

# Memo

To: Select Board

From: Dan Riviello, Assistant Town Manager

Date: January 5, 2023

Re: Department Update Report for the January 9, 2023 Select Board Meeting

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## Administration

- The Town is developing a Complete Streets Prioritization Plan. As part of this effort, the Town is asking for input from residents and interested parties that have suggestions on where and how we can make our streets safer and more accessible. An online tool for public input will launch tomorrow, January 10, on the Town's website.
- Dec 23-24 Storm: Town Manager staff worked closely with Police, Fire, Public Works, Community Development, and other Town staff during the storm on December 23-34 to provide timely and relevant updates to the Select Board and public.
  - Pre-storm: information was posted on the Town's website and Facebook page and alerts were sent via email, text, and phone call.
  - During storm: updates were posted on the Town's website and Facebook page and multiple alerts were sent via email and text.
  - Post-storm: an update was posted on the Town's website and Facebook page and notification was sent to subscribers through the website.
- Would like to thank all of the residents and local businesses who assisted those affected by the storm by providing food, shelter, and more.
- All residents, property owners, and business owners are encouraged to register to receive emergency and severe weather alerts from the Town. Please subscribe to email, text, and phone call alerts to help you be prepared and stay informed at <https://alerts.provincetown-ma.gov/>

## Building

- Storm Aftermath: The Building Department is still collecting information and inspecting buildings adversely affected by the 12.23.2022 winter storm "Elliot". Only a few structures sustained major structural damage requiring unsafe postings. The majority of the observed damage has been to decks and bulkheads. Water intrusion into buildings was experienced by several dwellings/businesses

with a high concentration of those being located in the East End of Commercial Street.

### Community Housing

- Housing Workshop #4: Prepared and participated in workshop with Year Round Market Rate Rental Housing Trust, Community Housing Council, and Select Board on 12/19/22
- Office Space: Housing Office relocated from Town Hall to VMCC beginning 12/13/22.
- Grant Applications: CPA & Economic Development Applications were submitted by 12/29/22. Applications to be sorted and reviewed.

### Council on Aging/ Human Services

- COA Programming: The Senior Center resumed fully in-person programming earlier this year and participation is now reaching pre-pandemic levels. In 2022, over 140 programs and services were offered to older adults, caregivers and family members. Offerings included new programs in the areas of fitness, nutrition, the arts, education, and recreation. In addition, we have posted a grant-funded position for a part-time Program Assistant to help with programs. Services, including outreach, transportation, food pantries, healthcare, and more have broadened as well.
- Holiday Programs: COA staff would like to thank all of the people who reached out during the holiday season to brighten the lives of older adult residents by volunteering and providing many kindnesses. Special appreciation also goes out to all who organized, volunteered, and donated to the annual David Asher dinner in December. This year a record 175 meals were served and all were able to watch a specially-produced show on PTV while they enjoyed their meals at home.
- Mobile Pantry: In 2022, the Healthy Meals in Motion mobile pantry distributed 1,883 bags of food to 48 households in Provincetown, a 10% increase over the previous year. This unique program is offered by the COA in partnership with the Family Pantry of Cape Cod and is open to residents 60+ and to families with children. Monthly food distributions include fresh produce, dairy products, meats, baked goods and non-perishables. Much appreciation goes out to the volunteers who assist COA staff on delivery days.

### Diversity, Equity and Inclusion

- Staff Training: Follow up on the cohort meeting from December 20<sup>th</sup>. The new material incorporates an introductory PowerPoint Presentation, and each module includes both video and reading materials to address different learning styles.
- Proposal: Formalize proposal from Diversity Window Consultants.
- Board and Committee Training: Revising the development of Liaison to Board and Committee training information based on the initial cohort meeting.

### Finance

- Parking: The Treasurer/ Collector's department is preparing for the upcoming 2023 parking season. We are looking at bringing in a Parking Permit Clerk starting in April to help alleviate the workload on the Treasurer/Collector department during tax bill season which also starts in April.
- Audit: The single audit for FY2021 is finished and waiting for technical review. Quote to provide audit services for FY22, 23 and 24 has been received.
- End-of-Year: W2s, 1095s and 1099s will be prepared and mailed to employees and vendors by the end of January for calendar year 2022.
- Finance Director: Elisabeth Braccia from Melanson has been moved from full-time consultancy to on-call and Josee Cardinal is consulting on the FY24 budget preparation and book. Nick Robertson is fulfilling duties in the interim with as needed assistance from Elisabeth Braccia and/or Josee Cardinal.

