

# Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: January 18, 2023

Re: Department Update Report for the January 23, 2023 Select Board Meeting

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## Administration

- Submitted FY24 Budget and CIP to the Select Board.
- Worked with Town Counsel and partners in Nantucket and Martha's Vineyard to submit draft Legislation to Senator Cyr, Representative Peake, and Representative Fernandes' offices to be filed with the Senate and House for An Act Amending Massachusetts General Laws Chapter 184, Sections 26, 31 and 32 to assist with making a VailINDEED-type program allowable in the Commonwealth.
- Met with consultant and Fire Department staff to continuing planning for Fire/EMS transition in the absence of LCAA as of July 1, 2023.

## Building

- Storm Aftermath: The Building Department is still collecting information and inspecting buildings adversely affected by the 12/23/2022 winter storm "Elliot". Several "emergency" permits to remove damaged materials and make safe have been issued. The Department has waived reviews of activities that may have required Historic District Commission to repair with no changes to the design of what existed. FEMA review teams have been and are continuing to visit sites that were affected by winter storm "Elliott".
- Staffing: The Department remains busy with the usual building, licensing and rental certificate inspections. We are being assisted in the Plumbing/Gas inspections by alternate inspector Michael Monaghan, while Hank Hautenen is on leave.

## Code Compliance

- New Short Term Rental (STR) certificate and fee went live on 1/19/23.
- Updates made at end of day on January 18<sup>th</sup> to implement new regulations and STR fees on January 19<sup>th</sup>.

### Community Housing

- Housing Office: Relocated from Town Hall to Veterans Memorial Community Center. Deputy Housing Director Mallory Kender's first day was 1/17/23
- Year Round Market Rate Rental Housing Trust: Prepped and participated in meeting on 1/11/23. Working with Facilities Manager Braden Witt on preparing an Invitation for Bids to replace all four roofs at Harbor Hill this Spring and prepare a capital needs assessment.
- CPA Applications: Applications were submitted 12/29/22. 6 applications were submitted with requests totaling \$1,274,580, which is approximately double the available funds. The Community Preservation Committee conducted initial discussions on 1/17/23 with a public hearing scheduled for 2/7/23.

### Council on Aging/ Human Services

- Social Services Assistance: With the end of the public health emergency declaration, many older adults will lose supplemental SNAP benefits established during the pandemic. In addition, the processing of Fuel Assistance applications for this winter is running behind. Anyone experiencing financial issues because of these changes or delays can contact the Senior Center (residents 60+ years of age) at 508-487-7080 or Gosnold Social Services (residents of any age) at 508-916-0750.
- COA Emergency Support Services: The COA offers several services to older residents in preparing for weather-related events, power outages, etc. (1) Residents on the COA Storm Reassurance Program will be contacted by staff ahead of predicted events to determine if they have adequate supplies; if not, staff will assist them in obtaining what is needed. (2) Anyone needing assistance in signing up for the Town alerts system can contact the COA for help. (3) In addition, residents of any age requiring special assistance during an emergency can register so that arrangements can be made through the Provincetown Police Department to assist them in advance. This Special Assistance Form can be found on the Town COA page or residents can call the COA for assistance. (4) These services and other pertinent information regarding sheltering, emergency preparation, etc. are included regularly in the COA monthly newsletter as well as on the Town website, the COA and Town social media pages, and local media outlets.
- Human Services Committee (HSC): The HSC is responsible for reviewing Town human services grant applications each year and developing a funding strategy. For FY2024, the HSC is recommending funding to 17 organizations in the amount of \$100,800. This recommendation will appear as an article on the 2023 Annual Town Meeting warrant. Committee members are to be commended for their diligence and commitment to this process and to the well-being of Town residents.

### Diversity, Equity and Inclusion

- Staff Training: Follow up on the cohort meeting from December 20th. The new material incorporates an introductory PowerPoint Presentation, and each module includes both

video and reading materials to address different learning styles. Begin DEI Training material for Workforce Employees.

- Equity Review: Follow-up to Build Better Tomorrow consultant on equity review; formalize proposal from Diversity Window Consultants.

