Meeting Agenda

The Provincetown Select Board will hold a remote public meeting on Monday, January 11, 2021, at 6:00 p.m.

In keeping with Governor Baker’s Executive Order of March 12, 2020; “Order Suspending Certain Provisions of the Open Meeting Law” – All Participation for Town Residents will be by Remote Access If the audio becomes unavailable, the meeting will be paused until it can be restored, or the meeting will end.

TO JOIN THE MEETING: To listen and participate in this meeting, dial (833) 579-7589. When prompted, enter the following Conference ID number: 259 615 018 When prompted, state your name, then press #.

To Participate:
- Keep your phone muted at all times when not talking (*6 to mute & unmute your phone)
- Do not use speakerphone
- Do not use Bluetooth devices
- Mute all background noises
- Mute PTV on the television or computer and use only the phone audio
- Please do not speak until the chair or the meeting moderator asks for public comments or questions.

Consent Agenda – Approval without objection required for the following items:
A. Appoint Michael L. Litvin as an alternate member to the Community Housing Council with a term to expire June 30, 2023.
B. Approve time extension of EDP 19-11, The Barracks Housing Development, 207 Route 6 to expire on November 12, 2021.
C. Direct Interim Town Manager to coordinate COVID-19 Remembrance to occur on January 19, 2021 at 5:30 pm.

1. Public Statements – Three (3) minutes maximum. Select Board Members do not respond during public statements

2. Select Board Member’s Opening Statements – Five (5) minutes maximum.

3. **7 PM** Public Hearings – (Votes may be taken on the following items):
   A. Public Hearing to consider Petition by James McKowen to install a New Streetlight on Pole 2/15 on Bradford Street Extension at the intersection of Spinnaker Lane.

* Items may be taken out of order at the discretion of the chair *
4. Joint Meeting/Presentations/Requests – (Votes may be taken on the following items):
   A. Joint Meeting with Visitor Services Board – Discuss FY2022 Tourism Budget
   B. Approve in concept Location Agreement with 21 Century Fox
   C. Discuss postponing Annual Town Meeting until May 1, 2021
   D. Presentation of FY2022 Budget by Interim Town Manager Charles Sumner and Finance Director Josee Young
   E. Discuss Select Board top priorities and goals for a new Town Manager
   F. Discuss formation of Diversity, Equity and Inclusion Committee – Requested by Member Lise King

5. Town Manager Administrative Matters – Topics to include but not limited to: (Votes May be taken on the following items)
   1. Town Manager’s Report

6. Minutes - (Votes May Be Taken)
   1. December 14, 2020 6 PM

7. Select Board Closing Matters - Topics to Include but not limited to: (Votes May be taken on the following items)

Posted: Town Hall, www.provincetown-ma.gov, 1/06/21 12:07 pm, AR
SELECT BOARD APPOINTMENTS

Community Housing Council

Requested by: Acting Town Clerk Ana Ruiz  
Action Sought: Approval

Proposed Motion(s)

Move that the Select Board reappoint Michael L. Litivin as an alternate member on the Community Housing Council with a term to expire on June 30, 2023

Additional Information

- Please see attached application
- The Provincetown Charter allows non-registered voters to serve as alternate members under Chapter 5 Section 7 c: If the Appointing Authority determines that there are an inadequate number of registered voters who are willing to serve as members or alternates on appointed non-regulatory Boards, then the Appointing Authority may appoint part-time residents to serve as alternates, as long as the majority of members are registered voters. Individuals who are not registered voters shall be appointed to a non-regulatory Town Board only if they can commit to being present for a majority of the meetings of the Board.

Board Action

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TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: Michael L. Litwin

Resident Address: 83 Bradford St, Unit #1, Provincetown, MA 02657
Mailing Address (if different): 246-03 86th Ave., Bellerose, NY 11426
Telephone #: 917-496-3961 Work # (___) ___
Email address: m11148@comcast.com

Please consider this as my application for ___ membership ___ reappointment on the following Town Board(s).
(Please list order of preference.)
1. Community Housing Council - Alternate Position
2. 
3. 

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

EMPLOYEE (35 YEARS) W. THE U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT; MANAGED A VARIETY OF HOUSING DEVELOPMENT PROGRAMS SERVING LOW INCOME FAMILIES, THE HOMELESS AND PERSONS WITH AIDS. EDUCATION INCLUDES MBA AND MS DEGREES

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

Michael L. Litwin 12/04/20

Signature of Applicant Date

TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

This application will remain on file in the Town Clerk's Office for 364 days from the date received.
Application Termination Date: 12/12/2021

Date Received by Board of Selectmen Date Received by Town Clerk

Received DEC 15 2020
SELECT BOARD

Received DEC 13 2020
TOWN CLERK
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<td>Paul</td>
<td>Richardson</td>
<td>06/30/23</td>
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<tr>
<td>2</td>
<td>Kristin</td>
<td>Hatch</td>
<td>06/30/22</td>
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<tr>
<td>3</td>
<td>Susan</td>
<td>Cook</td>
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<td>Vacant</td>
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<td>5</td>
<td>Keith</td>
<td>Hunt</td>
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Certificate of Appointment
Town of Provincetown
PROVINCETOWN, MASSACHUSETTS 02657

To: Michael L. Litvin
83 Bradford St. Unit 1
Provincetown, MA 02657

Date: January 11, 2021
Phone: 917-496-3961
Email: ml148@aol.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 Community Housing Council - Alt. for and within the Town of Provincetown for a term expiring June 30, 2023.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Select Board
Barnstable, ss.

________________________________________________________________________________________

Personally appeared the above-named Michael L. Litvin appointee to the Community Housing Council - Alt. and took the oath necessary to qualify him/her for said office.

________________________________________________________________________________________

TOWN CLERK

I hereby accept this appointment.

________________________________________________________________________________________

Signature of Appointee

TO THE APPOINTEE: RETAIN ONE COPY AS PROOF OF APPOINTMENT. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.
ECONOMIC DEVELOPMENT PERMIT EXTENSION

EDP 19-11 - The Barracks – 207 Route 6 Employee Housing Development

Requested by: Assistant Town Manager David Gardner  
Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote to extend the Economic Development Permit approval for EDP 19-11, the Barracks Housing Development Project to expire on November 12, 2021.

Additional Information

The EDP for the Barracks project was approved on November 12, 2019. The permit needs to be extended for an additional year in order to allow the project time to complete its regulatory process.

To date, the project has cleared Zoning approval and has cleared DRI review by the Cape Cod Commission. They are in the process of filing their Planning Board approval.

Board Action

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Town of Provincetown
ECONOMIC DEVELOPMENT PERMIT
(Town of Provincetown General By-laws Section 5-15-4)
and
DECLARATION OF COVENANTS

Property Owner: SHANK PAINTER ASSOCIATES IN.,
Property Owner Address: PO BOX 638, Provincetown, MA 02657
Property Address: 207 Route 6, Provincetown, MA 02657
Assessor's Map Number: 7-3-21-0
Title Reference: Barnstable County Registry of Deeds Bk. 2570 / 249
Applicant (if different): Patrick Patric

Economic Development Permit No. 19-11

Existing Use(s) of Property: Commercial and Residential

Sewage Assigned Flow for Existing Use(s) of Property: The property at 207 Route 6, henceforth referred to as "Premises", has a total existing Title V flow of 495 gpd, for office and warehouse uses. The property is currently serviced by an onsite septic system.

Proposed Use(s) of Property or Proposed Expansion of Existing Use(s) of Property: The owner would like to add a 28-room dormitory of work force housing that will house 112 people as well as five studio apartments, nine one-bedroom apartments, and one three-bedroom apartment to the existing property and hook up to the sewer.

Additional Title V Design Flow for Proposed or Expanded Use(s) of Premises: 9150 gpd for a total of 9645 gpd assigned to the property.

The Town of Provincetown, acting by and through its Board of Selectmen, hereby grants an Economic Development Permit, pursuant to Town of Provincetown General By-laws Section 5-15-4, to the Property Owner for the use of the property located at 207 Route 6, (the "Premises"), as 28-room dormitory of work force housing that will house 112 people as well as five studio apartments, nine one-bedroom apartments, and one three-bedroom apartment (the "Approved Use"), subject to the Owner's covenants stated below.

The Owner hereby covenants with the Town of Provincetown, a Massachusetts municipal corporation with an address of 260 Commercial Street, Provincetown, Massachusetts 02657, acting by and through its Board of Selectmen pursuant to Provincetown General By-laws Section 5-15-6 (the "Town") as follows:
1. The Owner shall commence the Approved Use of the Premises described above on or before the date that is one year following the date of grant of this Permit and shall thereafter continuously maintain said Approved Use of the Premises. If the Approved Use of the Premises is discontinued for a period of thirty (30) consecutive days after commencement thereof, such discontinuance shall be deemed a failure to continuously maintain. The one-year and the thirty (30) day periods may be extended by the Town for good cause shown.

2. This Declaration of Covenants shall run with the Premises and be binding upon the executors, administrators, heirs, devisees, successors and assigns of the Owner.

3. Upon prior written notice to the Owner at the Property Address above or such new address as the Owner shall notify the Selectmen of in writing, the Town shall have the permanent right and easement to enter upon the Premises for the purpose of determining compliance with the terms of this Declaration of Covenants.

4. The Town shall have the option to enforce this Declaration of Covenants, but shall not have the obligation to do so.

5. The Owner hereby covenants and agrees, for the Owner and the Owner's successors and assigns, to reimburse the Town for all reasonable costs and expenses (including without limitation reasonable counsel fees) incurred in enforcing this Declaration of Covenants, provided the Owner has been determined by a court of law to be in violation of the terms of this Declaration of Covenants.

6. This Declaration of Covenants sets forth rights, liabilities, agreements and obligations upon and subject to which the Premises or any portion thereof, shall be improved, held, used, occupied, leased, sold, mortgaged, encumbered, or conveyed. The rights, liabilities, agreements and obligations herein set forth shall run with the Premises and any portion thereof and shall inure to the benefit of and be binding upon the Owner and all parties claiming by, through or under Owner, including subsequent transferees and/or assigns of the Owner. This Declaration of Covenants shall have a term of ninety-nine years or the longest period allowed by law. The Owner agrees that this Declaration of Covenants is an "other restriction held by a governmental body" as that term is used in G.L. c.184, §26 and thus not subject to the limitations on the enforceability of restrictions in G.L. c.184, §§26-30. Nevertheless, if recording of a notice is ever needed to extend the time period for enforceability of this Declaration of Covenants, the Owner(s) hereby appoints the Board of Selectmen of the Town of Provincetown as the Owner's agent to execute and record such notice and agrees that the Owner shall execute and record such notice upon request.

7. The Owner agrees to incorporate this Declaration of Covenants, in full or by reference, into all deeds, easements, mortgages, leases, licenses, occupancy agreements or any other instrument of transfer by which an interest in and/or a right to use the Premises, or any portion thereof, is conveyed.

8. If any court or other tribunal determines that any provision of this Declaration of Covenants is invalid or unenforceable, such provision shall be deemed to have been
modified automatically to conform to the requirements for validity and enforceability as determined by such court or tribunal. In the event the provision invalidated is of such a nature that it cannot be so modified, the provision shall be deemed deleted from this Declaration of Covenants as though it had never been included herein. In either case, the remaining provisions of this Declaration of Covenants shall remain in full force and effect.

9. The Owner is the sole owner in fee simple absolute of all the Premises and there are no mortgages of record or otherwise on the Premises or any portion thereof except for those described below, if any, and the present holders of said mortgages have assented and subordinated to this Declaration of Covenants prior to the execution by the undersigned. It is agreed that any subsequent mortgages shall be subordinate to this Declaration of Covenants.

10. It is agreed that this Declaration of Covenants shall take effect only upon the execution of this Economic Development Permit by the Town of Provincetown Board of Selectmen and the recordation with the Barnstable County Registry of Deeds or filing with the Barnstable County Registry District of the Land Court of this Economic Development Permit and Declaration of Covenants.

11. A true copy of the Owner's application for this Economic Development Permit including all documents and plans submitted therewith, is attached hereto as Exhibit A and is incorporated herein except as specified below:

N/A

12. The Town’s remedies shall include, without limitation, revocation of this Economic Development Permit by order of the Board of Selectmen, which order may be made thirty (30) days after the date notice is given by mail to the Property Owner of the Selectmen’s determination that the Owner has failed to continuously maintain the Approved Use, or that the Owner has commenced a use on the Premises other than, or in addition to, the Approved Use, unless an additional use is otherwise permitted under the Town zoning laws and is merely de minimus in nature, whereupon all rights arising from this Economic Development Permit shall be forfeited, including without limitation any Growth Management Permit or increased sewage flow allocation that may have been granted with respect to the Premises, notwithstanding that the Premises may have been assessed a betterment or special assessment relating to the increased sewage flow allocation and the Allowed Use shall be deemed to be expressly abandoned by the Property Owner, pursuant to Section 6200-3 of the Growth Management By-Law of the Town.

13. The Owner must apply for and obtain all other necessary permits and approvals in order to proceed with the Approved Use.

14. The Owner further covenants and agrees that the Owner shall comply with the following additional conditions:

(a) The additional gallons shall be utilized for the Approved Use as proposed (seasonal or year-round rental employee housing) only and shall not be
subsequently converted to any other use without prior approval of the Board of Selectmen. Non-employee weekly rental or transient occupancy is prohibited.

(b) Approved use shall require current and continuous Rental Certification consistent with the Board of Health Regulations.

(c) Upon any transfer of interest in and/or a right to use the Premises, Approved Use or any portion thereof, and as a condition of the lease, sale transfer of interest or right to use, the Town shall be provided with a certificate of compliance agreeing to the conditions stated herein and certifying that the Approved Use shall continue and not be altered with the prior approval of the Board of Selectmen or the permit shall be forfeited.

15. This Economic Development Permit and Declaration of Covenants may be amended only by written agreement of the Board of Selectmen and the Property Owner.

WITNESS our hands and seals this ___ day of _______________ 2019.

OWNER

By: ____________________________

Name: __________________________

Title: __________________________

COMMONWEALTH OF MASSACHUSETTS

_______________________, ss.

On this ___ day of __________, 2019, before me, the undersigned notary public, personally appeared ___________________ member, Town of Provincetown, Board of Selectmen, as aforesaid, and proved to me through satisfactory evidence of identification which was __________________ to be the person whose name he/she signed on the foregoing instrument, and further acknowledged to me that he/she signed it voluntarily for its stated purpose as said member.

__________________________
Notary Public
My Commission Expires:
On this day, _____________, 2019, the Board of Selectmen of the Town of Provincetown, pursuant to Town of Provincetown General By-laws Section 5-15-4, hereby grants this Economic Development Permit authorizing the Proposed or Expanded Use(s) of Property described above, subject to the above Declaration of Covenants and all other necessary Town permits.

TOWN OF PROVINCETOWN,
By its Board of Selectmen

____________________

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 12 day of November, 2019, before me, the undersigned notary public, personally appeared David Aburrow, a member, Town of Provincetown, Board of Selectmen, as aforesaid, and proved to me through satisfactory evidence of identification which was personal knowledge to be the person whose name he/she signed on the foregoing instrument, and further acknowledged to me that he/she signed it voluntarily for its stated purpose as said member.

____________________
Notary Public
My Commission Expires: 4-12-24

ELIZABETH D. PAINE
Notary Public
COMMONWEALTH OF MASSACHUSETTS
My Commission Expires: April 12, 2024
Mortgagee(s) Consent and Subordination

The ____________________, by ____________________, the holder of a mortgage dated ______________, recorded with the Barnstable County Registry of Deeds in Book _____, Page ___, does hereby assent to the recording of this Economic Development Permit and Declaration of Covenants and subordinates said mortgage to this Economic Development Permit and Declaration of Covenant as if this Economic Development Permit and Declaration of Covenants had been recorded prior to said mortgage.

By: ____________________________

Its, ____________________________
Duly authorized

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this _____ day of ____________, 2019 before me, the undersigned notary public, personally appeared __________________, proved to me through satisfactory evidence of identification, which was a driver’s license, to be the person whose name is signed on the preceding or attached document as ____________________________, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

___________________________________
Notary Public
My Commission Expires:
COVID-19 REMEMBRANCE
January 19th, 2021 at 5:30 pm

**Requested by:** Select Board Member Lise King  
**Action Sought:** Approval

**Proposed Motion(s)**

Move that the Select Board vote to direct Interim Town Manager Charlie Sumner to coordinate with staff a COVID-19 Remembrance to occur on January 19, 2021 at 5:30 pm.

**Additional Information**

- President-elect Biden will lead a memorial to remember and honor lives lost to COVID-19. The Presidential Inauguration Committee is inviting cities and towns around the country to join Washington, D.C. in illuminating buildings and ringing church bells at 5:30 p.m. ET in a national moment of unity and remembrance.

**Board Action**

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PUBLIC STATEMENTS

Requested by: Select Board

Proposed Motion(s)

Three (3) minutes maximum. Selectmen do not respond during Public Statements.

Additional Information

At this time, public statements will be through virtual participation.

(833) 579-7589 United States (Toll-free)
Conference ID: # 259 615 018

Meeting can be viewed on channel 18 or at http://www.provincetowntv.org/

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SELECT BOARD MEMBER’S STATEMENTS

Requested by: Select Board

Action Sought: Discussion

Proposed Motion(s)

Five (5) minutes maximum

Louise Venden
John Golden
Lise King
Robert Anthony
David Abramson

Additional Information

(833) 579-7589 United States (Toll-free)
Conference ID: # 259 615 018

Meeting can be viewed on channel 18 or at
http://www.provincetowntv.org/

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NEW STREET LIGHT - PUBLIC HEARING

Bradford Street Extension at the intersection of Spinnaker Lane

Requested by: James McKowen  
Action Sought: Public Hearing/Approval

Proposed Motion(s)

Move that the Select Board [approve][deny] the request by James McKowen to install a new Street Light on Pole 2/15 on Bradford Street Extension at the intersection of Spinnaker Lane.

And

Move that the Select Board direct Interim Town Manager to coordinate installation of streetlight with DPW and Siemens.

Additional Information

- Please see attached application and staff comments

Board Action

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Public Hearing

Request to Install New Street Light on Bradford Street Extension

The Provincetown Board of Selectmen will hold a Public Hearing on Monday, January 11, 2021 at 7:00 p.m. pursuant to Selectmen Policy Statement 2014-11-10, in the Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657 to receive comments from the public on a Petition submitted by James McKowen, to install a new streetlight on Pole 2/15 on Bradford Street Extension at the intersection of Spinnaker Lane.

Comments may be submitted in writing to the Office of the Select Board, 260 Commercial Street, Provincetown, MA 02657 or selectmen@provincetown-ma.gov by Tuesday, January 5, 2021, noon, or virtually by dialing (833) 579-7589. When prompted, enter the following conference number: 259 615 018 #.

David Abramson, Chairman
Select Board

Published: Banner: December 24 and December 31, 2021
Policy Statement

2014-11-10

Policy Relating to the Addition or Removal of a Streetlight.

The process for requesting or removing a streetlight is as follows:

Removal of an existing light:

1. Applicant submits a petition to remove an existing light
2. Assessor provides an abutter list of direct abutters
3. Selectman Secretary schedules a public hearing and mails a notice to abutters
4. Selectman hold a hearing to consider removal of the light
5. DPW (or Energy Manager) follows up with street light contractor for the removal.

Request a new light:

1. Applicant submits a petition with signatures of all direct abutters to the pole in support of adding a new light
2. Assessor verifies abutters. If all abutters agree, DPW (or Energy Manager) requests an additional light with street light contractor
3. If not all abutters agree, the matter is referred to the BOS at a public hearing (same process as above)

This vote of the Board of Selectmen constitutes policy that takes effect with the date of the vote, November 10, 2014.

Adopted: November 10, 2014
In favor: 5
Opposed: 0
I am a property owner at 51 West Vine, Unit C. I very much support the addition of a street light on the corner of Bradford and Spinnaker Lane. It gets very dark there, and vehicles often speed by at night with no regard for pedestrians.

It is a safety issue.

Thank you

Patrick Young

51 W Vine, Unit C

Sent from Mail for Windows 10
To David Abramson, Chair, Provincetown Select Board and Select Board Members:

We are writing to support the request to install a new street light at the intersection of Bradford Street Extension and West Vine. As residents who live in the area, we have noticed how dark the area is especially during the winter months. We believe a street light would be both beneficial to pedestrians using the crosswalk as well as vehicular drivers riding along Bradford Street Extension or turning onto West Vine.

Thank you for your consideration.

Sincerely—

Michael Hartwig
Steven Ridini
55 West Vine – Unit A
Provincetown, MA
Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 11, 2021

JOINT MEETING - VSB
FY2022 Five Year Plan Discussion
Requested by: Tourism Director Anthony Fuccillo
Action Sought: Discussion/Approve

Proposed Motion(s)
Discussion Dependent/Votes May Occur

Additional Information
- Please see attached memo and supporting documents

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January 6, 2021

To: Select Board

From: Tony Fuccillo, Nina Cantor

Copy: David Gardner, Josee Young, Erin Ellis, Elizabeth Paine

RE: Five-Year Plan and Tourism Fund Expenditures FY 2022

Attached please find the draft of the Five-Year Plan. The document is fourteen pages, including five appendices A-E, which focus on the marketing and enhancement of tourism and includes information on Marketing, Grants, Municipal, Beautification and Coordination & Support.

In FY 2021 the COVID-19 pandemic presented obstacles interrupting the strategic plan. We quickly reacted with a crisis marketing strategy allowing flexibility to pivot as needed in reaction to the state and local government reopening requirements and orders. As we move forward, the strategies remain flexible to react and maximize tourism economy opportunities.

On November 10, 2020, the Visitor Services Board made a motion to recommend the fiscal year 2022 Five-Year Plan of $915,000 to the Select Board. The votes were 6 in favor, no opposed and no abstentions.

As we move forward into fiscal year 2022, we continue to look back on previous work of the Tourism Department and consider ways to build upon past successes. Over the past years, digital media has become an increased focus and we continue to develop this area. In FY 2022, is planned to represent 77% of the advertising allocation. Working with our digital media consultants, we have implemented cutting edge programmatic techniques and have grown our reach, improved our presence on social media, and increased traffic to the tourism website. Last spring we launched the new tourism website to enhance the online visitor experience, increase traffic to ptowntourism.com and will result in bringing more users to Provincetown businesses. Partnering with the Visitor Services Board, we have built a strong foundation and look forward to the future business development and growth of the tourism economy.
Five-Year Financial Plan for Tourism Fund Expenditures

FY 2022 - FY 2026

Visitor Services Board to the Select Board
November 2020

By Anthony Fuccillo, Director of Tourism

Approved by the VSB November 10, 2020

pursuant to §3-1-2 of Administrative Directive No. 99-2, as amended
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- Mission Statement/Budget Proposal/Revenue Estimates........................Pages 5 – 6
- Tourism Fund Expenditures.......................................................Pages 7 - 8

**Part 2 – Details of Marketing Plan**

- Marketing & Advertising.........................................................Page 9
- Marketing details........................................................................Pages 9 – 10

**APPENDIX A – Local Option Tax..................................................Page 11**

**APPENDIX B – Five-Year Plan 2021 – 2025 Recommendations........Page 12**

**APPENDIX C – Annual Tourism budget Ten-Year History..................Page 12**

**APPENDIX D– Fiscal Year 2021 Marketing Proposal.......................... Page 13**

**APPENDIX E – Tourism Grant Program........................................Page 14**
**Legislative Authority**

**Authorization**

**Chapter 178 of the Acts of 1996**

Section 1. There is hereby established in the town of Provincetown a tourism fund to receive revenue under section 3A of chapter 64G, as set forth in section two of this act; and said town may appropriate monies in said fund to market, beautify, and enhance tourism in the town of Provincetown.

Section 2. Twenty-five percent of the excise collected under section 3A of chapter 64G of the General Laws by the town of Provincetown for the fiscal year ending June 30, 1997 shall be credited to the tourism fund, for the fiscal year ending June 30, 1998, thirty-five percent; and for the each succeeding fiscal year, forty-five percent.

**Five Year Plan Approval Process**

3.1.1 The Town Manager and the Director of Municipal Finance shall, from time to time, update projections of Tourism Fund revenues under Chapter 178 of the Acts of 1996, based upon the most recent quarterly payments from the local room occupancy excise tax.

3.1.2 The Tourism Director shall, after consultation with the Town Manager and the department heads, annually by August first, submit to the Visitor Services Board for its approval a recommendation for a five-year financial plan for Tourism Fund expenditures, based upon the projections in 3.1.1 above.

3.1.3 The Visitor Services Board may hold one or more public hearings on its proposed five-year plan prior to its submission to the Board of Selectmen.

3.1.4 The Visitor Services Board shall, annually by November first, submit to the Board of Selectmen for its approval a five-year financial plan for Tourism Fund expenditures.

3.1.5 The Board of Selectmen shall act on the Visitor Services Board’s recommended plan by not later than November thirtieth, and may approve said plan with or without modifications.

3.1.6 Said five-year plan shall be expressed in terms of percentages of total annual Tourism Fund proceeds which shall be used for marketing, promotional events; municipal projects; coordination and support; and/or such other categories as may be appropriate.

*Excerpt - Administrative Directive No. 99-2, as amended by the Board of Selectmen May 23, 2000*
Town Meeting Authorization

Article 5 of the April 7, 1997 Special Town Meeting established a Visitor Services Board, to be appointed by the Board of Selectmen, to develop, coordinate and implement a long-term comprehensive plan to enhance tourism year-round and for the purpose of overseeing expenditures of the Tourism Fund, under the direction of the Town Manager, as appropriated by Town Meeting. This Article was amended to make expenditures of any funds of the Visitor Services Board to be expended under the Board of Selectmen.

Article 8 of the April 5, 2010 Special Town Meeting increased the room tax option by 50% from 4% to 6%, effective July 1, 2010.

Article 11 of the April 5, 2010 Special Town Meeting approved a home rule petition to amend the room excise tax distribution, which decreased the distribution rate to the Tourism Fund from 45% to 35%.

Five-Year Plan for Tourism Fund Expenditures
Visitor Services Board recommendations to Board of Selectmen, November 2020

Executive Summary

In accordance with §3.1.2 of Administrative Directive 99-2 as amended; the Director of Tourism hereby submits to the Visitor Services Board (VSB) the staff recommendations for a Five-Year Financial plan for Tourism Fund expenditures for FY 2022-FY2026.

An investment in tourism as an INDUSTRY and BUSINESS will yield sizeable increased returns to the Town of Provincetown and the local businesses. The trend in local option room tax collected continues to support this theory. While room taxes tend to fluctuate from quarter to quarter, and even from year to year, the annual three-year average room tax collected has increased from $2,187,743 to $2,508,561 - a +17.2% to LY on top of a +5.8% in 2019 and +3.6% the prior year. The significant 2020 increase is due to the addition of local option short term rental tax. See APPENDIX A
The following will be provided within the Five-Year Plan:

**PART 1**

- Mission Statement and Goals of the Visitor Services Board
- Visitor Services Board Budget Recommendation
- Revenue Estimates
- Tourism Fund Expenditures & Budget Allocations

**PART 2**

Details of the Marketing Plan

1. Marketing & Advertising
2. Business Segment breakdown
3. Target Audience
4. Destination Travel Outreach

**Mission Statement and Goals**

The mission of the Visitor Services Board and the Provincetown Office of Tourism is to market, beautify and enhance tourism in Provincetown. The goals we set to achieve this mission are:

- Develop a Marketing, Advertising and Media Communications plan, and update a Five-Year Plan to promote, market and beautify Provincetown
- Maximize opportunities to market the Provincetown Brand and promote the history and heritage of the town globally
- Continue to prioritize marketing Provincetown to international and key domestic markets. Also, market the town as a wedding and honeymoon destination, an LGBTQ destination, foodie, arts and a pet-friendly destination, and expand upon bicycle-friendliness and eco-tourism marketing efforts.
- Continue to publicize and promote Provincetown via the Internet by maximizing the Office of Tourism’s website and expanding social networking efforts, and also by leveraging efforts of the Communications Agency and travel writers
- Continue efforts to market and promote Provincetown by awarding Tourism Grants, with primary focus on events outside of the peak season of July and August. Also, help to ensure the success of established events with continued grant funding as needed.

**Budget Proposal**

- The VSB is recommending an annual budget of $915,000 for FY2022 and a conservative increase annually of 2.5% [See APPENDIX B](#)
- The recommendation is based on deposits into the Tourism Fund of $1,086,864 during FY2020, the three-year average deposit of $878,393 and the potential growth following the
70.0% increase, $791,081 for the months of May, June and July depositing $672,355 into the Tourism Fund. See APPENDIX A

- The VSB proposes to continue its strategy to spend the majority of the annual budget (88.9%) on marketing and promoting Provincetown through digital and print ad placement, social media, media familiarization trips (FAMs), marketing grants, Municipal and Beautification projects.
  See APPENDICES B, C, D & E

- Partner with the Provincetown Chamber of Commerce and the Provincetown Business Guild as well as regional, national and international partners

- The VSB proposes investing in local events and year-round marketing through Tourism Grants and investing in tourism amenities. See APPENDIX E

### Revenue Estimates

- Chapter 178 of the Acts of 1996 provided forty-five percent (45%) of Provincetown’s local room tax proceeds be deposited into the Tourism Fund to “market, beautify, and enhance tourism” in Provincetown

- At the Special Town Meeting on April 5, 2010, Provincetown voters approved an article to petition the state legislature to reduce the allocation to the Tourism Fund to thirty-five percent (35%). This “Home Rule Petition” was approved in December 2010 and is now in effect.

- At the end of each calendar quarter, the Town receives from the State the amount collected for the 6% room option tax in Provincetown during the prior quarter. (Note: At a Special Town Meeting on April 5, 2010, this local room option tax increased by 50% to 6% beginning on July 1, 2010).

- The Commonwealth of Massachusetts finalized and passed the legislation to collect short-term rental tax effective July 1, 2019, and Provincetown implemented the collection of local option tax on the same date. This will protect the tourism fund and optimistically increase the local option tax collected to support the Tourism Fund, Wastewater Enterprise, General Fund and Special Purpose Stabilization Fund.

- Local option tax deposits are made quarterly, for example, the deposit received from the Massachusetts Department of Revenue on 30 September 2020 was for local room tax collected by the State during the May, June and July 2020 period

- The Tourism Fund has a three-year average annual deposit of $878,393

- The first deposit of fiscal 2020 increased 70.0% over the same period in 2019

- While the increase was significant to LY, it is important to note that licensed accommodations and short-term rentals were not operating in May and early June, therefore, the 70% increase is a fair comparison to LY. However, short-term rentals most likely played a significant part in the increase.

- Fiscal 2020 deposits increased 40.5% over 2019

- Fiscal 2019 deposits increased .4% over 2018, on top of a 2.9% increase the previous year

- Fiscal 2018 deposits increased 2.9% over 2017, on top of a 2.9% increase the previous year

- Fiscal 2017 deposits increased 2.9% over 2016, on top of a 5.2% increase the previous year
Fiscal 2016 deposits increased 5.2% over 2015, on top of a 6.9% increase the previous year

Fiscal 2015 deposits increased 6.9% over 2014, on top of a 6.6% increase the previous year

This growth is the result of Provincetown’s investment in its primary economic engine, the Tourism Industry

The number of available licensed accommodation rooms in Provincetown has fluctuated over recent years. There was a significant drop of 213 over the five-year period, from 2011 to 2015, a 12.4% decrease.

From 2015 to 2018 the number of available licensed rooms in Provincetown remained stable at 1,510 rooms and available heads of 3,640, however, in 2019 and 2020 there has been attrition. The Tourism Department has received notification from the Licensing Department that some guesthouses have been sold as private homes and increased the available rental properties for visitors for weekly or longer stays.

See APPENDIX A:

- Local Tax Quarterly Deposits from the Commonwealth of Massachusetts
- Revenue Distribution of Actual Room Tax Receipts
- Local Option Accommodations Taxes Collected – Three Year Average

Tourism Fund Expenditures

The Marketing Plan outlines the strategy of how to achieve the goals, and has several components, including Marketing, Advertising, Tourism Grants, Business to Business and Business to Consumer Outreach, Digital Media, Public Relations, Graphic Design, Strategy, Affiliate Partners, and Tourism Enhancements.

Marketing – 51.91% - $475,000 in FY 2022

- Maintain and improve the Town’s visibility as a domestic and an international destination
- Fund public relations, digital marketing and creative agency services
- Manage a strategic advertising campaign, including Digital, Print, Radio and Outdoor
- Maximize social media presence through major platforms such as, but not limited to, Facebook, Twitter, Instagram and YouTube. (Note: While there are other platforms, these remain the most important platforms to have a presence.)
- Increase exposure in the press to communicate the Provincetown Brand
- Promote the Brand image for each visitor demographic and business segment
- Maintain the newly developed interactive Destination Marketing website
- Print collateral, promotional items and materials
- When appropriate to travel, attend Business and Consumer Travel & Trade Shows and media marketplaces to develop new and maintain relationships
- Partner with the Provincetown Chamber of Commerce and the Provincetown Business Guild to market the Town

See APPENDICES B & D

The VSB recommends a total of $475,000 of the Tourism Fund for marketing.
Grants – 21.86% - $200,000 in FY 2022

- Grant applications for FY 2022 are due the first Monday in December 2020
  - Applicants submit applications through an online grant software program
  - VSB reviews and evaluates all applications using the online software
  - Grantees submit a final report to request reimbursement
  - The final report shows the success and progression of marketing efforts and events
  - The final report assists the VSB decision making for future grants applications
  - Unused grant funds roll over to the succeeding fiscal year

- Tourism Event Marketing Grants support new events and shoulder and off-season events to drive the economy before and after the “high season.”

- Matching Marketing Grants provide opportunities for organizations to enhance their marketing and advertising efforts and are considered a compliment to the Tourism Department’s marketing plan and to reach niche markets.

- Marketing Grant funds must be used for promotional purposes, and not operational expenses.

See APPENDIX E

The VSB recommends a total of $200,000 of the Tourism Fund for Grants.

Municipal Projects – 5.46% - $50,000 in FY 2022

- Provide $50,000 for Holiday Lights/Fireworks/Related Events
- Proposed funds are used to support tourism

The VSB recommends a total of $50,000 of the Tourism Fund for municipal projects.

Beautification – 1.33% - $15,000 in FY 2022

- Provide funds for the Public Landscaping Committee
  - The Public Landscaping Committee did not receive funds in FY 2021 due to the reduced budget.
  - The proposed $15,000 is an increase from $10,000 in 2020
  - Funds will be utilized for adding/enhancing flowerbeds and trees around Town
  - The Committee will work with a DPW liaison to accomplish objectives and maximize the use of the funds

The VSB recommends a total of $15,000 of the Tourism Fund for Beautification projects.

Coordination/Support – 19.13% - $175,000 in FY 2022

- This portion of the budget covers the administrative and operating costs of the Tourism Department including salaries, benefits, administrative, office supplies, utilities, office equipment, FAM expenses and travel.

