to fix the lot each year.

George last yr. \$217,000. This yr. the fix is closer to \$300,000.

Raphael safe crossing projects; Race Point beach area. Signage coming around that corner will help a lot.

George will make the crossing a lot more obvious. When people are on vacation they might not pay a lot of attention.

Robert as far as the clammers go, he asked about how it is damaging the environment. Enforcement on it?

George we are proposing to do science on that. In meeting with state counterparts will discuss what types of science needs to be done. Enforcement at this point on the water is done by the Mass.>>>>>clammers coming in to the 12' mark. They have the lead on the jurisdiction. For us to get into marine law enforcement..

Mary-Jo we were told that the area is overgrown and that park services does not have the money to

clean it up and the Park service won't allow us to do either. Markers are overgrown. She understands from the cemetery committee to have it marked up so people will know where it is.

George many are overgrown through the seashore. If the town is interested we would certainly entertain it. If a group would be interested we would certainly entertain.

Cheryl got her attention re: regulations from state and regulations from the Conservation Commission.

Officer is goes out an average of ½ mile of mean low tide.

Cheryl in terms of activity and regulations. The area the town is talking about>>>

George our boundary goes out about ¼ miles. When you look at environmental area is ¼ mile but area of concern is the whole stretch.

Cheryl the road had not been swept yet last year based on the conversation with bicycle committee. Can he drop an email to let us know when sweeping will be done.

Tom we have a request for increased solar. Any efforts you can help with this would be appreciated. We would love to see some of that happen here.

George we have been looking at solar. Wind was looked at in the past. Over the last number of yrs. there has been a request to put solar on the Cap Landfill. He has spoken with his people. There is not a legal way for the Town to put solar on the landfill. We are not allowed to lease land. The Park Service could put solar there. Environmental impact, habitat issues, etc. We lease structures, but not land.

Tom whatever the vehicle may become available we would welcome here. The Nat'l Park Services does a lot of...2020 coming up and the signing of the Compact happened in Provincetown Harbor. How do we get that cross referenced.

George we have been participating with the 2020 program. We are interested in the Provincetown, the compact and the pilgrims is part of the CCSshore.

Tom NPS does a great job of advertising the Nat'l Parks. Please let us know how we can help.

Bike paths that worry him is Race Point Rd connecting into Town. What is the status? Is that with him or us.

David forwarded an email to Eric Larsen and he does not know at this moment. There had been a delay in the work that was being done.

George he will look into this. He assumes it is in the works.

David will look into the RFPs that is pending.

Tom how can we get a bike path that gets us into Truro.

George two planning meetings last week. CCC is helping with that activity. Trying to connect the bike trail with Provincetown. Just having a safer access along existing roadways. He will get a better update to us on where this stands.

David we have a bicycle committee. They voted to hire an engineer to evaluate..

Rik Ahlberg; committee is bringing in consultant from Massbike who will do assessment at the beginning of June. They are looking at how to get people into town safely from Truro/Provincetown. The last workshop was held in Wellfleet and he participated along with Eric Larsen.

George asked about the consultant

Rik is doing it independently. We are looking to accelerate analysis with Massbike.

George said let's make sure that we have communications.

Tom asked the Park Ranger whether they are now wearing a body camera.

Ranger spoke about implementing these cameras last fall.

Tom VIDEO

George has already been involved with rangers infraction.

Mary-Jo how long is the film kept.

Ranger 90 days but if it is a court case it can be longer. He has seen some emergency medical people wearing them.

Tom thanked him for being a very important partner in working with us to serve our visitors so well.

## 5. Appointments

None

## 6. Requests

### A. Parade Permit Request: Ragnar Relay Cape Cod – 200 Mile Overnight Running Relay.

Raphael recused himself as he does business with this event.

Tom what is different this year from last year.

Dave said there is not really too much of a difference. They have dealt with neighborhoods and the Catholic Church that they dealt with last year. They sent out letters and asked for feedback and got no bad reports.

Tom said last year he only got only good comments on this issue.

Jim Golden submitted a report saying this evolves from yr to yr. There is still some concern with the residents on Winslow St. The event is managed in Utah; he wants to see a person in charge on event day. They say they have a race director, but he has not met that individual on race day.

Dave will take care of this this year. He is in charge of the event at the finish line.

Erik said two years ago there was a pallet of water left at the monument. Make sure people take all of their stuff with them.

Dave will take care of it.

Cheryl was contacted by residents on Winslow; it shuts the road down. She heard that there was a rescue call at the monument and they had to come up High Pole Hill in order to get there. Are any officers dedicated to keeping that road open.