### Environmental Planning/Conservation

### Finance

- OPEB Audit for FY22: Information has been provided to Segal and they are compiling the report.
- End-of-Year: W2s, 1095s and 1099s still on schedule to be mailed to employees and vendors by the end of January.
- FY24 Budget: In coordination with the Town Manager's office, Lynne Martin from MIS, and finance consultant Josee Cardinal, the FY24 budget has been compiled and uploaded to OpenGov and the budget book was submitted by the deadline.

### Harbormaster

- Harbormaster: The Harbormaster is attending the State-required Harbormaster Law Enforcement Academy January 17 through March 17, 2023 with most classes being all day Monday, Wednesday and Fridays except for 5 straight days for the weeks beginning Jan 30 and Feb 13.

### Health

- Wastewater COVID Monitoring: The Massachusetts Department of Public Health informed Provincetown Health Department and the laboratory vendor, BioBot, that the wastewater monitoring program for Covid-19 is extended for the full 2023 year and will continue to be funded by MA DPH. We have a supply of kits to continue sampling this month and expect to be restocked under this program, with weekly results posted to <http://www.provincetown-ma.gov/1391/Provincetown-Wastewater-Surveillance---C>.
- Free Trainings: The Health Department will be hosting two trainings this month, with recent press releases and social media announcements, as follows -
  - Overdose Education and Narcan Training: Monday, January 23, 2023, 10:00 a.m. – 12:00 p.m. in the Judge Welsh room, provided by AIDS Support Group of Cape Cod (ASGCC), and
  - Emergency Preparedness Training: Monday, January 30, 2023, 10:00 a.m. – 12:00 p.m. in the Judge Welsh Room, provided by Chip Reilly, Emergency Preparedness Specialist for Barnstable County.
- Rental Certificate program: Following the Select Board's 1/9/23 approval of the Board of Health's recommended rental certificate fees, public notice was posted to <https://www.provincetown-ma.gov/DocumentCenter/View/15804/Public-Notice-Board-of-Health-Fee-Changes-effective-1/19/23> for the regulations to be effective upon publication.

## Library

- 2023 Reading Challenge: The Library's 2023 Reading Challenge allows you to read books *you* choose while expanding your horizons. Discuss your choices, have fun, and win prizes! Read 12 books in 12 months. Choose your own books from 12 different categories: a novel or memoir in which the main character is over 60; a book with footnotes; a book about or set in the place you were born; a banned book; a book written before 1900; a book by an author appearing at the 2022 or 2023 Provincetown Book Festival; a book reviewed in the *New York Times Book Review*; an adventure story or family saga; a book with supernatural elements, such as vampires, witches, zombies, or ghosts; a science book (including nature); a book about a pandemic, fiction or nonfiction; a graphic novel. Participants will be able to discuss their progress on Facebook, by email, and/or via a monthly hybrid meet-up. Signing up by emailing [ncinnater@gmail.com](mailto:ncinnater@gmail.com) qualifies you for a prize upon completion at the end of the year. Monthly discussions are hybrid (in-person and on Zoom) and held on the first Friday of the month.
- Winter Wednesdays/Whenevers/Wherevers: The Winter Wednesday program begins January 18, 2023. Classes are offered in person at the Provincetown Schools, via Zoom, and in other Outer Cape towns. Registration at [winterwednesdays.org](http://winterwednesdays.org). These classes are free, and the program provides free transportation. This is a collaborative project between Provincetown Health Department, Provincetown Library, Wellfleet & Truro Health and Conservation Departments, and Provincetown Schools. The program has expanded this year due to a grant from Cape Cod Healthcare Foundation and Cape Cod Foundation.
- Ongoing Programs at the Library: Monthly Book Challenge Discussion (hybrid) is held the first Friday of the month at 10:30am, Monthly Book Discussion Group (hybrid) is held the last Tuesday of the month at 5:30pm, and Weekly Wednesday Movie Night begins at 5:30pm. Remember to check the Library's website, Facebook, and Instagram account for updates on the Library's programs, services, and resources.

## Licensing

- Licenses: Issuing Annual Licenses for 2023.
- Licensing Board: Continued discussion of potential fee changes for 2024.
- Licensing Department: Submitted annual reports for Town and Alcoholic Beverages Control Commission (ABCC) and to Town Clerk.