- The Department was reorganized in 2020 to address the needed structure to meet the marketing goals. The Director and Assistant Director of Tourism execute the Marketing Plan, oversee the Tourism Fund, the Tourism website, annual schedule of events, manage the tourism grant application and reimbursement process, manage the accounting for the tourism fund, oversee the public relations, digital media, graphic design contractors, filming
and photography screening and application process, Firehouse #3 rentals, represent the Town with the travel trade, press and media, organize and execute FAM trips to present the Town in a positive light and coordinate the Visitor Services Board.

- The Office of Tourism operates two information booths during peak months, May-October, to assist visitors, which is staffed by senior volunteers.

See APPENDIX B & C

The VSB recommends a total of $175,000 of the Tourism Fund for Coordination and Support.

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**Part 2**

### Details of Marketing Plan

**Marketing & Advertising**

We will continue to cultivate new markets in the US in a variety of key metropolitan areas outside of the Northeast.

The VSB will advocate the need for improvement to Provincetown’s tourism infrastructure to maintain and grow Provincetown’s economic base. Because of growing tourism competition throughout the country, more attention needs to be paid to raise the bar on reaching the existing market segments through executing the strategy for Provincetown to effectively compete as a renowned LGBTQ, Heritage, Arts & Culture, Adventure and Eco-Tourism, Weddings, Food Tourism, Marine Tourism, Retail Shopping, Green Community and Group Tour resort destination.

Promoting Provincetown strategically is paramount in the VSB and Office of Tourism objectives to congruently perform all aspects of branding for all market segments, including Arts, Eco-Tourism, Families, General Audience, LGBTQ Men and LGBTQ Women. This strategy will synchronize the Provincetown Brand with all target marketing efforts.

**Marketing – 51.91% $475,000**

- The planned media space buy and administrative services totals $475,000.
- A comprehensive media plan is segmented into targeted categories: General Audience, LGBTQ, Heritage, Arts & Culture, Retail Shopping, Lodging, Group Travel, International, Eco-tourism, Marine Tourism and Food Tourism. Market research will continue to provide information in order to sharpen targeting efforts.
- More than one third of the budget goes to regional advertising in response to feedback from the business community to do more advertising within an hour or two of driving distance to Provincetown.
85% of the budget is allocated to comprehensive digital media plan including: Social Media, Display Ads, Run of Site digital Impressions, Online Publisher Sponsored Content, video and Influencers all of which drive users to the Provincetown Tourism Website.

Social Media is used to reach Provincetown’s followers to disseminate information quickly. Tourism Social Media highlights include:

- Facebook currently with more than 36,000 followers, and reaches a more mature audience
- Instagram with almost 8,000 followers, a 100% increase from 4,000 followers one year ago, targets the millennial audience, with the strongest opportunity for growth
- Twitter and YouTube are also growing parts of our social media strategy

Print media has been reduced to 8% of the budget and is intended to maximize exposure in key publications. Examples are: Travel Guides, Group Tours, Canadian Travel and LGBTQ. Print media has online flip-through versions of the magazines on the publications websites.

The Provincetown Tourism website continues to be a key component of the Marketing Plan; maintaining and updating the website’s mobile device capabilities and enhancements with current technology will be a priority.

Retain a public relations, digital media and graphic design services with continuity of brand and media and messaging

To further promotional efforts, host familiarization trips for travel writers and tour operators

The Office of Tourism attends targeted Consumer Travel & Trade Shows and marketplace to promote the Town

See APPENDIX D

- Advertising Placement Expenditures
- Other Budgeted Marketing Expenditures
APPENDIX A

LOCAL OPTION TAX:

LOCAL OPTION ROOMS TAX COLLECTED - DEPOSITED TO THE TOURISM FUND, WASTEWATER, CAPITAL IMPROVEMENTS AND GENERAL FUND

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>May Jun Jul</td>
<td>$560,266</td>
<td>$694,685</td>
<td>$751,002</td>
<td>$803,236</td>
<td>$849,508</td>
<td>$963,927</td>
<td>$904,588</td>
<td>$953,606</td>
<td>$969,739</td>
<td>$1,129,932</td>
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<tr>
<td>Aug Sep Oct</td>
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<td>$749,600</td>
<td>$760,503</td>
<td>$870,207</td>
<td>$942,922</td>
<td>$1,014,238</td>
<td>$974,980</td>
<td>$1,038,399</td>
<td>$1,033,335</td>
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<td>Nov Dec Jan</td>
<td>$193,168</td>
<td>$95,434</td>
<td>$73,962</td>
<td>$82,101</td>
<td>$86,944</td>
<td>$92,980</td>
<td>$122,425</td>
<td>$106,009</td>
<td>$97,239</td>
<td>$295,134</td>
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<td>Feb Mar Apr</td>
<td>$75,405</td>
<td>$96,199</td>
<td>$132,389</td>
<td>$96,341</td>
<td>$106,944</td>
<td>$111,392</td>
<td>$140,876</td>
<td>$105,767</td>
<td>$109,202</td>
<td>$134,362</td>
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<td>TOTAL</td>
<td>$1,517,598</td>
<td>1,635,918</td>
<td>$1,736,976</td>
<td>$1,851,865</td>
<td>$1,980,268</td>
<td>$2,082,537</td>
<td>$2,142,869</td>
<td>$2,205,781</td>
<td>$2,209,514</td>
<td>$3,105,325</td>
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<tr>
<td>% to LY</td>
<td>54.04%</td>
<td>7.80%</td>
<td>6.20%</td>
<td>6.62%</td>
<td>6.93%</td>
<td>5.16%</td>
<td>2.90%</td>
<td>2.94%</td>
<td>0.17%</td>
<td>40.54%</td>
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* Tax rate change
** Short Term Rental Tax in effect July 1, 2019

Fiscal Year 3 Year Avg % to LY

<table>
<thead>
<tr>
<th>Year</th>
<th>FY2018 Actual</th>
<th>FY2019 Actual</th>
<th>**FY2020 Actual</th>
<th>3 Year Total</th>
<th>3 Year Avg</th>
<th>Tourism Fund 3 Year Avg</th>
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<tbody>
<tr>
<td>2011</td>
<td>$2,205,781</td>
<td>$2,214,578</td>
<td>$3,105,325</td>
<td>$7,525,684</td>
<td>$2,508,561</td>
<td>$877,996.47</td>
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<td>2012</td>
<td>$1,175,169</td>
<td>15.48%</td>
<td></td>
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<tr>
<td>2013</td>
<td>$1,379,565</td>
<td>17.39%</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2014</td>
<td>$1,630,164</td>
<td>18.17%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>$1,741,593</td>
<td>6.84%</td>
<td></td>
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<tr>
<td>2016</td>
<td>$1,856,410</td>
<td>6.59%</td>
<td></td>
<td></td>
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<tr>
<td>2017</td>
<td>$1,970,097</td>
<td>6.12%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>$2,068,558</td>
<td>5.00%</td>
<td></td>
<td></td>
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<tr>
<td>2019</td>
<td>$2,143,729</td>
<td>3.63%</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2020</td>
<td>$2,308,561</td>
<td>17.02%</td>
<td></td>
<td></td>
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</table>

LOCAL OPTION MEALS TAX COLLECTED - DEPOSITED IN THE GENERAL FUND

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>May Jun Jul</td>
<td>$102,975</td>
<td>$207,231</td>
<td>$229,210</td>
<td>$224,910</td>
<td>$234,552</td>
<td>$250,428</td>
<td>$274,806</td>
<td>$273,330</td>
<td>$284,574</td>
<td>$304,179</td>
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<tr>
<td>Aug Sep Oct</td>
<td>$179,526</td>
<td>$197,940</td>
<td>$219,782</td>
<td>$224,712</td>
<td>$252,871</td>
<td>$260,733</td>
<td>$262,239</td>
<td>$282,191</td>
<td>$284,938</td>
<td>$298,767</td>
</tr>
<tr>
<td>Feb Mar Apr</td>
<td>$27,155</td>
<td>$30,700</td>
<td>$27,366</td>
<td>$36,805</td>
<td>$35,808</td>
<td>$34,242</td>
<td>$38,518</td>
<td>$41,030</td>
<td>$37,457</td>
<td>$22,494</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$339,548</td>
<td>468,421</td>
<td>$511,705</td>
<td>$526,037</td>
<td>$553,326</td>
<td>$582,813</td>
<td>$616,379</td>
<td>$636,340</td>
<td>$653,954</td>
<td>$671,252</td>
</tr>
<tr>
<td>% to LY</td>
<td>* N/A</td>
<td>37.95%</td>
<td>9.24%</td>
<td>2.80%</td>
<td>5.19%</td>
<td>5.33%</td>
<td>5.76%</td>
<td>3.24%</td>
<td>2.77%</td>
<td>2.65%</td>
</tr>
</tbody>
</table>

* Began collecting Meals Tax July 2011
The VSB is recommending an annual budget of $915,000 for FY2022 and a conservative increase annually of 2.5% however, future room occupancy tax revenue and the deposits to the Tourism Fund will determine increases to future budgets.

Motion to approve the 2022-2026 Five-Year Plan recommendation of $915,000

Motion - DW  2nd - SH    Vote - 6-0-0
## FISCAL YEAR 2022 PROPOSED MARKETING FUNDS

<table>
<thead>
<tr>
<th>MARKETING &amp; PROMOTION</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital/Social Media Contract and Space Buy</td>
<td>200,000</td>
</tr>
<tr>
<td>Online Publishers Sponsored Content</td>
<td>50,000</td>
</tr>
<tr>
<td>Print Publications</td>
<td>18,000</td>
</tr>
<tr>
<td>Radio Spots &amp; Streaming</td>
<td>50,000</td>
</tr>
<tr>
<td>Geo-Fencing</td>
<td>15,000</td>
</tr>
<tr>
<td>Video Production</td>
<td>15,000</td>
</tr>
<tr>
<td>Outdoor Advertising</td>
<td>10,000</td>
</tr>
<tr>
<td>Media and Advertising Content and Photography</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$368,000</strong></td>
</tr>
<tr>
<td><strong>Administrative Expenses</strong></td>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td>Organization/Membership Dues</td>
<td>3,000</td>
</tr>
<tr>
<td>Website Hosting and Maintenance</td>
<td>35,000</td>
</tr>
<tr>
<td>Graphic Artist/Creative Content</td>
<td>10,000</td>
</tr>
<tr>
<td>Public Relations</td>
<td>40,000</td>
</tr>
<tr>
<td>Trade &amp; Media Marketplaces</td>
<td>19,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$107,000</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$475,000</strong></td>
</tr>
</tbody>
</table>

### MARKETING BUDGET BY CATEGORY

- Digital Media: 42%
- Online Publishers: 7%
- Radio: 3%
- Video: 3%
- Geo-Fencing: 13%
- Outdoor Advertising: 13%
- Website Hosting: 13%
- Creative Content & Dues: 13%
- Trade, Media & Public Relations: 3%
- Graphic Artist/Creative Content: 3%
- Organization/Membership Dues: 3%
### APPENDIX E  Tourism Grant Program

<table>
<thead>
<tr>
<th>EVENT Marketing Grants &gt;$5,000</th>
<th>FY21*</th>
<th>FY20</th>
<th>FY19</th>
<th>FY18</th>
<th>FY17</th>
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<tbody>
<tr>
<td>Provincetown Int'l Film Festival</td>
<td>$15,000</td>
<td>$17,000</td>
<td>$20,000</td>
<td>$17,500</td>
<td>$17,000</td>
</tr>
<tr>
<td>Provincetown Pride</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Women's Week</td>
<td>0*</td>
<td>$8,750</td>
<td>$10,000</td>
<td>$8,500</td>
<td>$10,000</td>
</tr>
<tr>
<td>Tennessee Williams Theater Festival</td>
<td>0*</td>
<td>$8,500</td>
<td>$10,000</td>
<td>$8,000</td>
<td>$9,000</td>
</tr>
<tr>
<td>First Light Provincetown</td>
<td>0*</td>
<td>$7,500</td>
<td>$7,425</td>
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<tr>
<td>Holly Folly</td>
<td>0*</td>
<td>$6,500</td>
<td>$6,500</td>
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<tr>
<td>Portuguese Festival</td>
<td>$6,277</td>
<td>$6,000</td>
<td>$8,000</td>
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<tr>
<td>Girl Splash</td>
<td>0*</td>
<td>$5,800</td>
<td>$8,000</td>
<td>$7,000</td>
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<tr>
<td>Women of Color Weekend</td>
<td>$5,000</td>
<td>$5,500</td>
<td>$6,000</td>
<td>$4,500</td>
<td>$6,000</td>
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<td></td>
<td>$36,277</td>
<td></td>
<td></td>
<td></td>
<td>$75,550</td>
</tr>
</tbody>
</table>

*Due to Covid-19, funding for FY21 grants were reduced. Events from July 1, 2020-December 31, 2020 were not funded.

---

## ADVERTISING SPENDING ALLOCATION

- **Digital**: 77%
- **Print**: 15%
- **Radio**: 10%
- **Outdoor**: 0%
<table>
<thead>
<tr>
<th>Organization</th>
<th>FY21</th>
<th>FY20</th>
<th>FY19</th>
<th>FY18</th>
<th>FY17</th>
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<tr>
<td>Provincetown Business Guild</td>
<td>$22,000</td>
<td>$15,000</td>
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<td>$15,000</td>
<td>$15,000</td>
<td>$20,000</td>
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<tr>
<td>Provincetown LGBTQ Welcome &amp; Resource Center</td>
<td>$7,500</td>
<td>$7,500</td>
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<tr>
<td>Center for Coastal Studies</td>
<td>$4,000</td>
<td>$4,500</td>
<td>$5,000</td>
<td>$5,000</td>
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<td>Fine Arts Work Center</td>
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<td>$4,500</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$4,000</td>
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<tr>
<td>Provincetown Art Assoc. &amp; Museum</td>
<td>N/A</td>
<td>$4,500</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Provincetown Theater</td>
<td>$5,000</td>
<td>$4,500</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Pilgrim Monument &amp; Ptown Museum</td>
<td>$2,000</td>
<td>$2,700</td>
<td>$5,000</td>
<td>$5,000</td>
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<td>Provincetown Film Society</td>
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<td>Oversoul Theater Collective (under auspices of Song Keepers LTD)</td>
<td></td>
<td>$1,000</td>
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</tr>
</tbody>
</table>

$64,500
20th CENTURY LOCATION AGREEMENT

Film location and Road Closure Request

Requested by: Interim Town Manager Charles Sumner  
Action Sought: Discussion/Approval

Proposed Motion(s)

Move that the Select Board vote to approve in concept the Location Agreement between the Town of Provincetown and 20th Century Fox to allow for a film production on Town Property between February 1, 2021 and March 6, 2021, and to direct the Acting Town Manager to finalize the agreement in consultation with the Police Chief and Town Counsel.

And

Move that the Select Board waive the mask mandate requirements in the areas of filming between February 1, 2021 and March 6, 2021.

Additional Information

Please see attached memo, application, and COVID-19 return to work agreement.

Board Action

<table>
<thead>
<tr>
<th>Motion</th>
<th>Second</th>
<th>Yea</th>
<th>Nay</th>
<th>Abstain</th>
<th>Disposition</th>
</tr>
</thead>
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</tbody>
</table>
20th Century Fox has applied to Provincetown to film a production titled Pilgrim. Town staff has met with Location Managers to review and discuss the application to film. (See Addendum: 20th Century Fox Application to film)

In addition to the usual filming activity COVID-19 protocols are an important factor as well as public safety and permitting activity.

Proposed Dates: Move-In: January 25 – 29, 2021
Filming: February 1 – March 6,
Wrap: March 7 – 13, 2021

COVID-19 Protocol: The Film Industry is taking health and safety seriously and work could not resume until a COVID-19 Return to Work Agreement was established.

- Filming regulations fall under the Department of Labor Standards (DLS) and Bruce Fletcher the Massachusetts State Safety & Health inspector works closely with the DLS.
- Filming is considered manufacturing and falls under heavy labor and not the theater and entertainment realm; standards and numbers of people working together are controlled in zones.
- The Film Industry’s Directors Guild of America (DGA) and the Alliance of Motion Picture and Television Producers (AMPTP) has developed standards for all filming activity. Lisa Strout, Director of Mass Filming Office (MFO) has stated the Industry standards are more strict than MA’s.
- The Industry wide labor management safety protocols were released on September 21, 2020 and the MFO and DLS have reviewed them for consensus.
  - A specific concerning PPE is the only cast and crew who will take off their masks are the actors when filming. This will include possible removal of masks in the Provincetown Mandatory Mask Zone (MMZ).
  - To accommodate actors removing masks in the MMZ will require the Select Board granting a waiver.
- Other safety standards will be talent and crew testing three times a week, PPE required at all times, Safety & Health Coordinator on site at all times, individuals’ temperatures taken daily.
- Daily wellness reports are completed by all actors and crew.
- Contact tracing is managed at the corporate office level in Arkansas.

Project Overview:

Reviewed the scope of work including an overview of crew, actors, vehicles, food service, Town property, and public safety needs.

- Basecamp location, needs and requests
  - The basecamp will be on private property and arrangements are being made for use of the Riley’s parking lot.
  - Film crew needs will be supplied by 20th Century Fox and included in the license agreement
  - Police detail is being requested for the basecamp

- Parking and Town Property
  - Needs for use of town owned property will be reviewed by Licensing and Parking Department and MacMillan Pier
  - Identifying specific areas for parking will be coordinated with the daily filming schedule.
  - Details for parking lots, street parking and parking on the Pier will be included in the license agreement
    - Intermittent Traffic Control will be required based on filming schedule
    - 20th Century Fox will need to contact property owners and businesses based on production needs

- Next Steps
  - Project Review by Select Board
  - Select Board approval to move forward
  - Departments meet with Producers and Location Manager to review additional requests and requirements
  - Negotiations and preparation of Licensing Agreement
Policy Statement

2019-10-15

Film, Videography, Photography, and Droning Policy and Application

I. POLICY STATEMENT:

Film, Videography, Photography, and Droning companies and productions may be permitted to use property under the control of the Town of Provincetown for approved projects.

II. PURPOSE:

Provincetown has long been a highly-sought after location for commercial film, video, and photography companies. The Town of Provincetown supports these industries and encourages their use of the Town. It is recognized that these industries can provide both direct and indirect economic benefits to the Town.

Due to the Town’s size, location, historical significance, fragile natural resources, and seasonal tourist demands, such activity requires regulation to ensure to minimize any impacts on vehicle and pedestrian traffic, ensure the safety of bystanders, keep the crews protected, and make certain the least possible disruption to the community.

This policy applies to all Town properties including streets and public ways, Harbor, Conservation, and Recreation properties, excluding the Cape Cod National Seashore, Provincetown Airport, and Private Properties not under the jurisdiction of the Town of Provincetown. The guidelines and regulations contained herein apply to all commercial filming activity. Additional conditions may be attached to individual permit based on impact.

III. ADMINISTRATION:

The Tourism Department or his/her designee shall be the initial contact for all filming and photography projects, and is responsible for managing requests.

All commercial film, videography, photography, and droning requests must be approved prior to commencing work on site in Town. This policy is administered by Town Administration on behalf of the Select Board. Required fees and ancillary permits associated with the production must be approved prior to filming.

IV. RULES AND REGULATIONS:

1) PERMIT REQUIRED: A Film Permit shall be required for (but not limited to) the following conditions:
   a) For Film, Videography, Photography, or Droning production for commercial purposes on or from Town of Provincetown.
   b) For productions involving the use of, or impacting upon public property, traffic flow, pedestrian movement, public facilities, parks, sidewalks, street areas, or harbor.
   c) Student productions filming for non-commercial and educational purposes may be exempt from
some fees but are still required to file an application.

d) As determined by Select Board in consideration of impact to the Community, Businesses, and Natural Resources

e) Any activities which result in adverse impacts on adjacent properties from, but not limited to, the use of explosions, noise from firearms, bullhorns, pyrotechnics, car chases, sirens, lighting apparatus, after hour filming, parking, and obstruction of public access, etc., a permit application and approval will be required prior to commencing work on site.

2) PERMIT EXEMPTIONS:
   a) Credentialed members of the media such as reporters, photographers or cameramen in the employment of a newspaper, news service, radio or television broadcasting station, or similar entity engaged in on the spot broadcasting, reporting or photographing of news of general public.
   b) Private social events (i.e. weddings)
   c) Wedding and Family Portraits.
   d) Amateur photographers and tourists.
   e) Artists

3) RESTRICTIONS
   a) Night shooting between the hours of 11:00pm to 6:00 a.m. is restricted without the prior approval. Town Center Commercial may also be restricted during certain hours due to considerations such as impact to pedestrian and vehicle traffic, and business interruption.

4) INSURANCE:
   a) All productions are required to submit an original, signed Certificate of Insurance, in an amount of $1,000,000 minimum per instance of claim, for general liability for the duration of the production, with the “Town of Provincetown” listed as additional insured.
   b) Additional coverage may be required for productions with significant impact on public property and/or natural resources and those with extensive special effects.
   c) Student projects may be exempt from the insurance requirement. Student applicants should provide an original signed letter on school letterhead from their instructor, department head or dean of college stating the student’s name(s), title of the project, purpose of the project, and confirmation that the project is an official school assignment covered by the school's liability insurance policies.

V. APPLICATION PROCESS

1) TIMELINE: The timeline for approvals for permitting is dependent on the scope of the project. Initial inquiries for filming or photography on Town property must be submitted via the Town’s online Application as follows:
   a) The application should be received a minimum of Ten (10) days prior to the date of anticipated filming in order to receive all of the necessary reviews. Permission may be denied if the request cannot be accommodated within the available time frame.
   b) If roadway closures or police details be necessary for the proposed work, the deadline for the application is a minimum of 60 days prior to the date of anticipated filming.
   c) Please note: for those requests which require multiple departmental approvals, more than 60 days prior to the anticipated start date of work may be necessary to ensure full compliance.

2) REVIEW/APPROVAL:
   a) Applications for approval for commercial film, videography, photography, or droning are managed through the Tourism Department.
   b) Once the online application has been received, the request will be reviewed to determine whether a production/event meeting with the designated parties is necessary. The availability of the requested Town properties will also be established at this time, as well as the need for any
additional insurance requirements, fees, and ancillary permits.

c) No fee is required for submitting an application.
d) Based on the scope of the request, approvals may be required by other Town Departments, Town Manager, or the Select Board. Additional fees, location agreements, and/or other required paperwork may incur. Examples are:
   i) Use of Town Property (i.e. Bas Relief, Town Hall, etc.)
   ii) Use of Conservation Properties
   iii) Police detail and/or street closures
   iv) Department of Public Works cleanup
   v) Use of metered parking spaces
   vi) Health Department Permits
   vii) Licensing
   viii) Use of Town resources not otherwise detailed above

e) Police Details may be required as determined by the Chief of Police or designee beyond what is requested in the proposed application. Fees for Police Details are determined by the scope of work in the application and are billed separately from Permit Fees.

f) Any use of a drone requires notification to the Provincetown Police Department, and must include (at a minimum) the following:
   i) Date(s) of use
   ii) Time(s)
   iii) Location(s)

g) It is the responsibility of the applicant to work with residents and business owners in advance of the use of the proposed production locations to ensure that neither business nor daily living functions are impacted by the proposed production. To ensure minimal disruption, notification must include the duration and location of the filming and any planned interference with pedestrian or vehicular traffic. The applicants must work with these residents and businesses to determine if any compensation is required.

h) The Town is indemnified from any responsibility for work done on private property.

i) Once approved, a Film Permit will be prepared by Town Administration with all insurance, fees, and additional ancillary permits required.

Adopted: October 15, 2019
In Favor: Abramson, Anthony, Golden, Venden, and King
Opposed:
The Provincetown Film Permit authorizes film crews to film on public property only. The Town does not and cannot authorize anyone to utilize private property for filming or any other purpose. The Applicant is required for identifying and notifying any private property owners and/or abutters.

No fee is required for the application review. Depending on the scope of the request, a location agreement and subsequent fees may be required.

<table>
<thead>
<tr>
<th>CHECKLIST: PLEASE SUBMIT WITH YOUR APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Application filed with the Town of Provincetown</td>
</tr>
<tr>
<td>☑ Submitted Proof of Insurance Form. The following name and address should appear on the certificate of insurance: Town of Provincetown 260 Commercial Street Provincetown, MA 02657</td>
</tr>
<tr>
<td>The following are only applicable in certain circumstances. Please check all that apply.</td>
</tr>
<tr>
<td>☑ Location Agreement</td>
</tr>
<tr>
<td>☑ Police Detail</td>
</tr>
<tr>
<td>☑ Use of Town Property</td>
</tr>
<tr>
<td>☑ Parking and Use of Town Parking Lots</td>
</tr>
<tr>
<td>☑ Health Department Applications</td>
</tr>
<tr>
<td>☑ Licensing Board Requests</td>
</tr>
<tr>
<td>☐ Public Works Services</td>
</tr>
<tr>
<td>☐ Fire Department Services</td>
</tr>
<tr>
<td>☑ Use of Harbor or MacMillan Pier</td>
</tr>
<tr>
<td>☑ Use of a Drone</td>
</tr>
</tbody>
</table>

Please note: submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.
## CERTIFICATE OF LIABILITY INSURANCE

**Date (MM/DD/YYYY):** 9/21/2020 - CC

**This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.**

### IMPORTANT:
- If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.
- If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

### PRODUCER
- **AON RISK INSURANCE SERVICES WEST, INC.**
  - LOS ANGELES, CA OFFICE: 707 WILSHIRE BLVD., SUITE 2600
  - LOS ANGELES, CA 90017-0460 US
- **AON/ALBERT G. RUBEN INSURANCE SERVICES, INC.**
  - 15303 VENTURA BLVD., SUITE 1200
  - SHERMAN OAKS, CA 91403

### INSURED
- **TWENTIETH CENTURY FOX TELEVISION STUDIOS, INC.**
  - 10201 W PICO BLVD, BLDG 99, ROOM 430
  - LOS ANGELES CA 90064
  - 10201 W PICO BLVD, BLDG 99, ROOM 430
  - TWENTIETH CENTURY FOX TELEVISION STUDIOS, INC.

### COVERAGES

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<tr>
<th>INSR LTN</th>
<th>TYPE OF INSURANCE</th>
<th>ADDL INSR</th>
<th>SUBR WVD</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<tr>
<td>A</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CLA-MS-MADE</td>
<td>X OCCUR</td>
<td>HDOG71447583</td>
<td>6/30/2020</td>
<td>6/30/2021</td>
<td>EACH OCCURRENCE $ 6,000,000</td>
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<tr>
<td>A</td>
<td>AUTOMOBILE LIABILITY</td>
<td>ISAH25309340</td>
<td>*RMP190048 PHYSICAL DAMAGE ONLY NCLE N $5M MISCEQ LIMIT BELOW</td>
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<td>6/30/2021</td>
<td>COMBINED SINGLE LIMIT (EA accident) $1,000,000</td>
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<tr>
<td>B</td>
<td>PRODUCTION PACKAGE POLICY (Limit is Per Coverage Line)</td>
<td>RMP190048 WORLDWIDE COVERAGE</td>
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<td>2/19/2020</td>
<td>9/15/2022</td>
<td>MED EXP (Any one person) $</td>
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</table>

### Important Notes:
- Certain policies may require an endorsement if SUBROGATION IS WAIVED, subject to the terms and conditions of the policy.
- The certificate holder is included as an additional insured with respect to the general liability and auto liability policies and a loss payee under the production package policy but only to the extent required in the contractual agreement with the named insured.

### Certificate Holder
- **Town of Provincetown**
  - 260 Commercial Street
  - Provincetown, MA 02657

### Cancellation
- **Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.**

### Authorized Representative
- Aon/Albert G. Ruben Insurance Services, Inc.

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Town of Provincetown
Film, Videography, Photography, and Droning Application

Please fill out the following application. For those categories which do not apply, simply write N/A.

Production Company: 20th Century Fox Television

Production Title: PILGRIM

Applicant Name & Title: Julie Herrin, Producer

Company Address: 10201 West Pico Blvd, Los Angeles, CA 90064

Applicant Phone: 310-428-4108

Company Phone: SAME

Cell Phone: SAME

E-mail: mattrisk@gmail.com

Local Address:

Local Phone:

Local Fax:

Location Manager: Matthew Prisk

Telephone: 310-428-4108

Cell Phone: mattrisk@gmail.com

E-Mail:

How many people are in your production crew? 130

Will trucks be necessary to bring in Equipment? ☑ Yes □ No  If Yes, please provide the following:

Size TBD  Type TBD  Parked Location TBD

Production Type: ☑ Feature Film □ Television Film □ Documentary □ Commercial □ Industrial □ Still Photography □ Music Video □ Droning

Please note: submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.
Locations: Please provide street addresses, building names, floor numbers, cross streets, etc. Please be as specific as possible. Attach additional pages if necessary.

Location 1: Date(s) Time(s)  
*PLEASE ATTACHED LOCATION LIST

Location 2: Date(s) Time(s)  
*PLEASE ATTACHED LOCATION LIST

Location 3: Date(s) Time(s)  
*PLEASE ATTACHED LOCATION LIST

Briefly describe scene(s) to be filmed at each location: (Attach additional sheets if necessary.)

Please see the Attached Location List

Note:

Prep Dates TBD Between January 25th And January 31st, 2021,  
Filming Dates TBD Between February 1st And March 6th, 2021  
Wrap Dates TBD Between March 7th And March 13th, 2021

Will Town streets be used for Filming? ☑ Yes ☐ No  If yes, please provide the following:  
Date(s): Time(s):  
Description: *PLEASE ATTACHED LOCATION LIST

Will you be requesting a street closure? ☑ Yes ☐ No  If yes, please provide the following:  
Date(s): Time(s):  
*PLEASE ATTACHED LOCATION LIST

Please note: If roadway closures or police details be necessary for the proposed work, the deadline for the application is a minimum of 60 days prior to the date of anticipated filming

Will Intermittent Traffic Control (ITC) be necessary throughout any part of the work you are proposing on site?  
☑ Yes ☐ No  If yes, please provide the following:  
Date(s): Time(s):
Will Town streets be used for Parking?  ☑ Yes  ☐ No  
If yes, please provide the following:

Date(s):  
Time(s):

Description:  *PLEASE ATTACHED LOCATION LIST

A map indicating the streets you plan to utilize should be submitted with your application. Include which side(s) of the street(s), which intersections where parking will be located, the duration, where filming will be located, and any additional pertinent information. Please review the Town’s Traffic and Parking regulations regarding any question about vehicular size restrictions.

Will parking meters need to be bagged/spaces held?  ☑ Yes  ☐ No
If yes, please provide the following:

Date(s):  
Time(s):

Will any of these scenes involve the use of explosives, fire, firearms, or aircraft?  ☑ Yes  ☐ No
If yes please describe:  
*PLEASE SEE ATTACHED LOCATION LIST

One Location May Involve A Shotgun With Blanks Acting As If Hunting Birds

Will this require turning off street lights?  ☐ Yes  ☑ No  
If yes, please provide the following:

Date(s):  
Time(s):

Description:
NOT AT THIS TIME
Please attach a copy of your general liability insurance coverage in the amount of one million dollars naming the Town of Provincetown as an additional insured party.

By signing below, you, the Applicant, agrees to comply with all applicable laws and to maintain the premises in good condition, and to return said premises to the same condition as before use for this film project.

By signing below, you, the Applicant confirms that he/she has the authority to represent the Company for the purposes of this application.

Name (Print):   Julie Herrin  
Company:     20th Century Fox Television

Official Title:    Producer

Date:     11/30/2021

Signature

Please note: submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.
Town of Provincetown

FILM PERMIT APPLICATION
260 Commercial Street
Provincetown, MA 02657
508.487.7000

PRELIMINARY

Date: November 30, 2020

Production Company: 20 TH Television

Production Title: “PILGRIM”

Permanent Company Address: 10201 W. Pico Blvd.
Building 99, Ste. 430
Los Angeles, CA 90064

Production Office Phone: 310.969.5300

Applicant Name/Title: Matt Prisk/ Location Manager
Tiffany Kinder/Location Manager

Applicant contact number: 310.428.4108 Matt Prisk cell
617.840.3733 Tiffany Kinder cell

Production Type: Television Series
LOCATION 1: BRADFORD STREET, GOSNOLD TO STANDISH (DRIVING SHOTS)  
PROVINCETOWN, MA 02657

Date(s)/Times:
Prep Date: 1 Or 2 Days TBD Between January 25th And January 31st, 2021,
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Or 2 Days TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
PICTURE CAR DRIVING INTO TOWN FOR ESTABLISHING SHOTS, USE OF DRONE REQUESTED, PROCESS TRAILER TO TOW PICTURE VEHICLE, DOWNTOWN FILMING, USE OF SIDEWALKS, CURBLANE AND ROADS, EXTERIOR WALK AND TALKS, TEMPORARY ROAD CLOSURE/DETOURS REQUESTED DURING FILMING, INTERMITTENT TRAFFIC CONTROL REQUESTED, POLICE PATROL CAR REQUESTED TO HELP PICTURE CARS AND TRAILOR TURN AROUND. WILL BE REQUESTING EARLY FILM HOURS. POLICE DETAIL REQUESTED.

POSTING OF TEMPORARY “NO PARKING”: TBD

FOR PREPERATION DAYS; TBD

FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES:
FULL CLOSURE OF BRADFORD ST BETWEEN STANDISH AND GOSNOLD

CREW PARKING:

EQUIPMENT/BASECAMP PARKING: RILEY PARKING LOT- BRADFORD STREET

WORKING TRUCKS; SHOULDER OF ROAD

CAST AND CREW SIZE: APPROX. 100
LOCATION 2: PILGIM MONUMENT
1 HIGH POLE HILL ROAD
PROVINCETOWN, MA 02657

Date(s)/Times:
Prep Date: 1 Or 2 Days TBD Between January 25th And January 31st, 2021,
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Or 2 Days TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
PARK, ACTOR CLIMBS TOWER STEPS, FILMING INTERIOR AND EXTERIOR, ESTABLISHNG SHOT OF TOWN /
PICTURE VEHICLES DRIVING INTO TOWN. FILMING FROM THE TOP OF THE MONUMENTM WITH THE USE
OF A DRONE. USE OF DRONE REQUESTED, THERE WILL BE A REQUEST FOR A TEMPORARY ROAD
CLOSURED (TBD), INTERMITTENT TRAFFIC CONTROL REQUESTED WHILE FILMING. PROESS TRAILOR
(TOWING OF CAR). PATROL CAR REQUESTED TO HELP PUCITURE VEHICLES TURN AROUND. WILL BE
REQUESTING EARLY ENTRY HOURS.
POLICE DETAILS REQUESTED.