Jim Winslow is open north bound from Bradford to Jerome Smith. We prohibit them from coming south bound on Winslow. We close Winslow at Bradford to everything except buses and residents.

Cheryl is there an officer there during the whole finish?

Jim stated yes. It happens from 9am – 7pm. They start at 7am and breaking them down around 4pm. There is a dedicated ambulance at the site. He explained the direction that should be taken if that happens.

Dave this event has been going on for about 12 years; and it has been progressing every year.

Cheryl noted that the residents are getting a little exasperated. She extended her congratulations and will be down there to see how everything goes.

**MOTION:** Move that the Board of Selectmen vote to approve the Parade Application Permit submitted by Tian CK Luu, 12 S. 400 W., 2<sup>nd</sup> Floor, Salt Lake City, UT for the Ragnar Relay Cape Cod 200 Mile Overnight Running Relay Events, on May 9, 2015, from 9AM to 9PM, and add Police Chief Jim Golden as the Race Day Director.

**Motion:** Erik Yingling

**Seconded:** Robert Anthony

4/0/0 (RR recused)

### B. Monthly Police Report for March 2015.

Jim read the Police Report. This report is online at the Police Dept. website.

Raphael attended the follow-up on March 30<sup>th</sup>. It was a great session. The Police Department is ready to engage with the public on any issue. He learned about the marketing efforts of the dept. and what they do. He also learned about police officers stand in a certain way; the things the community does not know.

Jim tries to do outreach on the web page; their mission is to do podcast in the future.

Robert one of the participants at that meeting suggested to use PTV. He thinks it is a very good medium.

Jim would have to speak with PTV about that. He is trying to find time to do this and not burn anyone out.

Robert asked also about using WOMR.

Tom interesting to look at PBG and the Police Dept.; rules of the road. There is some room to think about a guide to Provincetown.

Jim does not want it to seem like a wrong overtone; remains cautious.

Tom first was making sure we have resources and that users of drugs have appropriate rehab and medical help. We need to be working with Gosnold and outer cape that when police come across these people to help them get into treatment. Within the four town every single property crime deals with drug use.

Jim drug use is directly involved in property crime across the board. Core group in March from Eastham, Wellfleet & Provincetown that is work they are doing locally. They work with state/federal if it extends beyond that.

Tom talked about drug dog. Drug dogs are>>>

Jim dog at Truro; allowing to use with neighboring jurisdictions. Robert was a canine officer many years ago. We have a different problem in that vain. He talked about the costs in utilizing a dog. Truro is trying to reach out to the surroundings towns for assistants.

Robert years ago when we had a dog >>>> He kept the dog at home. It depends on what they are looking at and how much money.

Jim all the drug cases we have made; no forfeitures have been completed by the court.

Tom is concerned about the money issue of this.

Robert is Truro just asking for Provincetown to participate?

Jim all towns up and down the cape; \$4,000 from each. The program is expensive. This is an asset we do not have on this end of the cape. He spoke about all the expenses that would be needed in the maintenance of having this dog; food, vehicle, housing, training, etc.

Erik he would not be interested in the town being involved with this particular endeavor. It would be used on an as needed basis.

Raphael feels like the citizens would be displeased to have resources spent on that.

Cheryl it is nominal; there is always a perception problem with citizens.

Tom said to proceed with caution. He asked if the police routinely patrol private roads.

Jim we routine patrol on private roads.

## **7. Town Manager / Assistant Town Manager**

### **A. Formation of the Town Manager Screening Committee.**

David police chief is hired by the BOS.

Robert asked for this to be put on the agenda. He believes the next most important person to hire after the Town Manager is the Police Chief. He would like an open process and guidelines to follow. We are still in litigation regarding the last Police Chief. Hopefully, we will have a Town Manager on board in June. He does not feel like there is a rush to get this done before the next Town Manager is hired. He thinks they should be involved. He thinks we are moving too fast as a board.

Erik agrees with most of what Robert said. He wants to see someone get in sooner than later. He suggested that we put out an advertisement for two or three weeks and see what we get and go from there.

Robert wants to sit down and talk about what the process looks like. Come to a consensus as to what the process would look like. He wants a job description with what qualifications they are looking for.

Erik wants it to get it moving.

Raphael thanked Robert for bringing this up. He feels strongly that he should hire from within. He does not think that advertising is in our best interest. He would like to offer anyone within the dept. who has an interest to apply. He agrees with Robert regarding setting the guidelines re: education and any current requirements. It was clear to him that the during the Town Meeting they residents

voting to have the police chief live in Provincetown/Truro sent a message of the happiness they feel with the Acting Police Chief.