## Health

- Opioid Abatement Funds: Provincetown, Truro, Wellfleet and Eastham Health Departments will be joining a meeting coordinated by Outer Cape Community Solutions (OCCS) on Friday, January 6<sup>th</sup> that includes stakeholders in the regional's Opioid Crisis. This is an opportunity to pool abatement funds and leverage the knowledgeable of "boots on the ground" non-profits and agencies involved in prevention, harm reduction, treatment and recovery.
- Grease Trap Inspection Reports: This is a once every five years inspection to ensure food services have internal grease traps and assess the external trap, both essential to preventing fats, oils and grease from fouling wastewater treatment processes. The Board of Health extended the 12/31/2020 deadline for all existing and new food establishments due to COVID; however, scheduling plumbers turned out to be a hardship for licensees. In the spirit of offering maximum flexibility, Health has allowed the restaurant managers to report on the back-of-the-house fixtures and provide their internal trap information, prioritizing the external grease trap for professional inspection. The Agent has been accepting notice from wastewater contractors that this critical inspection is on their schedule, in order to release 2023 food service establishment licenses. Health also annually reviews compliance for the routine maintenance of pumping and monitoring grease trap.
- Monitoring Infectious Agents: Through 2022 and into the new year, the Board of Health and Department continue to guide the community through infectious disease risk assessment (COVID-19, MPV) with evidence-based information and public education outreach efforts. Wastewater sampling for COVID virus concentrations has been continued through 2023, with weekly results posted to <http://www.provincetown-ma.gov/1391/Provincetown-Wastewater-Surveillance---C>. Recent weeks have shown a little uptick of virus prevalence. The Health Department has given out over 9000 free COVID-19 rapid tests in 2022 and has a new batch available for residents to pick up as needed during Town Hall business hours. MPV cases were first reported in countries where the disease is not endemic in the Spring, detected in Massachusetts May, 2022. Tracking state infection incidence from the initial case reports demonstrates the effectiveness of

public education and vaccination, with September-to-present metrics reaching “containment.”

### Human Resources

- New Hires:
  - Leslie Travers, Admin Assistant Fire Department (start day 1/3/2023)
  - Tim Famulare, Community Development Director (start day 1/3/2023)
  - Shannon Corea, Secretary to the Select Board (start day 1/9/2023)
- Interviews in progress with candidates for Deputy Housing Director position.
- Open Year-Round Positions: Currently the Town is seeking Town Engineer, Conservation Agent/Environmental Planner, Council on Aging Admin Assistant, Council on Aging On-Call Van Driver, On-Call Secretaries and On-Call Telecommunicators. Applications and job descriptions for all positions can be found on the Town’s website.

### Library

- January Movie Nights: Join us for Wednesday Night Movies at the Library! This month we are showing four snowy feature films that include a mix of drama, heart-warming comedy, and horror! This line-up has been carefully selected by Mary Alice Wells, Library staff member and film aficionado. The films start at 5:30 pm and will be shown in the following order: January 4: *Fargo* (1996; 1 hour, 38 minutes): Minnesota car salesman Jerry Lundegaard's inept crime falls apart due to his and his henchmen's bungling and the persistent police work of the quite pregnant Marge Gunderson. January 11: *Sleepless in Seattle* (1993; 1 hour, 45 minutes): A recently widowed man's son calls a radio talk-show to find his father a partner. January 18: *Winter's Bone* (2010; 1 hour, 40 minutes): An unflinching Ozark Mountain girl hacks through dangerous social terrain as she hunts down her drug-dealing father while trying to keep her family intact. January 24: *Groundhog Day* (1993; 1 hour, 41 minutes): A narcissistic, self-centered weatherman finds himself in a time loop on Groundhog Day, and the day keeps repeating until he gets it right.
- 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)
- 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: Will discuss potential fee changes on January 10, 2023.

- Licensing Department: Preparing annual reports for Town and Alcoholic Beverages Control Commission (ABCC).

### MacMillan Pier

- Pier Operations: The Pier and operations on the pier have quieted down as the season slows down for the fishing fleet.
- Storm Report: The Pier weathered the storm very well on December 23rd with no reported damage.
- Fireworks: New Years Eve fireworks went well despite the rain and fog. Big thank you out to DPW for helping to clean up the debris on the Pier from the launch area of the show.
- Winterizing: Public restrooms at the end of the Pier are closed for the winter.