NEED TO DO MAP FOR THIS
POSTING OF TEMPORARY “NO PARKING”: TBD

FOR PREPERATION DAYS; TBD

FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES: TBD

CREW PARKING: 100

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100
LOCATION 3: PROVINCETOWN, MA 02657

Date/Time(s):
Prep Date: 6 Days TBD Between January 25th And January 31st, 2021,
Filming Date: 3 Or 4 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 4 Or 5 Days TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
INTERIOR AND EXTERIOR FILMING OF HOME, WALK AND TALK IN AND OUT OF HOUSE, UP AND DOWN SIDEWALKS AND IN STREET. USE OF DRONE REQUESTED. EXTERIOR 3 BLOCK DRIVE UP AND AWAY WITH PICTURE VEHICLES, ACTORS WALKING UP AND DOWN SIDEWALKS STREET ON COMMERCIAL, BETWEEN TREMONT AND SOPER, CAMERA, CREW AND EQUIPMENT EVERYWHERE IN STREET AND ON SIDEWALKS. COMPANY TO MAINTAIN EMERGENCY VEHICLE ACCESS LANE.
ROAD CLOSURES AND NO PARKING SIGNAGE TO BE REQUESTED
POLICE DETAILS.
WILL BE REQUESTING EARLY AND LATE EXTENDED HOURS

POSTING OF TEMPORARY “NO PARKING”: BOTH SIDES OF COMMERCIAL STREET FROM TREMONT STREET TO SOPER.

FOR PREPERATION & WRAP DAYS; TBD, between January 25th And January 31st, 2021, TBD, Between March 07th And March 13th, 2021

FOR FILMING DAYS;
TBD, between February 1st And March 6th, 2021

ROAD/LANE CLOSURES:
FULL CLOSURE OF COMMERCIAL STREET, FROM TREMONT STREET TO SOPER.

CREW PARKING: N/A

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS;
REQUEST THE USE OF WEST STREET BEACH PARKING LOT (DOG BEACH)

CAST AND CREW SIZE: APPROX. 100
LOCATION 4: COMMERCIAL STREET, FROM TREMONT TO NICKERSON AND ON TREMONT, FROM NICKERSON TO MONTELLO

Date(s) / Times:
Prep Date: 1 Or 2 Days TBD Between January 25th And January 31st, 2021,
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Or 2 Days TBD Between March 07th And March 13th, 2021

SCENE DESCRIPTION:
ACTOR WALKING THROUGH VARIOUS STREETS (WALKING GRID).
POLICE DETAIL REQUESTED.

WALKING GRID;
ON NICKERSON- FROM COMMERCIAL TO TREMONT AND ON TREMONT, FROM SOPER TO COMMERCIAL. POLICE DETAILS REQUESTED.

POSTING OF TEMPORARY “NO PARKING”:
BOTH SIDES OF COMMERCIAL STREET, FROM TREMONT TO SOPER
BOTH SIDES OF NICKERSON, FROM COMMERCIAL TO TREMONT
BOTH SIDES OF TREMONT FROM SOPER TO FRANKLIN

FOR PREPERATION DAYS; TBD

FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES:
ROAD CLOSURE OF COMMERCIAL STREET, NICKERSON AND TREMONT.

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD
LOCATION 5: WINTHROP STREET CEMETERY
PROVINCETOWN, MA 02657

Date/Times(s):
Prep Date: 1 Or 2 Days TBD Between January 25th And January 31st, 2021,
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Or 2 Days TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
WALK AND TALK THROUGH CEMETERY. ACTOR IN WOODS, LURKING AROUND. WALK THROUGH
CEMETERY AND THEN THROUGH NEIGHBORHOOD ON WINTHROP STREET. CAMERA, CAMERA CRANE
AND EQUIPMENT IN AREAS DESIGNATED BY DPW AND CEMETERY COMMISSION REPRESENTATIVES.
POLICE DETAILS REQUESTED.

POSTING OF TEMPORARY “NO PARKING”:
BOTH SIDES OF WINTHROP STREET, FROM COURT STREET TO ADDRESS ???
BOTH SIDES OF COURT STREET, FROM SHANK PAINTER ROAD TO ADDRESS///
BOTH SIDES OF BROWN, FROM SHANK PAINTER ROAD TO WINTHROP STREET
SEE MAP.

FOR PREPERATION DAYS; N/A

FOR FILMING DAYS; N/A

ROAD/LANE CLOSURES:
FULL CLOSURE OF WINTHROP STREET, FROM COURT STREET TO ADDRESS ???
FULL CLOSURE OF COURT STREET, FROM SHANK PAINTER ROAD TO ADDRESS
FULL CLOSURE OF BROWN, FROM SHANK PAINTER ROAD TO WINTHROP STREET
POLICE DETAILS REQUESTED FOR CLOSURES (5)
SEE MAP.

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100
LOCATION 6:
PROVINCETOWN, MA 02657

Date/Time(s):
Prep Date: 1 Or 2 Days TBD Between January 25th And January 31st, 2021,
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Or 2 Days TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
INTERIOR/EXTERIOR DIALOGUE. WALK AND TALK IN FRONT OF RESTAURANT AND NEIGHBORING ADDRESSES, WALK AND TALK ON SIDE OF BUILDING AND BEACH, ACTORS ON SIDEWALK AND IN STREET. CAMERA, CREW AND EQUIPMENT IN STREET, CURBLANE AND ON SIDEWALK. EXTENDED EVENING HOURS TO BE REQUESTED. POLICE DETAILS REQUESTED.

POSTING OF TEMPORARY “NO PARKING”:
ALL DAY DATE: BOTH SIDES OF COMMERCIAL STREET, BETWEEN YOUNGS COURT AND BANGS STREET FOR PREPERATION DAYS; TBD FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES:
CLOSURE OF COMMERCIAL STREET, BETWEEN AND YOUNGS COURT AND BANGS STREET

CREW PARKING: TBD
EQUIPMENT/BASECAMP PARKING: TBD
WORKING TRUCKS; TBD
CAST AND CREW SIZE: APPROX. 100
LOCATION 7: BREAKWATER
PROVINCETOWN, MA 02657

Date/Times(s):
Prep Date: 1 Or 2 Days TBD Between January 25th And January 31st, 2021,
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Or 2 Days TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
BREAKWATER AND BEACH, EXTERIOR WALK AND TALK THROUGH BEACH AND OUT ONTO THE
BREAKWATER, USING FORST 1/5 PORTION OF THE BREAKWATER THAT BELONGS TO THE CITY. EARLY
ENTRY TO BE REQUESTED.
POLICE DETAILS REQUESTED
MARINE COORDINATOR REQUESTED.

POSTING OF TEMPORARY “NO PARKING”: TBD

FOR PREPERATION DAYS; TBD

FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES:

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100

MAP TO COME!
LOCATION 8: PROVINCETOWN, MA 02657

Date/Time(s):
Prep Date: 2 Or 3 Days TBD Between January 25th And January 31st, 2021,
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 2 Or 3 Days TBD Between March 07th And March 13th, 2021

SCENE DESCRIPTION:
EXTERIOR HOUSE AND STREET, WITH SOME INTERIOR SHOTS, DRIVE UP AND AWAY TO HOUSE AND NEIGHBORING WOODED AREA, INTERMITTENT TRAFFIC CONTROL REQUESTED, SIMULATED GUNFIRE-BLANKS- FULLLOAD GUNFIRE FROM PORCH (WILL NOTIFY NEIGHBORHOOD), EXTENDED EVENING HOURS TO BE REQUESTED. FILMING, CAMERA CREW AND FILM EQUIPMENT IN THE CUL DE SAC OF THE STREET AND ON THE SIDEWALKS. WORKING THROUGH HOMEOWNERS ASSOCIATION AS WELL. POLICE DETAIL REQUESTED.

POSTING OF TEMPORARY “NO PARKING”:
BOTH SIDES OF BAYBERRY AVENUE, FROM PILGRIM HEIGHTS ROAD TO THE CUL DE SAC.

FOR PREPERATION DAYS; N/A

FOR FILMING DAYS; N/A

ROAD/LANE CLOSURES:
OF BAYBERRY AVENUE, FROM PILGRIM HEIGHTS ROAD TO THE CUL DE SAC.

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100
LOCATION 9: PROVINCETOWN, MA 02657

Date/Times(s):
Prep Date: 2 Or 3 Days TBD Between January 25th And January 31st, 2021,
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Or 2 Days TBD Between March 7th And March 13th, 2021

DESCRIPTION:
INTERIOR/EXTERIOR [BLANK], EXTERIOR WALK AND TALK THROUGH ALLEY/WALKWAY FROM COMMERCIAL STREET TO COMMERCIAL STREET, CAMERA, CREW AND EQUIPMENT ON SIDEWALK, IN CURB LANE, ITC AND PEDESTRIAN TRAFFIC CONTROL REQUESTED.

POSTING OF TEMPORARY “NO PARKING”:
BOTH SIDES OF COMMERCIAL, BETWEEN STANDISH AND RYDER
WEST SIDE OF STANDISH, FROM BRADFORS TO COMMERCIAL
EAST SIDE OF RYDER, FROM BRADFORD TO COMMERCIAL

FOR PREPERATION DAYS; TBD

FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES:
ITC REQUESTED

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS;
REQUEST SPACES IN THE MACMILLIAN PIER PARKING LOT

CAST AND CREW SIZE: APPROX. 100
LOCATION 10: PROVINCETOWN, MA 02657

Date/Times(s):
Prep Date: 2 Or 3 Days TBD Between January 25th And January 31st, 2021
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 2 Or 3 Days TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
EXTERIOR FILMING OF [REDACTED] ADJACENT TO BEACH. NEED ACCESS THROUGH COMMERCIAL STREET ALLEY. ACCESS TO ADJACENT BEACH FOR CREW, FILM EQUIPMENT AND ACTOR DIALOGUE.

POSTING OF TEMPORARY “NO PARKING”:
COMMERCIAL STREET, BETWEEN MASONIC AND GOSNOLD
WEST SIDE OF GOSNOLD, BETWEEN BRADFORD AND COMMERCIAL
EAST SIDE OF GOSNOLD, BETWEEN COMMERCIAL AND BRADFORD

POSTING FOR PREPERATION DAYS; N/A

FOR FILMING DAYS; N/A

ROAD/LANE CLOSURES:
ALL DAY - DATE: TBD

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100
LOCATION 11:  
PROVINCETOWN, MA 02657

Date/Times(s):
Prep Date: 2 Or 3 Days TBD Between January 25th And January 31st, 2021
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 2 Or 3 Days TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
EXTERIOR DIALOGUE ON THE BEACH AND UNDER DOCK. EXTERIOR WALK AND TALK ON BEACH AND UNDER THE DECK/DOCK. NOTE: BEACH IS CITY PROPERTY, DECK IS PROPERTY. WE WILL BE REQUESTING EXTENDED EVENING HOURS. INTERMITTENT TRAFFIC CONTROL REQUESTED ON FILM DAY.

POSTING OF TEMPORARY “NO PARKING”:
BOTH SIDES OF COMMERCIAL, FROM CENTRAL STREET TO
BOTH SIDES OF CENTRAL STREET FROM COMMERCIAL NORTH 150’
BOTH SIDES OF ATLANTIC AVENUE, FROM COMMERCIAL BORTH 100’
BOTH SIDES OF CONANT STREET, FROM COMMERCIAL BORTH 100’

FOR PREPERATION DAYS; TBD

FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES: TBD

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100
Location #12: PROVINCETOWN, MA 02657

Date/Time(s):
Prep Date: 3 Or 4 Days TBD Between January 25th And January 31st, 2021
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 2 Or 3 Days TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
HOUSE, DRIVEWAY, BEACH, EXTERIOR DIALOGUE, WITH SOME INTERIOR SHOTS. CAMERA IN DRIVING LANE, ACROSS STREET, ON SIDEWALK. CAMERA, CAMERA CRANE, CREW AND EQUIPMENT EVERYWHERE. CAR DRIVE UP AND AWAYS. REQUEST BEACH ACCESS FOR FILMING.

POSTING OF TEMPORARY “NO PARKING”:
BOTH SIDES OF COMMERCIAL STREET, BETWEEN ALBERTON AND BRADFORD

FOR PREPERATION DAYS; TBD

FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES:
ALTERNATING LANE CLOSURE REQUESTED ON COMMERCIAL, FROM [REMOVED] TO SNAIL ROAD. INTERMITTENT TRAFFIC CONTROL REQUESTED FOR ADDITIONAL TRAFFIC LANE.

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100
LOCATION 13:  REAR HOWLAND ROAD, OLD COLONY PATH
PROVINCETOWN, MA 02657

Date/Times(s):
Prep Date: 1 Day TBD Between January 25th And January 31st, 2021
Filming Date: 1 Day TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Day TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
DRIVING OF PICTURE CAR ALONG WOODED ROAD. EXTERIOR WALK AND TALK ALONG ROAD AND
THROUGH WOODED AREA. TOWN PROPERTY.

POSTING OF TEMPORARY “NO PARKING”:
ALL DAY DATE: TBD

FOR PREPERATION DAYS; N/A

FOR FILMING DAYS; N/A

ROAD/LANE CLOSURES:
ALL DAY -DATE: TBD

CREW PARKING: TBD

EQUIPMENT/HBASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100
LOCATION 14:
CAPE COD NATIONAL SEASHORE PERMIT / PROVINCETOWN PERMIT, LOCATION 14
Race Point Rd Between Route 6 And Race Point Beach Parking Lot

Date(s) / Times:
Prep Date: 1 Day TBD Between January 25th And January 31st, 2021
Filming Date: 1 Day TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Day TBD Between March 7th And March 13th, 2021

Description:
Wooded Rd, Driving, OK Parking Goes On Seashore, Permit, Need To Schedule Per Road Maintenance Work TBD, Hours TBD

POSTING OF TEMPORARY “NO PARKING”: TBD

FOR PREPERATION DAYS; TBD

FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES:

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100
LOCATION 15:    MASSDOT PERMITTED
“EXT ROUTE 6, DRIVING JEEP WORK”
ROUTE 6, BETWEEN STOTTS CROSSING AND SNAIL ROAD

Date(s) / Times:
Prep Date: 1 Or 2 Days TBD Between January 25th And January 31st, 2021
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Day TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
JEPP DRIVING ALONG HIGHWAY, STOPS ON SHOULDER OF ROAD WHERE THEY FIND A FAUX DEAD DEER.
MASSDOT PERMIT REQUESTED FOR FULL CLOSURE OF ROUTE 6, FROM STOTTS CROSSING TO SNAIL
ROAD. ITC REQUESTED FOR DRIVING WORK ON ROUTE 6A, BETWEEN STOTTS CROSSING AND SNAIL
ROAD.
CAMERA, DRONE, CAMERA PROCESS TRAILOR, CAERA CRANE, FILM EQUIPMENT, PICTURE CARS, CREW,
ACTORS AND DUMMY DEER ON ROAD, EQUIPMENT IN CURBLANE, MEDIAN AND SHOULDER OF ROAD.
COMPANY WILL OBTAIN OPEN ROAD FOR EMERGENCY VEHICLES AT ALL TIMES. ROAD CLOSURE SERVICES
REQUESTED THROUGH ROADSAFE TRAFFIC SYSTEMS. STATE TROOPERS HAVE BEEN NOTIFIED FOR POLICE
DETAIL REQUEST.
REMOVAL OF ROAD AND HIGHWAY SIGNS. TO BE REMOVED AND REPLACED DAY OF. FAUX FILM SIGN
TO BE ADDED FOR PICTURE.

MASS DOT PLANS ATTACHED.
CAMERA CAR DRIVING WITH THE FLOW OF TRAFFIC. ITC DETAIL STATE TROOPERS REQUESTED. TIME-
TBD.

POSTING OF TEMPORARY “NO PARKING”: TBD

FOR PREPERATION DAYS; TBD

FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES:
FULL CLOSURE OF ROUTE 6, FROM STOTTS CROSSING TO SNAIL ROAD
SEE ATTACHED MAP.

CREW PARKING: HARBOR HOTEL

EQUIPMENT/BASECAMP PARKING: RILEY PARKING LOT- BRADFORD STREET

WORKING TRUCKS; SHOULDER OF ROAD

CAST AND CREW SIZE: APPROX. 100
LOCATION 16:    ROUTE 6A, BERRY LANE TO COMMERCIAL STREET  
PROVINCETOWN, MA 02657

Date(s) / Times:
Prep Date: 1 Or 2 Days TBD Between January 25th And January 31st, 2021
Filming Date: 1 Or 2 Days TBD Between February 1st And March 6th, 2021
Wrap Date: 1 Day TBD Between March 7th And March 13th, 2021

SCENE DESCRIPTION:
ADDITIONAL DRIVING WITH PICTURE CAR VEHICLE, ENTERING PROVINCETOWN FOR ESTABLISHING SHOT, JEEP AND PROCESS CAMERA TRAILOR DRIVING ON ROUTE 6A, BETWEEN BERRY LANE AND COMMERCIAL. NIGHT SCENE FOR DRIVING SHOTS. DRIVE UP AND TURN AROUNDS, REQUEST POLICE CRUISER. POSSIBLE ROAD CLOSURE REQUEST.

POSTING OF TEMPORARY “NO PARKING”: TBD

FOR PREPERATION DAYS; TBD

FOR FILMING DAYS; TBD

ROAD/LANE CLOSURES:

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100

MAP TO COME
LOCATION 17: EXT. PROVINCETOWN STREETS- DRIVING GRID-- TBD

Date/Times(s):
Film: 1 or 2 days TBD, between February 2021 and April 2021
Prep & Wrap: 1 or 2 days TBD, between February 2021 and April 2021

SCENE DESCRIPTION:

POSTING OF TEMPORARY “NO PARKING”:
ALL DAY DATE: TBD
FOR PREPERATION DAYS; N/A
FOR FILMING DAYS; N/A
ROAD/LANE CLOSURES:
ALL DAY - DATE: TBD
CREW PARKING: TBD
EQUIPMENT/BASECAMP PARKING: TBD
WORKING TRUCKS; TBD
CAST AND CREW SIZE: APPROX. 100

MAP STILL TO COME!
LOCATION 18: PROVINCETOWN, MA 02657

Date/Time(s):
Film: 1 or 2 days TBD, Between January 25th and March 13th
Prep & Wrap: 1 or 2 days TBD, Between January 25th and March 13th

SCENE DESCRIPTION:
EXTERIOR DIALOGUE, WALK AND TALK, CAMERA, CREW AND EQUIPMENT OUTSIDE AND ON SIDEWALK/CURBLANE.

POSTING OF TEMPORARY “NO PARKING”:

FOR PREPERATION DAYS; N/A

FOR FILMING DAYS; N/A

ROAD/LANE CLOSURES:
ALL DAY - DATE: TBD

CREW PARKING: TBD

EQUIPMENT/BASECAMP PARKING: TBD

WORKING TRUCKS; TBD

CAST AND CREW SIZE: APPROX. 100
LOCATION 19: RACE POINT BEACH, PROVINCETOWN, MA 02657
Cape cod national seashore Permit

Date/Times(s): TBD, Between January 25th and March 13th
BACKUP LOCATIONS BEING CONSIDERED...

PROVINCETOWN PERMIT, **(BACKUP LOC)**
Commercial St, Provincetown, MA 02657
Description: Dock/Beach And Alley, Exterior Walk And Talk Through Beach And Under Deck/Dock, Cleared With City, Not Yet Cleared With Property Owner
Prep Date: TBD Between January 25th And January 31st, 2021
Filming Date: TBD Between February 1st And March 6th, 2021
Wrap Date: TBD Between March 7th And March 13th, 2021
Parking: TBD

PROVINCETOWN PERMIT, **(BACKUP LOC)**
Vacant Storefront, , Provincetown, MA 02657
Description: Tattoo Option 2, Exterior Walk And Talk, Street, Sidewalk And Driveway, Requesting Traffic Control
Prep Date: TBD Between January 25th And January 31st, 2021
Filming Date: TBD Between February 1st And March 6th, 2021
Wrap Date: TBD Between March 7th And March 13th, 2021
Parking: TBD

PROVINCETOWN PERMIT, **(BACKUP LOC)**
Captain Jack's Warf, And Beach Below, Provincetown, MA 02657
Description: Pier And Beach, Exterior Walk And Talk, Cleared With City, Not Yet Cleared With HOA
Prep Date: TBD Between January 25th And January 31st, 2021
Filming Date: TBD Between February 1st And March 6th, 2021
Wrap Date: TBD Between March 7th And March 13th, 2021
Parking: TBD

PROVINCETOWN PERMIT, **(BACKUP LOC)**
Mcmillan Wharf And Pier And Under Pier On Beach, Provincetown, MA 02657
Description: Pier And Beach Below, Exterior Walk And Talk Through Wooded Area, Cleared With City
Prep Date: TBD Between January 25th And January 31st, 2021
Filming Date: TBD Between February 1st And March 6th, 2021
Wrap Date: TBD Between March 7th And March 13th, 2021
Parking: TBD

PROVINCETOWN PERMIT, **(BACKUP LOC)**
, MA 02657
Description: Shed Option 2, Exterior Walk And Talk, Not Yet Cleared With Owner
Prep Date: TBD Between January 25th And January 31st, 2021
Filming Date: TBD Between February 1st And March 6th, 2021
Wrap Date: TBD Between March 7th And March 13th, 2021
Parking: TBD
**DISCUSSION**

Scheduling of Annual Town Meeting

*Requested by:* Interim Town Manager Charles Sumner  
*Action Sought:* Discussion/Approve

**Proposed Motion(s)**

Move that the Select Board vote in accordance with MGL c. 39 § 9, as amended by c. 53 § 1 of the Act of 2020, to postpone the Annual and Special Town Meeting until Saturday May 1, 2021 at 10 am with a rain date of Saturday May 8, 2021 at 10 am.

**Additional Information**

Notwithstanding the fact that the Charter sets the date for the Annual Town Meeting, the Select Board has the discretion to postpone the town meeting to any date on or before June 30th. This is based on the provisions of G.L. c. 39. §10 which includes the following:

“…notwithstanding the provisions of this section or of any other law, by-law, or charter to the contrary, a town, by the vote of its board of selectmen or town council may delay the annual town meeting; and provided, further, that such a delayed annual town meeting shall complete its business on or before June thirtieth.”

Please note that the Annual Town Election will still have to be held in accordance with the Town Charter unless the Town seeks special legislation, or the General Court enacts a new COVID bill as it did last year permitting the postponement of the annual election.

Based on the Select Board’s direction, staff will return with a Town Meeting schedule.

**Board Action**

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<th>Motion</th>
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AN ACT TO ADDRESS CHALLENGES FACED BY MUNICIPALITIES AND STATE AUTHORITIES RESULTING FROM COVID-19.

Whereas, The deferred operation of this act would tend to defeat its purposes, which are to make certain changes in law in response to a public health emergency, each of which is immediately necessary to carry out to accomplish important public purposes, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public health and convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 9 of chapter 39 of the General Laws, as appearing in the 2018 Official Edition, is hereby amended by striking out, in lines 13 to 14, the word “thirtieth” and inserting in place thereof the following words:- 30 except in the event of an emergency that poses an immediate threat to the health or safety of persons or property that prevents the completion of the business of the delayed town meeting on or before June 30 if the governor has declared a state of emergency with respect to such emergency.

SECTION 2. Subsection (a) of section 10A of said chapter 39, as so appearing, is hereby amended by striking out the first sentence and inserting in place thereof the following 2 sentences:- Notwithstanding any general or special law, charter provision or by-law to the contrary, during and for a period of 5 days after the termination of any weather-related, public safety or public health emergency, the town moderator or person designated to perform the duties of town moderator may, in consultation with local public safety or public health officials and the board of selectmen, recess and continue a town meeting previously called pursuant to a warrant issued pursuant to section 10 to a time, date and place certain; provided, however, that any such recess and continuance period shall not exceed 30 days. The moderator or person designated to perform the duties of town moderator may renew the declaration of recess and continuance period for up to 30 days at a time but not more than 30 days following the date of rescission of a state of emergency declared by the governor. If a town does not have a moderator, the board of selectmen may recess and continue town meeting in accordance with this paragraph.

SECTION 3. Said section 10A of said chapter 39, as so appearing, is hereby further amended by striking out subsection (c).

SECTION 4. Said section 10A of said chapter 39, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) Within 10 days after the initial declaration of recess and continuance of a town meeting pursuant to this
section, a local public safety or public health official designated by the board of selectmen shall submit a report to the attorney general providing the justification for the declaration.

SECTION 5. The first paragraph of section 31 of chapter 44 of the General Laws, as so appearing, is hereby amended by inserting after the second sentence the following 2 sentences:- If the declared emergency prevents the adoption of an annual budget by a town or district by the June 30 preceding the start of the fiscal year, the board of selectmen, town council or district commissioners shall notify the director and the director may approve expenditures, from any appropriate fund or account, of an amount sufficient for the operations of the town or district during the month of July not less than 1/12 of the total budget approved by the town or district in the most recent fiscal year pursuant to a plan approved by the board of selectmen, town council or district commissioners and such authority shall continue for each successive month while the emergency continues to prevent the adoption of a budget. The director may promulgate and revise rules or regulations regarding the approval of emergency expenditures described in this section and accounting with regard to such expenditures.

SECTION 6. Notwithstanding any general or special law to the contrary, if the adoption of an annual budget in a city, town or district is delayed beyond June 30, 2020, as a result of the governor’s March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as COVID-19, the director of accounts of the department of revenue may authorize the appropriation from the available balance of the city's, town’s or district’s undesignated fund balance or “free cash” certified by the director under section 23 of chapter 59 of the General Laws as of July 1, 2019, as a funding source for the city's, town’s or district’s fiscal year 2021 expenditures, including, but not limited to, any such undesignated fund balance in an enterprise fund or special revenue account. The director of accounts may promulgate and revise rules or regulations regarding the implementation of this section.

SECTION 7. Notwithstanding section 31 of chapter 44 of the General Laws, section 23 of chapter 59 of the General Laws or any other general or special law to the contrary, a city, town or district may amortize over fiscal years 2021 to 2023, inclusive, in equal installments or more rapidly, the amount of its fiscal year 2020 deficit resulting from the outbreak of the 2019 novel coronavirus, also known as COVID-19, as described in the governor’s March 10, 2020 declaration of a state of emergency, including, but not limited to, any such deficit in an enterprise fund or special revenue account. The local appropriating authority as defined in section 21C of said chapter 59 and, in the case of a district, the prudential committee or commissioners, or as otherwise defined in the General Laws, shall adopt a deficit amortization schedule in accordance with the preceding sentence before setting the city’s, town’s or district’s fiscal year 2021 tax rate. The commissioner of revenue may issue guidelines or instructions for reporting the amortization of deficits authorized by this section.

SECTION 8. Notwithstanding any general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the governor’s March 10, 2020 declaration of a state of emergency, for fiscal year 2021, a city or town may expend from each revolving fund, established under section 53E1/2 of chapter 44 of the General Laws an amount not to exceed the amount authorized to be expended in fiscal year 2020 until the city or town adopts an annual budget for fiscal year 2021 at which time, the legislative body of the city or town shall also vote on the total amount that may be expended from each revolving fund in fiscal year 2021.

SECTION 9. Notwithstanding section 8 of chapter 61 of the General Laws, section 14 of chapter 61A of
the General Laws, section 9 of chapter 61B of the General Laws or any other general or special law, charter provision, ordinance or by-law to the contrary, during and for a period of 90 days after the termination of the governor’s March 10, 2020 declaration of a state of emergency, all time periods within which any municipality is required to act, respond, effectuate or exercise an option to purchase shall be suspended.

SECTION 10. (a) Notwithstanding any general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the governor’s March 10, 2020 declaration of a state of emergency, for fiscal year 2020, the chief executive officer of a city or town, as defined in clause Fifth B of section 7 of chapter 4 of the General Laws, or a district may extend:

(i) for the purposes of the first paragraph of section 57 of chapter 59 of the General Laws, the date May 1 to a date not later than June 1, 2020;

(ii) for the purposes of the seventh and eighth paragraphs and the tenth and eleventh paragraphs of section 57C of said chapter 59, the date May 1 to a date not later than June 1, 2020;

(iii) for the purposes of the seventh paragraph of said section 57C of said chapter 59, the date April 1 to a date not later than June 1, 2020; and

(iv) for the purposes of the third paragraph of said section 59 of said chapter 59, the date April 1 to a date not later than June 1, 2020.

(b) Notwithstanding said sections 57, 57C and 59 of said chapter 59 or any other general or special law to the contrary, if municipal offices are closed as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, or the governor’s March 10, 2020 declaration of a state of emergency on the date that a tax payment, abatement or exemption application is due, the due dates shall not be extended except pursuant to this section.

SECTION 11. Notwithstanding section 57, 57A and 57C of chapter 59 of the General Laws, section 2 of chapter 60A of the General Laws or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, or the governor’s March 10, 2020 declaration of a state of emergency, the chief executive officer of a city or town, as defined in clause Fifth B of section 7 of chapter 4 of the General Laws, or the prudential committee or commissioners of a district may waive the payment of interest and other penalty in the event of late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 and made after its respective due date but before June 30, 2020. Notwithstanding the forgoing, a city or town shall not terminate an essential service of a resident, including, but not limited to, water, trash collection or electricity, for nonpayment of taxes or fees with a due date on or after March 10, 2020, made after its respective due date but before June 30, 2020, if the nonpayment resulted from a demonstrated inability to pay due to circumstances related to the outbreak of COVID-19 or the governor’s March 10, 2020 declaration of a state of emergency; provided that the inability to pay shall include a demonstrated financial hardship of a resident, which may include, but not be limited to, loss of employment, serious illness of someone within the home or death of someone within the home.

SECTION 13. Notwithstanding any general or special law to the contrary, during the governor’s March 10, 2020 declaration of a state of emergency, an establishment licensed to sell alcoholic beverages or only wines and malt beverages on-premises may sell wine or malt beverages only for off-premises consumption subject to the following conditions: (i) the wine or malt beverage shall not be sold to a person under 21 years of age; provided, however, that any delivery of wine or malt beverages for off-premises consumption shall not be made without verification that the person receiving the order has attained 21 years of age; (ii) the wine shall be sold in its original, sealed container and the malt beverage shall be sold in a sealed container; (iii) the wine or malt beverage shall be sold as part of the same transaction as the purchase of food; provided, however, that any order that includes wine or malt beverages shall be placed not later than the hour of which the establishment is licensed to sell alcohol or 12:00 midnight, whichever time is earlier; and (iv) a customer shall be limited to 192 ounces of malt beverage and 1.5 liters of wine per transaction.

SECTION 14. (a) Notwithstanding any general or special law to the contrary, subsections (b) and (c) of section 91 of chapter 32 of the General Laws shall not apply in calendar year 2020 to the following 2 categories of persons for hours worked and earnings received during the governor’s March 10, 2020 state of emergency:

(i) any person who has been retired and who is receiving a pension or retirement allowance, pursuant to said chapter 32 or any other general or special law, from the commonwealth or a county, city, town, district or authority; or

(ii) any person whose employment in the service of the commonwealth or a county, city, town, district or authority has been terminated, pursuant to said chapter 32 or any other general or special law, by reason of having attained an age specified in said general or special law or by the rules and regulations of any department or agency of the commonwealth or a county, city, town, district or authority without being entitled to any pension or retirement allowance.

These 2 categories of persons may, during the state of emergency and subject to all other laws, rules and regulations governing the employment of persons in the commonwealth or a county, city, town, district or authority, be employed in the service of the commonwealth or a county, city, town, district or authority, including as a consultant or independent contractor or as a person whose regular duties require that such person’s time be devoted to the service of the commonwealth, county, city, town, district or authority during regular business hours.

(b) This section shall not apply to individuals retired under a general or special law on disability.

SECTION 15. Notwithstanding section 7.08 of chapter 156D of the General Laws or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19 and the declaration of a state of emergency issued on March 10, 2020, for the duration of said state of emergency and 60 days thereafter, a public corporation, as referenced in said section 7.08 of said chapter 156D and otherwise consistent with the other provisions of said section, may conduct an annual or special meeting of the shareholders solely by means of remote communication.

SECTION 16. Notwithstanding any general or special law or any bylaw of the corporation to the contrary, for the duration of the governor’s March 10, 2020 state of emergency and 60 days thereafter and unless the articles of organization provide otherwise, the board of directors of a corporation defined in section 2 of chapter 180 of the General Laws may: (i) provide notice of a meeting of the board of directors: (A) only to
those directors it is practicable to reach; and (B) in any practicable manner; (ii) cancel a meeting of the
members, as defined in section 2 of said chapter 180, with notice of cancellation given in any practicable
manner; (iii) allow a director or officer to continue to serve during the governor’s March 10, 2020 state of
emergency and until the director’s or officer’s successor is elected, appointed or designated; provided that
directors and officers whose term is extended pursuant to this section shall continue to serve until the
director’s or officer’s successor takes office, despite the expiration of a director’s or officer’s term; (iv)
allow a director to participate in a regular or special meeting by, or conduct the meeting through the use of,
any means of communication by which all directors participating are able to simultaneously communicate
with each other during the meeting; (v) allow members at a meeting of the members to vote in person or by
proxy; provided that any member voting by proxy shall be considered present at the meeting for purposes
of any quorum requirement; (vi) appoint successors to any of the officers, directors, employees or agents;
(vii) relocate the principal office or designate alternative offices; and (viii) allow members to participate in
any meeting of members by remote participation, even if not physically present at the meeting.
Participation by remote communication at any meeting of the members shall constitute presence at such
meeting only if: (i) reasonable measures are implemented to verify that each person deemed present and
permitted to vote at the meeting by means of remote communication is a member or proxyholder; (ii)
reasonable measures are implemented to provide such members and proxyholders a reasonable opportunity
to participate in the meeting and to vote on matters submitted to the members, including an opportunity to
read or hear to the proceedings of the meeting substantially concurrently with such proceedings, pose
questions and make comments, regardless of whether the members can simultaneously communicate with
each other during the meeting; and (iii) if any member or proxyholder votes or takes other action at the
meeting by means of remote communication, a record of such vote or other action shall be maintained by
the corporation.
Directors who participate in a meeting of the board of directors pursuant to this section shall constitute a
quorum. In a corporation with members, the corporation shall notify the members, as soon as reasonably
practicable, of any action taken by the board of directors pursuant to this section.

SECTION 17. (a) As used in this section, the following words shall have the following meanings unless the
context clearly requires otherwise:

“Permit”, a permit, variance, special permit, license, amendment, extension, or other approval issued by a
permit granting authority pursuant to a statute, ordinance, bylaw, rule or regulation, whether ministerial or
discretionary.

“Permit granting authority”, a local, district, county or regional official or a local, district, county or
regional multi-member body that is authorized to issue a permit.

