



TOWN MANAGER

Memo

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

This report is for the period September 18th through October 8th, 2019

1. Meetings and/or Conferences
 - September 23rd – Select Board Meeting
 - September 27th – Housing Roundtable with Secretary of Housing and Economic Development Michael Kennealy
 - September 30th – Select Board Special Meeting
 - October 3rd- 6th – Santa Maria in Provincetown
2. Personnel Matters
 - Open Positions:
 - Records Clerk
 - Town Planner
 - Town Engineer
 - On-Call Telecommunicators
3. Department Update

This bi-weekly update provides an update of recent town department activity.

Items of Note

Electrical Concern: The electrical issue that caused an electrical shock on September 1st, 2019, has been corrected per recommendations from the Electrical engineer (BALA Consulting Engineers) and the Electrical Testing agents (American Electrical Testing Co., LLC). Additional Long term recommendations have been given due to the elements out on the pier and future corrosion concerns. These additional measures are being scheduled and should be taken care of no later than the end of the month. Once the work has been completed and the Electrical Engineer approval has been received, staff will remove the barricades surrounding this area (*Harbormaster*).

Economic Development

Objective: Support and increase the year round population

Town Clerks Association: On September 17th, the Town Clerk attended the Annual Fall Meeting in Oak Bluffs. One of the outcomes from this meeting was an announcement that there will be early voting for the March Primary. The International Institute of Municipal Clerks declared the study abroad program will be in Amsterdam in 2020 (*Town Clerk*).

Buy-Down Program: The CPA funded "Buy-Down Program" has been rolled-out, with applications due by November 4th. This program would allow for potential income eligible households to receive \$175,000 in assistance to purchase a market rate home that would then be deed restricted. For those who are interested, the application is available on the Town of Provincetown Website, under News and Announcements (*Housing and Economic Development Division*).

Objective: Promote policies that encourage the development of year-round business, entrepreneurial opportunities and jobs

137 Bradford Street (former Tedeschi): A building permit application has been received for the remodel of the building at 137 Bradford for the purpose of converting the former convenience store to the new home of the Cape Cod 5 banking institution. Updates will be provided as more information becomes available (*Community Development-Building Division*).

Economic Development Grant: The annual micro and macro-economic development grant cycle has begun. An information session will be held on October 21st, starting at 4pm, at Provincetown Town Hall. Grant applications will be due no later than November 26th. Applications can be found on the Town of Provincetown Website under News and Announcements (*Housing and Economic Development Division*).

Objective: Support efforts to improve the tourism economy to enhance the visitor experience

PMPM Incline elevator: The permit for this project was issued on August 13th, 2019. At this time, the Contractor of Record has not been able to confirm a start date for the project. A portion of the erosion control measures and fencing have been recently installed. Updates will be provided as more information becomes available (*Community Development-Building Division*).

Pier Operations: The Town of Provincetown was very excited to host the Sailing Vessel Santa Maria out on the pier. From October 4th-6th, they offered tours of this living piece of history. Though scheduled to leave on October 6th, inclement marine weather meant that they were unable to leave on time (*Harbormaster*).

Objective: Support efforts of Provincetown 2020 Celebration

Bas Relief: Phase 2, the restoration of the Cyrus Dallin bronze tablet and the park surrounding it, continues with re-aligning the walkway. Irrigation lines will be installed next, with an anticipated completion date to be the beginning of November. Additional information will be shared as it becomes available (*Housing and Economic Development Division*).

Housing

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

Cape Housing Institute: On October 2nd, the Community Housing Specialist/Grant Administrator attended the opening session of the 6-week program. This initial meeting concluded with an offer of \$10,000 by Susan Connelly of the Massachusetts Housing Partnership to the towns of Truro and Provincetown to conduct a facilitated session in January/February of 2020 on how the Towns can work together on housing including seasonal workforce housing. Information on when and where this session will take place will be provided as more details come together regarding this joint effort (*Housing and Economic Development Division*).

Objective: Increase Community Housing availability

Harbor Hill: The construction continues with progress on window, door, and slider replacements. Renovation issues have arisen including additional remediation work, water heater replacements, and alarm system replacements. The construction timeline is anticipated with some units coming online in January. Of the 6 units in Building 5 that are available now, 5 are leased, with a pending commitment for the 6th unit (a 3-bedroom) (*Housing and Economic Development Division*).

Community Connectivity and Communications

Objective: Increase volunteer participation on Town committees and in public life (local nonprofits, etc.)

Crop Swap Volunteers Needed: The Crop Swap: Provincetown's Produce Swap Shop has seen a great deal of success. The fridge is stocked with fresh produce and the community has been able to access this resource located at the Provincetown Library. More volunteers are being sought as this asset increases in popularity (*Acting Community Development Director*).