Cheryl everything sounds straight forward to her with the exception of whether to go out of the dept. to look for someone. Her main concern is the concept of others within our police dept. being able to apply for the job. If staff has a strong opinion she is interested in hearing.

Tom wants to hear from David. We should allow people both in and out of the dept. to apply. It does not have to be a huge search; we can allow the three weeks of posting. If there is a candidate that lives outside, we would have the opportunity to view it. We need a period of open application. In DC you had to have a college degree or similar experience.

David said we do include that; in terms of requirement we do not included as that.

Tom asked about the Lt. position.

David said it is not a union job.

Robert as long as we discuss process and we come to a consensus he is a team player. He agrees with Tom that

Erik would Robert be in support of a three week applicant search.

Robert said yes.

Tom said that you can advertise on the ICPA site and see what happens and let the internal people apply also. The Town Manager makes this decision.

Raphael will allow everyone in the dept. to apply. The most important thing is to hire from within. He will not vote in favor that goes out to a huge variety of outside sources. Two newspapers on the Cape.

Tom what does Acting Twn Mgr. thinks.

David said in the 16-17 months of doing this he was not aware that the BOS wanted him to hire a Police Chief. He does not believe that the BOS should have anything less than a 5-0 vote. He is ready to go forward with opening up the process.

Cheryl usually you feel comfortable with your Town Manager when he makes a recommendation. She wants to have staff help.

David his opinion is that he needs their 5-0; and they are ready to open a process we don't have to advertise far and wide or spend a lot on professional organizations, we will sit down and come up with a job description and advertise and make recommendation.

Erik how long will this process go for.

David every staff that is hired has a process. He will look into and find out what is needed for the Police Chief.

Cheryl can we put on next agenda?

Tom do we want to wait another two weeks.

Cheryl agrees with David on the 5-0 vote that he needs.

Tom the idea is that the Town Manager hires this we should have a job description. BOS ratifies the contract only; they do not hire the Police Chief.

Robert would like to wait and see what David brings back after looking in the folder.

Tom wants to put this on next week's special agenda 4/21. Job description with criteria.

Tom said that Steve Katsourinis; Mary-Jo; Lee Ash; Provincetown School Committee; Louise Venden; Raphael says it is interested to have people who are less entrenched in the. He nominated Lee Ash,

**Erik nominated: Tony Brackett EY/RA 5/0/0.**

**Raphael nominated: Lee Ash RR/CA 5/0/0.**

**Tom nominated: Steve Katsourinis TD/RR 5/0/0.**

Cheryl said that in order to have balance she would like to have someone who has been in town a long time.

Raphael thanked everyone

**A. Other**

None

## 8. Minutes

**MOTION:** Move that the Board of Selectmen approve the minutes of:  
Dec 1, 2014 (Special), as printed.

**MOTION:** Move that the Board of Selectmen approve the minutes of:  
Dec 8, 2014 (Special), as printed.

**MOTION:** Move that the Board of Selectmen approve the minutes of:  
Dec 8, 2014 (Regular), as printed.

**Without objection the Selectmen approved the minutes as printed.**

Raphael wanted David to ask the numbers on the street signs have faded and need to be repainted. Tom owes the Board an apology for not having to send the letter to Sarah Peake sooner. He thought he had done it. Talking to 2<sup>nd</sup> homeowners about the resident owners tax burden. He heard another longtime family is leaving town. Ask the 2<sup>nd</sup> homeowners to lobby their reps/senators also regarding this.

Raphael thinks it is a good idea to try.

Robert thinks it is a good idea, too.

Cheryl did we send out tax bills over the last couple of weeks.

Michelle did a separate mailing re: >>>>>>

Cheryl thanks to David and Dan Hoort. She went to ???? federally qualified health centers. It was a nice breakfast and a great talk. We are used to having a health center here.

Erik special thank you to all town staff for making the BOS's job is easier. Are we doing an RFP on the Community bldg..

Michelle the RFP will be circulated as a rough draft and you should get it tomorrow. Any grants that would be useful would be done by the bidder. Nothing available >>>> Voted 1/3; 1/3; 1/3. We want to expedite the process as soon as possible. It is too small a project. It is too small for a lot of the grant programs. On the back of the RFP is the criteria. She recommended the BOS look at whether they want it faster or to get grants.