(b) Notwithstanding any general or special law, rule, regulation, charter, ordinance or by-law to the
contrary, during the governor’s March 10, 2020 declaration of a state of emergency:

(i) an application for a permit shall be deemed duly filed and accepted as of the date of the filing by the
applicant if filed with and certified as received by the city or town clerk if a municipality, or with the
secretary or other official established by law to receive such applications if a county or regional entity.
Notwithstanding the foregoing, a permit granting authority may contest the completeness of an application
at the time of filing if the application is ultimately denied by the permitting board on other grounds or if the
permit is ultimately appealed by the applicant. An application for a permit may be filed electronically,
through an electronic submission website established by the permit granting authority or through attachment of the requisite forms and supplemental materials to electronic mail sent to the clerk, secretary or official. Certification of receipt for purposes of this paragraph may be provided electronically to the applicant and shall be provided electronically if the permit application is submitted electronically and electronic certification of receipt is requested by the applicant;

(ii) a requirement of a statute, ordinance, bylaw, rule or regulation that a hearing commence within a specific period of time after the filing of an application or request for approval of a permit shall be suspended as of March 10, 2020; provided, however, that the applicable period shall resume 45 days after the termination of the state of emergency, or by a date otherwise prescribed by law, whichever is later;

(iii) a permit in effect or existence as of March 10, 2020, including any deadlines or conditions of the permit, shall not lapse or otherwise expire and the expiration date of the permit, or time period for meeting a deadline or for performance of a condition of the permit, shall toll during the state of emergency;

(iv) no permit shall be considered granted, approved or denied, constructively or otherwise, due to a failure of the permit granting authority to act within the time required by a statute, ordinance, bylaw, rule or regulation; provided, however, that the permit granting authority acts within 45 days of the termination of the state of emergency or by a date otherwise prescribed by law, whichever is later; provided further, that the applicant and permit granting authority may agree to alternative timing in writing;

(v) notwithstanding the time periods by which a permit is to be heard or acted upon, a permit granting authority may, by a declaration of its chair, schedule or reschedule on 1 or more occasions the hearing or decision deadlines on a permit application; provided, however, that the chair may make such declaration whether or not a quorum is present to vote on such matter; provided further, that no such date or deadline is rescheduled for more than 45 days after the termination of the state of emergency or after a date otherwise prescribed by law, whichever is later. The chair shall provide written notice of any applicable rescheduled dates or deadlines to the applicant at the applicant’s address and to the general public by posting electronically on the website of the city or town clerk or the website of the county or regional entity;

(vi) if a permit is required to be recorded with the registry of deeds or filed with registry district of the land court, as applicable, for the county or district in which the property subject to the permit is located, within a certain period of time after its issuance in order to remain in force and effect or as a condition to exercising the permit: (A) the period of time for recording the permit shall be suspended during such time that the relevant registry of deeds or registry district of the land court is closed or subject to rules and procedures restricting public in-person access; and (B) the failure to record the permit shall not preclude the permit holder from applying for, obtaining and commencing construction activities pursuant to other required permits and approvals, including, but not limited to, a building permit; provided, however, that such a building permit may be issued and, if issued, shall be considered duly issued pursuant to section 6 of chapter 40A of the General Laws; and

(vii) a hearing on a pending application for a permit opened by a permit granting authority before March 10, 2020, which has not been concluded as of March 10, 2020 or has been continued by the permit granting authority as of March 10, 2020, shall be automatically tolled and continued to the first hearing date of the permit granting authority following the termination of the state of emergency or to a date otherwise prescribed by law, whichever is later; provided, however, that the date is not later than 45 days from of the termination of the state of emergency or the date otherwise prescribed by law, whichever is later.
(c) Nothing in this section shall affect the ability of a permit granting authority, subject to applicable notice and hearing requirements, to revoke or modify a permit if that permit or the law or regulation under which the permit was issued authorizes the modification or revocation thereof; provided, however, that the permit granting authority shall not revoke or modify the permit where the permit holder fails as a result of the state of emergency to exercise or otherwise commence work pursuant to the permit or where such work commenced on or before March 10, 2020 but has stopped as a result of the state of emergency or actions taken by an agency or political subdivision of the commonwealth in reliance thereon. The limitations set forth in this subsection shall apply as long as the state of emergency is in effect and for a period of 60 days following the termination of the state of emergency; provided, however, that a permit holder shall be entitled to a further extension of reasonable length to exercise or otherwise commence work pursuant to the permit at the discretion of the permit granting authority for good cause shown; provided further, that the chair of any permit granting authority may grant such further extension whether or not a quorum is present to vote on the matter.

(d) Notwithstanding section 20 of chapter 30A of the General Laws, a permit granting authority, during the state of emergency, may conduct meetings and public hearings remotely, consistent with the governor’s March 12, 2020 order entitled, “Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20”, as the order may be amended, supplemented or replaced.

(e) Nothing in this section shall preclude or prohibit a permit granting authority from issuing decisions on permit applications for which duly held public hearings or meetings have been held or preclude or prohibit any building commissioner, inspector of buildings or other permit granting official, as applicable, from issuing permits, including, but not limited to, demolition or building permits.

(f) Notwithstanding any general or special law to the contrary and without limiting the foregoing, this section shall apply to the conduct of public meetings, public hearings or other actions taken in a quasi-judicial capacity by all local boards and commissions.

SECTION 18. Nothing in this act shall be construed or implemented in such a way as to modify a requirement of law necessary to retain federal delegation to, or assumption by, the commonwealth of the authority to implement a federal law or program.

SECTION 19. Sections 2 to 4, inclusive, shall take effect as of March 10, 2020.

PRESENTATION

FY2022 Budget

Requested by: Interim Town Manager Charlie Sumner  Action Sought: Discussion/Approve

Proposed Motion(s)

Discussion Dependent/Votes May Occur

Additional Information

- Attached please find the FY2022 Budget Message and DRAFT Budget Summary and FY2022 – FY2026 DRAFT CIP for the Select Board’s packet.
- Below is a link to the FY2022 Budget in OpenGov:
  https://stories.opengov.com/provincetownma/published/DZsDF3TWW

Board Action

<table>
<thead>
<tr>
<th>Motion</th>
<th>Second</th>
<th>In favor</th>
<th>Opposed</th>
<th>Disposition</th>
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Town of Provincetown
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Town Manager’s Budget Message 2022
Link to FY2022 Budget DRAFT in OpenGov:
https://stories.opengov.com/provincetownma/published/DZsDF3TWW

In accordance with the Town Charter, we submit for your review, the Town Manager’s Operating Budget DRAFT for Fiscal Year 2022. The budget presented totals $32,717,000 which represents a 10.4% increase over FY2020’s budget, a 9% increase over FY2021’s budget and funding deficit of $821,000. The deficit represents several potential policy decisions being deferred to the Board and the new Town Manager. An explanation of the major drivers of this year’s deficit are explained below and will be presented at the budget hearings. Options will be presented to evaluate and consider Town priorities in balancing the budget.

The budget process demands a great deal of effort and is developed in consultation with senior staff members. We spent the better part of the month of December meeting with each department supervisor to evaluate the needs and functionality of all departments.

Due to the Town Manager’s departure in July, FY2021 has been another transition year. The next Manager will be starting at a point where we are well into the budget process, which will limit his/her ability to shape the budget for the upcoming year. As with every transition, it will take time for a new manager to come up to speed on the many unique issues and challenges Provincetown faces.

Staff looks forward to working with the Select Board and new Town Manager to continue to seek solutions to providing services at a lower cost to the taxpayer at the same time that we take advantage of new opportunities to allow us to maintain the high level of performance and productivity that the community expects.

The Budget

The annual operating budget is and remains our primary management tool reflecting our community’s values and priorities. In this budget, we are building on the work of the past year while considering restoration of some cuts made to the FY2021 original budget due to the COVID pandemic, identifying items for immediate consideration, and raising issues for future consideration.

It is important to remember that the budget is restricted by the tenets of Proposition 2 ½ and how much of a burden this places on the future needs of our town. Proposition 2 ½ allows the tax level to increase by only 2.5%, plus any amount of new growth that is anticipated each year. In FY2022, this equates to $741,212. We are often faced with costs that are outside of our control that alone exceed this amount. We are also faced with
operational challenges and the need to make progress on the Town goals. After all, the expectations of the public on our government do not diminish over time. Without additional revenue growth we are left with the tough decisions to cut costs or reduce services.

What remains unknown for this budget is the cost of living expenses associated with the negotiation of collective bargaining for two of the Town’s major unions whose contracts expired in June 2020 as well as any cost of living expenses for non-union employees.

Revenues

For the last several years, we have been waiting for the short term rental tax and the recreational marijuana tax to kick in and provide us a new source of revenue to meet our needs. The realization of both of these revenue sources have been again delayed due to the COVID pandemic which once again limits our ability to forecast what will be available to balance the FY2022 budget. It is the Select Board’s policy that consideration of use of these new tax revenues be evaluated once a full year of revenue is realized.

As these new revenues sources can still not be predicted with precision, our budgeting approach has been pragmatic, pausing in this unusual year so we can be both well informed and thoughtful before taking any substantial action or making a significant policy commitment. The flow of dollars from the short term rental tax expands the existing room tax, currently allocated between four different purposes under a special act. The room tax is allocated in accordance with a special act to the Tourism Fund, the Wastewater Enterprise Fund, the Capital Stabilization Fund, and the General Fund. We anticipate this special legislation will need to be amended once the new room tax revenue stabilizes to collectively make informed decisions on a proper reallocation of these funds, without inadvertently negatively impacting funding for existing allocations.

Of the existing four funding areas, all are impacted by the presence of short term condo rentals and therefore all provide a clear nexus to the revenue. In addition, housing affordability and availability is majorly impacted by short term rentals and the Town’s number one priority is now without any permanent reliable funding source after the loss of land bank contribution to Affordable Housing Trust. Our major housing project remains Harbor Hill, and it will, as predicted, require an annual subsidy. While Harbor Hill continues steadily along, the cost and challenges remain, and the need for housing beyond Harbor Hill’s capacity as shown and detailed in the UMass-Dartmouth Housing Study is even greater.

As to the marijuana tax, new revenue from recreational sales has started as our first two retail outlets opened in 2020. In this budget, we include $100k for host fees and $100k for local options tax. The review of the potential impacts of recreational sales in Provincetown completed two years ago will reconvene not that revenue have been realized. More work needs to be done, in keeping with the spirit of the state legislation, to use at least a portion of these funds for the health and the well-being of the population. As
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a caring community, we need to ensure we are providing an environment and sufficient resources to meet the needs of our vulnerable and aging populations by using these funds to support Human Service, Health, Recreation, Council of Aging, and Public Safety Departments to work together with the community to develop an action plan. Using this funding source, a plan is necessary to develop measures and put them in place to meet our current and future health and well-being needs.

Expenditures

In response to the COVID pandemic, the Town’s revenue and expenditures budgets were greatly reduced for FY2021. Additionally, the majority of planned FY2021 capital projects were re-evaluated and ultimately deferred or eliminated.

Operationally we combined vacant positions, temporarily re-assigned existing staff and staff all pitched in to continue all services during the pandemic. Looking forward, we are preparing to address the mental health of our residents and services that can be expanded or added. We continue to support efforts to improve our economy and focus on extending the tourism season through the New Year.

Overall, the budget has grown this year by 9% which exceeds our allowable capacity for growth based on Proposition 2 ½ and new growth. The deficit is influence by a number of issues. While we have taken limited steps in this budget to address spending and maximize each source of funding, there are some items in this year’s budget, which are detailed below, that we are obligated to fund and some that we need to consider as they make our operations more effective.

- The usual budget drivers of increases in employee benefits, retirement and health care costs of $553,000. All of which are considered entitlements and are under limited control of the Town for this budget
- Personnel costs increased $507,000 which includes fully budgeting for new positions approved for FY2021 but delayed due to the pandemic and step salary increases for existing employees pursuant to the union and non-union Compensation and Classifications Plans, again under limited control of the Town for this budget.
- Built into this budget is an estimate for as yet unknown cost of living salary increases connected to collective bargaining agreements for two of the Town’s unions whose contracts expired in June 2020.

Operating Budget Detail

Since Proposition 2½ was enacted in the 1980’s, Massachusetts municipalities have been revenue, rather than expenditure, driven so we begin our budgetary review with
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revenues. In Provincetown, for this coming fiscal year, 76% of our revenue will come from real and personal property taxes. Our revenue breakdown is as follows:

For Fiscal Year 2022, the revenue growth is limited to:

- Proposition 2½ increase over prior year levy limit $551,212
- New growth estimated at $190,000
- Total Revenue Growth $741,212

Real and personal property taxes (76% of operating revenues) are subject to the limits imposed by Proposition 2½. By law, the limits imposed by Proposition 2½ may be increased to include any new growth in the Town, the debt service cost to pay for Town Meeting articles funded by Proposition 2½ debt exclusion and the assessment to the Town to pay for the Cape Cod Commission. Revenues from local receipts are, depending on the source, established and regulated by the State and/or the Town. Regarding Local Receipts we continue to budget conservatively with an increase of 3.4% from FY2020 and 42.1% from FY2021.

Regarding expenses, the Town Manager’s Operating Budget submission reflects an increase of 9.3% for Town Offices and Departments. In developing this Operating Budget, we have assumed revenue growth, as noted above, allows for a maximum of $741,000. Payroll costs are budgeted to increase $507,000 or 5.6% not including COLA increases, which will be determined during the collective bargaining process. Employee benefits and insurance are budgeted to increase $553,000 or 7.3%. Non-payroll Operating expenses are budgeted to increase $2,119,000 or
The General Fund Operating Budget for Fiscal Year 2022 reflects an overall increase of 9.3%. Increases came in the following areas:

- Public Education proposed budget paid for in the general fund increased $1,052,000 (24.3%) from FY2021 to FY2022.
- The payroll budget (excluding school employees) reflects an increase of $507,000 (5.6%).
- Police Department – Expenses have increased by $237,000 (8.0%) for a full year of the two new officers approved for FY2021 but postponed due to the pandemic and Celebratory expenses in anticipation of Provincetown 400 events deferred to FY2021.
- Fire Department – $80,000 increase to the budget for the EMS coordinator position that was postponed in FY2021 due to the pandemic.
- Parking – Overall increase 52% from FY2021 due to partial restoration of FY2021 reduced budgets.
- Health Department – The Health Department is requesting an increase of $60,500 to implement year one of five of comprehensive mental health and substance use disorder programming.
- Finance – Overall increase 6.7%.
  - Employee benefits and other insurance are regularly one of the critical drivers of increased costs in the Operating Budget. For Fiscal Year 2021, the employee benefits, health insurance and other insurance line items increase...
Town of Provincetown

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by $553,000. The major components of this increase are $400,000 (10.5%) in health benefits and $96,000 (4.9%) in employee pensions.

- Debt Service shows an increase of $143,000 (6.8%) due to bonding planned at the end of FY2021.
- MIS budget increased $48,000 (6.1%) for additional software licensing costs.

- Public Works – Overall increase of $207,000 (5.5%) due to restoring budget for building maintenance projects that were postponed due to the pandemic.

The chart below summarizes the FY22 budget drivers compared to FY20 & FY21 budgets

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Proposed FY2022</th>
<th>Budget FY2020</th>
<th>Increase $</th>
<th>%</th>
<th>Budget FY2021</th>
<th>Increase $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL BUDGET</td>
<td>31,019,067</td>
<td>29,630,367</td>
<td>1,388,700</td>
<td>4.7%</td>
<td>28,392,441</td>
<td>2,626,626</td>
<td>9.3%</td>
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<td>Personnel Costs</td>
<td>9,613,582</td>
<td>9,120,695</td>
<td>492,887</td>
<td>5.4%</td>
<td>9,106,211</td>
<td>507,371</td>
<td>5.6%</td>
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<td>Public Education</td>
<td>5,383,522</td>
<td>4,582,868</td>
<td>800,654</td>
<td>17.5%</td>
<td>4,331,244</td>
<td>1,052,278</td>
<td>24.3%</td>
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<td>Police Department</td>
<td>3,190,273</td>
<td>2,883,672</td>
<td>306,601</td>
<td>10.6%</td>
<td>2,953,540</td>
<td>236,733</td>
<td>8.0%</td>
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<tr>
<td>Fire Department</td>
<td>1,132,568</td>
<td>1,025,951</td>
<td>106,617</td>
<td>10.4%</td>
<td>1,060,800</td>
<td>71,768</td>
<td>6.8%</td>
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<td>Parking Department</td>
<td>463,718</td>
<td>533,931</td>
<td>(70,213)</td>
<td>13.2%</td>
<td>305,024</td>
<td>158,694</td>
<td>52.0%</td>
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<tr>
<td>Health Department</td>
<td>326,882</td>
<td>260,012</td>
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<td>262,397</td>
<td>64,485</td>
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<td>Health/Retirement/Insurance</td>
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<td>7,612,177</td>
<td>570,116</td>
<td>7.5%</td>
<td>7,629,122</td>
<td>553,171</td>
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<td>2,112,833</td>
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<td>Public Works</td>
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<td>6.4%</td>
<td>3,793,968</td>
<td>207,414</td>
<td>5.5%</td>
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</table>

Highlighted changes reflected in the FY2022 Operating are as follows:

- A transfer of $90,000 from the Tourism Fund to the general fund to cover overtime and other costs related to celebratory events has been included in the FY2021 operating budget.
- Housing Specialist salary is included in the projected budget at 100%, but will be reduced if the $25,000 requested from the CPA fund is approved.
- General Stabilization Fund - A review of our General Purpose Stabilization Fund indicates that the balance is below the Board of Selectmen’s adopted Financial Policy target of ten (10%) percent of the Operating Budget (currently 6.8%). Per the Select Board policy, $100,000 is the planned transfer in FY2022.
- Other Post-Employment Benefits (OPEB) – Per the Town’s policy for OPEB funding with an annual 2.5% increase, planned OPEB funding for FY 2022 is $594,343.
Town of Provincetown  
Annual Budget Fiscal Year 2022

- Revenues – We recommend discussion by the Select Board and the Finance Committee regarding how new potential revenues (marijuana and short-term rooms rental tax) should be directed.

Closing Remarks

Provincetown continues to be supported in large part by a strong tourist economy but is not immune to national, state and environmental events, potential natural disasters, as well as regional demographic trends, all of which could affect our outlook moving forward. Over the past year, we made progress on housing, economic development, funding of reserves and infrastructure, among other responsibilities. However, we also have a growing list of deferred capital and infrastructure projects.

Our goal is to make continuous incremental improvements. If we are to be successful in achieving our long term goals then we need to take the time to arrive at consensus, rather than be driven by a need for instant action that does not have the benefit of time or research. If we can continue to take a methodical approach, we can plan out the needed steps, vet out misconceptions, provide the public with clear and concise information, and create a pathway for success, and reducing further conflict and confusion.

With the submission of this Operating Budget we can continue to move forward with the plans and efforts outlined in the Select Board’s goals and tasks, presenting a balanced and realistic approach to meet the priorities of the Select Board. On behalf of myself and Town Staff, thank you for the opportunity to serve this community. We look forward to assisting the Select Board and the new Town Manager during their review, as well as working with the Finance Committee to continue to seek proactive solutions to the many challenges that lie before us.

Charles Sumner, Interim Town Manager
Josee Cardinal Young, Assistant Town Manager for Finance & Administration
Date: January 6, 2021
To: Select Board
From: Charles Sumner, Acting Town Manager
Josee Cardinal Young, Asst Town Manager for Finance & Admin
Re: 5 Year CIP Plan – Draft

The pages that follow contain a first draft of the FY 2022 Capital Improvement Program (CIP); staff is looking for Select Board recommendations before submission of CIP and funding plan in February.

This plan reflects continued progress on the CIP program and Town goals. Keeping in mind that capital items are not for ongoing operational items. Challenges are presented when expenses mount and we strive to maintain and not degrade equipment or infrastructure. Select Board Financial Policy states that the following parameters be applied when determining whether a purchase or major repairs should be included in the Capital Improvement Program:

- Any single capital item costing $25,000 or more or twice this threshold ($50,000) for a capital project consisting of multiple line items costing less than $25,000 each shall be included in the CIP.
- Any capital item funded from a fund other than the general fund, such as the parking fund, shall also be included in the CIP.
- The capital item should have a useful life of five years or longer.
- Capital projects shall be undertaken in order to satisfy documented needs or demands of the Town.
- Capital improvement projects shall meet one or more of the following criteria:
  - Ensure compliance with state or federal law or an administrative regulation or decree.
  - Enhance protection of public health and safety.
  - Reduce and/or stabilize operating budget costs.
  - Prolong the functional life of a capital asset of the Town by more than 10 years.
  - Enhance the town’s tax base.

Page one is a summary of all programs by fiscal year.
Pages three through seventy-five provide the description and related information for each project listed.

The capital projects identified by the Town departments in this year’s CIP process represent a total of $8,739,459 in requests for FY 2022 and a combined total of 52 projects over five years for a total of $60,735,809. Of the $8.7 million in FY 2022 projects, $8 million represents General Governmental projects while $700 thousand are for projects in the Water Enterprise Fund. Of the 5 year total $61 million, approximately $55 million is for General Governmental projects and $6 million represents projects in the Water Enterprise Fund.

A proposed funding source for each project will be identified when the CIP is submitted in February. The Town has several funding sources to finance its capital program; the Capital Stabilization Fund which is used to finance general
governmental capital, free cash, each enterprise fund and borrowing. A majority of the Enterprise Fund capital improvements are financed by the respective enterprise fund operation through a combination of user fees and grant funding. The town also seeks out grant funding for the general governmental capital program. Part of the annual Capital Improvements Program process is to review the status of all previously approved projects. If a project has been completed and funds remain in the appropriation, the remaining funds will be used as a funding source for the current year’s capital program. This process will take place closer to when the town meeting warrant is prepared.

The CIP is a realistic multi-year plan of capital spending, based on estimated revenues and other financial sources, which may be anticipated over the five-year term of the plan. All capital projects are evaluated in terms of their estimated impact on the annual operating budget.
<table>
<thead>
<tr>
<th>#</th>
<th>Dept</th>
<th>EM*</th>
<th>Project</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
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<th>FY 2026</th>
<th>5 Year Cost</th>
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<td>PW</td>
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<td>Streets, Sidewalks &amp; Bike Paths</td>
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<td>55,000</td>
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<tr>
<td>39</td>
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<td>0</td>
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**DEPT** indicates Emergency Management/Hazard Mitigation project.  
**Out years projected in full without grant consideration.**  
Italic: New projects added this year.
Town of Provincetown  
Capital Project Request

Department: Airport  
Date: 12/09/2020

Project Title: DEP Environmental Mitigation (Phase III)  
Project Category: Infrastructure  
Basis for Estimate: Engineering Estimates  
Priority Area: Improvement of Infrastructure

### Estimated Project Costs

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<thead>
<tr>
<th>FY</th>
<th>Amount</th>
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<td></td>
</tr>
<tr>
<td>2025</td>
<td></td>
</tr>
<tr>
<td>2026</td>
<td></td>
</tr>
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</table>

**Total**: $25,000.00

### Project Description:

DEP Environmental Mitigation / Monitoring for ongoing Airport construction projects (Phase III)
This mitigation covers current Taxiway Reconstruction / Relocation, Fence Construction and future Taxiway Lighting Project
Total estimated project cost = $125,000.00
This CIP request is the local share of the project cost

### Estimated Annual Budget Impact:

- N/A

### Start Date:

### Estimated Duration:

### Project Benefits:

Environmental Mitigation costs allow the Airport to do safety enhancements required by FAA and MassDOT Aeronautics

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Project funding: MassDOT Aeronautics 80%, Town of Provincetown funding 20%  
MassDOT grants pending

Submitted by: Airport Commission / Butch Lisenby
Dept. Head:
Town of Provincetown
Capital Project Request

**Department:** Airport

**Project Title:** Design & Permitting for SRE Building

**Project Category:** Building

**Basis for Estimate:** Engineering Estimates

**Priority Area:** d. Improvement of infrastructure

**Project Type:** New

**Department Priority:** 5 = Urgent

---

**Estimated Project Costs**

<table>
<thead>
<tr>
<th>FY</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>FY 2023</td>
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<tr>
<td>FY 2024</td>
<td>$105,000.00</td>
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<tr>
<td>FY 2025</td>
<td></td>
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<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$135,000.00</strong></td>
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</table>

**Project Description:**

FY2022 Design & Permit for an SRE (Snow Removal Equipment) Building to house snow and other Airport equipment. This building will help keep equipment out of the weather when not in use prolonging equipment life.

Total estimated project cost = $600,000.00

This CIP request is the local share of the project cost.

FY2024 Construct SRE (Snow Removal Equipment) Building to house snow and other Airport equipment. This building will help keep equipment out of the weather when not in use prolonging equipment life.

Total estimated project cost = $2,100,000.00

This CIP request is the local share of the project cost.

---

**Estimated Annual Budget Impact Amount:**

N/A

**Start Date:**

**Estimated Duration:**

---

**Project Benefits:**

Building will be used to extend equipment life and to consolidate equipment into one maintenance area.

---

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Project funding: FAA 90%, MassDOT Aeronautics 5%, Town of Provincetown 5%

FAA & MassDOT Aeronautics grants pending.

---

**Submitted by:** Airport Commission / Butch Lisenby  
**Dept. Head:**
Town of Provincetown
Capital Project Request

Department: Airport

Date: 12/09/2020

Project Title: DEP Environmental Mitigation (Phase IV)
Project Category: Infrastructure
Basis for Estimate: Engineering Estimates
Priority Area: Improvement of infrastructure

Estimated Project Costs

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<tr>
<td>FY 2024</td>
<td></td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
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<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

Project Description:
- DEP Environmental Mitigation / Monitoring for ongoing Airport construction projects (Phase IV)
- This mitigation covers current Taxiway Reconstruction / Relocation, Fence Construction and future Taxiway Lighting Project
- Total estimated project cost = $75,000.00
- This CIP request is the local share of the project cost

Estimated Annual Budget Impact:
N/A

Start Date:

Estimated Duration:

Project Benefits:
- Environmental Mitigation costs allow the Airport to do safety enhancements required by FAA and MassDOT Aeronautics

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Project funding: MassDOT Aeronautics 80%, Town of Provincetown funding 20%
MassDOT grants pending

Submitted by: Airport Commission / Butch Lisenby
Dept. Head:
Town of Provincetown  
Capital Project Request

Department: Airport  
Date: 12/09/2020

Project Title: Environmental Mitigation for SRE Building  
Project Category: Building  
Basis for Estimate: Engineering Estimates  
Priority Area: d. Improvement of infrastructure

Project Type: New  
Department Priority: 5=Urgent

Estimated Project Costs  

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td></td>
</tr>
<tr>
<td>FY 2023</td>
<td></td>
</tr>
<tr>
<td>FY 2024</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
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<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,000.00</strong></td>
</tr>
</tbody>
</table>

Project Description:

Environmental Mitigation for SRE (Snow Removal Equipment) Building to house snow and other Airport equipment. This building will help keep equipment out of the weather when not in use prolonging equipment life. 
Total estimated project cost = $400,000.00 
This CIP request is the local share of the project cost.

Estimated Annual Budget Impact: N/A

Start Date:

Estimated Duration:

Project Benefits:

Building will be used to extend equipment life and to consolidate equipment into one maintenance area

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Project funding: FAA 90%, MassDOT Aeronautics 5%, Town of Provincetown 5%
FAA & MassDOT Aeronautics grants pending.

Submitted by: Airport Commission / Butch Lisenby  
Dept. Head:
## Town of Provincetown
### Capital Project Request

**Department:** Airport  
**Date:** 12/09/2020

**Project Title:** DEP Environmental Mitigation (Phase V)  
**Project Category:** Infrastructure  
**Basis for Estimate:** Engineering Estimates  
**Project Type:** New  
**Department Priority:** 5=Urgent

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td></td>
</tr>
<tr>
<td>FY 2023</td>
<td></td>
</tr>
<tr>
<td>FY 2024 $30,000.00</td>
<td>DEP Environmental Mitigation / Monitoring for ongoing Airport construction projects (Phase V) &amp; Permit Close-out. This mitigation covers current Taxiway Reconstruction / Relocation, Fence Construction and future Taxiway Lighting Project. Total estimated project cost = $150,000.00. This CIP request is the local share of the project cost.</td>
</tr>
<tr>
<td>FY 2025</td>
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<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong> $30,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Estimated Annual Budget Impact Amount:** N/A

**Start Date:**  
**Estimated Duration:**

**Project Benefits:**

Environmental Mitigation costs allow the Airport to do safety enhancements required by FAA and MassDOT Aeronautics.

**Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:**

Project funding: MassDOT Aeronautics 80%, Town of Provincetown funding 20%

**Submitted by:** Airport Commission / Butch Lisenby  
**Dept. Head:**
Town of Provincetown  
Capital Project Request

<table>
<thead>
<tr>
<th>Department:</th>
<th>Airpot</th>
<th>Date: 12/09/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td>Fuel Farm Tank Replacement / AV Gas Fuel Tank</td>
<td>Project Type: Reconstruction/Replacement</td>
</tr>
<tr>
<td>Project Category:</td>
<td>Infrastructure</td>
<td>Department Priority: 5=Urgent</td>
</tr>
<tr>
<td>Basis for Estimate:</td>
<td>Engineering Estimates</td>
<td></td>
</tr>
<tr>
<td>Priority Area:</td>
<td>Improvement of Infrastructure</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
</table>
| FY 2022 | FY2025 Design & Permit  
Reconstruct / Replace Aviation Gasoline 10,000 Gallon Fuel Tank  
Total estimated project cost = $300,000.00  
This CIP request is for the local share of the project cost |
| FY 2023 | |
| FY 2024 | |
| FY 2025 | $60,000.00  
FY2026 Construction  
Reconstruct / Replace 10,000 gallon aviation gasoline fuel storage tank.  
Total estimated project cost = $1,086,750.00  
This CIP request is for the local share of the project cost |
| FY 2026 | $217,350.00 |
| Total | $277,350.00 |

<table>
<thead>
<tr>
<th>Estimated Annual Budget Impact Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of maintaining the Fuel Farm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Duration:</td>
</tr>
<tr>
<td>-------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Benefits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconstruct / Replace an aging fuel farm system that is showing maintenance issues</td>
</tr>
</tbody>
</table>

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Project funding: MassDOT Aeronautics 80% and Town of Provincetown funding 20%  
MassDOT Aeronautics Grant pending

Submitted by: **Airport Commission / Butch Lisenby**  
Dept. Head: ___________________________
Town of Provincetown
Capital Project Request

Department: Community Development
Date: 12/14/2020

Project Title: Grant matches for Coastal Resilience Planning
Project Category: Infrastructure
Basis for Estimate: Draft scopes of work for planning initiatives
Priority Area: Imminent threat to safety of citizen/property

Project Description:
This request is to provide necessary funds for coastal resilience planning initiatives to mitigate the effects of climate change and sea level rise. Staff would use these funds both to hire consultants to help the Town apply for State and Federal grant opportunities, and to be applied toward necessary grant matches.

Since the 2016 update of the Town's Hazard Mitigation Plan and the 2016 Infrastructure Vulnerability Assessment, these efforts have accelerated, and the storms of 2018 focused the immediacy of the actions we need to implement, not only in Provincetown, but throughout the region and the state. The Town has successfully received state grant funding opportunities in FY19, FY20, and FY21 through the Municipal Vulnerability Preparedness program (MVP) and the Office of Coastal Zone Management's (CZM) Coastal Resilience grant program to advance the Ryder Street Beach Dune Enhancement project, the Ryder Street Outfall Relocation project, and the development of an intermunicipal shoreline management framework among the 4 Outer Cape towns. The Ryder Street capital projects, in particular, ranked high in the Town's mitigation and adaptation priorities during the Town's completion of MVP community resilience building workshops in 2019. The Town has submitted an application for a FEMA grant of $300,000 to complete these two projects. A separate CIP is being submitted to support other beach nourishment projects. However, it is critical that we look to the next priority capital projects we will need to undertake in the short-, mid-, and long-term to make the Town more resilient to the threats of sea level rise and more frequent and intense coastal storms.

Specific goals, based on past actions, we seek to engage scientific and engineering consultants to advise Town staff to develop: 1) a 2-5 year storm preparation and response plan to recommend achievable, short-term actions for the placement of portable flood walls, sandbags, etc., small scale mitigation projects and associated permitting requirements; 2) mid- and long-term mitigation strategies for key private and public infrastructure, including water, sewer and other utilities in low-lying areas of the developed Provincetown Harbor waterfront and, critically, the airport; 3) long-term mitigation strategies and potential shore protection options, aimed at mitigating flood risk over the 30- to 50-year timeframe for each section of shoreline.

Estimated Project Costs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>FY 2023</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>FY 2024</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>FY 2025</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>FY 2026</td>
<td>$30,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$150,000.00</strong></td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact Amount: $30,000.00

Start Date: 07/01/2021

Estimated Duration: 5 years

Estimated Annual Budget Impact:
We anticipate an annual request of $30,000. In any given year over the next 5 fiscal years, the Town may not receive a grant it has applied for, in which case a lesser amount may be needed in the following fiscal year as previous years' funds may remain available.

Project Benefits:
This funding would help Town departments take advantage of grant funds to advance planning of future CIP needs that incorporate adaptation and mitigation considerations to protect critical, public and private infrastructure and properties from storm surge and sea level rise.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Although more state and federal funding for local climate change resilience projects has become available, a greater number of municipalities are applying for these grants, and the funding programs typically require cash matches from municipalities of 25%. Furthermore, as more and more municipalities compete for these funds, the work to prepare a grant application has become more time-consuming. Such applications require very detailed budgets, and proposal requirements have become more complicated. Preparing these grant applications would exceed the capacity of current staffing levels.

Submitted by: Timothy Famulare
Dept. Head:
FY2022-

1) Replace Ambulance 198
This project is a timely replacement. This ambulance is a 2016 and with 200,000 miles. Due to the upkeep expense and problems we have been experiencing, we will need to replace this vehicle. The truck has spent more time out of service due to computer related mechanical issues than in service in the last year and expense of repairs are mounting. We will be remounting the box on a new chassis for a lesser price than all new. This is a High Priority. Estimated cost: $130,000.

2) Replace Chiefs vehicle
This project is a timely replacement. Our replacement plan for this vehicle is every 10 years, but due to the storm of 1/4/2018 the car was submerged in salt water, total loss by insurance co and bought back. $33,000.00 in insurance money was paid to town. This is a High Priority. Estimated cost: $70,000

FY2023-

1) Remount Ambulance 196
This project is a timely replacement. This ambulance is a 2011 with close to 200,000 miles. Our replacement plan for ambulances is every 10 years, the state recommends every 7. Due to the upkeep expense and mileage, in the future, we will need to replace sooner. We will be remounting the box on a new chassis for a lesser price than all new. This is a High Priority. Estimated cost: $130,000.

2) Extrication Tools Replacement
This is a timely replacement and upgrade to new technology. The Extrication tools presently in service were purchased in 2010 and will be 14 years old. They are gas powered hydraulic driven tools used for extricated patients from car accidents, as well as other types of extrication. The new technology uses batteries that were not available in 2010 that eliminates the gas engine and the hydraulic pump making the whole system smaller and easier for user to move to a scene without the hydraulic hose lines hindering operation. Estimated cost: $42,000.

FY2024-
1) Life Pac Replacement
This is a timely replacement. Manufacture recommends replacement every 8 years and with the advances in technology, this is a good time to do it. Life pacs were replaced in fiscal year 2013. This is a high priority. Estimated cost: $120,000.

3) Replace Ambulance 197
This project is a timely replacement. This ambulance is a 2013 and will be close to 200000 miles. Due to the upkeep expense and mileage, in the future, we will need to replace sooner This truck was a remount and will be replaced with a complete new ambulance. This is a High Priority. Estimated cost: $300,000.

FY2025-

1) Air pack replacement
Replace 24 air packs that were purchased thru a grant in 2010. Per NFPA air packs should be replaced every 10 years and we are going 15 years.
Estimated Cost: $192,000

FY2026

1) Replace Mechanical CPR machines.
Commonly known as a thumper, this a device that does chest compressions on a Patient that has no heartbeat. This device is a great asset in lifesaving especially with our long distance to the hospital. We would need to replace 3 to equip each ambulance. Chest Compression Systems are designed to help improve outcome of sudden cardiac arrest victims and improve operations for medical responders. Performing at least 100 compressions per minute with a depth of 2", it can be deployed quickly with minimal interruption to patient care. This is a high priority as this system allows access to patient without a responder manually doing chest compressions over patient and also frees up said responder to assist in other ways or to remain at station if needed for another call. Estimated cost: $54,000.

