



TOWN MANAGER

Memo

To: The Select Board
From: Robin Craver, Town Manager
Date: February 18th, 2020
Re: Town Manager's Report

This report is for the period February 4th through February 18th, 2020

Personnel Matters

Open Positions: *All of the following job openings can be found on the Town of Provincetown Website, under "Employment Opportunities."*

<http://www.provincetown-ma.gov/6/Employment>

2020 Seasonal Parking Positions – *Applications due April 1st, at 5pm*

2020 Seasonal Fire Department Positions – *Applications due February 21st, at 12pm*

2020 Seasonal Public Works Positions – *Applications due March 30th, at 5pm*

2020 Seasonal Provincetown Public Pier Corporation Positions – *Applications due March 20th, at 12pm*

Town Engineer – *Position will remain open until filled*

On-Call Telecommunicators – *Position will remain open until filled*

On-Call Secretaries – *Position will remain open until filled*

Department Update

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

Items of Interest

Upcoming Elections: For those who are interested, early voting will start on February 24th and end on February 28th. The deadline to register to vote is February 12th. Papers for the May 12th Provincetown Annual Town Election are now available, and due March 24th, by 5pm. The Election Calendar and list of elected positions due to expire have been posted to the Town's Website and Facebook Page (*Town Clerk*).

Senior of the Year: Nominations are being accepted for the 2020 Provincetown Senior of the Year. The criteria are as follows: the person must be a Town resident 60+ years of age, enthusiastically involved in the community, a role model to peers, and one who exemplifies the "Spirit of Positive Aging." Nominations, including reason for selection and biography, are due to the Director of the COA by May 4 (*Council on Aging*).

Economic Development

Pilgrim Monument and Provincetown Museum Bradford Street Access Project: The contractor for this project has mobilized crews and begun removal of vegetation up the slope to the base of the

Monument. A request to extend the building permit was received prior to its expiration, and was requested to accommodate necessary engineering modifications. As a result, the applicant has been granted a 180-day extension to commence the actual construction on site (*Community Development-Building Division*).

Digital Media Agency Request for Proposals (RFP): On December 12th, the Tourism Department issued an RFP for a new Digital Media Agency. Eight qualified proposals were received, and they are being reviewed and evaluated by the Selection Committee. The committee is on target to complete the selection process by mid-March (*Tourism Department*).

Community Connectivity and Communications

Community Partnerships: The Council on Aging (COA) is fortunate to offer programs and services through their community partnerships. The Department collaborates with over 30 organizations and Town Departments throughout the year. This spring, the Department will be co-hosting programs at the Senior Center with the Fine Arts Work Center, Provincetown Schools, Independence House, Elder Services, Community Development Partnership, and Massachusetts Bar Association (*Council on Aging*).

Built and Natural Environment

Department of Public Works (DPW): The Building and Grounds Division will be overseeing the repair to the VMCC roof. The repair crew is expected to arrive the last week in February, and will remain onsite until work has been completed. DPW Staff will begin cleaning out the VFW building in anticipation of the demolition of the building. The Highway Department has been instrumental in filling in vacancies in the Sanitation Department and Transfer Station, which is currently short-staffed due to retirements and injuries. For those who are interested, employment vacancies can be found on the Town of Provincetown website under Employment Opportunities (*Department of Public Works*).

Emergency Planning and Management

Facebook Sharing: In an effort to reach out to Provincetown residents, the Emergency Coordinator has been providing website links directing people towards information on the coronavirus in a multitude of languages. These posts are then shared on the Facebook page for the Town of Provincetown, as well as with PTV, the Provincetown Library, and other Town social media pages. The Town will continue to distribute information as it becomes available on appropriate topics such as personal resilience and weather event-related announcements from the County and State (*Project Administrator*).

Climate Change Planning and Resilience

Public Outreach: The Emergency Coordinator is exploring public engagement and awareness opportunities. These include utilizing the Town Website, the development of the Coastal Resilience Action Committee, and the creation of a new AmeriCorps post for campaign development starting fall 2020. For those who are interested, the Emergency Coordinator will be

at a table at the Year Rounder's Festival on March 14th to address questions or concerns (*Emergency Coordinator*).

Climate Action/Coastal Resilience Committee: Town Staff have been working to develop criteria for the committee. A formal proposal will be presented at the March 9th Select Board meeting. Should any questions arise prior to this meeting, please contact Tim Famulare, Environmental Planner and Conservation Agent (*Community Development-Conservation Division*).

Government, Operations, and Finance

Government and Operations

Cyber security: The MIS Department is looking into strengthening cyber security efforts by taking advantage of existing resources, as well as implementing new ones. The Department will coordinate internal training for staff, as well as introduce new tools behind the scenes that will further protect our technology and data assets. One of these tools will be Advanced Threat Protection from Microsoft; a cloud based filtering service that protects against malware and viruses (*Management Information Systems Department*).

Finance

MA Division of Local Services (DLS) – The DLS spoke at the recent Cape & Islands Accountants Association meeting. The DLS has re-launched their Municipal Finance Training and Resource Center, <https://www.mass.gov/lists/municipal-finance-training-and-resource-center>, and have added a YouTube channel for videos of the following topics:

- Free Cash
- Tax Levy
- Overrides and Exclusions
- New Growth
- Proposition 21/2

Additionally, the DLS reported that are still working on providing data to Towns that identifies short-term rooms tax separate from total rooms tax (*Finance Director*).