## 9. Closing Statements/Administrative Updates - Closing comments from the Selectmen.

- A. *Letter to Representative Sarah Peake re: Room Occupancy Tax Home Rule Petition.*
- B. *Letters of Thanks for Members Resigning from Boards and Committees: Tracey Primavera & Susanalice Musall from the Recycling & Renewable Energy Committee and Marianne Clements from the Planning Board.*
- C. *Letter of Thanks to Officer Christopher Landry.*
- D. *Letter of Thanks to the Provincetown Police Department.*
- E. *Letter of Thanks to the Provincetown Fire Department.*
- F. *Letter of Thanks to the Provincetown Board of Fire Engineers.*
- G. *Letter of Condolence to the Family of Ronnie White.*
- H. *Letter of Condolence to the Family of Polixeny Kuliopulos.*
- I. *Letter of Condolence to the Family of George Bryant.*
- J. *Letter of Condolence to the Family of Francis "Flyer" Santos.*
- K. *Letter of Condolence to the Family of Florence Alexander.*
- L. *Testimonial Letter for TCB, Inc. re: NAHMA's 2015 Affordable Housing Vanguard Award for the Best New Apartment Community – Province Landing.*

**No Executive Session was held.**

Without objection BOS adjourned at 10:01 pm.

Minutes transcribed by: Loretta Dougherty

**TOWN OF PROVINCETOWN – SELECT BOARD  
MEETING MINUTES – REGULAR MEETING  
APRIL 8, 2019, 2019 6:00 PM  
TOWN HALL – JUDGE WELSH ROOM**

Chair Andrews convened the open meeting at 6:00 pm noting the following:

Select Board attending: Chair Cheryl Andrews, Vice Chair Robert Anthony, Members John Golden, Lise King and Louise Venden

Excused:

Other attendees: Town Manager David B. Panagore and Select Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

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

- A. *Treasurer’s Transfer –As Commissioners of the J. A. Francis Trust Fund, approve the use of gifted funds to pay a scholarship award of \$6,000.00 to Timothy Burns.*
- B. *Treasurer’s Transfer – As Commissioners of the J. A. Francis Trust Fund, approve the use of gifted funds to pay a scholarship award of \$5,000.00 to Katarzyna Sapinska.*
- C. *Reappoint David Wagner as a regular member of the Zoning Board of Appeals with a term to expire on December 31, 2021.*
- D. *Approve the Parade Permit Application submitted by Brandon Motta on behalf of the Provincetown Recreation Department’s annual 4<sup>th</sup> of July parade to be held Thursday, July 4<sup>th</sup>, 2019 starting at 11 a.m.*
- E. *Approve the Parade Permit Application submitted by Bob Sanborn on behalf of the Provincetown Business Guild’s “Sashay from the Shack to Tea” to be held Saturday, June 1, 2019 starting at 4:00 p.m.*
- F. *Approve the Conservation Restriction from The Compact of Cape Cod Conservation Trusts, Inc. on a 1.86-acre parcel located at 56 Snail Road.*

**Without objection Chair Andrews waived the reading of the consent items and without objection they were approved all by the Select Board.**

**1. Public Hearings:**

- A. Continued Public Hearing from March 25, 2019 - 19-05 – 258 Commercial Street – Saki/Velvet by Steven Schnitzer (applicant) on behalf of Saki LLC (owner) to increase the assigned Title 5 flow to the property by 1,353 gallons per day to add 112 theater seats to the existing night club and 42 seats to convert the existing retail space to a bar/lounge. (Page 58)

**Please note: At the March 25, 2019 Public Hearing the Select Board approved the additional gallons to add 112 theater seats to the existing night club.**

Chair Andrews read the public hearing notice.

**MOVE that the Select Board vote to continue the hearing until April 25, 2109**

**Motion: LV    Sêconded: JG**

**VOTED**

**In Favor:     5  
Opposed:     0  
Abstain:     0**

- B. Curb Cut - Application by William N. Rogers II, requesting approval to install a **Curb Cut at 452 Commercial Street** (Assessor’s Map 12-4, Parcel 42), Provincetown, MA.

Select Board Member John Golden read the public hearing notice.

William Roger present to request the curb cut for the property at 452 Commercial Street. Town Manager Panagore informed the board that staff does not recommend approving this curb cut.

**Public Statement**

- Grace O'Malley: Speaking out against the approval of the curb cut.

**Select Board Statement**

- John Golden: I think curb cuts should be the purview of the planning board and does not think curb cut should be approved at this location.
- Robert Anthony: Is the parking on Bank Street part of the association? Is there no extra parking on your property?
- Louise Venden: How many units are in the condo and how long as it been a condo association? It appears there are two tandem parking along the front.
- Lise King -- I am against taking out lawns to create more parking spaces.
- Cheryl Andrews -- I would talk to them about restoring the front to green and ask for the curb cut on the side driveway on the left.