FY2028

1) Air pack
This project is a timely replacement. In 2020, we replaced 24 air packs and we currently have 32 in service. We are currently using 8 – 10 year old air packs and per NFPA air packs should be replaced every 10 years. We would also be replacing face masks for most of the members as the masks are nearing replacement age. This is a high priority project. Estimated cost: $65,000
FY2029

1) Replace Deputy Chiefs Vehicle
This project is a timely replacement. Known as car 2, it is shared between the 2 Deputies and is used by the Rescue Captain and Lieutenant. It is also set up as a second command post for large incidents and mass casualty incidents (MCI). Our replacement plan for this vehicle is every 10 years and this vehicle is a 2004. This is a High Priority. Estimated cost: $75000

2) Replace 4 x 4 pickup
This is a timely replacement
A 4 wheel drive pickup with a high top cap on back gives us the ability to make rescues on the beach, as well as in the snow. A pickup also gives us a snow plow, a tow vehicle and a response vehicle for other type rescues that do not require sending an engine or ladder to the call. Estimated cost: $60000

FY 2030

1) Replace Engine 194
This project is a timely replacement. Our replacement plan is 25 years for a custom chassis pumper. Our reason is in keeping with NFPA guidelines that rural custom chassis pumpers should be replaced every 25 years. We will be replacing 194 with a custom fire pumper with a Compressed Air Foam System (CAF). CAF systems increase the amount of foam coverage by mixing before the nozzle making more foam with less water, so fire attack can be made quicker and more efficiently. This will be a high priority replacement of a 2006 engine 194. Estimated cost: $600,000

FY 2031

1) Replace Chiefs vehicle
This project is a timely replacement. Our replacement plan for this vehicle is every 10 years. This car is used by the Chief for everyday FD business and to respond 24/7 to emergency calls. It is a command post at scenes and carries a variety of life saving equipment. This is a High Priority. Estimated cost: $75,000

2) Replace Ambulance
This project is a timely replacement. This ambulance is a 2016 and will be close to 200000 miles. Due to the upkeep expense and mileage, in the future, we will need to replace sooner. We will be remounting the box on a new chassis for a lesser price than all new. This is a High Priority. Estimated cost: $140,000.
Town of Provincetown
Capital Project Request

Department: Fire Department  Date: 12/05/2020

Project Title: Replace Ambulance  Project Category: Equipment-Vehicular
Project Type: Reconstruction/Replacement
Basis for Estimate: Estimated  Department Priority: 5=Urgent
Priority Area: b. Timely asset replacement to avoid future costs

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022  $130,000.00</td>
<td>Replace Ambulance 198</td>
</tr>
<tr>
<td>FY 2023</td>
<td>This project is a timely replacement. This ambulance is a 2016 and with 78000 miles. Due to the upkeep expense and problems we have been experiencing, we will need to replace this vehicle. The truck has spent more time out of service due to computer related mechanical issues than in service in the last year and expense of repairs are mounting. We will be remounting the box on a new chassis for a lesser price than all new. This is a High Priority. Estimated cost: $130,000.</td>
</tr>
<tr>
<td>FY 2024</td>
<td></td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td>Total    $130,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact:
unknown, definitely will reduce maintenance budget and with new technology possibly save on fuel costs

Start Date: 
Estimated Duration: 

Project Benefits:
Replacing a this ambulance will give the reliability and peace of mind that breakdowns are not eminent

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

We will be remounting box on a new chassis for a lesser price than all new

Submitted by: James J Roderick Jr  Dept. Head: 

DRAFT
Town of Provincetown
Capital Project Request

Department: Fire Department  Date: 11/28/2020

Project Title: Replace Chiefs vehicle  Project Category: Equipment-Vehicular  
Project Type: Reconstruction/Replacement

Basis for Estimate: estimate  Department Priority: 5=Urgent  
Priority Area:  b. Timely asset replacement to avoid future costs

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022  $70,000.00</td>
<td>This project is a timely replacement. Our replacement plan for this vehicle is every 10 years, but due to the storm of 1/4/2018 the car was submerged in salt water, total loss by insurance co and bought back. $33,000.00 in insurance money was paid to town. This is a High Priority. Estimated cost: $70,000</td>
</tr>
<tr>
<td>FY 2023</td>
<td></td>
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<tr>
<td>FY 2024</td>
<td></td>
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<tr>
<td>FY 2025</td>
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<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$70,000.00</strong></td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact Amount: unknown, speed of corrosion could increase maintenance costs

Start Date: 
Estimated Duration: 

Project Benefits:
This truck was submerged in Salt Water and is starting to show signs of it in wiring and electrical components. Replacement will insure safety and reliability

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:
Car 1 is the primary response vehicle of the Fire Chief for every part of the job. It is used as a command post at major scenes and carries life saving equipment.

Submitted by: James J Roderick Jr  Dept. Head:
Town of Provincetown
Capital Project Request

Department: Fire Department
Date: 11/21/2020

Project Title: Replace Ambulance
Project Category: Equipment-Vehicular
Project Type: Reconstruction/Replacement
Basis for Estimate: Estimate
Department Priority: 5=Urgent
Priority Area: Timely asset replacement to avoid future costs

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td></td>
</tr>
<tr>
<td>FY 2023 $130,000.00</td>
<td>Remount Ambulance 196</td>
</tr>
<tr>
<td>FY 2024</td>
<td>This project is a timely replacement. This ambulance is a 2011 with close to 200,000 miles. Our replacement plan for ambulances is every 10 years, the state recommends every 7. Due to the upkeep expense and mileage, in the future, we will need to replace sooner. We will be remounting the box on a new chassis for a lesser price than all new. Estimated cost: $130,000.</td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td>Total $130,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact: unknown, should reduce maintenance budget and with new technology possibly save on fuel costs.

Start Date:
Estimated Duration:

Project Benefits:
Replacing a 10 year old ambulance will give the reliability and peace of mind that breakdowns are not eminent.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

We will be remounting the box on a new chassis for a lesser price than all new.

Submitted by: James J Roderick Jr
Dept. Head:

DRAFT
Town of Provincetown
Capital Project Request

Department: Fire Department  Date: 11/21/2020

Project Title: Replace Ambulance  Project Category: Equipment-Vehicular
Project Type: Reconstruction/Replacement
Basis for Estimate: Estimate  Department Priority: 5=Urgent
Priority Area: b. Timely asset replacement to avoid future costs

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
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</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>Replace Ambulance 197</td>
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<tr>
<td>FY 2023</td>
<td>This project is a timely replacement. This ambulance is a 2013 and will be close to 200,000 miles. Due to the upkeep expense and mileage, in the future, we will need to replace sooner. This truck was a remount, and will be replaced with a complete new ambulance. This is a High Priority. Estimated cost: $300,000.</td>
</tr>
<tr>
<td>FY 2024 $300,000.00</td>
<td></td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
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<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td>Total $300,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact: unknown, should reduce maintenance budget and with new technology possibly save on fuel costs.

Start Date:  
Estimated Duration:  

Project Benefits:  
Replacing a 10 year old ambulance will give the reliability and peace of mind that breakdowns are not eminent.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:  
This truck was a remount, and will be replaced with a complete new ambulance.

Submitted by: James J Roderick Jr  Dept. Head:  

\[DRAFT\]
Department: Fire Department
Date: 11/28/2020

Project Title: Life Pac Replacement
Project Category: Equipment-Other
Basis for Estimate: Estimate
Priority Area: b. Timely asset replacement to avoid future costs

Project Description:
This is a timely replacement. Manufacture recommends replacement every 8 years. Life pacs were replaced in fiscal year 2013. This is a high priority. Estimated cost: $120,000.

Estimated Project Costs

| FY 2022 | _________ |
| FY 2023 | _________ |
| FY 2024 | $120,000.00 |
| FY 2025 | _________ |
| FY 2026 | _________ |

Total $120,000.00

Estimated Annual Budget Impact Amount: 0

Start Date: 
Estimated Duration: 

Project Benefits:
A Life Pac is a Cardiac monitor and defibrillator. It is used on 95% of the patients that are transported.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:
We are obligated to have up to date life saving equipment like this, we have them inspected annually and our company tech has told us that we are okay to go past the 7 years due to the good condition of the equipment and push it off to 10 years, here we are.

Submitted by: James J Roderick Jr
Dept. Head: ________________________________
Fire Department

Date: 12/05/2020

Project Title: Replace extrication equipment
Project Category: Equipment-Other  Project Type: Reconstruction/Replacement
Basis for Estimate: Estimates  Department Priority: 5=Urgent
Priority Area: Improvement of productivity/efficiency

Estimated Project Costs

| FY 2022 | ________ |
| FY 2023 | $46,000.00 |
| FY 2024 | ________ |
| FY 2025 | ________ |
| FY 2026 | ________ |

Total  $46,000.00

Project Description:

This is a timely replacement and upgrade to new technology. The Extrication tools presently in service were purchased in 2010 and will be 14 years old. They are gas powered hydraulic driven tools used for extricated patients from car accidents, as well as other types of extrication. The new technology uses batteries that were not available in 2010 that eliminates the gas engine and the hydraulic pump making the whole system smaller and easier for user to move to a scene without the hydraulic hose lines hindering operation. Estimated cost: $46,000.

Estimated Annual Budget Impact:

Start Date: 
Estimated Duration: 

Project Benefits:

The new technology uses batteries that were not available in 2010 that eliminates the gas engine and the hydraulic pump making the whole system smaller and easier for user to move to a scene without the hydraulic hose lines hindering operation.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

This technology and upgrade would decrease the time in removing a critical patient from a wreck and increase their chances of a better outcome. we will look into grants as well for this.

Submitted by: James J Roderick Jr  Dept. Head: 

DRAFT
Town of Provincetown
Capital Project Request

Department: Fire Department  Date: 12/05/2020

Project Title: Air Pack Replacement  Project Category: Equipment-Other
Project Type: Reconstruction/Replacement
Basis for Estimate: Estimate  Department Priority: 5=Urgent
Priority Area: Requirement of state or federal law or regulation

Estimated Project Costs

| FY 2022 | _______ |
| FY 2023 | _______ |
| FY 2024 | _______ |
| FY 2025 | $192,000.00 |
| FY 2026 | _______ |

Total $192,000.00

Estimated Annual Budget Impact:

Start Date:

Estimated Duration:

Project Benefits:

Air packs are a crucial part of Fire Fighting. They are the air we breath while in a toxic smoke filled scene. Bottles will be out of date and need mandatory replacement.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

We will be looking at other sources, AFG and other grants

Submitted by: James J Roderick Jr  Dept. Head: ________________________________
Department: **Fire Department**  
Date: **12/05/2020**

**Project Title:** Replace Lucas Machines  
**Project Category:** Equipment-Other  
**Project Type:** Reconstruction/Replacement  
**Basis for Estimate:** estimated  
**Department Priority:** 5=Urgent  
**Priority Area:** b. Timely asset replacement to avoid future costs

### Estimated Project Costs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>_________</td>
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<tr>
<td>FY 2023</td>
<td>_________</td>
</tr>
<tr>
<td>FY 2024</td>
<td>_________</td>
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<tr>
<td>FY 2025</td>
<td>_________</td>
</tr>
<tr>
<td>FY 2026</td>
<td>$54,000.00</td>
</tr>
</tbody>
</table>

**Total:** $54,000.00

### Project Description:

1) Replace Mechanical CPR machines. Commonly known as a thumper, this a device that does chest compressions on a Patient that has no heartbeat. This device is a great asset in lifesaving especially with our long distance to the hospital. We would need to replace 3 to equip each ambulance. Chest Compression Systems are designed to help improve outcome of sudden cardiac arrest victims and improve operations for medical responders. Performing at least 100 compressions per minute with a depth of 2", it can be deployed quickly with minimal interruption to patient care. This is a high priority as this system allows access to patient without a responder manually doing chest compressions over patient and also frees up said responder to assist in other ways or to remain at station if needed for another call. Estimated cost: $54,000.

### Estimated Annual Budget Impact:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Estimated Duration</th>
</tr>
</thead>
</table>

### Project Benefits:

Chest Compression Systems are designed to help improve outcome of sudden cardiac arrest victims and improve operations for medical responders. Performing at least 100 compressions per minute with a depth of 2", it can be deployed quickly with minimal interruption to patient care.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

This is a high priority timely replacement. Existing machines were purchased in 2015 with a 10 year replacement.

**Submitted by:** James J Roderick Jr  
**Dept. Head:**
**Town of Provincetown**  
**Capital Project Request**

**Department:** Marine  
**Date:** 12/14/2020

**Project Title:** Ongoing Beach Maintenance and Dredging  
**Project Category:** Infrastructure  
**Project Type:** Reconstruction/Replacement  
**Basis for Estimate:** Seed money for grants/permitting  
**Department Priority:** 5=Urgent  
**Priority Area:** d.improvement of infrastructure

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022 $50,000.00</td>
<td>This article seeks to provide matching funds for future grants and some funding to move projects forward as we apply for grants. This continues the work we have done with grants to identify inundation pathways for flooding, prioritize project sites and improve resilience in the face of sea level rise and climate change. We have permitting in place and have dredged for the Court Street nourishment site with material coming from the floating docks. This is one of several areas to address storm tide pathways to critical infrastructure. The Ryder Street beach site is currently in process with permitting and construction awaiting grant application approval.</td>
</tr>
<tr>
<td>FY 2023 $50,000.00</td>
<td>When complete the beach will be higher with vegetative elements to continue the natural building processes of a vegetated dune and walkways to improve access from the town landings. This project also builds upon the 2014 management plan for Provincetown Harbor identifying potential areas for dune restoration, beach stabilization and other natural approaches to mitigating coastal erosion and flooding. Our previous work and the lessons learned during design and planning of the Ryder Street project will guide the overall approach to our Comprehensive Beach Nourishment Plan and permitting.</td>
</tr>
</tbody>
</table>
| FY 2024 $50,000.00     | Estimated Annual Budget Impact:  
| FY 2025 $50,000.00     | We requested regular $50,000 starting in 2019. That project turned into the Ryder Street Dune Enhancement project moving forward now. These contributions allow us to take advantage of grants with a local match as they develop and/or continue the engineering and permitting for beach nourishment projects. The State has indicated an interest in regional approaches, comprehensive permitting and maintenance for funding these projects. The Cape Cod Commission is working on regional permitting approaches, ROI calculations and a second County dredge to make our area more attractive for state grant proposals coming from the Baker Administration. Provincetown is one of four towns to be selected as pilot projects for this regional approach. |
| FY 2026 $50,000.00     | Estimated Annual Budget Impact:  
| Total $0.00          |  

**Estimated Annual Budget Impact:**

- Estimated Annual Budget Impact Amount: $50,000.00
- Start Date: 07/01/2021
- Estimated Duration: Ongoing

**Project Benefits:**

This funding continues our grant funded work to protect Provincetown critical infrastructure and properties from storm surge and sea level rise. This will allow us to take advantage of a renewed interest by the State to fund dredging related projects.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

If we do not start providing for beach nourishment funding in a meaningful way, we will be forced into reacting with more expensive remedial action on an emergency basis to protect municipal infrastructure, homes and businesses from the damages of climate change.

Submitted by: Rex McKinsey  
Dept. Head: 

22
Town of Provincetown
Capital Project Request

Department: Provincetown Public Pier  Date: 12/07/2020

Project Title: Implement Engineers Report repairs Replace pile guides
Project Category: Infrastructure  Project Type: Reconstruction/Replacement
Basis for Estimate: 2016 and 2019 Engineers Survey  Department Priority: 5=Urgent
Priority Area: Timely asset replacement to avoid future costs

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022  $210,000.00</td>
<td>The 2016 engineers survey provides a breakdown of the recommended maintenance and improvement program which needs to be followed to keep the facility in satisfactory working condition. Identified immediate costs include $64,000 in repairs and $812,000 in capital improvement repairs. A large part of the cost is to replace 177 failed pilings out of 401.</td>
</tr>
<tr>
<td>FY 2023  $220,000.00</td>
<td>62 were replaced prior to 2016</td>
</tr>
<tr>
<td>FY 2024  $220,000.00</td>
<td>Since this capital request was approved 35 Fender piles were replaced along with an additional 22 piles being replaced from funds from Capital reserve to save on mobilization and being the 1st year of this project.</td>
</tr>
<tr>
<td>FY 2025  $220,000.00</td>
<td>Typically an average of 35-40 fender piles can be replaced per year with the funds allowed.</td>
</tr>
<tr>
<td>FY 2026  ——</td>
<td>This leaves approximately 120 fender piles left to replace over the next few years. 50-60 piles are scheduled to be replaced early this spring, along with ladders and Pier damage.</td>
</tr>
<tr>
<td>Total    $870,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact Amount: $210,000.00
Start Date: 04/05/2021
Estimated Duration: 4 weeks

Project Benefits:
The intent of this Five year comprehensive inspection report is to develop budgets for short-term and long-term pier maintenance and capital improvement repairs to keep the pier in a serviceable state.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:
Pilings and other capital repair items listed in the Engineer’s report are a matter of public safety. Additionally operational considerations include maintaining the gateway ferry terminal access, commercial fishing fleet and excursion businesses as economic drivers for the community. Grant funding is not available for capital repair.

Submitted by: Douglas Boulanger, Pier Mgr  Dept. Head:  

23
Town of Provincetown  
Capital Project Request

Department: Provincetown Public Pier Corporation  Date: 12/07/2020

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Continue with Implementing Engineers Report Repairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Category:</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>Project Type:</td>
<td>Major Repair-Renovation</td>
</tr>
<tr>
<td>Basis for Estimate:</td>
<td>2019 Engineers report &amp; Contractor Estimates</td>
</tr>
<tr>
<td>Department Priority:</td>
<td>5 = Urgent</td>
</tr>
<tr>
<td>Priority Area:</td>
<td>a. imminent threat to safety of citizen/property</td>
</tr>
</tbody>
</table>

**Estimated Project Costs**

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>FY 2023</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>FY 2024</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>FY 2025</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$150,000.00</strong></td>
</tr>
</tbody>
</table>

**Project Description:**

The recent 2019 engineers survey provides a breakdown of recommended maintenance and improvement program which needs to be followed to keep the facility in satisfactory working condition.

During this years scheduled survey the engineers findings recommend the following work to be preformed to the Electrical system to bring the Pier up to code compliant.

- Upgrade the system to include ground fault protection for the main overcurrent to the marina and branch circuits. To include updated switch gear and circuit breakers in substations.
- Replacement of pier power pedestals throughout the pier
- Replacement of heat trace system for the existing pier water piping

**Estimated Annual Budget Impact:**

We propose addressing the immediate repairs listed in the Engineers report to become code compliant as well as safety compliant in the 1st two years and then to continue upgrading and repairing the electrical systems in phases: years three, four and five.

$60,000 was approved for FY21 at Town Meeting, which was the beginning of the 5 year project forecast

**Project Benefits:**

The intent of this Five year comprehensive inspection report is to develop budgets for short-term and long-term pier maintenance and capital improvement repairs to keep the pier in a serviceable state.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Electrical upgrades and repairs to bring a 20 year electrical system up to current codes especially an electrical system subject to the extreme weather conditions out on the pier, causing corrosion and deterioration are very vital as recommended in the Engineer's report. These are a matter of public safety and code requirements. Additionally operational considerations include maintaining the gateway ferry terminal access, commercial fishing fleet and excursion businesses as economic drivers for the community. Grant funding is not available for capital repair.

Submitted by: **Douglas Boulanger, Pier Mgr**  Dept. Head:  

24
Town of Provincetown
Capital Project Request

Department: Provincetown Public Pier
Date: 12/07/2020

Project Title: New Pier Lighting upgrades
Project Category: Infrastructure
Project Type: Reconstruction/Replacement
Basis for Estimate: Outdated, non working lighting throughout
Department Priority: 3
Priority Area: Timely asset replacement to avoid future costs

Estimated Project Costs

<table>
<thead>
<tr>
<th>FY</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>2023</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>2024</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>2025</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$110,000.00</td>
</tr>
</tbody>
</table>

Project Description:
The existing lighting throughout the pier is in rough shape as well as the wiring and circuitry to them. The current boardwalk lighting is not efficient and temporary lamp heads have had to be installed to replace missing ones. This was done for public safety. The entire lighting package (Boardwalk lights, sidewalk bollards and pier lights) is in need of being replaced and updated to more efficient cost saving light fixtures, along with replacing lights and poles that are missing on the fixed finger piers.

Estimated Annual Budget Impact:
We propose an upgrade to the existing lighting over a three year plan. With these upgrades we expect cost savings from changing over to LED lighting or a more efficient lamp over the years to come, as well as from the fishing fleet that are plugged into shore power will no longer have to leave their work lights on over night. This is very costly with regards to Pier utilities.

Estimated Annual Budget Impact Amount:

Start Date: 04/05/2021
Estimated Duration: 3 years

Project Benefits:
Overall annual cost savings, public safety and with more lower illuminated light fixtures a much more pleasing sight line from the town.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Lighting along the pier and boardwalks are not only a matter of public safety, but also include maintaining the gateway to the ferry terminal access, provide work lighting to the commercial fishing fleet and provide lighting to the public enjoying the excursion businesses. These are all economic drivers for the community. Grant funding may be available for the light "bulbs" themselves but not available for capital repairs to the fixtures themselves.

Submitted by: Douglas Boulanger
Dept. Head: Pier Corporation
Town of Provincetown
Capital Project Request

Department: Pier Corp
Date: 12/07/2020

Project Title: Main Water Line
Project Category: Infrastructure
Basis for Estimate: 2019 Engineers Report
Priority Area: b. Timely asset replacement to avoid future costs
Project Type: Major Repair-Renovation
Department Priority: 5=Urgent

Estimated Project Costs

| FY 2021 | $0.00 |
| FY 2022 | $200,000.00 |
| FY 2023 |       |
| FY 2024 |       |
| FY 2025 |       |
| Total   | $200,000.00 |

Project Description:

The main waterline running out the pier servicing all of the excursion tenants, the Whydah museum, the Harbor Masters office as well as the fishing fleets and ice machine is in need of repair or replacement. The existing heat trace has been compromised in more than one location and is no longer working.

The water line may need to be replaced entirely and one recommendation is to have the water line buried under ground under the pier.

Per the Water Survey Engineers report: "Much of the domestic water piping is vulnerable to freeze conditions."

Estimated Annual Budget Impact:

This would be a one time repair cost replacement and should last 20 plus years. This will save sufficient amount of money each year as water is left to slowly drip in the winter months so not to freeze.

Start Date: 04/06/2021
Estimated Duration: 8-10 weeks

Project Benefits:

Sufficiently repair an ongoing issue to adequately service the needs of the tenants and occupants of the pier for years to come.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

If the waterline is not addressed there could be major water line freezes over the winter months which could cause more damage resulting in more costs and if the water is left to "drip" so not to freeze this would result in unnecessary utility costs as well.

Submitted by: Doug Boulanger
Dept. Head: Pier Corp
# Town of Provincetown  
## Capital Project Request

**Department:** Transportation Department  
**Date:** 12/03/2020

**Project Title:** West End Rotary Parking Improvements  
**Project Category:** Infrastructure  
**Basis for Estimate:** Wescor product pricing and DPW  
**Priority Area:** Improvement of infrastructure  
**Project Type:** New  
**Department Priority:** 5=Urgent

### Estimated Project Costs

<table>
<thead>
<tr>
<th>FY 2022</th>
<th>$70,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2023</td>
<td>_______</td>
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<tr>
<td>FY 2024</td>
<td>_______</td>
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<tr>
<td>FY 2025</td>
<td>_______</td>
</tr>
<tr>
<td>FY 2026</td>
<td>_______</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$70,000.00</strong></td>
</tr>
</tbody>
</table>

### Project Description:

**Project aims to:**
- Install Parking Kiosk across from Victor’s Restaurant
- Remove parking meters across from Victor’s Restaurant
- Install Parking Kiosk at Provincetown Inn
- Remove parking meters across from Provincetown Inn
- Create new properly delineated parking zone at Provincetown Inn as well as upgrade the existing parking infrastructure
- Estimate includes 20% contingency for unknown costs

### Estimated Annual Budget Impact:

- A conservative 30 new spaces plus a minimum of 8 existing metered spots at Provincetown Inn generates $912/day at maximum capacity of 16 hours per day. The potential profit could be upwards of $164,000 per parking season.
- Town incurs additional recurring fees for new kiosk as well as credit card acceptance fees.

### Estimated Duration:

4 weeks

### Project Benefits:

- Increased revenue to town
- Creates better form of regulation for parking area
- This would eliminate the last of the individual coin meters and provide the ability for patrons to pay to extend parking in these two locations by using any of the pay on foot machines throughout Town or a parking payment app

### Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

This project pays for itself at almost 35% occupancy in one season. However, this will create a cultural shift for townsfolk who are accustomed to free parking at the Provincetown Inn. Kiosk/zone would be in line with the pay by space system already in place in Town. Potential safety concern in proposed new parking zone should be discussed with Chief of Police.

**Submitted by:** Erin CS Ellis  
**Dept. Head:**
### Town of Provincetown
#### Capital Project Request

**Department:** Transportation Department  
**Date:** 12/03/2020

**Project Title:** VMCC Lighting  
**Project Category:** Infrastructure  
**Project Type:** Major Repair-Renovation  
**Basis for Estimate:** Environmental Partners Group  
**Department Priority:** 4  
**Priority Area:** Improvement of infrastructure

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td></td>
</tr>
<tr>
<td>FY 2023 $182,000.00</td>
<td>Project aims to illuminate VMCC parking lot, Grace Hall Lot Four, and path/road between the two lots.</td>
</tr>
<tr>
<td>FY 2024</td>
<td>$82,000 to illuminate Grace Hall Lot Four and path/roadway</td>
</tr>
<tr>
<td>FY 2025</td>
<td>$58,000 to illuminate VMCC parking lot</td>
</tr>
<tr>
<td>FY 2026</td>
<td>$42,000 in EPG design fees</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$182,000.00</td>
</tr>
</tbody>
</table>

**Estimated Annual Budget Impact Amount:**  
- No direct revenue generation.  
- Yearly electric bill payments

**Start Date:** 10/01/2023  
**Estimated Duration:**

**Project Benefits:**  
This will enhance staff and citizen safety in the parking lots

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

The estimated cost includes a 20% contingency

**Submitted by:** Erin CS Ellis  
**Dept. Head:**
Town of Provincetown
Capital Project Request

Department: Transportation Department
Date: 12/03/2020

Project Title: Grace Hall Retaining Wall
Project Category: Infrastructure
Basis for Estimate: Environmental Partners Group
Priority Area: Improvement of infrastructure

Estimated Project Costs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$266,000.00</td>
</tr>
<tr>
<td>FY 2023</td>
<td>$266,000.00</td>
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<tr>
<td>FY 2024</td>
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<tr>
<td>FY 2025</td>
<td></td>
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<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$266,000.00</strong></td>
</tr>
</tbody>
</table>

Project Description:
Project aims to improve access between Grace Hall Lot Four and the VMCC by replacing existing stairway with ADA ramp, and repairing the existing retaining wall.

Estimated Annual Budget Impact:
No direct revenue generation.

Start Date: 10/01/2023
Estimated Duration: 8 Weeks

Project Benefits:
- This will enhance staff and citizen safety as well as access between the Grace Hall and VMCC Parking Lots

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:
This proposal contains a 20% contingency that should be reviewed closer to the proposed construction date.

Submitted by: Erin CS Ellis
Dept. Head: 
Town of Provincetown
Capital Project Request

Department: Transportation Department  Date: 12/03/2020

Project Title: MacMillan Pier Lot Resurfacing  Project Type: Major Repair-Renovation
Project Category: Infrastructure  Department Priority: 5=Urgent
Basis for Estimate: DPW
Priority Area: d. Improvement of infrastructure

Estimated Project Costs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td></td>
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<tr>
<td>FY 2023</td>
<td></td>
</tr>
<tr>
<td>FY 2024</td>
<td>$500,000.00</td>
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<tr>
<td>FY 2025</td>
<td></td>
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<tr>
<td>FY 2026</td>
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</tbody>
</table>

Total: $500,000.00

Project Description:
The MPL parking lot requires resurfacing and upgrades to the lighting system.

Estimated Annual Budget Impact:
No direct increase in revenue
Improve safety in Parking Lot

Start Date: 11/01/2023
Estimated Duration: 

Project Benefits:
Resurfacing will provide better customer experience and will improve lot safety. This will also protect the new infrastructure installed in lot.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:
This project is long overdue, but the Department would like to see this coordinated with other projects in the area to reduce cost and redundancy.

Submitted by: Erin CS Ellis  Dept. Head: 

30
Town of Provincetown
Capital Project Request

Department: Transportation Department
Date: 12/03/2020

Project Title: Grace Hall Lot lighting
Project Category: Infrastructure
Basis for Estimate: Previous CIP Requests
Priority Area: imminent threat to safety of citizen/property

Project Type: New
Department Priority: 4

Estimated Project Costs

<table>
<thead>
<tr>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$75,000.00</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$75,000.00</td>
<td></td>
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</tr>
</tbody>
</table>

Project Description:
Installation of cohesive parking lot lighting in the Grace Hall lots.

Estimated Annual Budget Impact:
Recurring energy costs, no direct increase to revenue.

Start Date:
10/01/2024

Estimated Duration:

Project Benefits:
Will improve the safety of staff and customers.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

As this moves closer to the proposed time line, it would be best to be revisited and reappraised as well as formally siting on a plan.

Submitted by: Erin CS Ellis
Dept. Head: _______________________________
Town of Provincetown
Capital Project Request

Department: Transportation Department  Date: 10/03/2019

Project Title: Day's Lot upgrades
Project Category: Infrastructure
Basis for Estimate: DPW
Priority Area: d. Improvement of infrastructure

Project Type: Major Repair-Renovation
Department Priority: 4

Estimated Project Costs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>_________</td>
</tr>
<tr>
<td>FY 2023</td>
<td>_________</td>
</tr>
<tr>
<td>FY 2024</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>FY 2025</td>
<td>_________</td>
</tr>
<tr>
<td>FY 2026</td>
<td>_________</td>
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</tbody>
</table>

Total  $100,000.00

Project Description:
The Town parking lot on Shank Painter Rd. next to FA Days & Sons Propane requires new drainage system, repaving, new poles and parking meters or kiosk installation.

Estimated Annual Budget Impact:
Minimal, this lot mostly serves season permit holders

Start Date:
07/01/2023

Estimated Duration:

Project Benefits:
Improved customer experience; this lot floods significantly throughout the summer due to ineffective drainage.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Portions of this spend/project could be incorporated into the Shank Painter Road upgrade plan.

Submitted by: _______________________________  Dept. Head: _______________________________
### Town of Provincetown
#### Capital Project Request

**Department:** POLICE DEPARTMENT  
**Date:** 12/04/2020

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022 $48,115.00</td>
<td>This is a request for approval to purchase ONE (2021) or current model Ford Explorer style HYBRID in the total amount of $48,115.00 for this front-line public safety platform for use by the police department. Each HYBRID police vehicle is expected to save at least 1,250 gallons of fuel per year -- reduced fuel costs -- when they enter service. In addition to significant cost savings, the HYBRID vehicles will help the Police Department and the Town of Provincetown reduce their carbon footprint. Any HYBRID cruiser used by the police department is projected to result in 22,000 fewer pounds of carbon dioxide released into the atmosphere each year.</td>
</tr>
<tr>
<td>FY 2023</td>
<td>The new HYBRID Ford police cruiser. With the power and safety features of a traditional all-gas cruisers with a fraction of the emissions, they are viewed as the future of law enforcement fleets. In addition to better overall fuel economy, the HYBRID cruiser also reduces engine idle time by allowing on-board electronic devices in a police cruiser using the car’s Lithium-ION battery, allowing the gasoline engine to shut off for extended periods of time.</td>
</tr>
<tr>
<td>FY 2024</td>
<td>This Ford IHYBRID will replace our current unit acquired in model 2015 and as of December 04, 2020 has approximately 95,000 miles on it. This mileage will increase as the current vehicles will remain in use as a front-line vehicle until replaced in July/August 2021.</td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong> $48,115.00</td>
<td></td>
</tr>
</tbody>
</table>

**Estimated Annual Budget Impact Amount:**

<table>
<thead>
<tr>
<th>Estimated Annual Budget Impact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022 $48,115.00</td>
</tr>
</tbody>
</table>

**Estimated Duration:**

<table>
<thead>
<tr>
<th>07/01/2021</th>
</tr>
</thead>
</table>

**Project Benefits:**

This project request is high priority in the sense that maintaining a fleet of cruisers in good condition is essential for the safety of our police officers and the public we serve. It also serves to diminish the Town’s liability. This project includes relegating a high mileage car to be used by another Town department for general-purpose use. There is a real need to keep newer cruisers on patrol for all of the reasons cited earlier in terms of officer safety and getting resources to the scene of an emergency safely and reliably. This project also conforms with Town-wide policy of reducing our carbon footprint and continuing to operate high mileage cars becomes increasingly costly due to increased repairs, which only transfers the financial impact to the DPW budget. EPA advises fuel MPG for a Ford Crown Victoria (2008) is 15 MPG. With the added emergency equipment weight, light bar drag and high idle times, our fleet number is reduced to closer to 12MPG. Our current fleet MPG data indicates 16MPG (a 33% increase) for marked vehicles and 23MPG for unmarked vehicles (43% increase). 1 hour of idle time equates into 33 miles of engine wear.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Submitted by: James F. Golden, Chief  
Dept. Head: ____________________________
Town of Provincetown
Capital Project Request

Department: POLICE DEPARTMENT
Date: 12/04/2020

Project Title: POLICE FLEET
Project Category: Equipment-Vehicular
Project Description:
This is a request for approval to purchase ONE (2021) Ford Police Utility Interceptor HYBRID in the total amount of $51,334.00 for this front-line public safety platform for use by the police department. Each HYBRID 2021 Ford Police Interceptor Utility is expected to save at least 1,250 gallons of fuel per year -- reduced fuel costs -- when they enter service. In addition to significant cost savings, the HYBRID vehicles will help the Police Department and the Town of Provincetown reduce their carbon footprint. Any HYBRID cruiser used by the police department is projected to result in 22,000 fewer pounds of carbon dioxide released into the atmosphere each year.

Estimated Project Costs

<table>
<thead>
<tr>
<th>FY 2022</th>
<th>$51,334.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2023</td>
<td></td>
</tr>
<tr>
<td>FY 2024</td>
<td></td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$51,334.00</td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact Amount:

This vehicle is part of the police department's scheduled fleet management replacement program and we anticipate it will be in front-line public safety platform for 5-6 years from July/August 2021. The police fleet will not increase as this will be a one-for-one trade.