### Public Works

- Police Station: Wood framing continued. Focus was on installation of the trusses above archive storage and the installation of joists and plywood. Capital Concrete was onsite to pour the elevator shaft roof and column pockets. Steel crew installed necessary beam pockets at the gable ends and sally port. Annese Electrical continued with installation of temporary power and lighting.
- 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 St and Commercial St. We are in conversation with GHD engineers and are hoping to have this work scheduled and completed before Memorial Day 2023.
  - DPW has an action plan ready to roll out on the exterior of the Freeman Street building. We will be repainting shutters and the front door, and the awning and the railings will be stripped and painted. We are also working with the landscape committee on planning the plantings in the various areas and tree trimming. This work is tentatively scheduled for April 2023.
- Wastewater Update: Working with Board of Health and Water and Sewer Board on regulation revisions as follow-up to wastewater expansion approval at Special Town Meeting. Engineering for wastewater expansion continues-submittal of USDA grant application for \$45 million next week. Discussing DBO contract options with Town Counsel John Giorgio and John Goodrich.
- Trees/Shrubs Hedges: Public hearings for removal of 2 trees- January 26<sup>th</sup>. (5 Pearl Street and Bradford St. Extension -near Meadow Road). Public forum to discuss redraft by-laws 11-6-4, 11-6-5 and 11-6-6(on obstruction of public trees and bushes) with Public Landscape Committee, Tree Advisory Committee, town officials and other interested parties; will take place in late January.
- Christmas Tree pickup began on January 3<sup>rd</sup> and will continue through February 3<sup>rd</sup>. Pickup will be on the same day as your curbside trash and recycling pickup so if your trash pickup is on Monday, your tree will also be picked up on Monday. If

residents don't want to wait for their curbside pickup day, they can bring trees to the Transfer Station, Tuesday through Saturday from 7:00am to 2:00pm. Staff there will direct people where to deposit their tree.

### Recreation

- Cannery Wharf Project Update: The Cannery Wharf Development project is now starting the permitting and review process subject to a Chapter 91 license. After initial review of Cannery Wharf's plans by Massachusetts Coastal Zone Management (CZM), which defines the majority of the park as a "Coastal Dune", there was significant concern about the proposed seawall at the edge of the park. CZM's concern is that a structure (the seawall) on a coastal dune could cause an adverse result in a wave movement. Since the park is defined as a Coastal Dune, CZM is recommending changing the bulkhead to incorporate more soft and natural barriers such as dunes and/or pilings to prevent any damage. Taking into consideration that pilings and boardwalk materials are more difficult for the Town to maintain, Town staff and Weston and Sampson are working together with CZM to find a solution that incorporates both.
- Motta Field Master Planning Process Update: Over the course of the previous two months, the Town and the planning consultant Weston and Sampson have been leading initial community planning efforts via community meetings in person, and remotely. We have had meetings at Motta field, the Community Center, the Stop and Shop and are scheduled to have the last community input meeting at Seashore Point on January 12<sup>th</sup>. Weston and Sampson will take all the feedback received over the past two months and start initial developments of conceptual ideas for Motta field. These conceptual ideas will be presented at a community meeting on February 8, 2023 at 6:30pm at Provincetown Schools' Fishermen Hall at 12 Winslow Street. This meeting is to gather further community input and to look at space arrangements within the field. From this meeting, Weston and Sampson will continue to define the Master Plan of Motta Field by holding two more community meetings, continuously defining the design as a result of public feedback.

### Tourism

- First Quarter 2023 Ad Campaign: The focus of the first quarter marketing is planning your 2023 adventures in Provincetown. The campaign launched on January 1, 2023. It includes print, programmatic digital, social media, podcasts, and national radio. We will be present in new publications reaching new audiences. We have expanded podcast advertising, included new and innovative tactics, and put our finger on print and digital publications to expand the target demographic reach to include the BIPOC community and ages 18 to 75.
- Fiscal Year 2024 Tourism Marketing Grant Program: We received 45 applications, 33 Event Marketing Grants and 12 Matching Marketing Grants. The Visitor Services Board is reviewing and evaluating all the applications in preparation for their January 23, 2023 meeting to discuss each application and make recommendations for the Select Board's approval.

### Town Clerk

- Dog Licenses: Dog Licenses are now on sale. All residents are required to register their dog. Applications are available in the Town Clerks office or on the Online Portal.
- Street Listing: The office is preparing to send out the 2023 Census. We anticipate mailing them out to residents by the third week of January.
- Election: The office is preparing for the Annual Town Election.