



TOWN MANAGER

Memo

To: The Select Board
From: Robin Craver, Town Manager
Date: February 4th, 2020
Re: **Town Manager's Report**

This report is for the period January 21st, through February 4th, 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>

DPW Transfer Station/Recycling Center Skilled Laborer – *Application due February 14th, at 11am*
2020 Seasonal Parking Positions – *Applications due April 1st, at 5pm*
2020 Seasonal Fire Department Positions – *Applications due February 21st, at 12pm*
2020 Summer Police Officers - *Applications due February 14th, at 11am*
2020 Seasonal Public Works Positions – *Applications due March 30th, at 5pm*
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: Early voting ballots have been received for the March 3rd Election. 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. The Election Calendar and list of elected positions due to expire have been posted to the Town's Website and Facebook Page (*Town Clerk*).

Economic Development

Motta Field: On January 23rd, the Planning Board approved an Approval not Required (ANR) plan for Motta Field. This Plan consolidated four separate lots managed by the Recreation Department into one parcel. (*Community Development-Planning Division*).

Housing

Subsidized Housing Inventory (SHI): The biannual update by the State has the Town of Provincetown's SHI number at 9.71%: 206 units out of the 2,122 units available for year-round rental (number based on the 2010 Federal Census). This figure is a slight drop from 9.8% due to two of the affordable unit's restrictions expiring (*Housing and Economic Development Division*).

Community Connectivity and Communications

Police Lunch: The 6th annual Valentine's lunch for seniors hosted by the Police Department will be held on Friday, February 14th, at noon. This special event offers older residents and officers the opportunity to eat together and get to know each other which, in turn, encourages seniors to feel more comfortable calling for assistance when needed. Those seniors wishing to attend may contact the Council on Aging by Monday, February 10th, to make a reservation and/or request transportation. Thanks to the Recreation Department and Early Learning Center, the lunch will be held in the VMCC gym (*Council on Aging*).

Local Comprehensive Plan (LCP): On January 23rd, I met with Community Development Staff to appraise the status of the LCP process and provided guidance on scheduling, coordination, and integration of past plans. The LCP Committee held a public meeting on January 24th that included a presentation from a member of the Cape Cod Commission on the updated LCP guidance and regulations that were adopted in 2019. The LCP Committee will continue to meet weekly on Fridays, and anticipates consolidating the many plans and years of public input into a current draft LCP. Public participation is welcome and encouraged (*Community Development-Planning Division*).

Built and Natural Environment

Crop Swap: The Crop Swap, Provincetown's Free Produce Swap Shop, received a \$500 grant from the Cape Cod Hunger Network to support its mission in providing fresh, uncut fruits and veggies for anyone, donated by everyone. The program partners are looking into ways to use the funds to provide more produce off-season, as donations have dropped off significantly in recent months (*Community Development-Health Division*).

Emergency Planning and Management

Floating Dock Reconstruction: The project has been completed ahead of the February deadline, with final invoices and submissions having been sent to FEMA. The Pier Corporation is continuing its discussion with GEI Consultants regarding Phase Two of the fender pile replacement project and structural maintenance (*Harbormaster*).

Climate Change Planning and Resilience

Cape Cod Commission Study: The Cape Cod Commission has selected Provincetown as one of four Towns to analyze and better understand the economic value of Harbors. The Cape Cod Commission and Urban Harbors Institute (UMass Boston) are working together on this pilot project which looks to quantify the economic impact of harbor related businesses. This modeling will help with making decisions for long-term operations and how to address climate change to improve resiliency (*Marine Coordinator*).

Government, Operations, and Finance

Government and Operations

CivicReady: The MIS Department is facilitating a training session with key staff on the use of CivicReady, the Town's mass communication system. Although it has primarily been used for emergency alerts, CivicReady can also be used for other useful purposes, such as informing a specific part of the population about road work being conducted in their area (*Management Information Systems Department*).

Finance

Grant Application: The Police Department is pursuing a USDA grant to fund the purchase of new police cruisers. The Town of Provincetown is eligible for this opportunity, known as the Community Facilities Grant, as it is one of the seven Massachusetts communities with less than 20,000 residents (based on the 2010 Federal census). More information will be provided as it is received (*Police Department*).