**MOVE that the Select Board vote, pursuant to the Provincetown General By – Law Chapter 11, Section 6-2 to deny the request by William B. Rogers II, for a curb cut at 425 Commercial Street as presented.**

**Motion: LV    Seconded: LK**

**VOTED**

**In Favor:        5**  
**Opposed:         0**  
**Abstain:         0**

- C. Curb Cut-- Application by Angela McCarthy, requesting approval to install a **Curb Cut at 199 Bradford Street** (Assessor's Map 12-4 Parcel 64) Provincetown, MA.

Select Board Member John Golden read the public hearing notice.

Angela McCarthy present for the hearing. There are two apartments on the property, my mother, sister and I have three cars and this would allow everyone to have their own parking. I am not planning on altering the property. Town Manager Panagore informed the board that while the Fire Chief, Police Chief, and DPW Director recommend approving the curb cut, the Building Commissioner and Planner did not. The Building Commissioner and Planner feel the first curb cut allows for enough parking and adding additional parking would require a site plan review.

**Select Board Statement**

- John Golden -- is this a single family home, adding additional cars backing out onto Bradford Street and I see this as problematic. We are just saying no to the new curb cut, they can go to the planning board and add additional parking on the one side of the building.
- Louise Venden -- what is your future plan for the property? Could you speak on the removal of all your trees? The applicant might have a chance to address some of the issues that have been raised and if there is some way this can be reworked, I would be happy to hear it again.
- Lise King -- I also have shared concerns about the additional parking. I am going deny the application and the applicant can go to the Planning Board.
- Robert Anthony -- you said there would be four vehicles accessing that property. What are the additional concerns that the Building Commissioner and Planner addressing.
- Cheryl Andrews -- starting to agree with John that perhaps curb cuts needs to go to the Planning Board.

**MOVE the Select Board vote, pursuant to the Provincetown General By-Law Chapter 11, Section 6-2 to deny the request by Angela McCarthy, for a curb cut at 199 Bradford Street as presented.**

**Motion: Lise King      Seconded: John Golden**

**VOTED**

**In Favor:            4**  
**Opposed:            1(ca)**  
**Abstain:            0**

**2. Public Statements:**

- Michelle Jarusiewicz – making two public service announcements. Provincetown has a traditional low income resale. Camoin Associates will be holding a Public Forum April 17<sup>th</sup> in the auditorium at 6 pm.
- Ian Edwards – In support of the EDC Application. Producer of a number of startup events.
- Jay Gurewitsch – also in support of the EDC grants
- Robert Borkowski- Shoal Hope Cider Works – gave brief summary of why he is requesting a can seamier to help expand business.
- Kirsten Walker, Provincetown Film Society, requested an EDC grant for the Jamaican Film festival. Several other sponsors are involved in this festival and it is important to do a program for the Jamaican community.

**3. Select Board Member's Statements:**

- **Robert Anthony** – Last Monday's vote was not a detriment of the Provincetown Police force. My main concern is the men and women who work in the force. I have been there I have worked with them. Today I read an email that almost crossed the line; it comes to a point where enough is enough. How much do you need to do for this community to get a respect? I will do everything in my power while I am sitting here to get those young men and women a facility that they will be sitting here. Right now it is a day to day basis. What has gone on during this whole process is outrageous for the town of Provincetown to participate in. Where is the human aspect of this?
- **John Golden** – I agree with a lot of what Bobby has to say, it is unfortunately this had to happen. The majority of the board was in favor of it; it is unfortunately that all this work needs to be restarted. Now there is a question of housing and all town land is up for grabs. All of those things where in place, and now we are back to the beginning. There were a lot of boards who work hard to bring it to fruition.
- **Lise King** – I have noticed a trend since I was elected a year ago; this is a lot of work. The comments that have been passed to me, it is very easy to a rock thrower and tear things apart. It is really hard to build something and create something. For those of you making sport about theorizing, it is a lot of years. There are so many specific details that are required to learn. It is really time for folks to spot paying attending to those inflammatory rock throwers. I can tell you I disagree with my other board members, but I do not doubt their commitment to the town. I was told that sitting up here would change my relationship with this town and they were right. It is a lot of work and a big commitment, but I am very concerned about the tone and tenure going on behind the scenes. On the topic of the police station, no one is saying no, what we are saying is the 2/3 majority needed to pass the appropriation did not pass.
- **Louise Yenden** – I am shocked about Select Board Anthony's statement, but not surprised. We of us subject ourselves to ridicule, but I think the majority of people in this town disagree with us. We are not here to serve ourselves. About the police station, I am very sorry about the way the process went forward, distress about the increases and what the building will serve. I want the town staff to focus on building housing and supporting the small businesses that thrive and struggle in this town. We have so many minority people in this community; we need to find out what the real needs are for transportation and housing for these workers. I went Sherk Junior this weekend and it was inspiring.
- **Cheryl Andrews** – Chair Andrews brought ceremonial hard hat that was given to town officials for the library opening and seashore point. She did not bring the shovel as she received during the sewer opening. It takes years of hard work to come to consensus, in a small town like this, with lots of different ideas; projects sometimes do