Estimated Duration:

Start Date: 07/03/2021
Estimated Duration:

Project Benefits:

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Submitted by: James F. Golden
Dept. Head:
Town of Provincetown
Capital Project Request

Department: POLICE DEPARTMENT
Date: 12/04/2020

Project Title: POLICE FLEET
Project Category: Equipment-Vehicular
Project Type: Reconstruction/Replacement
Basis for Estimate: LE Specific Competitive Bid Pricing
Department Priority: 5=Urgent
Priority Area: b. Timely asset replacement to avoid future costs

Estimated Project Costs

<table>
<thead>
<tr>
<th>FY 2022</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2023</td>
<td>$105,000.00</td>
</tr>
<tr>
<td>FY 2024</td>
<td></td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$105,000.00</td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact Amount:

Start Date: 07/01/2022

Estimated Duration:

Project Description:
This is a request for approval to purchase TWO (2021) or current model Police pursuit rated vehicles in the total amount of $105,000.00 for this front-line public safety platform for use by the police department.

Estimated Annual Budget Impact:
These two vehicles are part of the police department's scheduled fleet management replacement program and we anticipate it will be in front-line public safety platform for 5-6 years from July/August 2022. The police fleet will not increase as this will be a one-for-one exchange.

Project Benefits:

This project is high priority in the sense that maintaining a fleet of vehicles in good condition is essential for the safety of our police officers and the public we serve. It also serves to diminish the Town’s liability. This project includes replacing a high mileage car to be used by another Town department for general purpose use. There is a need to keep newer vehicles on patrol for all of the reasons cited earlier in terms of officer safety and getting resources to the scenes of an emergency quickly and reliably. This project also continues with Townwide policy of reducing our fleet total and continuing to operate high mileage cars becomes increasingly costly due to increased repairs, which only increase the financial impact to the DPW budget. EPA address Real MPg for a Ford Crown Victoria (2006) is 15 mpg. With two added emergency replacement weight, light bar, and high side lights, our current vehicle is reduced to closer to 12mpg. Our current fleet mileage indicates 16mpg (a 35% increase) for marked vehicles and 20mpg for unmarked vehicles (43% increased). 1 hour at 60k low speed equals 35 miles of travel even.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Submitted by: James F. Golden
Dept. Head: __________
Town of Provincetown
Capital Project Request

Department: POLICE DEPARTMENT
Date: 12/04/2020

Project Title: POLICE FLEET
Project Category: Equipment-Vehicular
Project Type: Reconstruction/Replacement
Basis for Estimate: LE Specific Competitive Bid Pricing
Department Priority: 5=Urgent
Priority Area: b. Timely asset replacement to avoid future costs

Estimated Project Costs

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td></td>
</tr>
<tr>
<td>FY 2023</td>
<td></td>
</tr>
<tr>
<td>FY 2024</td>
<td>$105,000.00</td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
</tbody>
</table>

Total $105,000.00

Estimated Annual Budget Impact Amount:

*These two vehicles are part of the police department's scheduled fleet management replacement program and we anticipate it will be in front-line public safety platform for 5-6 years from July/August 2022. The police fleet will not increase as this will be a one-for-one exchange.*

Estimated Annual Budget Impact:

This is a request for approval to purchase TWO (2021) or current model Police pursuit rated vehicles in the total amount of $105,000.00 for this front-line public safety platform for use by the police department.

Project Benefits:

This project is high priority to the extent that maintaining a fleet of cruisers in good condition is essential for the safety of our police officers and the public we serve. It also serves to demonstrate the Town's ability to maintain a high-quality police force. The Town also conforms with Townwide policy of reducing our overall budget costs to improve the overall efficiency of the department.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Submitted by: James F. Golden
Dept. Head: ________________
Town of Provincetown
Capital Project Request

Department: POLICE DEPARTMENT
Date: 12/04/2020

Project Title: POLICE FLEET
Project Category: Equipment-Vehicular
Health Care: Reconstruction/Replacement
Basis for Estimate: LE Specific Competitive Bid Pricing
Priority Area: b. Timely asset replacement to avoid future costs
Department Priority: 5=Urgent

Estimated Project Costs

<table>
<thead>
<tr>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$105,000.00</td>
<td></td>
<td>$105,000.00</td>
</tr>
</tbody>
</table>

Project Description:

This is a request for approval to purchase TWO (2023) or current model Police pursuit rated vehicles in the total amount of $105,000.00 for this front-line public safety platform for use by the police department.

Estimated Annual Budget Impact:

These two vehicles are part of the police department's scheduled fleet management replacement program and we anticipate it will be in front-line public safety platform for 5-6 years from July/August 2022. The police fleet will not increase as this will be a one-for-one exchange.

Project Benefits:

This project request is high priority in the sense that maintaining a fleet of vehicles in good condition is essential for the safety of our police officers and the public we serve. It also serves to diminish the Town's liability. This project involves integrating a high mileage car to be used by another Town department for general purpose use. There is a need to keep police vehicles on hand for all of the reasons cited earlier in terms of officer safety and getting resources to the scene of an emergency safely and swiftly. This project also addresses the Town's policy of rotating our vehicles (pursuit and non-pursuit) to minimize high mileage cars. DODP vehicles have been replaced with new vehicles. Our current fleet MPG data indicates 19MPG, which is a 15% increase.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Submitted by: James F. Golden
Dept. Head:
Town of Provincetown
Capital Project Request

Department: POLICE DEPARTMENT

Date: 12/04/2020

Project Title: POLICE FLEET

Project Category: Equipment-Vehicular

Project Type: Reconstruction/Replacement

Basis for Estimate: LE Specific Competitive Bid Pricing

Department Priority: 5=Urgent

Priority Area: b. Timely asset replacement to avoid future costs

Estimated Project Costs

FY 2022 ____________________

FY 2023 ____________________

FY 2024 ____________________

FY 2025 ____________________

FY 2026 $105,000.00

Total $105,000.00

Estimated Annual Budget Impact Amount:

Start Date: 07/01/2025

Estimated Duration:

Estimated Annual Budget Impact:

These two vehicles are part of the police department's scheduled fleet management replacement program and we anticipate it will be in front-line public safety platform for 5-6 years from July/August 2022. The police fleet will not increase as this will be a one-for-one exchange.

Project Benefits:

[Called-out text about project benefits]

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Submitted by: James F. Golden

Dept. Head: ________________
Town of Provincetown
Capital Project Request

Department: POLICE DEPARTMENT

Project Title: BODY WORN CAMERAS

Project Category: Technology

Basis for Estimate: LE Specific Competitive Bid Pricing

Priority Area: Improvement of productivity/efficiency

Project Description:

There is no government responsibility more critical to the success of the communities it serves than the protection of its citizens; therefore, I will be asking you to invest more greatly in your public safety agency. For the past 3-years I have considered deploying Body Worn Cameras (BWC) for your police officers. Evaluating experience, best practices, and the legal environment concerning BWCs were under-developed and not well-defined at that time. My initial recommendation then was to defer consideration of BWC until the legal environment stabilized and matured, and more experience was gained across the state and nation to identify best practices for the use of body cameras. Implementing BWCs can demonstrate that a police agency is willing to be transparent and accountable for its actions and provide mutual safety and accountability between police and the community. Research provides support that BWCs can lead to reductions in use-of-force incidents and citizen complaints. Because BWCs provide an audio-visual recording of encounters between police and the public, they may encourage officers and community members to maintain a higher standard of behavior during an incident, ultimately leading to an increase in mutual respect and safety. While a BWC cannot replace an Officer’s “perception,” it may enhance their memory, particularly in complex and stressful interactions.

In Massachusetts, there are few agencies deploying them full-time and my research has shown the most significant factor in implementing a BWC program is the cost associated with the equipment, digital storage and the staff needed to process digital evidence, and conduct disclosure, retention, and destruction of the video footage.

Estimated Project Costs

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td></td>
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<tr>
<td>FY 2023</td>
<td></td>
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<tr>
<td>FY 2024</td>
<td></td>
</tr>
<tr>
<td>FY 2025</td>
<td>$155,000.00</td>
</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$155,000.00</td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact:

Along with the perceived benefits of a BWC program, research studies have stressed the importance of expertise managing the many concerns associated with a BWC program before implementation. The cost of deploying a BWC program agency-wide can be substantial. In addition to the costs associated with purchasing the cameras, there are significant on-going costs involved in managing and storing BWC video data and more police administrative employees would be needed to fulfill this function.

Consideration for additional personnel to categorize recordings, determine retention schedules, perform redaction and transcription, and destroy media in a timely manner is imperative. Administering a BWC program requires ongoing financial and staffing commitments.

Project Benefits:

Although equipment costs appear to be relatively straightforward, there is a wide variety of camera options and camera components. Camera components include different mounts, adapters, docking stations, and portable chargers. And along with each piece of equipment comes a variety of warranty and technical support options. My research suggests that many police departments have discontinued their BWC programs due to the on-going high cost of data storage.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

The Department would need to establish policies regarding the use of BWC and, at a minimum, determine when cameras are activated and deactivated, how the public will be informed that they are being recorded, training and security roles to protect data collection and storage. Body-worn cameras raise many privacy concerns caused by the placement and mobility of PANs. BWCs can simultaneously record both audio and video capture close-up images. Due to the fluidity of law enforcement work, BWCs record more than public space stationary cameras. Officers could potentially record inside private residences and other non-public areas, and film sensitive situations that might emerge during calls for service. Significant privacy concerns can also arise when interviewing crime victims, particularly in situations involving sex crimes, domestic violence incidents, child neglect/abuse, or other sensitive matters. When implementing BWCs, law enforcement agencies must balance these privacy considerations with the need for transparency of police operations, accurate documentation of events, and evidence collection.

Submitted by: James F. Golden

Dept. Head:
Collective Purchase Bid Package

Town of Milton, Massachusetts

For 2019-2020 Ford Police Vehicles

Awarded to:

Bonnell

Bonnell Motors, Inc.
353 Cambridge Street
Winchester, MA 01890
781-729-9700
fleet@bonnellford.com
Massachusetts Cities and Towns authorized to purchase off

The Milton Collective Purchase Bld of May 30, 2019

TOWN OF MILTON, MASSACHUSETTS
POLICE DEPARTMENT

NOTICE OF BID

Bids are hereby invited by the Milton Police Department for

ITEM A - FORD INTERCEPTOR UTILITY
ITEM B - FORD EXPLORER SUV
ITEM C - FORD FUSION
ITEM D - FORD EXPEDITION
ITEM E - FORD F150 PICKUP

Complete bid specifications are available at the Milton Police Department, 40 Highland Street, Milton, MA 02186.

All bids must be filed in the office of Chief John E. King, 40 Highland Street, Milton, MA 02186 on or before Thursday, May 30, 2019 at 11:00 a.m., at which time the bids will be opened and read.

All bids must be submitted IN DUPLICATE on quotation page provided with specification package, in a sealed envelope plainly marked "POLICE VEHICLE BID".

The Town of Milton will also authorize any other municipality or government entity in the Commonwealth of Massachusetts to purchase from this bid. Additional vehicles may be purchased at this bid price. Prices should be firm for at least twelve months from bid date. This bid may be extended to additional model years by mutual agreement with the successful bidder.

The Milton Police Department reserves the right to reject any or all bids and to award the contract as it may deem fit in the best interest of the Town of Milton.

John E. King
Chief of Police

LEGAL ADVERTISEMENT
SINGLE SPACE - ADVERTISE ONCE
Milton Police Dept. – Item B – Ford Explorer SUV

5.01 Five (5) including mini spare
5.02 Tires - P255/55R20 A/S BSW; all season, self-sealing
5.03 Wheels - Sparkle nickel painted aluminum
5.04 Tire Pressure Monitoring System

6.0 Electrical System
6.01 Alternator - Heavy Duty 200 amp
6.02 Battery - Heavy duty 72 amp hour

7.0 Exterior Body
7.01 Color: Standard factory
7.02 Mirrors, power side view, power foldaway with integrated blind spot electronic monitor
7.03 Keys - 3 provided
7.04 Glass – All solar tinted, Privacy tint from rear doors back on sides
7.05 Lifgate, Power rear

8.0 Interior
8.01 Color – Factory Standard
8.02 Front Seats – Factory Standard, 10-way power adjustable Power Lumbar, heated and cooled
8.03 Rear Seat – Factory standard. 60/40 split, heated with power fold
8.04 Windows - Electrically operated with driver’s side Master control and lockout switch
8.05 Locks – Power door locks, Ignition, trunk and doors keyed alike, Intelligent Access keyless ignition
8.06 Dome Lights – First, Second and Third Rows
8.07 Air Conditioning – Dual Zone electronic temperature control
8.08 Rear Defroster - Electric grid type
<table>
<thead>
<tr>
<th>Vehicle:</th>
<th>Price:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 Ford Explorer Hybrid AWD SUV 310A Pkg</td>
<td>$48,115.00</td>
</tr>
<tr>
<td>*3.3L Hybrid Engine</td>
<td></td>
</tr>
<tr>
<td>* 10-Speed Automatic Modular Hybrid Transmission</td>
<td></td>
</tr>
<tr>
<td>* Self-Sealing P255/55R20 All-Season (A/S) Tires</td>
<td></td>
</tr>
<tr>
<td>* 20&quot; Aluminum Wheels</td>
<td></td>
</tr>
<tr>
<td>* Active Noise Cancellation</td>
<td></td>
</tr>
<tr>
<td>* Voice-Activated Touchscreen Navigation System</td>
<td></td>
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<tr>
<td>* Forward Sensing System</td>
<td></td>
</tr>
<tr>
<td>* Evasive Steering Assist</td>
<td></td>
</tr>
<tr>
<td>* Intelligent Adaptive Cruise Control</td>
<td></td>
</tr>
</tbody>
</table>

Trailer Tow Package

Total vehicle: $48,115.00

Equipment:

Approved by:

Title:

Date:

Pricing per Milton MA Cooperative
Purchase Date: 5/30/19

Quotation No.121620-1
Valid for 30 days, unless superceded.
**Quotation for:**

**Provincetown PD**

<table>
<thead>
<tr>
<th>Vehicle:</th>
<th>Price:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Ford Utility Interceptor Hybrid AWD</td>
<td>$37,900.00</td>
</tr>
<tr>
<td>Dark Car Feature – Courtesy lamp disabled</td>
<td></td>
</tr>
<tr>
<td>Police Engine Idle Feature</td>
<td></td>
</tr>
<tr>
<td>Noise Suppression Bends (Ground-Straps)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Spot Lamp - LED Bulb, Driver Only (Unity)</td>
<td></td>
</tr>
<tr>
<td>Keyed Specific Code</td>
<td></td>
</tr>
<tr>
<td>Mirrors - Heated Sideview</td>
<td></td>
</tr>
<tr>
<td>Remote Keyless Entry Key FOB</td>
<td>$250.00</td>
</tr>
<tr>
<td>Dome Lamp - Red/White in Cargo Area</td>
<td></td>
</tr>
<tr>
<td>Wheel Covers (18 in. Full Face Wheel Cover)</td>
<td></td>
</tr>
<tr>
<td>Reverse Sensing System</td>
<td></td>
</tr>
<tr>
<td>Paint - 4 white doors</td>
<td></td>
</tr>
</tbody>
</table>

**Total vehicle:** $37,575.00

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready for the Road Package</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>Front Aux Warning Lights</td>
<td>$650.00</td>
</tr>
<tr>
<td>Rear Spoiler Warning Light</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Add white Roof</td>
<td>$275.00</td>
</tr>
<tr>
<td>Front Aux Blue/Blue</td>
<td>$184.00</td>
</tr>
</tbody>
</table>

**Pricing per Milton MA Cooperative**

**Purchase Bld - 5/30/19** $44,034.00

**Quotation No.120420-1**

**Valid for 30 days, unless superceded.**

Prepared by Allan J. Eyden 12/4/2020
Town of Provincetown
Capital Project Request

Department: Public Works
Date: 11/30/2020

Project Title: Transfer Station Billing Software Upgrade
Project Category: Technology
Basis for Estimate: Estimate
Priority Area: E. Improvement of productivity/efficiency
Project Type: New
Department Priority: 5=Urgent

Estimated Project Costs

<table>
<thead>
<tr>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$45,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$45,000.00</td>
</tr>
</tbody>
</table>

Project Description:

The Transfer Station billing software is no longer supported by the vendor Mettler Toledo's AutoScale program.

The DPW is investigating alternatives with the MIS department and recommend using a placeholder of $45,000 for a suitable software replacement.

The software will include communication between the Transfer Station and DPW Administration office for bill tracking.

Estimated Annual Budget Impact:

Start Date: 
Estimated Duration:

Project Benefits:

Improved efficiency of the Transfer Station operation and administrative billing management.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Failure to upgrade may result in the Town being unable to accept Solid Waste and Recycling from private haulers at the Transfer Station

Submitted by: Public Works Director
Dept. Head: Richard J. Waldo
**Town of Provincetown**  
**Capital Project Request**

**Department:** DPW  
**Date:** 11/30/2020

**Project Title:** Race Point Road Bike/Pedestrian Improvements  
**Project Category:** Infrastructure  
**Basis for Estimate:** Estimate, Prior Project Data  
**Project Type:** Major Repair-Renovation  
**Department Priority:** 4

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>Race Point Road has become a heavily used roadway amongst tourists, residents, National Park Services, and sightseers. The roadway has many conflict points between different modes of transportation that we have seen an increase in requests for improvements through our annual traffic hearings. The DPW has been asked to put together a schedule of improvements through the CIP program.</td>
</tr>
<tr>
<td>FY 2023</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>FY 2024</td>
<td>$150,000.00</td>
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<tr>
<td>FY 2025</td>
<td></td>
</tr>
<tr>
<td>FY 2026</td>
<td>$2,500,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,700,000.00</strong></td>
</tr>
</tbody>
</table>

**Estimated Annual Budget Impact:**

**Start Date:**

**Estimated Duration:**

**Project Benefits:**

The road leads to many tourist friendly destinations, residential developments, and the Town's transfer station. Over time this roadway will continue to grow in popularity as bike friendly projects come to fruition. There are two critical projects that will likely lead to more use of this roadway and that include bike/pedestrian improvements to Conwell Street and Shank Painter Road.

*Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:*

We can expect continued requests for improvements through the annual traffic hearing and citizen complaints.

**Submitted by:** Public Works Director  
**Dept. Head:**
Town of Provincetown  
Capital Project Request

Department: Public Works  
Date: 11/30/2020

Project Title: Fleet Replacement  
Project Category: Equipment-Vehicular  
Basis for Estimate: Estimate  
Priority Area: b, Timely asset replacement to avoid future costs

Project Description:

Our 5-year fleet replacement plan calls for the purchase of several large pieces of equipment.

In FY 2022:
The Sanitation Department will need a new recycling Packer Truck - $165,000.
The Transfer Station will need a new recycling trailer to replace a 2002 model that is not road worthy - $65,000.
The DPW Administration will need an inspection / operations vehicle - $45,000, this is a new vehicle not a replacement.

Replace Highway Departments 2011 Ford pickup with plow - $50,000.
The truck will be re-purposed to the Transfer Station for the duration of its useful life.

In FY 2023, Purchasing a mini byd rear load rubber packer for use by seasonal barrel personnel. Recent changes in solid waste disposal requires no plastic bags to be used in Town Barrels for recycled material. Staff can't lift barrels overseas to dump into a 1-Ton pickup - $110,000.
The Transfer Station will need to replace a 2004 model trash trailer - $65,000.

In FY 2024, The Transfer Station will need to replace their loader that will be 14 years old and critical to their operations - $195,000.
In FY 2025 Highway will need to replace a 2013 Pickup Truck with Plow and a 1-Ton Dump Truck - $50,000.
The Transfer Station will need to replace a 2004 model trash trailer - $65,000.
In FY 2026 Highway / B&G's Department will each need to replace their 1-Ton Dump Truck - $60,000.
The Sanitation Department will need a new refuse Packer Truck - $170,000.

Estimated Project Costs

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$325,000.00</td>
</tr>
<tr>
<td>FY 2023</td>
<td>$175,000.00</td>
</tr>
<tr>
<td>FY 2024</td>
<td>$195,000.00</td>
</tr>
<tr>
<td>FY 2025</td>
<td>$115,000.00</td>
</tr>
<tr>
<td>FY 2026</td>
<td>$230,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$1,040,000.00</td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact:

Start Date:

Estimated Duration:

Project Benefits:

Provides the necessary equipment to our Public Works personnel so they can perform their duties to maintain the town.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Submitted by: Public Works Director  
Dept. Head: Richard J. Waldo
# Town of Provincetown
## Capital Project Request

**Department:** Public Works  
**Date:** 11/30/2020

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
</table>
| FY 2022: $410,000.00    | The funds listed are for the next five years of stormwater drainage improvements. Our stormwater system has undergone substantial improvements over the past 5 years resulting in fewer beach closures and overall less flooding. Continual maintenance to the system throughout town is necessary. The project funding addresses maintenance repair projects. Of special note are three outstanding conditions that are worsening, and warrant funding in FY 2022 in addition to the regularly anticipated work. Appropriating a sum of money for drainage repairs should be a high priority for our coastal community given our proximity to sea level and lack of open space for stormwater retention. Past funding has been used to remediate 12 out of 25 outfalls that flow stormwater to Provincetown Harbor. This year's request will be proportionally divided: $
| FY 2023: $100,000.00    | $40K - Annual Capital Repairs  
| FY 2024: $100,000.00    | $20K - GIS Database Upgrades  
| FY 2025: $100,000.00    | $40K - Upgrades required for pavement management plan  
| FY 2026: $100,000.00    | $130K - Howland Street Drainage Engineering Design & Construction  
| **Total: $810,000.00**  | $130K - West Vine Street Drainage Engineering Design & Construction  
|                         | $50K - Route 6 Sink Hole (East of Race Point Road) Preliminary Geotech Work & Engineering Design. Construction TID and performed in subsequent year. These funds may also be used to seek grant opportunities to assist in funding larger stormwater drainage projects such as the relocation of the Gosnold Street Outfall or the rehabilitation of Freeman Street pump station. |

**Estimated Annual Budget Impact:**

**Start Date:**

**Estimated Duration:**

**Project Benefits:**

Proactive approach to maintaining and upgrading our Stormwater Drainage System.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Through allocation of these funds the town has been able to submit and receive grant funding to improve collection and infiltration to several outfalls. We are likely to continue to be a successful candidate for stormwater grant funding as Provincetown Harbor is listed by DEP as a "category 4a" water body with a TMDL for pathogens.

**Submitted by:** Public Works Director  
**Dept. Head:** Richard J. Waldo
Town of Provincetown
Capital Project Request

Department: Public Works  Date: 11/30/2020

Project Title: Pavement Management Plan
Project Category: Infrastructure  Project Type: Repair
Basis for Estimate: Estimate  Department Priority: 4
Priority Area: Improvement of infrastructure

Estimated Project Costs

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$370,000.00</td>
</tr>
<tr>
<td>FY 2023</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>FY 2024</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>FY 2025</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>FY 2026</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$1,550,000.00</td>
</tr>
</tbody>
</table>

Estimated Project Description:
The town has developed an essential program aimed at combating the progressive deterioration of the town’s roads by using GIS Technology and a Pavement Condition Index (PCI). Each Town-owned roadway is evaluated based on its condition in order for a PCI to be established. Roadway improvements will be determined based on the PCI, roadway functional classification (arterial, collector, or local road), and other prioritization factors.

Several methods of roadway repairs would be used under this program including: full depth reconstruction, level and overlay, mill and overlay, micro seal, and crack sealing. Significant improvements have been made in the last 3 years and we hope to continue improving our roadways over the next several years.

In order to continue the roadway repair program, a FY22 request for $370,000 will be used to target the following projects:
- Standish Street - Rehabilitate roadway & sidewalk between Bradford & Commercial (supplemental funding)
- Conant Street - Rehabilitate roadway & adjust drainage grates between Bradford & Commercial
- Alden Street - Rehabilitate roadway & adjust drainage grates between Bradford & Cemetery B&G Access Driveway
- Montello Street - Rehabilitate roadway & adjust drainage grates between Bradford & Commercial

Estimated Annual Budget Impact Amount:

Start Date: ______________________
Estimated Duration: ______________________

Project Benefits:
Proactive approach to maintaining and extending the life of our roadways.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Provincetown’s roadway are subjected to significant wear and tear throughout the year. Given the soft sand substrate our roadways are subject to incremental movement. Maintaining our roads now will offset the high cost of full reconstruction later. It has been proven that a successful roadway maintenance program can extend the life of a roadway by as much as 20 years.

Submitted by: Public Works Director  Dept. Head: Richard J. Waldo

DRAFT
Town of Provincetown  
Capital Project Request

Department: Public Works  
Date: 11/30/2020

Project Title: Streets, Sidewalks & Bike Path  
Project Category: Infrastructure  
Basis for Estimate: Estimate, Prior Project Data  
Priority Area: Improvement of infrastructure

Project Type: Repair  
Department Priority: 4

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022 $55,000.00</td>
<td>This recurring CIP article is used every year to address costs associated with the preservation, repair, and replacement of sidewalks, curbing, roadway painting, potholes, and recently bike trail improvements. This request is used for more routine repairs outside of roadway resurfacing projects funded from the Roadway Maintenance Plan or projects outside of reconstruction projects such as we have seen on Commercial Street.</td>
</tr>
<tr>
<td>FY 2023 $55,000.00</td>
<td>A couple of notable uses of this article in prior years were for the sidewalk replacement on Ryder Street abutting Cabot’s candy, for the installation of a connecting bike trail from Bradford Street Extension to the National Seashore Bike Trail on Province Lands Road, the repair of settled brick sidewalk along Commercial Street after a severe winter of freeze/thaw cycling.</td>
</tr>
<tr>
<td>FY 2024 $55,000.00</td>
<td>It is also used to paint the lines on the reconstructed parts of Commercial Street over the course of two nights to minimize disruption and the potential for smudge marks from daytime traffic.</td>
</tr>
<tr>
<td>FY 2025 $55,000.00</td>
<td>Recent annual traffic hearings have resulted in a considerable increase in roadway line painting. The future year requests do not reflect the outcome of future traffic hearings.</td>
</tr>
<tr>
<td>FY 2026 $55,000.00</td>
<td></td>
</tr>
<tr>
<td>Total $275,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact:

Start Date:  
Estimated Duration:

Project Benefits:  
Proactive approach to maintaining our streets, sidewalks and bike paths.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

If we do not have funds available to immediately address defects in our sidewalks or bike trails it may result in significant injury to pedestrian, animal and/or cyclist.

Submitted by: Public Works Director  
Dept. Head: Richard J. Waldo
**Town of Provincetown**  
**Capital Project Request**

**Department:** Public Works  
**Date:** 12/08/2020

**Project Title:** Building Capital Plan  
**Project Category:** Building  
**Basis for Estimate:** Estimates  
**Priority Area:** Improvement of infrastructure

**Project Description:**

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022 $530,000.00</td>
<td><strong>Please see attached building summary for further detail</strong></td>
</tr>
<tr>
<td>FY 2023 $275,000.00</td>
<td>FY 2022 The requested amount is for the exterior repairs, preparation, and painting of the Town Library - $385,000.</td>
</tr>
<tr>
<td>FY 2024 $200,000.00</td>
<td>Carpet replacement within Town Hall to include all office areas not recently replaced. These areas include the Community Development Department, Town Clerks Office, Finance Directors Office and the Assessing Department - $72,000</td>
</tr>
<tr>
<td>FY 2025 $400,000.00</td>
<td>Transfer Station Recycling Building, new exterior metal siding and roof - $73,000</td>
</tr>
<tr>
<td>FY 2026 $150,000.00</td>
<td>FY 2023 This request is for masonry &amp; structural repairs to the exterior of the VMCC Building.</td>
</tr>
<tr>
<td><strong>Total</strong> $1,482,000.00</td>
<td>FY 2024 Upgrade all Building Management Controls to enhance our Building Management System - $150,000</td>
</tr>
<tr>
<td></td>
<td>Exploratory work on the exterior of the Freeman Street Building to determine the extent of the work required for proper rehabilitation of the exterior envelope. This will allow for proper 2025 project budget building. - $50,000</td>
</tr>
<tr>
<td></td>
<td>FY 2025 Exterior envelope restoration and improvements to the Freeman Street Building. The amount shown is a place holder for this project. The extent of the project will be determined in FY 2024. Historic restoration grants will also be sought.</td>
</tr>
<tr>
<td></td>
<td>FY 2026 Flooring upgrades and interior improvements to the Freeman Street Building. Flooring material to be determined later after consulting with the building occupants. Interior upgrades will include bathroom improvements, painting, and general upgrades.</td>
</tr>
</tbody>
</table>

**Estimated Annual Budget Impact:**

<table>
<thead>
<tr>
<th>Estimated Annual Budget Impact Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Estimated Duration:</th>
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</thead>
</table>

**Project Benefits:**

The Town will benefit from these projects by preventing further damage to the structures, giving a fresh look to buildings that are frequented by locals and visitors, and providing safer access for employees and visitors. Exterior improvements to the Freeman Street Building will highlight the historic beauty now hidden.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

**See the attached project summary.**

**Submitted by:** Public Works Director  
**Dept. Head:** Richard J. Waldo
Town of Provincetown
Capital Project Request

Department: Public Works  Date: 11/30/2020

Project Title: Commercial Street Reconstruction  Project Type: Reconstruction/Replacement
Project Category: Infrastructure  Department Priority: 5=Urgent
Basis for Estimate: Estimates, Prior Project Data
Priority Area: Improvement of infrastructure

Estimated Project Costs

<table>
<thead>
<tr>
<th>FY</th>
<th>Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
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<tr>
<td>2023</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>2024</td>
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<tr>
<td>2025</td>
<td>$0.00</td>
</tr>
<tr>
<td>2026</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$1,000,000.00</td>
</tr>
</tbody>
</table>

Project Description:
The reconstruction of Commercial Street with porous pavement has attributed significantly to the reduction in beach closures and overall health of our delicate harbor. Expanding the scope of reconstruction to include the far west end of Commercial Street from the West End Boat ramp to Provincetown Inn will continue our proactive approach to protecting Provincetown Harbor.

We continue to seek funding through submissions to the MassWorks Infrastructure Grant Program. This program does not require a Town Match and may have enough funding available to fully fund the project should we receive an award.

FY 2022 outlines a potential Phase V Reconstruction of Commercial Street from the West End Parking Lot to the Provincetown Inn or an equivalent section. The funding request assumes that we will receive a grant and the funding can be used as match.

Estimated Annual Budget Impact:

Start Date: 
Estimated Duration: 

Project Benefits:
The proposed improvements will address the paving needs on Commercial Street.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:
The deteriorating road conditions is becoming a hazard for all patrons and a liability for the town. The estimated project costs for phase V has grown considerably since last CIP submission because recent bid results received for phases 3 & 4 were considerably higher than it was for phase 1 and 2.

Submitted by: Public Works Director  Dept. Head: Richard J. Waldo
Town of Provincetown
Capital Project Request

Department: Public Works                                      Date: 11/30/2020

Project Title: Court Street Drainage Design                                  Project Type: New
Project Category: Infrastructure                                           Department Priority: 4
Basis for Estimate: Engineers Estimate                                      
Priority Area: d. improvement of infrastructure

Estimated Project Costs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$4,500,000.00</td>
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<tr>
<td>FY 2023</td>
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<td>FY 2025</td>
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<tr>
<td>FY 2026</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$4,500,000.00</td>
</tr>
</tbody>
</table>

Project Description:

Court Street at the base of Winthrop Street has a history of severely flooding during prolonged rain events. Due to resident, area businesses and overall public concern the FY22 funding request is for the construction of a pump station ahead of the anticipated reconstruction of Shank Painter Road in FY2025.

The pump station is currently being designed and will likely pump to a retention area North of Jerome Smith Road.

Estimated Annual Budget Impact:

Estimated Annual Budget Impact:

Start Date: 
Estimated Duration: 

Project Benefits:

Project will provide safer pedestrian and vehicular travel along Court Street and prevent potential flooding damages to nearby businesses.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

In a tourist destination such as Provincetown it is imperative that we keep our residents and visitors safe and provide them with a safe alternative to navigate around town.

Submitted by: Public Works Director                                      Dept. Head: Richard J. Waldo
Town of Provincetown
Capital Project Request

Department: Public Works

Date: 11/30/2020

Project Title: Public Works Facility
Project Category: Building
Basis for Estimate: Estimate
Priority Area: d) improvement of infrastructure

Project Type: Major Repair-Renovation
Department Priority: 4

Estimated Project Costs

FY 2022 $0.00
FY 2023 $650,000.00
FY 2024 $0.00
FY 2025 $25,000,000.00
FY 2026 $0.00

Total $25,650,000.00

Project Description:

The Department of Public Works recently purchased nearly $1 million dollars worth of new vehicles that sit outside day and night, year round because of inadequate protective storage space at the current Highway Facility. The department will continue replacing vehicles and equipment short of their optimal lifespan because of this repeated exposure to the elements.

Conceptual design plans for a phased highway facility project was presented to both the Building Committee and the Board of Selectmen for endorsement to move forward with the project. We have since gone under contract with an engineering firm to perform a feasibility study and preliminary design to determine a best approach for construction either a phased approach or single construction project.

FY2023 CIP request would be used to fully design a new facility in preparation for budget estimating and bidding services. Recent DPW facilities on Cape Cod have ranged from $15 million to $25 million and given the remote location of Provincetown we expect to be on the high end of that estimate.

* This project has been endorsed by the Cemetery Commission as it addresses their concerns that the Building and Grounds Department has outgrown their space at the Cemetery which has negatively affected the sales of cremation plots.

Estimated Annual Budget Impact:

Start Date:

Estimated Duration:

Project Benefits:

To protect expensive equipment from the elements to prolong their useful life. It turn this will reduce the cost burden on taxpayers as equipment replacement schedule can be extended.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Continued exposure to the elements have progressed the deterioration of our vehicles. Protecting our asset will extent its useful life and prevent unnecessary injury to staff from failed equipment.

Submitted by: Public Works Director

Dept. Head: Richard J. Waldo
Town of Provincetown
Capital Project Request

Department: Public Works
Date: 11/30/2020

Project Title: Ryder Street Outfall
Project Category: Infrastructure
Basis for Estimate: Engineers Estimate
Priority Area: d. improvement of infrastructure

Estimated Project Costs
FY 2022 $625,000.00
FY 2023 $0.00
FY 2024 $0.00
FY 2025 $0.00
FY 2026 $0.00
Total $625,000.00

Project Description:

**This project has been brought forward a year from FY23 to FY22 due to a favorable grant opportunity with the Building Resilient Infrastructure and Communities (BRIC) grant program.**

Working with the Conservation and Marine Department we have completed the Ryder Street Dune Enhancement project with the Ryder Street Outfall relocation project and submitted a letter of intent to the BRIC grant agency. The Town received a favorable response and were asked to submit a formal grant application.

The Town has received an FY21 MVP Action grant for the preliminary design of the relocation of the Ryder Street outfall and related stormwater improvements. Permit-level plans and permit applications for this portion will be completed by April/May of 2021.

A FY19 CZM Coastal Resilience grant enabled the Town to complete permit-level design and submit permit applications for the dune enhancement project. At the September 2020 Annual Town Meeting, the acquisition of easements required for this project was approved, allowing the Town to complete its Chapter 91 License application, which is the last remaining permit needed for the project to advance.