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

VFW and 26 Shank Painter Road Housing Development Forums: Forum #2 was held on September 17th at 5:30 pm at Town Hall with about 38 attendees discussing housing development options for these sites. Forum #3 is scheduled for November

13th. The end result will be a scope for a Request for Proposals for development to be issued this winter (*Housing and Economic Development Division*).

Objective: Use the Town Library as a resource, continue to invite and encourage community engagement through outreach and programing
4th Annual Provincetown Book Festival: The Provincetown Book Festival was a success by almost any criteria. Over the course of two days and one night, the Library assembled 13 programs with over 25 writers and nearly 600 attendees. Thank you to all who attended this important event (*Library*).

State Aid for Public Libraries: The State Aid to Public Libraries Financial Report Application and Compliance Form has been submitted to Massachusetts Board of Library Commissioners. Like last year, the Library will not have to submit a waiver petition for certification as the Library has fulfilled the necessary state requirements to receive state aid (*Library*).

Library in the News: The Library was listed as one of the top 5 places to visit in Provincetown in a recent New York Times article. For those who are interested, please check out the link to this article:
<https://www.nytimes.com/2019/09/27/travel/five-places-to-visit-in-provincetown-mass-john-derian.html> (*Library*).

Built and Natural Environment

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

DPW Update: The Building and Ground department has been targeting cutting back the cemeteries for a final mow of the season, as well as preparing the ball fields for fall sports. The Water Department will be performing patch paving on two trenches that were a result of recent service connections. Treatment staff will be performing routine bacteriological sampling, as well as water quality observation sample from the North Union Field Production Wells. Treatment staff will also be working on maintenance on two of the filtration units to diagnose recent performance issues with the compressed air backwash cycle (*Department of Public Works*).

Environmental Health: The Rat Task Force has designed an educational flyer on how to mitigate the presence of rats that will accompany Town Water Bills. The materials will then be adapted to other media for dissemination. Another recommendation of the Rat Task Force – to require all trash and recycling containers to have the property address written on them – will be discussed during the October 17th Public Hearing of the Board of Health as a potential regulation (*Acting Community Development Director*).

Provincetown Pier 5 Year Scheduled inspection: Every 5 years the Pier receives a full conditions survey and marine structural inspection. For the Town, this inspection took place at the end of September. The Town is waiting receipt of the full report, includes all utilities this year, and looks forward to address any and all areas of need (*Harbormaster*).

Objective: Support efforts to bring forward a local comprehensive plan for the use of all Town owned land

Waterfront Property, 387 Commercial Street: The Recreation Commission has been working on the proposed interim use of the waterfront property located at 387 Commercial Street, known as the former Hall Property. The Commission has decided to move forward with possible Interim rental of the facility while a plan on its future use is in development. Before moving forward with permitting this usage, it is important for the Recreation Commission to receive input from the community. A Public Hearing will take place on October 9th at 5:30 pm at the VMCC (*Recreation Department*).

Objective: Implement the recently adopted Harbor Plan

Floating Dock Reconstruction Project: On October 3rd, the office trailer for the Wave Attenuator project arrived on site, with the components of the wave attenuator and the floating dock sections loaded onto a barge which then set sail for Provincetown Harbor the following day. The barge is expected to arrive on or around the 16th of October. The 1st of two crane barges will also be arriving into Provincetown Harbor at that time. The Department is looking into having a "ground breaking" ceremony to possibly take place on the 17th or 18th of October, with a couple section of wave attenuator in the water at that time. The office is working with the Contractor to make sure this project is completed on schedule (*Harbormaster*).

Emergency Planning and Management

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

Building Height: As you drive around Town and see the progress of the buildings under construction, it may appear that these building are taller than the Zoning Bylaw allows. Here is a reminder for how building height is calculated: Building Height is the vertical distance between the highest point of the roof and the natural mean grade as measured from the natural grade at the four (4) furthest corners of the structure to the height of the highest point of the roof, and dividing the aggregate number of these heights by four (4). For buildings which existed prior to April 6, 2015, and located in the FEMA established A and V zones, building height shall be measured from the higher of Average Natural Grade or Base Flood Elevation. Height limitations shall not apply to chimneys, TV antennae with poles of ten (10) feet or less, or spires, cupolas and widow walks that do not enclose more than thirty-five (35) square feet of floor space or exceed ten (10) feet in height or occupy more than five (5) percent of the

roof area. In September 2017, the Town adopted a regulation that requires all building constructed within 2' of the maximum building height to provide a survey to confirm the height compliance (*Community Development-Building Division*).