take time to be completed. Yes we can get things done with consensus, and I totally agree with Chief Anthony, that I am going to work hard to get another project done.

**4. Joint meeting/Presentations:**

EDC called the meeting at 7:14 pm

Economic Development Committee Chair Regina Cassidy was joined by Rita "Hersh" Schwart, Trevor McCarthy, Julie Knapp and Steven Baker as well as Community Housing Specialist & Grant Administrator Michelle Jarusiewicz. Steven gave brief summary on the point system and how the EDC decided upon the grant amounts. The Boards discussed increasing funding for the grant program, different criteria for the next round and the possibility of doing two rounds in case applications come in for later than the initial process.

**MOVE that the Select Board vote to approve the following Economic Development FY2019 Grant Requested as recommended by the Economic Development Committee as presented.**

**Motion: Louise Venden                      Seconded: John Golden**

**VOTED**

**In Favor:        5  
Opposed:        0  
Abstain:         0**

**5. Appointments:**

**A. Visitor Services Board – Rita "Hersh" Schwartz**

Ms. Schwartz, term'd out after 12 years on the VSB and is a volunteer on different boards. The Board and Ms. Schwartz talked about the direction of the VSB and how she sees thinks she could contribute to the Board

**B. Cape Light Compact – Nathaniel Mayo**

Nathaniel Mayo, as a Provincetown native, has been involved in legislation affairs and would like to be involved with the Cape Light Compact. The Board and Mr. Mayo discussed how they think he would contribute. The Board thanked Mr. Mayo for applying.

**MOVE that the Select Board vote to appoint Nathaniel Mayo as the Provincetown representative to Cape Light Compact with a term to expire on June 30, 2021**

**Motion: John Golden      Seconded: Lise King**

**VOTED**

**In Favor:        5  
Opposed:        0  
Abstain:         0**

**C. Cape Cod Commission – Cheryl Andrews**

Cheryl Andrews has submitted her application in for reappointment.

**MOVE that the Select Board vote to reappoint Cheryl Andrews as the Provincetown representative to the Cape Cod Commission with a term to expire April 22, 2022.**

**Motion: John Golden                      Seconded: Louise Venden**

VOTED

In Favor: 4  
Opposed: 0  
Abstain: 0

**6. Requests:**

**A. Housing Action requested by Select Board Member Louise Venden**

Select Board Member Venden brought this request forward. She presented several ideas on how to help housing grow. Provincetown has more vacant units verse occupied units. Town Manager Panagore went over some of the incentives that the town is already doing as well as ideas currently being explored. The Select Board and the Town Manager talked about different ideas and tax incentive. Select Member King asked for clarification, does the accessory dwelling rented to year round housing, does this allow tax credits?

Town Manager asked where the Select Board would like to go with the VFW. There is a current contract that has been signed and is supposed to have their first on site meeting May 15. Select Board Anthony asked if there was a motion for the VFW that designates it for? The property could only be sold for the purpose of housing, otherwise could be used for any other municipal use.

Chair Andrews asked the opinion of the board moving forward on the police station. Select Board Venden, Golden and Vice Chair Anthony support having a subcommittee come back to the Board with a draft plan. Vice Chair Anthony asked to have the building committee to come to the Select board with 5 sites that were previously looked at. Town Manager asked for direction to give the building committee. There is a matrix of options that the building committee could give but asks for direction from the Select Board.

Vice Chair Anthony would like to move forward with the consultant to survey the VFW site for housing. Chairs would like to keep the option of the VFW as a building option for the Police Station. Select Board King would like to see a survey to see why the voters voted no on the projects. Chair Andrews and Vice Chair Anthony would be willing be

**MOVE that the Select Board authorize two member of the Select Board as well as two members of the building committee who would be willing to serve with town staff to go back and evaluate the refinement of the Jerome Smith site and budget and any other sites that have been looked at or evaluated in order to come forward with options for us to move forward on a police station.**

Motion: LV    Seconded: JG

VOTED

In Favor: 5  
Opposed: 0  
Abstain: 0

9:45 pm. David Panagore announced he would be leaving the Town of Provincetown on May 10<sup>th</sup> as he had been offered a job with the State.