## MacMillan Pier

- Seaport Economic Grant Analysis: Working with Foth engineering and gearing up for future forum meetings over the winter and spring to kick off the Seaport Economic Grant analysis project.
- New Water Line: Engineers and designers continue to work on a new water line layout for the Main Pier and its tenants.

- Pier Lighting: Electrical engineers continue to work on a new lighting design concept for the entire Pier, hoping to have a draft presentation by late February, early March.

## MIS

- Network Security: We are in the third year of a three-year security assessment being conducted by CliftonLarsonAllen LLP (CLA), the Town's auditor. This year CLA is performing an internal network penetration test, after which they will provide guidance for improving our network security.
- FY24 Budget Assistance: MIS has been providing technical assistance to the Finance Department during the FY2024 budget process. This largely involves formatting departmental stories in OpenGov and preparing the Town Manager's budget book. Stories are narratives that give insight into a department's budget request.

## Public Works

- Wastewater Update: Working with the Director, AECOM and John Goodrich to develop SOP for on-site systems to connect to sewer; Board of Health sewer regulation change meeting this week. Engineering and design for wastewater expansion continues-submittal of USDA grant application for \$45 Million next week. Sent email to AECOM after discussing DBO contract options with Town Counsel John Giorgio and John Goodrich
- Trees/Shrubs Hedges: Public hearing scheduled for removal of two trees on January 26<sup>th</sup>. (5 Pearl Street and Bradford St. Extension near Meadow Road). After attending the Tree Warden Conference, we sent a request for KP Law to redraft by-laws 11-6-4, 11-6-5 and 11-6-6 in regards to obstruction of public ways by trees and shrubs.
- Buildings and Grounds: DPW continues to have meetings to discuss ways to beautify high visibility public areas throughout the year. We have identified a number of areas and we are working on a plan to identify specific tasks, as well as staffing and equipment needs. One of the areas needing immediate attention is the sidewalk areas between Bradford Street and Commercial Street. We are in conversation with GHD engineers and are hoping to have this work scheduled and completed before Memorial Day 2023.
  - New fire monitoring system is being installed at the library this week.
  - Police station is on track and will be an enclosed structure in the coming weeks.
  - DPW is working towards a May 1, 2023 re-opening of the swap shop at the transfer station. Work is being done to the layout and flow to make the swap shop more efficient and safer.
  - The Town Hall auditorium chairs are at the vendor for restoration.

## Recreation

- Youth Programming: Winter marks the beginning of our youth basketball season, with the Recreation Department providing instructional basketball to grades Kindergarten through 6<sup>th</sup> grade. All of our coaches are volunteers and all vacancies have been filled this season. Student athletes will participate in the Lower Cape Recreation Basketball League and will participate in games in Provincetown and as far away as Brewster. These primary years will build the foundation and skills needed if the young athletes choose to continue to participate in middle or Highschool sports. Also every other Friday at the Veterans Memorial Community Center, the Recreation Department will host movie nights for families of Provincetown or Provincetown schools, where parents are able to drop of their children for a 2 hour period to watch movies with their peers. This provides parents with dedicated time to go to dinner, and provide children another safe opportunity to socialize with their friends.
- Motta Field Master Planning Process: February 8<sup>th</sup> will mark the second public community meeting on the project. During this meeting, the public will see the first set of draft conceptual layouts of space within the boundary lines of Motta Field. The images that will be shown are conceptual, as they are the first pass of providing space layouts for the items identified through the initial public outreach process. Through this meeting, we will listen to the public on these layouts, gathering a consensus of the layout space, then focus on more detailed plans, such as the actual components of each space. We will bring more detailed plans to another community meeting in late March, with the final concept to be presented in May, and the Final Master Plan to be completed in May.

### Town Clerk

- Dog Licenses: Dog Licenses are now on sale. All residents are required to register their dog. Applications are available in the Town Clerk's office or on the Online Portal.
- Street Listing: The office has sent out the 2023 Census. Failure to return by the 1<sup>st</sup> Monday in June will result in removal from the voters registry.
- Election: The office is preparing for the Annual Town Election, which will be held May 9, 2023 from 7 am – 7 pm in the Town Hall Auditorium. Nomination papers will become available for the open positions on Monday, February 13, 2023. Please contact the Clerk's Office directly at 508-487-7013 for further information.