Government, Operations, and Finance

Government and Operations

Objective: Provide training and educational opportunities for staff and Board to improve operational effectiveness:

- ***Create strategies to retain staff***
- ***Pursue and promote 3rd Party accolades***

Training and Education: The Town Clerk has successfully completed three online training courses – Mastering the Media, Secrets of Persuasion, and Making the Most of Workplace Conflict. These trainings are important steps towards the Town Clerk receiving the Certified Municipal Clerk Certification. Trainings will be on-going until all points are accrued, which include off-site in person trainings as well as online opportunities (*Town Clerk*).

Employee Retention: The Acting Community Development Director is working with the Acting Town Manager and the new Human Resources Director to implement strategies to better support staff in an effort to retain staff and promote a better working environment. Strategies include structuring pre-application meeting times so that staff has time to research and respond to questions posed during the meetings, and clarifying and standardizing Community Development policies and practices (*Acting Community Development Director*).

Dementia Friendly Communities: The Council on Aging Director attended an idea exchange for communities interested in becoming dementia friendly as part of the Dementia Friendly America: Massachusetts initiative. Provincetown is already a member of the Cape Cod Age Friendly project and a dementia friendly focus has been incorporated into that process, making us unique in that our approach is both regional and inclusive. The Director will present an update on the first year of the Age Friendly initiative to the Select Board in late fall (*Council on Aging*).

WiFi: The MIS Department has upgraded the wireless access points at Town Hall. This new equipment will allow us to standardize wireless policies and take advantage of better performance and reliability (*Management Information Systems Department*).

Objective: Develop a collaborative process of youth initiatives to enhance their quality of life:

Recreation Soccer: Now that school is in session and Fall Sports have begun, the Recreation Department fall soccer season is underway. Currently there are 40 children registered for the 5 and up league, and 14 registered for the newly offered 3-

4 year old program. The Department is looking forward to a successful season (*Recreation Department*).

Greet N' Treat: On Thursday, October 31st, the Recreation Department will have their 6th Annual Halloween Greet N' Treat at Motta Field. Starting at 3:30pm on Halloween, the Recreation Department staff takes kids on a walk through town in their costumes, followed by trick-or-treating on Motta Field from vehicle to vehicle. The vehicle registration and event flier can be found on the Town website under highlights, the Recreation Department page, and the Town of Provincetown Facebook page. The more vehicles that participate, the more fun it will be for everyone who attends. It is an event that is fun for all ages and a great way to spend the holiday with the Provincetown Community. The Recreation Department is looking forward to a great turn out for both vehicles and children (*Recreation Department*).

Objective: Implement policies and programs that support year-round culture and economy

Senior Center Transportation: The Council on Aging is expanding our transportation program to include a local weekly shuttle. In addition to the regularly scheduled services (Hyannis, Orleans, Cape-wide medical appointments, food shopping, social/recreational excursions), older residents can now go anywhere in town on the Senior Center bus on Tuesdays. Reservations are required and trips will be planned based on passenger need (*Council on Aging*).

Objective: Support efforts to achieve educational excellence and increase student population

Tennessee Williams Festival: Students in the upper grades of the Provincetown IB School had an opportunity to attend the world premiere of *The Lady from the Village of Falling Flowers* at WA Garden as part of the Tennessee Williams Festival. In addition to watching the performance, they participated in workshop giving them an opportunity to create and perform. Student reaction was very enthusiastic and staff is grateful for this unique opportunity (*Provincetown Superintendent*).

Provincetown Dune Shacks: Over the past two weeks, students and staff have been able to call the Dune Shacks "home." From day trips to overnights, the students have learned the history and ecology of this remarkable place. It is the hope of the staff that they were inspired by the incredible beauty and solitude of the landscape (*Provincetown Superintendent*).

Costa Rica Trip: Preparations continue for the spring of 2020 trip to Costa Rica for the students in the Middle Year Program (MYP, Grades 7 and 8). A fundraiser will be held at the Pilgrim House on October 10th. The school was pleased to have learned that Costa Rica has received the 2019 Champions of the Earth award, the UN's highest environmental honor, for its role in the protection of nature and its commitment to ambitious policies to combat climate change. It is the hope of the

administration that the students who are able to attend this trip will become even more inspired to be leaders in fighting global warming once they see firsthand the efforts underway in Costa Rica (*Provincetown Superintendent*).

Finance

Objective: 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 and develop or refine performance measure for each department.

OpenGov: In preparation for budget season, MIS has been working with the Finance Department on making enhancements to OpenGov. This will make the process more efficient for department heads and the administration (*Management Information Systems Department*).