The board thanked and compliments David on his leadership and what he has accomplished since becoming Town Manager.

**B. Discuss Year Round Rental Housing Trust Memorandum of Understanding requested by Select Board Member Louise Venden**

Cont. to another meeting.

**C. Discuss Policy regarding Select Board Member Public Statements without Select Board authorization or knowledge requested by Select Board Member Louise Venden**

Cont. to another meeting.

**D. Pending Topics – Discuss Calendar for the remainder of the term requested by Chairman Cheryl L. Andrews**

Cont. to another meeting.

**E. Rescission of Police Station Ballot Question voted on March 25, 2019 requested by Town Manager David B. Panagore**

Cont. to another meeting.

**F. Schedule Facilitator Workshop with Jeff Nutting requested by Town Manager David B. Panagore**

The Board agreed to schedule the meeting on July 10<sup>th</sup>.

**7. Town Manager / Assistant Town Manager:**

**A. Massachusetts Office of Public Collaboration (MOPC) Civil Discourse preliminary report.**

Cont. to another meeting.

**B. Airport construction schedule update**

Cont. to another meeting.

**C. Town Manager's Report**

Town Manager Panagore gave brief summary of bi-weekly reports.

**8. Minutes: Approve minutes of previous meetings.**

**9. Closing Statements/Administrative Updates:**

- Robert Anthony –
- John Golden –
- Lise King –
- Louise Venden –
- Cheryl Andrews –

Without objection the meeting was adjourned at 9:55 pm

Minutes transcribed by: Elizabeth Paine

Meeting can be viewed at: <http://view.earthchannel.com/PlayerController.aspx?&PGD=provincetv&eID=1523>

**TOWN OF PROVINCETOWN – SELECT BOARD  
MEETING MINUTES – SPECIAL MEETING  
APRIL 12, 2019, 2019 10:30 AM  
TOWN HALL – JUDGE WELSH ROOM**

Chair Andrews convened the open meeting at 10:32 am noting the following:

Select Board attending: Chair Cheryl Andrews, Members John Golden, Lise King and Louise Venden

Excused: Vice Chair Robert Anthony

Other attendees: Assistant Town Manager David Gardner and Select Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

1. Appointments/Interviews – Votes may be taken on the following items:

A. Zoning Board of Appeals – Caleb Eigsti, Robert Nee and Michela Carew-Murphy

(Please note Michela Carew-Murphy was interviewed previously.)

Caleb Eigsti was the first to be interviewed. He works in town year round for a local law firm that deals with real estate and estate planning. He and the Board discussed the reasons he is applying for the board and why he would like to join the Zoning Board.

Robert Nee was interviewed seconded. Mr. Nee has a broad background in various things. He and the Board discussed the reasons he is applying for the Board and why he would like to join the Zoning Board.

**MOVE that the Select Board vote to appoint Caleb Eigsti as a regular member to the Zoning Board of Appeals with a term to expire on December 31, 2021.**

**Motion: Louise Venden      Seconded: John Golden**

**VOTED**

**In Favor:      4  
Opposed:       0  
Abstain:        0**

B. Visitor Services Board – Rita “Hersh” Schwartz , Daniel Llata, and David Nelson Burbank

(Please note Rita “Hersh” Schwartz was interviewed on April 8, 2019)

David Nelson Burbank, with a back ground in event and entertainment planning. He is hoping to develop move off season events to entertain visitors when they come to visit. He and the Board discussed the reason he is applying for the board, why he feels he would be a good fit on the VSB and some of the ideas he feels he could bring to the board.

Daniel Llata, is a member of the Provincetown 400 and is involved with the Masonic Lodge and WOMR. He would like to expand the tent that he feels is not represented. He and the Board discussed the reasons he is applying, why he feels he would be a good fit on the VSB and some of the ideas he feels he could bring to the Board.