This grant program allows municipalities the opportunity to receive funding towards costly remediations of natural hazards by covering 75% of costs. This request would cover 25% of the outfall portion of the overall project cost ($2.5 Million) which is the town's match should we receive an award. Another CIP Request should be forthcoming from the Emergency Management Department to cover the matching cost associated with the Dune Enhancement portion of the project.

Ryder Street Outfall mitigation has been on the Board of Selectmen's goals for the last several years. This funding request is contingent on successful award of grant funding.

Estimated Annual Budget Impact:

Estimated Annual Budget Impact:

Start Date:

Estimated Duration:

Project Benefits:

To mitigate flooding hazards to Town Hall through Ryder Street outfall improvements.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

**This capital improvement request is contingent on a grant award from the Building Resilient Infrastructure and Communities (BRIC) grant program.**

Submitted by: Public Works Director Dept. Head: Richard J. Waldo
**Town of Provincetown**  
**Capital Project Request**

**Department:** Public Works  
**Date:** 11/30/2020

**Project Title:** Shank Painter Road Design & Construction  
**Project Category:** Infrastructure  
**Basis for Estimate:** Engineers Estimate  
**Priority Area:** d. Improvement of Infrastructure  
**Project Type:** Major Repair-Renovation  
**Department Priority:** 4

### Estimated Project Costs

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$0.00</td>
</tr>
<tr>
<td>FY 2023</td>
<td>$0.00</td>
</tr>
<tr>
<td>FY 2024</td>
<td>$0.00</td>
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<tr>
<td>FY 2025</td>
<td>$3,500,000.00</td>
</tr>
<tr>
<td>FY 2026</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,500,000.00</strong></td>
</tr>
</tbody>
</table>

**Project Description:**

Shank Painter Road has become a transportation hub for the Town of Provincetown. Several municipal facilities and businesses front this roadway including Provincetown Fire Station, Police Station and the local grocery store. This multi-modal roadway has outgrown its original design and is in critical need for redevelopment.

Provincetown voted to appropriate funds to develop a conceptual design two years ago to lay the groundwork for a long-term project planning effort. The next phase of design following approval of the preliminary design would involve a final design and bid package including all plans, profiles, cross sections, details, estimates, specifications and relevant design elements in accordance with MassDOT and Federal Highway Administration design guidelines and directives.

The Town has successfully petitioned the region's Metropolitan Planning Organization to earmark funding in FY2025 for construction through the State's Transportation Improvement Program. In order to qualify for the funding you must meet strict MassDOT standards. If the community decide to not to meet those strict design guidelines we would pursue funding through a town meeting vote. The CIP funding in FY2025 reflects an estimate of what that construction cost would look like.

The actual project cost is estimated to be $3.1 million dollars and assumes it will be fully funded by the State Transportation program. The $3.5 million dollar project in FY 2025 is a scaled-down version of the project should we not receive State funding.

**Estimated Annual Budget Impact:**

- Start Date: 
- Estimated Duration: 

**Project Benefits:**

To improve a deficient multi-modal roadway to ensure safe transportation for all users as the primary Gateway to our community.

**Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:**

Funding has been earmarked from the State's Transportation Improvement Program in FY2025 to cover the cost of construction.

**Submitted by:** Public Works Director  
**Dept. Head:** Richard J. Waldo
# Project Description:

Several options were considered for replacement of the existing chairs in the Auditorium. We have obtained quotes for the stripping and refurbishment of the existing benches with the installation of padded seats and seat backs.

### Estimated Project Costs

<table>
<thead>
<tr>
<th>FY 2022</th>
<th>$145,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2023</td>
<td></td>
</tr>
<tr>
<td>FY 2024</td>
<td></td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
</tbody>
</table>

**Total**: $145,000.00

### Estimated Annual Budget Impact:

One time expense. Makes the auditorium a more attractive event venue which might increase rental revenue.

### Project Benefits:

This project will provide comfortable and appropriate seating for all users of the auditorium for both private events and town meeting.

---

**Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:**

The current chairs are uncomfortable and have been cited as a reason why some people don’t attend town meeting. It would also make the auditorium more marketable to events if the chairs were comfortable and attractive.

---

**Submitted by:** Public Works Director  
**Dept. Head:**
Town of Provincetown
Capital Project Request

Department: Public Works Date: 11/30/2020

Project Title: Police Station Supplemental Funding
Project Category: Building Project Type: New
Basis for Estimate: Engineer's Estimate Department Priority: 5=Urgent
Priority Area: a.Imminent threat to safety of citizen/property

Estimated Project Costs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td></td>
</tr>
<tr>
<td>FY 2023</td>
<td>$6,000,000.00</td>
</tr>
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<tr>
<td>FY 2025</td>
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</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$6,000,000.00</td>
</tr>
</tbody>
</table>

Project Description:

"This funding request is for supplemental funding for a police station project that has already been bid and resulted in responses that exceeded the approved appropriation. An additional $1,000,000 has been added to account for rebidding services and inflationary costs. The Building Committee along with staff worked with the design team to fine tune the building program ensuring we meet all State building regulations while satisfying the critical needs of the police department. The latest design is about 300 sq.ft. more than the concept design presented at Town Meeting in 2017 but still under the 14,000 sq.ft. threshold that the Building Committee had set. Actual bid results were considerably higher than originally estimated as a result of a strong economy and recent tariffs imposed on steel and lumber commodities. The Building Committee is working with the design team to value engineer the project to reduce the probable project cost. However, it appears the project will need to go back before Town Voters for additional funding for the project to move forward with construction."

Estimated Annual Budget Impact:

We will be seeking community input and feedback on this vision. Although it is challenging now to envision our future, setting this strategic direction is important work that is underway. Your support of this concept will shape our future decisions and investments, and this budget makes initial investments in updating engineering standards and a modern engineering system to begin to meet this vision. We are working to create an inclusive organizational culture that seeks to bring new ideas and innovation to our important work for the community.

Start Date:                Estimated Duration:

Project Benefits:

The proposed budget for Fiscal Year 2022 is being presented in an acutely uncertain moment in the world. The years ahead are very difficult to plan. With that in mind, the proposed budget request communicates the urgent need for a new police facility balanced with what we think is the most fiscally responsible approach to funding operations and capital investments to best serve the Provincetown community. Keeps the Town on task for a long overdue critical project.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

The issues facing the world and our community today are different than they were years ago. This requires the Police Department to run as efficiently as possible, while continuing to protect the interests of the Town, its citizens and visitors from all over the globe. The old way of policing is no longer the most effective means for addressing or reducing crime. Our focus over the last few years has been to move away from standard reactionary policing to a new model that is more proactive and in partnership. Implementing such a large change in the organization cannot be successful without the coordinated efforts of members of our community and those in the surrounding towns. The Police department works very closely with the Fire Department to provide the very best public safety services to our Town. The Town has invested significant amount of money over the years to build a new police facility knowing the longer things get delayed the higher the cost is going to be. The Police Department has outgrown the current facility and that is not going to change. The Town needs a new police headquarters and further delay will only result in higher costs down the road.

Submitted by: Public Works Director Dept. Head: ____________________
Town of Provincetown
Capital Project Request

Department: Recreation

Date: 09/26/2019

Project Title: East End Waterfront Park
Project Category: Land/Parks/Fields
Basis for Estimate: 
Priority Area: 4. Improvement of productivity/efficiency

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>In October 2018, Town Meeting authorized the use of Land Bank funds to purchase the property at 387-395A Commercial Street from Elena Hall. In February 2019, the Town closed on the acquisition for a total purchase price of $1,400,000, and later that spring received the assistance of a $400,000 reimbursement grant from the Massachusetts PARC grant program. The property is held by the Town in the care and control of the Recreation Commission.</td>
</tr>
<tr>
<td>FY 2023 $500,000.00</td>
<td>In FY20, the Town approved use of Land Bank funds, pending Open Space Committee approval, to engage a professional consultant team to lead a community planning process to determine the vision for the park and develop a preliminary design concept. The Town approved $50,000 in FY21 to continue the planning process. Estimated project costs for FY23 are a placeholder for anticipated construction costs; this amount will be more accurately estimated upon completion of the design phase.</td>
</tr>
<tr>
<td>FY 2024</td>
<td>The Recreation Commission has established a working group consisting of a member of the Recreation Commission, the Open Space Committee, the Public Landscape Committee, the Historical Commission, and the Harbor Committee, to advise the Recreation Commission on the planning of the park. The group has been meeting every two to three weeks since the late spring.</td>
</tr>
<tr>
<td>FY 2025</td>
<td></td>
</tr>
<tr>
<td>FY 2026</td>
<td></td>
</tr>
<tr>
<td>Total $500,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact Amount: $10,000.00

Start Date: 07/01/2023
Estimated Duration: 2 years

Project Benefits:
This project affords a rare and unique opportunity for creating a waterfront park for public enjoyment and beach access, and for commemorating Provincetown’s historic fishing industry. The park will provide an area where residents and visitors can relax, picnic, learn about the Town’s history, and enjoy unobstructed views of Provincetown Harbor.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:
The deed restricts the use of the property to recreational uses, which is also a condition of the PARC grant award the Town received for its acquisition. The deed also requires the Town to install a landscaped buffer along the eastern boundary. Town staff will also seek grant funding for the planning and construction of the park including CPA, PARC, and Land and Water Conservation Fund grants, as well as any other applicable funding opportunities.

Submitted by: Timothy Famulare/Brandon Motta
Dept. Head: 

60
Town of Provincetown  
Capital Project Request

Department: DPW - Water - 450  
Date: 11/30/2020

Project Title: Meter Replacement  
Project Category: Infrastructure  
Basis for Estimate:  
Priority Area: Improvement of infrastructure

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022 $85,000.00</td>
<td>This project involves replacing approximately 390 &quot;first-generation&quot; radio frequency boxes utilized for meter readings (of the almost 4,000 existing meters). The equipment would be replaced with modern meters with integrated radio transmitters. The first generation radio boxes have exceeded their battery life expectancy and are now beginning to fail.</td>
</tr>
<tr>
<td>FY 2023 $0.00</td>
<td>The Water Department has been funding meter replacements with the Operating 'B' budget in recent years, including replacing first generation radios. However, due to several condo conversions and new developments, our meter budget line is often diminished due to new account installations (rather than scheduled replacements). The cost of water meters with inclusive radio frequency unit is approximately $275.00; we expect to complete over 300 installations with this funding, with the remaining replacements coming from annual operating budget.</td>
</tr>
<tr>
<td>FY 2024 $50,000.00</td>
<td></td>
</tr>
<tr>
<td>FY 2025 $0.00</td>
<td></td>
</tr>
<tr>
<td>FY 2026 $0.00</td>
<td></td>
</tr>
<tr>
<td>Total $135,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Annual Budget Impact:

Water Enterprise fund to assume debt service for project (or from retained earnings)

Start Date:  
07/01/2021

Estimated Duration:  
1 year first phase

Project Benefits:

Ensures accurate meter readings are captured and avoids disruption to meter reading program.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Failure to fund may lead to several meters failing to provide meter readings and would require estimated readings.

Submitted by: DPW - Water Superintendent  
Dept. Head:
**Town of Provincetown**  
**Capital Project Request**

**Department:** DPW - WATER - 450  
**Date:** 11/30/2020  

**Project Title:** Knowles Crossing Building Reconstruction Supplemental Funding  
**Project Category:** Building  
**Basis for Estimate:**  
**Priority Area:** Imminent threat to safety of citizen/property  
**Project Type:** Repair  
**Department Priority:** 5 = Urgent

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
</tr>
</thead>
</table>
| FY 2022                 | $500,000.00  
| FY 2023                 | $0.00  
| FY 2024                 | $0.00  
| FY 2025                 | $0.00  
| FY 2026                 | $0.00  
| **Total**               | $0.00  

**Estimated Project Description:**  
A request for $1,400,000.00 was approved for FY20 related to the reconstruction of the Knowles Crossing water distribution building. A $50k supplemental request was approved by both FinCom & Select Board for FY21; however, request was pulled from Town Meeting Warrant due to uncertainty with water utility revenues associated with COVID-19 restrictions. A decision was made to bid project under previously approved funding appropriation as similar projects appeared to be within approved funding. The Town of Truro planning board has approved the site plan, and the Truro Historical Commission approved the project without a demolition delay. To date, approximately $140k has been spent on engineering.

The project was advertised for bid during November 2020, and the apparent low bidder was within available remaining project funding of $1,288k (bids attached); however, the contractor’s DCAMM certification was not within the total project value. Therefore, the Town could not legally accept the bid as verified by the Attorney General’s office. Second lowest bidder was not within available funding, resulting in the necessity to re-bid the project. The supplemental funding is necessary to move the project forward to construction. The funding would cover additional engineering costs (inspections, shop drawing approval, etc) and construction cost.

This additional request is still within the proforma statement projections, as the recent $450,000 tank maintenance project, initially provided to be funded by borrowing, was funded entirely by enterprise fund retained earnings and never borrowed. Therefore, this additional request does not affect the proforma projections. This facility is critical for the water department operation, and the building design as currently proposed contains a minimal finished area.

**Estimated Annual Budget Impact:**  
Water Enterprise Fund to assume debt service for the project.

<table>
<thead>
<tr>
<th>Estimated Annual Budget Impact Amount:</th>
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</thead>
</table>

**Start Date:**

<table>
<thead>
<tr>
<th>Estimated Duration:</th>
</tr>
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</table>

**Project Benefits:**  
Provides sufficient funding for the approved project.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Failure to approve this request would result in project not moving forward; Water Dept. has invested $140k in engineering design for the project.

Submitted by: **DPW- Water Superintendent**  
Dept. Head:
<table>
<thead>
<tr>
<th>Company</th>
<th>Total Amount of Base Bid (Items 1 through 6 inclusive)</th>
<th>Bid Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Contracting Corp., 68 Jackson St, Canton, MA 02021</td>
<td>$0.00</td>
<td>View File</td>
</tr>
<tr>
<td>Coastal Custom Builders, 4665 Route 6, Eastham, MA 02642</td>
<td>$1,175,893.00</td>
<td>View File</td>
</tr>
<tr>
<td>Construction Dynamics Inc., 65 Parker Street, Clinton, MA 01510</td>
<td>$1,224,080.00</td>
<td>View File</td>
</tr>
<tr>
<td>TRAC Builders Inc., 28 Wolcott Street, Providence, RI 02908</td>
<td>$1,424,000.00</td>
<td>View File</td>
</tr>
<tr>
<td>Maron Construction Co., 180 Buttonhole Drive, Providence, RI 02909</td>
<td>$1,769,000.00</td>
<td>View File</td>
</tr>
<tr>
<td>Eastward Companies, 155 Crowell Road, Chatham, MA 02633</td>
<td>$2,469,380.00</td>
<td>View File</td>
</tr>
</tbody>
</table>
**Town of Provincetown**  
**Capital Project Request**

**Department:** DPW - WATER - 450  
**Date:** 11/30/2020

**Project Title:** AC Water Main Replacement Shankpointer Rd  
**Project Category:** Infrastructure  
**Basis for Estimate:** past projects  
**Project Type:** Reconstruction/Replacement  
**Department Priority:** 4  
**Priority Area:** d Improvements of infrastructure

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$0.00</td>
</tr>
<tr>
<td>FY 2023</td>
<td>$1,500,000.00</td>
</tr>
<tr>
<td>FY 2024</td>
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<tr>
<td>FY 2025</td>
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<tr>
<td>FY 2026</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Project Description:**

The Town is targeting a roadway reconstruction project on Shank Painter Road. Ahead of the planned roadway project it is recommended the water main and services be replaced to avoid future failure.

Shank Painter currently has two (2) water main, a 12" Asbestos Cement (AC) and a 6" Asbestos Cement (AC), both installed in 1963. The 6" AC runs from Jerome Smith Road to Bradford Street, and the 12" is a transmission main routed from Jerome Smith Road to Browne Street. An engineering analysis was performed in order to evaluate elimination of the 6" water main, be eliminated and a single 12" be installed to improve fire flows on the southern end. Scheduling of this project would be ahead of the roadway reconstruction (Fall 2022/Spring 2023).

The American Water Works Association estimates AC pipe lifespan at approximately 75 years. Recent assessments of various AC pipe segments throughout the system have shown areas of significant degradation. Replacing this water main in conjunction with the roadway reconstruction eliminates a failure on a newly constructed, major thoroughfare.

**Estimated Annual Budget Impact:**

Water Enterprise Fund retained earning funded the FY2020 AC pipe project; assuming these projects are borrowed debt service will increase.

**Start Date:** 07/01/2022  
**Estimated Duration:** ongoing

**Project Benefits:**

Maintains integrity of the distribution system, improves water quality, and in some circumstances enhances fire flows.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Failure to address the water main replacement in conjunction with the roadway reconstruction project may result in premature excavation of the roadway. Further, the current water main arrangement consists of two separate pipes with possibility of failure within the roadway. Abandoning one water main and replacing with one water main eliminates maintenance on an asset and improves fire flows on the southern end of the road.

**Submitted by:** DPW - Water Superintendent  
**Dept. Head:**

64
Town of Provincetown  
Capital Project Request

Department: DPW - WATER - 450  
Date: 11/30/2020

Project Title: AC Water Main Replacement  
Project Category: Infrastructure  
Basis for Estimate: past projects  
Priority Area: d. Improvement of infrastructure  

Project Type: Reconstruction/Replacement  
Department Priority: 4

Estimated Project Costs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$0.00</td>
</tr>
<tr>
<td>FY 2023</td>
<td>$550,000.00</td>
</tr>
<tr>
<td>FY 2024</td>
<td>$550,000.00</td>
</tr>
<tr>
<td>FY 2025</td>
<td>$0.00</td>
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<tr>
<td>FY 2026</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$1,100,000.00</td>
</tr>
</tbody>
</table>

Project Description:

Approximately half of the water system (107,000 linear feet or 20 miles) is comprised of Asbestos Cement (AC) pipe installed between the mid-1950s and mid-1970s. The American Water Works Association estimates AC pipe lifespan at approximately 75 years. Pursuant to the DEP grant funded water main assessment, various AC pipe segments throughout the system revealed several pipes have suffered significant structural degradation.

The goal of this project is to begin phasing in a replacement or rehabilitation schedule of AC water main over the next ten years by allocating funds within five year blocks. The phased approach allows for the potential of self performing a portion of the work, in addition to aligning the work with the DPW pavement management plan. The project would not begin until fall 2019 in order to avoid 2020 celebrations. Assuming all funding requests were approved, allocating $2,000,000 over ten years would replace approximately 8-10% of the existing AC pipe.

Estimated Annual Budget Impact:

Water Enterprise Fund retained earning funded the FY2020 AC pipe project assuming these projects are borrowed debt service will increase.

Start Date: 07/01/2022  
Estimated Duration: ongoing

Project Benefits:

Maintains integrity of the distribution system, improves water quality, and in some circumstances enhances fire flows.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Recent structural assessments performed on various AC pipe segments have shown significant degradation. The phased approach allows for the potential of self performing a portion of the work, in addition to aligning the work with the DPW pavement management plan. If not approved, the water distribution system continues to age and the pipe segments continue to degrade over time. This project was included in the capital plan and recent rate adjustments.

Submitted by: DPW - Water Superintendent  
Dept. Head:  

65
Town of Provincetown
Capital Project Request

Department: DPW - Water - 450
Date: 11/30/2020

Project Title: Well Redevelopment
Project Category: Infrastructure
Basis for Estimate: engineering estimate
Priority Area: Improvement of infrastructure

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$0.00</td>
</tr>
<tr>
<td>FY 2023</td>
<td>$350,000.00</td>
</tr>
<tr>
<td>FY 2024</td>
<td>$0.00</td>
</tr>
<tr>
<td>FY 2025</td>
<td>$0.00</td>
</tr>
<tr>
<td>FY 2026</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$350,000.00</td>
</tr>
</tbody>
</table>

Project Description:

It is recommended the well fields be rehabilitated every fifteen years in order to maintain proper capacity (pumping) in each well and inspect the well casing, screen, and associated pumping equipment. The Knowles Crossing wells and Paul Daley wells were last re-developed in 2007.

The project includes inspecting and re-developing three wells at Knowles Crossing and six active wells at the Paul Daley wellfield. Pumping equipment would be inspected/tested and replaced as necessary. The three (3) wells at Knowles Crossing Wellfield will be redeveloped with approved funding during FY21 (Spring 2021)

FY2023: Re-develop six (6) active wells at Paul Daley Wellfield

Estimated Annual Budget Impact:

Water Enterprise fund to assume debt service for project - this project was factored into rate study and subsequent rate adjustment.

Start Date: 07/01/2022
Estimated Duration: 1.5 months

Project Benefits:

Maintains water production capacity in the wells and improves water quality.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

If not approved, the wells may suffer water production capacity and water quality degradation.

Submitted by: DPW - Water Superintendent  Dept. Head:
Town of Provincetown
Capital Project Request

Department: DPW - Water - 450
Date: 11/30/2020

Project Title: SCADA System Upgrades
Project Category: Technology
Basis for Estimate: engineering estimate
Priority Area: e. Improvement of productivity/efficiency

<table>
<thead>
<tr>
<th>Estimated Project Costs</th>
<th>Project Description:</th>
</tr>
</thead>
</table>
| FY 2022 $125,000.00     | Provincetown Water Dept. recently participated in an EPA grant funded effort to identify cybersecurity vulnerabilities (over 100 utilities across the nation participated). Ultimately, the project produced a cybersecurity action plan which identifies key areas to improve security to our existing SCADA system and IT framework. As part of the action plan, approximate costs were assigned to each item identified in plan (by a third party consultant for the Town).
| FY 2023 $0.00           | The total approximate costs are $50k to rectify issues identified in the plan. However, additional funding is required to address other SCADA system integrations as part of the project such as programmable logic controllers, control panel improvements, etc.
| FY 2024 $125,000.00     | |
| FY 2025 $0.00           | |
| FY 2026 $0.00           | |
| Total $250,000.00       | |

Estimated Annual Budget Impact Amount:

Start Date: 07/01/2021
Estimated Duration: 2 months

Estimated Annual Budget Impact:
Water Enterprise fund to assume debt service for project - SCADA system improvements were factored into rate study and subsequent rate adjustment, however first $100K phase of improvements were slated for FY26; the EPA cybersecurity action plan conducted in 2020 necessitates moving project ahead of schedule.

Project Benefits:
Ensures the Water Dept. is taking necessary steps to reduce risks and improve preparation, response, and recovery from cybersecurity incidents. Improving our SCADA system security helps to safeguard overall water system operations.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Failure to fund improvements may result in cybersecurity threat(s) leading to malfunction of SCADA system processes.

Submitted by: DPW - Water Superintendent
Dept. Head:
Town of Provincetown
Capital Project Request

Department: DPW - Water - 450
Date: 11/30/2020

Project Title: Customer Self Service Portal Software
Project Category: Technology
Basis for Estimate: manufacturer
Priority Area: Improvement of productivity/efficiency

Estimated Project Costs

<table>
<thead>
<tr>
<th>FY Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
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<tr>
<td>FY 2023</td>
<td>$33,000.00</td>
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<tr>
<td>FY 2024</td>
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<tr>
<td>FY 2025</td>
<td>$0.00</td>
</tr>
<tr>
<td>FY 2026</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$33,000.00</strong></td>
</tr>
</tbody>
</table>

Project Description:

This request is to purchase software that provides Water & Sewer ratepayers an online self-service portal, allowing the ability to view water & sewer usage charges, analyze usage trends, and set up leak alerts based on known usage behaviors.

The Water Department reads meters monthly for leak detection purposes, and the monthly information is currently tracked in a spreadsheet document. The utility billing software cannot handle importing meter readings outside of the expected billing cycle (semi-annual), and therefore must be tracked separate from the billing software. The proposed customer portal software would accept the monthly read files and allow each customer to view their unique data. Project was originally slated to begin FY20, was postponed due to COVID, further postponing to FY23. Original 30K cost adjusted for inflation.

Estimated Annual Budget Impact:

Water Enterprise fund to assume debt service for project - this project was factored into rate study and subsequent rate adjustment.

Start Date: 07/01/2022
Estimated Duration: 3 month integration

Project Benefits:

Allows customers to view account details, view & pay bills online, and analyze usage trends over time. The goal of this service is to help reduce customer service calls and promote online bill-pay.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Submitted by: DPW - Water Superintendent  Dept. Head:
Town of Provincetown
Capital Project Request

Department: DPW - Water - 450
Date: 11/30/2020

Project Title: Vehicle Replacement
Project Category: Equipment-Vehicular
Basis for Estimate: Project Type: Reconstruction/Replacement
Priority Area: Department Priority: 3

Timely asset replacement to avoid future costs

Estimated Project Costs

| FY 2022 | $0.00 |
| FY 2023 | $75,000.00 |
| FY 2024 | $35,000.00 |
| FY 2025 | $0.00 |
| FY 2026 | $111,000.00 |
| **Total** | **$221,000.00** |

Project Description:

FY2022: Replacement of 2011 Ford Ranger 4x4 utility service truck delayed to FY22
FY2023: Replacement of 2011 Ford Ranger 4x4 utility service truck & replacement of 2011 Ford Ranger 4x4 pickup used for treatment operations
FY2024: Replacement of 2013 Ford F-150 4x4 pickup used for distribution system supervisor
FY2026: Replacement of 2015 Ford F-450 Service truck with crane hoist & replacement of 2015 Ford F-250 4x4 utility service truck

Estimated Annual Budget Impact:

Water Enterprise Fund Retained Earnings fund purchase; no additional annual impact.

Project Benefits:

Timely replacement of fleet vehicles ensures minimal downtime due to mechanical failures (avoids disruptions to customer service response times), and allows disposal while vehicle still has reasonable residual value

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

Submitted by: DPW - Water Superintendent
Dept. Head:
Town of Provincetown
Capital Project Request

Department: DPW - WATER - 450    Date: 11/30/2020

Project Title: Mt. Gilboa Tank Rehabilitation
Project Category: Infrastructure
Basis for Estimate: engineering estimate
Priority Area: d. Improvement of infrastructure

Project Type: Repair
Department Priority: 5 = Urgent

Estimated Project Costs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>$0.00</td>
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<td>FY 2023</td>
<td>$0.00</td>
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<tr>
<td>FY 2024</td>
<td>$0.00</td>
</tr>
<tr>
<td>FY 2025</td>
<td>$1,600,000.00</td>
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<tr>
<td>FY 2026</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$1,600,000.00</td>
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</tbody>
</table>

Project Description:

The Mt. Gilboa tank is one of two water storage facilities within the Provincetown water distribution system. The Mt. Gilboa tank is a 2.6 million gallon tank that was last fully rehabilitated in 2005; spot repairs were performed to the tank in 2015.

This project includes a full rehabilitation of the existing interior and exterior coating system. In addition to a new coating system on both interior and exterior surfaces, additional miscellaneous components would be replaced such as the existing ladder (does not meet OSHA standards), as well as the roof vent which does not meet current AWWA standards. The project time-line would be developed with the bid specifications, and occur during early spring or early fall, with an approximate 2.5 month project schedule.

Estimated Annual Budget Impact:

Debt service for this project assumed by the Water Enterprise Fund. Initial project estimates during long term capital plan development was $1.165M, however actual construction costs have risen substantially since the development of the plan and may continue to rise. Accurate cost estimates for the project will be developed ahead of FY25 CIP requests.

Estimated Annual Budget Impact Amount:

Start Date: 07/01/2024

Estimated Duration: 2.5 months

Project Benefits:

Improves water quality and preventative maintenance extends service life.

Please include any additional information such as legal obligations, public service impact, department priority, negative repercussions if not approved, possible external funding sources such as grants, etc:

If not approved, the tank will suffer further coating failure and metal loss due to existing corrosion, which may effect water quality and structural integrity of the tank.

Submitted by: DPW - Water Superintendent    Dept. Head:
Provincetown Select Board
AGENDA ACTION REQUEST
Monday, January 11, 2021

DISCUSSION
Goals and top priorities for new Town Manager
Requested by: Select Board Chair David Abramson
Action Sought: Discussion/Approve

Proposed Motion(s)
Discussion Dependent/Votes May Occur

Additional Information
- Please see attached memo

Board Action

<table>
<thead>
<tr>
<th>Motion</th>
<th>Second</th>
<th>In favor</th>
<th>Opposed</th>
<th>Disposition</th>
</tr>
</thead>
</table>
Memo

To: Select Board
From: Charles Sumner, Interim Town Manager
Date: January 6, 2021
Re: Response to Town Manager Search Committee

On December 14, 2020, the Town Manager Search Committee (TMSC) made a presentation to the Select Board relative to the status of this important project. At that time the committee felt that in order to recruit the best candidate possible, they needed clarification from the Select Board on critical present and future community needs. I bolded the questions that the TMSC raised at that meeting. They identified the first two items as overarching issues during this meeting, as follows:

1. **Issue No. 1**

   The boiler plate Town Manager’s job description does not provide the Search Committee with the necessary clarification on the key short and long term financial and non-financial community issues facing the Town, particularly for the next three years as we continue to deal with health, safety, financial and economic issues related to COVID-19. Thus, these are no ordinary times for the near future.

   For example, will the demands of the new Town Manager for the short-term require more engagement with the community to address these issues, delegating the two Assistant Town Managers more responsibility for the day to day operations? **What would be the time allocation, 70/30 or 60/40?**

   **Should the new Town Manager be responsible for the development of a community wide based 2-5 year strategic plan?** This strategic plan presented to the Select Board and working side by side with the Select Board can possibly serve as the foundation of the annual operating and capital budget development, and also serve as the basis for periodic reviews.

   **Should this following question be added to our original list?** Are you aware that the current Table of Organization has fourteen direct reports,
including the two Assistant Town Managers? As an applicant, for you personally do you require further direction from the Select Board, before accepting this position, on the key 2-5 year short and long term financial and strategic performance objectives for the new Town Manager, in order for you to determine whether the direct reports above should be streamlined in order for you to devote an adequate amount of time, effort and expertise to achieve the Select Board’s objectives set forth for you? Are fourteen direct reports the best use of a new Town Manager’s expertise, skills, time and effort to address the needs of the community and meet the objectives of the Select Board?

2. **Issue No. 2**

Lastly, we are your representatives from the community serving on this Search Committee. We can also become ambassadors to support the candidate of your choice. **Would you consider developing a statement from the Select Board for the Search Committee which sets forth a future direction for the working relationship between the new Town Manager and the Select Board?** Such a statement would be viewed as a positive action by the Select Board to clarify any uncertainties.

The following information was copied from BoardSource, an organization that supports not-for-profit organizations, which I thought might be helpful for this conversation:

Board-Staff Partnership – A strong and healthy board-staff partnership provides flexible and resilient leadership that contribute positively to the organization’s overall impact. A weak or dysfunctional partnership impedes the effectiveness of both the board and the executive and puts the organization at risk in a number of ways – lack of strategic alignment or direction, executive turnover, a toxic organizational culture, and on.

To cultivate the trust, respect, candor between a board and staff, BoardSource recommends a number of key practices, including the following:

1. **Regular check-ins between the executive and chair.** Open and consistent communications channels between the executive and board chair helps build a strong working relationship and surface issues and challenges before they get bigger.

2. **A commitment to “no surprises”.** For both the executive and the board, it’s important to share openly and honestly, including the bad news. This is especially important between the executive and the chair, who set the tone for the relationship between the executive and the board as a whole.
3. Thoughtful reflection on performance. One of the board’s essential responsibilities is to annually evaluate the executive’s performance and provide honest feedback on successes and challenges. Equally important, however, is the board access its own performance. In addition to helping strengthen board performance, it demonstrates the board’s commitment to shared leadership and responsibility.

In summary, it seems to me that Provincetown needs a high energy, communicative, collaborative and compassionate Town Manager who seeks to balance progressive initiatives within your community values. This community has high expectations for performance, transparency and accountability in the execution of these duties. The new Town Manager will need to reach out to the many constituencies to help build consensus on the community’s short- and long-term strategic direction. This person will need to be patient, understanding, accessible, visible and engaged in the community at a wide variety of levels; this will be critical before making any major changes.

3. Issue No. 3

Lastly, the Select Board did start a conversation about creating a set of critical community goals for review with the candidates for the Town Manager’s position. For conversational purposes, I am providing a few thoughts relative to critical matters for the new Town Manager in order to enhance a more robust dialogue with the Select Board on January 11, 2021, as follows:

a. Initial three months:

1. Initial necessity to meet with Town department heads and critical staff, boards and committees in order to familiarize oneself with critical community issues, projects and policy matters.

2. Pandemic Response and Recovery – Refine plan to continue the delivery of essential services to residents and the business community, while continuing to reduce the risk of coronavirus transmission in all municipal activities, properties and facilities. Communicate effectively with public, Town employees, volunteers, business community and visitors about Town policies and activities related to the pandemic. Communicate and coordinate local responses and recovery efforts with regional partners.

3. Finalize preparations for the FY2022 Annual Town Meeting warrant, operating budget and capital improvement plan.
4. Assume and complete the collective bargaining negotiations with the Town’s two union organizations.

b. 6-month period:

1. Development of 2-3 year Select Board Strategic/Vision Plan, to include issues such as community character, affordable housing, coastal management, climate change, environmental resources, community infrastructure, etc. This process would include some type of annualized retreat with the goal to thoughtfully coordinate all of your community initiatives in order to integrate the collective efforts and concerns across the organization. The product would be a consensus on priority goals that are reasonably attainable within two years. This effort would require robust feedback from all boards, committees, departments and the community.

2. Work with Select Board, staff, community and business leaders to develop a phased recovery and re-entry plan related to the coronavirus pandemic as vaccine program evolves and infection rates abate.

3. Initiate efforts to update plans to construct a new Police Department facility at 16 Jerome Smith Road. This effort will include a review of the exterior architectural elements of the structure as well as to review code compliance issues and to update the construction cost estimate for this project.

4. Review recent legislation related to the Police Reform Legislation and work to update departmental policies and procedures in order to meet State certification requirements.

c. 1-year period:

1. Present Police Station plan to Town Meeting for construction funding, after engagement of community in changes and modifications.

2. Finalize the building needs assessment study for the Fire Department to include a review of their current multiple facilities as well as additional space needs.

3. Undertake utilization plan for the former VFW property in order to implement a development strategy.
4. Complete the Hazard Mitigation plan and seek to implement Municipal Vulnerability Preparedness plan that support climate change adaptation strategies.

5. Finalize the development of the Town’s Local Comprehensive Plan in collaboration with the Cape Cod Commission.

6. Initiate a comprehensive classification and compensation study that will include a review of employee job descriptions and responsibilities.

d. 2-year period:

1. Review issues related to Town governance’s organization structure in terms of realigning organizational and direct reporting structure. This will include the identification of reforms and the development of strategies to enhance service delivery, maximize resources and streamline operations.

2. Work with the Fire Chief to develop a review of Fire Department operations relative to a transition and succession plan for the eventual planned retirement of the Fire Chief.

This is simply a brief attempt to identify what I felt, after a few months of service in your community, are some critically important management and operational matters that will immediately face the new Town Manager.
Proposed January 11 agenda item: from Louise Venden

Discuss and vote upon four key 2021 Town Wide Goals to provide focus for Town staff, Town manager search committee, and Select Board agenda establishing priorities and resource allocation. These goals will provide leadership and offer the public a vision of which areas will be receiving the most attention and resources in the next 6 months.