**MOVE that the Select Board vote to appoint David Nelson Burbank as an at large member of the Visitor Services Board with a term to expire on June 30, 2020.**

**Motion: John Golden      Seconded: Cheryl Andrews**  
**VOTED**

**In Favor:     3**  
**Opposed:    1(lk)**  
**Abstain:     0**

Without objection the meeting was adjourned at 11:50 am

Minutes transcribed by: Elizabeth Paine

DRAFT

**TOWN OF PROVINCETOWN – SELECT BOARD  
MEETING MINUTES – SPECIAL MEETING  
APRIL 18, 2019, 2019 5 PM  
TOWN HALL – JUDGE WELSH ROOM**

Chair Andrews convened the open meeting at 5:00 am noting the following:

Select Board attending: Chair Cheryl Andrews, Vice Chair Robert Anthony, Lise King and Louise Venden

Excused: Member John Golden

Other attendees: Town Manager David B. Panagore, Assistant Town Manager David Gardner and Select Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

1. **Parade Permit Application – Starz P-Town Productions, LLC: review the memo from the town manager, the status of the request to date. Consider options (Votes May Occur)**

Town Manager Panagore gave a brief update to the board where staff is currently at with negotiations with the film production. The application the film company currently used is the parade permit, which closes the street to cars. This request is beyond a simple parade permit. The process is normally to ask the staff to give input and that is where the conversation is currently at. Issue has been control of the scene, closure of commercial street and the fact this is the first film request we have gotten in many years. Police Chief Golden gave a summary of his role in the process. The Board and staff discussed public safety and logistical issues. At this point in time the production schedule has not been finalized, staff is still in negotiating an agreements stage and will return to the board after.

Without objection the meeting was adjourned at 6:13 pm

Minutes transcribed by: Elizabeth Paine

**TOWN OF PROVINCETOWN – SELECT BOARD  
MEETING MINUTES – SPECIAL MEETING  
APRIL 29, 2019, 2019 5 PM  
TOWN HALL – JUDGE WELSH ROOM**

Chair Andrews convened the open meeting at 5:00 am noting the following:

Select Board attending: Chair Cheryl Andrews, Vice Chair Robert Anthony, Lise King and Louise Venden

Excused: Member John Golden

Other attendees: Acting Town Manager David Gardner, Select Board Secretary Elizabeth Paine and Town Counsel John Giorgio

Recorder: Elizabeth Paine

- 1. Application for Location Agreement for film production by Starz P-Town Productions, LLC: for filming to occur at various locations between May 28, 2019 and June 10, 2019 – Please note public comments will be allowed (Votes May Occur)**

Acting Town Manager David Gardner gave a brief update on the staff discussions that occurred between the film production company and staff. The packet includes a more detailed schedule along with a draft location agreement, which includes the estimated police cost but does not include a draft dpw cost. Staff posted many of the businesses on the block and half around Standish and Ryder to notify the public of this meeting. Colin Walsh, production manager, is present as a representative for the production company. Town Council reviewed with the Board the Location Agreement that the Town would be entering into with Starz P-town Production, LLC.

**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 May 28 and June 11, 2019, and to direct the Acting Town Manager to finalize the agreement in consultation with the Police Chief and Town Counsel.**

**Motion: John Golden Seconded: Lise King**

**Vote 5-0-0**

- 2. Discuss Prop 2 ½ debt exclusion question currently on the ballot (Votes May Occur)**

Town Counsel, staff and the Board discussed the three options the board could take; leave it on the ballot, remove it from the ballot, or add another ballot questions to add additional locations for a new police station and what would need to happen if the ballot questioned passed or failed.

**Move that the select board vote to take no action to the prop 2 1.2 ballot question.**

**Motion: Louise Venden Seconded: John Golden**

**Vote: 4-1(ca)-0**

- 3. Town Manager Search Process (Votes May Occur)**
  - A. Town Manager Search Time Line**

Acting Town Manger David Gardner reviewed the proposed time line with the Board.

## **B. Executive Search Service Agencies**

After a brief discussion between the board, town staff and town counsel, the board voted to issue an RFP.

**Move that the Select Board vote to authorize the Acting Town Manager to issue a Request for Proposals to procure an Executive Search Consulting Agency for the hiring of a new Town Manager.**

**Motion: Louise Venden      Seconded: John Golden**

**Vote: 5-0-0**

## **C. Town Managers Search Committee**

Town Counsel reviewed with the board the search committee protocol.

## **D. Town Manager Job Description**

Town Counsel discussed with the board the amendments they made to the current job description to be inline with the current charter and suggested waiting until the Executive Search Consulting Agency had been brought on to make further amendments.

Without objection the meeting was adjourned at 6: 42 pm

Minutes transcribed by: Elizabeth Paine



Provincetown Select Board  
**AGENDA ACTION REQUEST**  
Monday, May 13, 2019

9

## CLOSING BOARD MEMBERS' STATEMENTS

Requested by: Select Board

Action Sought: Approval

### Proposed Motion(s)

*Motions may be made and votes may be taken.*

- **Lise King**
- **Louise Venden**
- **Robert Anthony**
- **John Golden**
- **Cheryl Andrews**

### Additional Information

- .

### Board Action

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