Housing:

*Identify costs, timing, and options for funding capital needs, debt service and reserves for Harbor Hill

Bev Gallo 11/17/20 report is attached as information to aid in meaningful discussion. I will summarize both the Capital Needs Assessment and the exploration of options for funding shortfalls based on Bev Gallo’s report before our packet is posted

*Review and finalize RFP for housing development on the VFW site

See Goldson January 27, 2020 SB presentation

*Evaluate proposals for Maushop expansion, funding, sources and other resources

CPA request 9/21/20 Town Meeting 9D

Health Care:

*Build stronger ties with Sea Shore Point and Outer Cape Health Services aimed at helping them expand and coordinating emergency, rehabilitation and other medical services

Identify Current status of OCHS Urgent Care service.

Establish relationship with Sea Shore Point to understand the Pointe Group’s future plans and ways the Town may have input and then support them

Work with OCHS and SSP to establish a list of additional rehab services that might be established at SSP like cardiac rehab, infusion therapy etc.

Identify current level of medical services provided to seasonal, nonresident people, unmet needs, options for meeting them

Economic Recovery and Support

Formulate specific action plans to provide financial support for small businesses and nonprofits and their staff

Use feedback from August 2020 Community and Business surveys
Consider actions undertaken by Mashpee (CCTimes article)

Prepare plans with alternatives on what Town services will be available depending upon the types of Covid 19 restrictions that may be imposed over the May-October, 2021 time period

Community Engagement and Communication

**Adopt Code of Conduct reviewed by SB in November**

**Upgrade remote access to Town Board meetings for members and the public**

Improve functionality of Microsoft Meetings so that video and audio connections are clear and strong and allow moderator more control.

Consider when and how to hold in person meetings in Town Hall with social distancing, plenty of air flow and other precautions.

Once even limited in person meeting are allowed, hold some board and committee meetings in places outside Town Hall...Churches, Nonprofit organizations...

**Create a more effective and broader set of communications about Town policies and actions aimed at ensuring that more people understand and may give us input as we face the challenges and opportunities ahead.**

Publish and send out via email and snail mail a one page synopsis of major Town activities bi-weekly, post them on the Webpage, FB, and at the Post Office, grocery stores, church and nonprofit websites including PBG and Chamber
Hi,

Police station, fire station assessment and housing.

Thanks,

Bobby

From: Elizabeth Paine <epaine@provincetown-ma.gov>
Sent: Monday, January 4, 2021 1:11 PM
To: David Abramson <dabramson@provincetown-ma.gov>; John T. Golden <jtgolden@provincetown-ma.gov>; Louise Venden <lvenden@provincetown-ma.gov>; Lise King <lking@provincetown-ma.gov>; Robert Anthony <ranthony@provincetown-ma.gov>
Cc: Charles Sumner <csumner@provincetown-ma.gov>
Subject: Goals

Good afternoon all,

As a reminder, I need everyone’s goals they would like included into the January 11th packet for discussion by tomorrow noon.

Thank you.

Elizabeth Paine
Secretary to the Select Board
Town of Provincetown
260 Commercial Street
Provincetown, MA 02657
ph: (508) 487-7003
fx: (508) 487-9560

Please remember that the Commonwealth of Massachusetts has deemed most email a public record.

This electronic message could be confidential and is intended for the named recipient only. If you have received this message in error, please contact by return email or telephone, and delete the copy you received. Thank you.
Diversity, Equity and Inclusion Committee

Discuss potential formation of a Select Board Subcommittee

**Requested by:** Select Board Member King  
**Action Sought:** Approval

**Proposed Motion(s)**

Move that the Provincetown Select Board create a Diversity, Equity and Inclusion Committee to serve as a subcommittee of the Select Board with membership as follows:

**Additional Information**

See attached documents.

**Board Action**

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Hi Dave,

I would like to add to next meeting's agenda a motion to create a Diversity, Equity, and Inclusion Committee that would serve the purpose of providing a sounding board for members of the community in the areas of Human and Civil Rights, and would provide reports to the Select Board for consideration for policy needs. We could consider establishing the Committee as a sub of the Select Board.

See attached sample from the Town of Dennis.

Thank you,

Lise

Lise King
Select Board Member
Town of Provincetown
260 Commercial Street
Provincetown, MA 02657
(617) 852-8600 m
TOWN OF DENNIS
DENNIS DIVERSITY, EQUITY AND INCLUSION COMMITTEE
MEMBERSHIP AND CHARGE

The Dennis Diversity, Equity and Inclusion Committee shall promote, embrace, and support the cultural enrichment of Dennis’ diverse population as an important element of a healthy and vibrant community.

The Dennis Diversity, Equity and Inclusion Committee shall endeavor to:
- Provide a welcoming environment by encouraging cooperation, trust, and respect among all and by all persons who live or visit the Town.
- Strive for a community characterized by inclusion defined as actively pursuing goals of including, integrating, engaging, and welcoming; all persons regardless of their race, color, ethnicity, immigration status, sex, gender identity, sexual orientation, age, disability, pregnancy status, or genetic information.
- Foster civic engagement and mutual respect for the contributions that every individual or group makes toward community goals.
- Support or suggest programs or activities that educate and promote a culture of tolerance and respect.

The Committee shall be comprised of a diverse group of seven (7) professionals and community members. Members shall be appointed to staggered three-year terms except the high school student who shall be appointed to a one (1) year term and alternates who shall be appointed to a two (2) year term. One member of the Select Board, one member of the police department and one member of the fire department shall serve as liaisons to the Committee. Initial membership terms are as follows:
- 1 member representing housing advocacy - two years
- 2 members from the community that are racially or culturally diverse – three years
- 1 member-at-large from the Dennis community – two years
- 1 member from the Council on Aging staff or committee (appointed by the Council on Aging Director) – two year
- 1 member from Wixon or Ezra Baker Schools staff (appointed by the principal) -three years
- 1 Dennis resident high school student (appointed by the Superintendent of Schools) – one year
- 1 alternate from the community – one year
- 1 alternate from the community – two year

Vacancies shall be filled by appointment for the unexpired term.

The Committee shall identify and make recommendations to the Select Board on resources and programs that may be implemented and or supported by the Town of Dennis to develop diversity as a strength in our community. As our nation becomes more diverse it is important that the Town provides opportunities for all people to contribute. The committee shall work locally and regionally to achieve their goals.

Adopted by the Select Board 10/20/2020
The committee shall meet as often as necessary in accordance with the requirements of the Massachusetts Open Meeting Law. Committee members shall be mindful of their attendance obligations at committee meetings as identified the Town of Dennis Select Board Guiding Principles.
TOWN MANAGER’S ADMINISTRATIVE MATTERS

Administrative Updates

Requested by: Interim Town Manager Charles Sumner

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent – votes may be taken.

A. Town Manager’s Report

Additional Information

Attached documents:
- Town Manager’s Report

(833) 579-7589 United States (Toll-free)
Conference ID: # 259 615 018

Meeting can be viewed on channel 18 or at http://www.provincetowntv.org/

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Memo

To:  Select Board  
From:  Charles Sumner, Interim Town Manager  
Date:  January 7, 2021  
Re:  Department Update Report for the January 11, 2021 Select Board Meeting  

Administration

- **COVID 19 Testing:** Senator Cyr’s staff set up a Cape-wide meeting on Monday, December 28, 2020 to discuss the use of uncommitted CARES Act from Cape Cod communities toward free asymptomatic testing on Cape Cod. There are several “Stop the Spread” sites across the Commonwealth that provide free testing to residents. Senator Cyr and Representative Peake have been working tirelessly to do the same on Cape Cod. The State did recently allocate some limited funds in order to provide low cost testing to our communities, with testing sites in Falmouth, Barnstable, Truro and Provincetown. In fact, Outer Cape Health was provided with some testing kits through January 10, 2021 that allow for testing without cost. However, the funding for this program is limited, which is problematic. Towards this end the Governor’s Office did alternatively suggest that the Cape Cod communities utilize underutilized CARES Act monies in order to allow for a free Stop the Spread testing site, which was the genesis of this particular meeting. During this meeting we were informed that the recent Federal Pandemic Relief legislation extended the period to utilize these monies from December 31, 2020 to December 31, 2021. Communities still have programmatic need related to COVID-19, so the reallocation of these funds towards free testing is no longer a viable plan. Our Legislative delegation along with the Commissioners from Barnstable County are working on some other alternatives for funding, which appear encouraging. We should have more information available within a few weeks.

- **Electric Power Supply:** The Cape Light Compact recently issued a Request for Proposals for most of the Cape and Island communities' electric power supply. All participating communities' power loads were combined in order to make the contract more attractive to the marketplace. Two RFPs were opened on
December 17, 2020 during a zoom meeting; after review by CLC staff, counsel and our consultants we unanimously voted to accept the NextEra Energy Services’ offer of $87.98/MWh (8.7998 cents/kWh), which is a reduction from the current contract of $96.51/MWh (9.651 cents/kWh). This contract is effective July 1, 2021 and runs three years through June 30, 2024.

- The Economic Development and Sustainability Committee: An initial meeting was held on December 15, 2020 and they will meet again on Wednesday, January 13, 2021 at 5:00 pm. Going forward they will be meeting on the 2nd and 4th Wednesdays of the month throughout the winter and spring.

- New Police Reform Legislation (MGL Chapter 6E, Section 5): This legislation was recently approved by the Massachusetts Legislature and sign by Governor Baker. All law enforcement agencies in the Commonwealth will be required by this legislation to be “certified” by a newly formed 9-member Massachusetts Police Accreditation Commission by July 1, 2021. This process will require a self-assessment process in order to update the department’s existing policies. Over the next several months, the Provincetown Police Department will be investing a significant amount of time in this process. The Division of Police Certification, in consultation with the Municipal Police Training Committee, will establish minimum certification standards to include a broad range of policies and practices.

- September 21, 2020 Annual Town Meeting Warrant: The Massachusetts Office of Attorney General has requested and received a 90-day extension for the review of Articles No. 15 and 17, related to climate change policy and hunting on public property. The request was based upon their need for additional time in order to further discuss the proposed bylaws consistency with State Law.

Building

- Eversource Energy Storage System at the Transfer Station at 90 Race Point Road: The installation of the fire suppression systems will be commencing this week. The interior base pads to which the Lithium Ion Batteries will be mounted have been installed.

- Building Demolitions: The Historic District Commission did not find that the buildings located at 341 Bradford qualify as historically significant buildings which reflect the historical, cultural or architectural heritage of the Town of Provincetown and granted without further delay permission to demolish them. Demolition was also granted for the accessory building located at 10-12 West Vine St.

- The Bradford Access Project of the Pilgrim Monument and Museum: The track system that will be installed between the Upper and Lower Pavilions to guide and support the tram car up and down the hill. European manufacturer’s representatives will be onsite to assist with the installation.
Compliance
• New Year’s Eve: A number of restaurants were observed with patrons inside after the mandatory 10 pm deadline. Those businesses are being fined for that activity. Retail businesses were quiet, so mask and occupancy issues were not a concern.
• Business Capacity: The Compliance Officer requested that the Health Department send out a reinforcement email to restaurants on capacity limitations. The intent of the order from the Governor is for each room within a location to be at 25% of their normal capacity (not including staff).

Council on Aging/ Human Services
• COA Board: At the end of each year, we acknowledge the work of our dedicated COA Board. One of the first non-regulatory Town Boards to resume meetings virtually last summer, they continue to demonstrate their commitment to the mission of the COA with a focus on re-envisioning the Senior Center in a way that will ensure service delivery throughout the pandemic and beyond.
• Friends of the Provincetown COA: Without the fundraising efforts of the Friends, the COA would not be able to offer all of the services and programs that we do. During the pandemic, they have been particularly responsive to changing needs and operations. They are currently conducting their annual appeal and their efforts are especially appreciated as they have had to cancel other fundraising events this year.
• Emergency Bags: After completing a staff training on emergency preparedness through the Massachusetts Office on Disability, COA staff distributed 30 free emergency “go bags” to seniors for use during power outages, sheltering events, etc. Bags included a flashlight, cellphone charger, first aid kit, multi-functional tool, water, survival gear and more.

Emergency Management/Transportation
• Pay on Foot Devices: The Provincetown Parking Department has ordered plexiglass to be put on the open side of the pay on foot machine enclosures. Although the manufacturer has explained that these systems are designed for inclement weather, the Department will be working with the Department of Public Works to have these installed for the off-season. Power remains active on all devices as updates from the host company are applied in real time.
• 2021 Parking Season: The Parking Department will be working with the Treasurer’s office to determine how to roll out the 2021 parking permits. Information will be shared as it becomes available on the Parking Department webpage.

Finance
• FY2021 Local Option Taxes: Rooms and Meals Local Option Taxes were received on December 30 for August – October 2020. Rooms Occupancy Taxes are down (4.38%) from the same period of the previous year. Meals Taxes, on the other hand, are down (45.12%).
• FY2021 Marijuana Revenue: To date, we have received $158,000 in host fees and $190,000 in local option tax. While we expect them to compare in total, these marijuana revenue types differ due to the timing of distributions from the State.

• Municipal CARES Act: The recently announced extension to the period for CARES Act spending from December 30, 2020 to December 31, 2021 unfortunately has little bearing on Provincetown as we have already spent all of the Town’s CARES Act allocation. Provincetown’s second request for reimbursement will be made at the end of January for expenditures incurred July – December 2020. We will continue to work with the State Department of A & F and our legislators as we identify additional needs.

Health
• COVID-19 / Public Health: Provincetown, along with most towns on Cape Cod, is working with the Barnstable County Department of Health and Environment to provide vaccines to our region according to the state plan, until the vaccine is available in future phases through clinics and pharmacies.

• COVID-19 / Public Health: Health Department and Community Development staff, particularly the Code Compliance Officer, continue to provide education and outreach about the many recent changes to state industry guidelines and updated orders and advisories to licensees and the general public.

• Public Health / Connectedness: Session 1 of Winter Wednesdays begins 01/18/21, and registration is currently open. For more information, or to register, go to www.winterwednesdays.org.

Housing
• CPA Grant Cycle: Applications were submitted by 12/30/20. Due to COVID, applicants could submit hard copies or electronic. They are being compiled in preparation for initial review by the Community Preservation Committee [CPC] and for a public hearing in February.

• Economic Development Grant Cycle: Applications were submitted by 12/30/20 for micro and macro economic development grants. Due to COVID, applicants could submit hard copies or electronic. They are being compiled in preparation for initial review by the Economic Development Committee.

• CHC Meeting: Prepared for Community Housing Council [CHC] meeting on 1/4/21 where they voted on Growth Management housing allocations and targeted income levels for inclusionary zoning development at 286.5 Bradford Street which includes two community housing units.

Library
• Grant Awarded: The Library has been awarded a SLIN (Small Libraries in Networks) grant in the amount of $2,665. This funding will directly off-set the Library’s annual payment to CLAMS for ILS usage and service.

• New Programs Offered: Virtual Winter Programming has begun this month. The Library is offering two reading groups, Crafty Coffee Hours, and Virtual Tech Help.
Once Winter Whenevers begins on January 18 there will be something to do every day of the week. More information on our programming available at provincetownlibrary.org/calendar.

- **Library Operations:** While the building remains closed to the public, Library staff is available by phone and online during all regular library hours (7 days a week) to offer reader’s advisory, assistance with electronic resources assistance, and help answering questions and finding answers. Wireless printing is also available. Street-side-pick-up of circulating library materials continues. Items may be requested through clamsnet.org, by calling 487-7094, or emailing pplstreetside@gmail.com.

**MacMillan Pier**

- **Office Operations:** The office on the Pier continues to be down to one staff member at a time to keep a presence on the pier and to support the Fishermen and tenants of the Pier. The support and cooperation has been great and the majority call ahead for any necessary needs.
- **Patrols:** The Harbor Master and Deputy HM continue to patrol the pier and harbor daily. And are on call each evening.
- **Fishing Fleet:** Fishing operations continue and a majority of versatile fishing vessels have stretched out their season and will continue to do so as long as they can and we will continue to support them. We are hopeful that we will be able to provide ice to them for at least a couple more weeks.
- **Restrooms:** The Public Restrooms out on the end of the pier are now officially closed for the season as of the new year.
- **Maintenance:** The West Side of the Pier is gearing up for a small project of Float Pile replacements for some of the tenants as well as the courtesy float and emergency repairs to the Transportation floats. This project should take 1-2 weeks.

**MIS**

- **New Sound System:** MIS helped coordinate the recent installation of a new sound system in the Judge Welsh Room. Cable funds were used for this project, and PTV facilitated the procurement. This new sound system is one of several improvements planned by PTV to address quality concerns for PTV broadcasts. The new sound system also offers enhancements to the process for conducting remote public meetings through Microsoft Teams.
- **Cybersecurity:** MIS is working with the Town’s auditor, CliftonLarsenAllen (CLA) to address items from the annual IT audit that is included as part of the Town’s financial audit. An external vulnerability assessment will be conducted in January 2021, and a social engineering campaign has been scheduled for March 1, 2021. MIS will be working with CLA over the next several weeks to prepare for these initiatives.
Public Works

- Town Hall HVAC Improvements: The Town has placed an HVAC contractor under contract to upgrade the air conditioning system at Town Hall to simultaneously cool upstairs and downstairs during the summer months. The contract is being subsidized by a $138,350 Green Communities Grant Award.

- Wastewater Treatment Upgrade: The project will start to transition into the mechanical equipment installation now that the Peak Flow Storage Tank has been constructed. We expect the project to take a few months of down time before the Town takes delivery of the mechanical components. The tank is still slated to come online by summer of 2021.

- Water Filter Membrane Replacement: The Town is finalizing a contract with FilmTec Corporation in the amount of $83,887 to replace 90 filter modules at the Water Treatment facility at Knowles Crossing. Given the COVID restriction the actual installation will likely be delayed until late February – early March.

Recreation

- Ho Ho Home for the Holidays Event: On Saturday December 19th, the Provincetown Recreation Department, in collaboration with the Provincetown Police Department and Provincetown Fire Department, brought the holiday’s home to all Provincetown families. Santa Claus and his Police and Fire Elves delivered wrapped age-appropriate board games to all families who registered online. As an effort to replace an annual holiday tradition, the in-person holiday breakfast, the Recreation Department coordinated this event to promote staying home for the holidays. For families that did not live in town but attend Provincetown Schools, a pick-up option was provided at the VMCC parking lot. Santa and his Elves delivered 59 board games to 43 families that either reside in Provincetown or attend Provincetown schools. A big thank you to the police and fire departments for their assistance in the event and continued support. Provincetown is very lucky to have such committed personnel and members of the community who love to give back.

- Request for Proposals for the East End Waterfront Park at 387 Commercial Street: The process is underway to engage a professional consultant team to lead a community planning process to determine the vision for the park and develop a preliminary design concept. The Town has received eight separate proposals from qualified design firms. A selection committee has been formed to review, interview and evaluate all proposals received. This group is formed of members from the working group for this property and two staff members Brandon Motta, Recreation Director and Timothy Famulare, Environmental Planner and Conservation Agent. The working group for this property consists of one member from each of the following boards: Recreation Commission, Open Space, Historical Commission, Harbor Committee and Public Landscape. The Selection Committee is scheduled to meet January 7th to do initial reviews of the proposals and rate each proposal based on experience, qualifications and approach to the project. The hope is to
have a final selection and recommendation to the Town Manager’s office by mid-February with the anticipation of starting the project in March.

**School**
- Student Body: Students and staff enjoyed a holiday break and everyone is healthy. We are monitoring COVID data carefully and are especially concerned about hospital capacity.
- FY22 Budget: Behind the scenes over the break the administrative team and assistants worked hard at preparing the FY 22 budget.

**Tourism**
- Plan your 2021 Vacation Campaign: Finalizing content for booking your Provincetown getaway now launching mid-January, the marketing will target new and repeat visitors in the tank away drive market to plan their 2021 getaway. The campaign will consist of digital, print, video and media outreach with a call to action encouraging early bookings.
- Filming in Provincetown: We have been working with 20th Century Fox Television for the filming of a Ryan Murphy series titled ‘Pilgrim’. An updated application to film was received November 30th. Town staff and Public Safety has met with the location managers to review and discuss the application to film. The proposed 2021 dates are Move-In January 25 – 29, Filming February 1 – March 6, Wrap March 7 – 13. (Some dates may change based on weather and cast scheduling) Once approved to proceed the next step is to move to a licensing agreement.
- Press Inquiries: Various media outlets have contacted the Tourism Office for Provincetown editorial inclusion resulting in the following: WBUR/NPR content for ‘Just Hope For The Best: Cape Aims to keep Visitors Coming In The Offseason, OutTraveler.com ‘The LGBTQ+ Movies and Shows Filmed in Provincetown’, Cape Cod Times ‘Looking for something to do? 7 Best Bets for Entertainment’. The Banner and Independent contact the Office regularly for tourism, business and economic information. There have been many inquires for information about the Ryan Murphy filming of ‘American Horror Story’ season 10. The only information we have shared with the press is 20th Century Fox Television has applied for the filming of the production ‘Pilgrim’.

**Town Clerk**
- Licenses: 2021 Dog Licenses are now on sale now by mail.
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:

December 14, 2020  6 pm (Regular) [ ] as printed [ ] with changes so noted

Additional Information

See attached minutes.

(833) 579-7589 United States (Toll-free)
Conference ID: # 259 615 018

Meeting can be viewed on channel 18 or at http://www.provincetowntv.org/

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Select Board attending: Chair David Abramson, Vice Chair John Golden, Members Robert Anthony, Lise King and Louise Venden

Excused:
Other attendees: Interim Town Manager Charles Sumner, and Select Board Secretary Elizabeth Paine
Recorder: Elizabeth Paine

The December 14, 2020 Provincetown Select Board Meeting is about to be convened. My name is Elizabeth Paine, Secretary to the Select Board, and I will begin by taking a roll call for quorum.

Chair David Abramson: Here
Vice Chair John Golden: Here
Robert Anthony: Here
Lise King: Here
Louise Venden: Here

In keeping with Governor Baker’s Executive Order of March 12, 2020; “Order Suspending Certain Provisions of the Open Meeting Law” – All Participation will be by Remote Access. Persons who would like to view this meeting while in progress may do so by watching on PTV GOV Channel 18, as well as the online livestream of PTV GOV

All participants have been muted at the start of the meeting. Person who would like to speak during the Public comment must do so by dialing (833) 579-7589 and entering conference number 786 772 002. To unmute, use *6, clearly state your name and wait to be called on by the Chair before beginning to speak.

Packet materials are available for viewing on the Town website. We will post a record of this meeting on the Provincetown’s website as soon as possible. If it appears the meeting cannot or should not proceed the meeting will be continued to a later date and time.

Vice Chair Golden convened the open meeting at 6:00 pm

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


B. Reappoint Michelle Jarusiewicz as Provincetown’s representative to the Barnstable County HOME Consortium Advisory Council with a term to expire on January 31, 2024
C. Appoint Thomas Jason Brown as an alternate member to the Cemetery Commission with a term to expire December 31, 2022
D. Appoint alternate member Russel L. Dutra as a regular member on the Licensing Board with a term to expire on December 31, 2023.
E. Pursuant to M.G.L. c.44, §7(1)., certified maximum useful lifetime of the Fire Department Ambulance authorized by vote of the Town passed at the Annual Town Meeting.

Without objection Chair David Abramson waived the reading of the consent items without further objection declared the consent agenda approved.

1. Public Statements – Three (3) minutes maximum. Select Board Members do not respond during public statements
   - Bob Sanborn – Executive Director of the Provincetown Business Guild - The Town of Provincetown just scored a 100 score on Human Rights HRC survey. This score goes a long way for a LBGTQ community. PBG and the LBGTQ Welcome Center is teaming up with five restaurants in Town to give back 200 meals. Many thanks to who participated in the Daniel Asher Senior Dinner
   - Maureen Travis – Provincetown resident – Clearly heard on November 23rd Mark Del Franco state “fucking cunt.” Expressed outrage by this event. John Golden took responsibility for the F word, but not the c word. It is an obnoxious term and it hurts.
   - Makala Martag – Visitor to Provincetown, love the open minded and inclusionary. When read in the Banner about the article about the female economist who resigned from the FINCOM, felt this didn’t betray the town in a good manner. Does not appear as a onetime event. There seems to be a culture of silence going on.
   - Caller – Speaking about the recent Select Board meeting and the politics that appear to be happening in town. As a concern citizen and member on serval committees, has been several complaints to these committee members. Many are afraid to speak up, and those who speak up, are labeled.
   - Michelle – Resident of Provincetown – add voice to the voices opposing misogyny of what is happening in the Town Politics. Women address a concern, is belittle or shutten up. The resigning member’s editorial makes several concerning statements.
   - Julie Knapp – Resident of Provincetown – voiced concerns about the latest controversy of comments made at the Select Board’s meeting and the resignation of the female FINCOM member. Complaints after complaints have been filed over the years, many women suffer in town have suffered. Appeals to the Select Board.
   - Alexandra – Expounded by what is happening in this town. Many people came to the conclusion to the word being spoken at the last Select Board meeting and it is being silenced. Now that I have been here and listened to Select Board meeting, it is not a welcoming environment, specifically towards women. Where is the apology towards the women who don’t want to call in and the women who have stepped down on Boards/Committees?
   - Pat Miller – Speaking as a member of the community, express frustration in the continue disrespect toward women by specific male public officials.
   - Alan Roth – Criticized the behavior of the FINCOM members and the continue behavior towards
women and anyone in town who oppose the views of FINCOM and the moderator. Feels public officials should act better.

2. Select Board Member’s Opening Statements – Five (5) minutes maximum.
   - **Robert Anthony** – On Thanksgiving Day a person had a heart attack, dispatcher instructed the person on the phone how to preform CPR, the two officers were able stabilized the person until rescue arrived. Due to these people, that person is now how with their family. Wanted to recognize and acknowledge what the Provincetown public safety accomplished.
   - **Louise Venden** – The Board is looking at adopting the Code of Conduct. Is also bothered by the current behavior that is happening towards others. Believe it is going to take more than just Government officials to try to resolve this. Feels it is time for the Select Board to set the policies that will be used to set the Town Goals over the next 6 months and years.
   - **John Golden** – Apologized again for the curse word at his phone, due to his frustration with not being able to shut off the timer. The community needs to come together as a whole to work together to figure out how to move forward.
   - **Lise King** – wanted to thank John for owning and apologizing for his mistake. I do believe him for those who are still questioning this. When I received complaints, I sent an inquiring email to the Town Manager. That internal investigation would have stayed internal if not for the investigation by the newspaper. There is a current bully environment happening right now toward women. Behavior on social media does matter. Select Board does not have the legal authority to address these issues. The Select Board does have the moral obligation, and should work toward helping heal the community. FINCOM and the moderator do not deny this behavior, they say it is their First Amendment right.
   - **David Abramson** – No comment

3. 7 PM Public Hearings – (Votes may be taken on the following items)
   A. **Curb Cut** – Continued from October 26, 2020 - Application by Lyn Plummer, requesting approval to install an 18-foot wide driveway on the front of the property located at 509 Commercial Street, Provincetown, MA in order to access the property for parking. (Assessor’s Map 15-1, Parcel 15-0-R). Request to be continued to December 14, 2020

   Assistant Town Manager David Gardner presented for staff. Staff has reviewed the application and is all supporting option 2. Applicant Lyn Plummer and Kevin Bazarian spoke about the application before the board. The original curb cut was on the west side of the property that allowed for three spots, requesting curb cut be moved and the parking under the building as the building was raised. The different options show different vegetation.

   **Public Comments: none**

   **Select Board Comments**
   Louise Venden: I support option 2.
   John Golden: there needs to be planting substantial to prevent cars parking there
   Lise King: concerned about cobblestone being turned into parking place, so also in support of making the integrity of the street facing green area prevents parking ever.
   Robert Anthony: amend the motion to include option 2.
   David Abramson: Option 2 is the option I also support.

   **Move that the Select Board vote to approve to install an 18-foot wide driveway on the front of the property located at 509 Commercial Street, Provincetown, MA according to Option 2 of the plan submitted by Coutuit.**
(Assessor’s Map 15-1, Parcel 15-0-R) and include a vegetated buffer with plantings of substantial size to the right of the driveway, to the property line, up to house and to the street. No parking is to be allowed in the vegetation area.

Motion: David Abramson
Second: Louise Venden

Roll Call Vote
Chair David Abramson: Aye
Vice Chair John Golden: Aye
Member Robert Anthony: Aye
Lise King: Aye
Louise Venden: Aye

B. Economic Development Permit 20-2005 –Brewhouse, 212-214 Commercial, by Ben deRuyter (owner), to rescind previous approval 18-4 and to replace with 20-2005, an increase in the assigned Title 5 flow to the existing property by 1,654 gallons per day.

Assistant Town Manager David Gardner introduced the application. The property originally had a redevelopment plan that included an increase of over 4K gallons. The property redevelopment is being scaled back, and the new reduced request is only 1,654. Mr. deRuyter, owner, was also present for the meeting.

Public Comments
No public comment

Select Board Comments
John Golden – does the seat increase inside?

Move that the Select Board vote to rescind EDP 18-04, AND in its place approve Economic Development Permit 20-2005 for Ben deRuyter (owner) on behalf of Brewhouse based on findings that the proposed use is consistent with the criteria set forth in Selectmen’s Policy 2019-09-23, subject to the attached permit with conditions as revised.
Motion: David Abramson
Second:

Roll Call Vote
Chair David Abramson: Aye
Vice Chair John Golden: Aye
Member Robert Anthony: Aye
Lise King: Aye
Louise Venden: Aye

4. Joint Meeting/Presentations/Requests – (Votes may be taken on the following items):
   A. Joint Meeting with Town Manager’s Search Committee – To date Summary.

Chair Rick Murray presented to the Select Board the summary to date and the questions the Committee has suggested.
The Select Board discussed their individual ideas. Member felt the memo well written and raised some good questions. Focus should be to find a good leader for the town. Vice Chair John Golden felt the TMSC was on the right tract and issues of creating short term and strategic planning a good idea. Member King is looking for someone who can have a paramount view of the what is happening in the Town. Chair Abramson is looking for someone who can engage the community as well as staff development. The Select Board agreed to discuss this further at their January 11, 2021 meeting.

B. Discuss and approve expenditures from the Emergency Response Stabilization Fund: Equipment and supplies for the New Ambulance and Pay on Foot Kiosk Infrastructure upgrade.

Interim Town Manager Charlie Sumner presented to the Select Board the Emergency Response Stabilization Fund requests.

Move that the Select Board vote pursuant to section 10(b) of An Act Relative to Municipal Governance During the COVID-19 Emergency, Chapter 92 of the Acts of 2020 (the Act). to approve the transfer of money from the Emergency Response Stabilization Fund for the purpose of:

1. COVID-19 Equipment and supplies for the New Ambulance in the amount of $30,504.33, and
2. Pay on Foot Kiosk Infrastructure upgrade, to include the POF equipment, voice annunciators and generators at the MPL and Grace Hall parking lots in the amount of $194,652.47.

Motion: David Abramson
Second: Lise King

Roll Call Vote
Chair David Abramson: Aye
Vice Chair John Golden: Aye
Member Robert Anthony: Aye
Lise King: Aye
Louise Venden: Aye

C. Review, discuss and adopt Childcare Voucher Application

Interim Town Manager Charlie Sumner presented the Childcare voucher application as well as the survey the school to the parents whose children would have been enrolled in the program.

Member Venden questioned by certain language was in the application, feels the Town needs to treat the toddler parents in the same manner as they preschool parents. Would like to refund parents to the date when the pre-school program opened.

Member Golden thanked Charlie for address the boards concerns. Member King believed the proof of residence need to exclude someone’s driver license.

Move that the Select Board vote to approve the Childcare voucher application as amended, amendments include removing request for financial support to house hold, removal driver license from proof of residence and be replace with rental license.

Motion: David Abramson
Second: Lise King
Roll Call Vote
Chair David Abramson: Aye
Vice Chair John Golden: Aye
Member Robert Anthony: Aye
Lise King: Aye
Louise Venden: Aye

D. Economic Stabilization and Sustainability Sub-committee – Update – Requested by Lise King

Select Board Member Lise King informed the Select Board that the Economic Stabilization and Sustainability Subcommittee will be meeting tomorrow and gave a brief overview of their agenda. The Board thanked Member King for her update.

E. Discuss explanation of Free COVID-19 Testing – Requested by Louise Venden

Interim Town Manager Charlie Sumner spoke with the Select Board about the testing sites that will be established on the cape. Health Director Morgan Clark stated the fee would be a sliding scale based on income.

Move that the Select Board draft an official letter to support the efforts of Senator Cyr and Representative Peake to request more funding for testing for the lower cape.
Motion: Lise King
Second: John Golden

Roll Call Vote
Chair David Abramson: Aye
Vice Chair John Golden: Aye
Member Robert Anthony: Aye
Lise King: Aye
Louise Venden: Aye

5. Town Manager Administrative Matters – Topics to include but not limited to: (Votes may be taken on the following items):
   1. Town Manager’s Report

Interim Town Manager Charlie Sumner gave the Select Board a highlighted summary of the Town Manager’s report.

6. Minutes – (Votes May Be Taken)
   1. October 23, 2020 6 pm
   2. November 2, 2020 5 Pm
   3. November 9, 2020 6 pm
   4. November 23, 2020 6 pm

Move that the Select Board approve the minutes of:
Motion: David Abramson
Second: Robert Anthony

Roll Call Vote
Chair John Golden:
Vice Chair John Golden: Aye
Robert Anthony: Aye
Lise King: Aye
Louise Venden: Aye

7. Select Board Closing Matters - Topics to Include but not limited to: (Votes May be taken on the following items)

- Robert Anthony – Apologize for not wishing everyone a Happy Kwanzaa, Happy Hanukkah, Merry Christmas, and Happy New Years. Hopefully 2021 will be better year.
- Louise Venden – Looking forward to working on policies for 2021 and moving forward.
- John Golden - This is the end of the year. Hope all of us can look back on where we were and were, we are heading and reflect on how we can make everyone’s lives around us better. Happy holidays.
- Lise King – today is the day that Biden official president elect, and Harris became official vice president elect. Democracy and our process is function and strong. Second the idea that 2021 is going to be a much brighter year for all of us. Proud to part of this community.
- David Abramson – Big thank you to the town staff, this year was like no other. I think town staff has done an excellent job on balancing. 2021 is right around the corner. But we aren’t out of the woods up. Mask up and wash your hands.

Chair David Abramson motioned to adjourn without objection

Without objection the meeting was adjourned at 9:19 pm

Minutes transcribed by: Elizabeth Paine
MODEL AGENDA ACTION REQUEST
Monday, January 11, 2021

**SELECT BOARD CLOSING MATTERS**

Closing Statements, Pending Agenda Request Items and Other

**Requested by:** Select Board  
**Action Sought:** Discussion

**Proposed Motion(s)**

Five (5) minutes maximum

Louise Venden  
John Golden  
Lise King  
Robert Anthony  
David Abramson

**Additional Information**

(833) 579-7589  United States (Toll-free)  
Conference ID: # 259 615 018  
Meeting can be viewed on channel 18 or at [http://www.provincetowntv.org/](http://www.provincetowntv.org/)

**Board Action**

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