

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: April 5, 2023

Re: Department Update Report for the April 10, 2023 Select Board Meeting

Administration

- Thankful for a successful Town Meeting with 582 registered voters and another nearly 100 attendees.
- Town administration and Fire Department staff met with Lower Cape Ambulance staff and board members to continue contract negotiations and hope to have a draft to review in the next week or two.
- Town administration and Town staff met with members of the Pier Corp and are working on a draft updated Marine Services Agreement.
- Town met with CCRTA to discuss new proposed early morning and late night service and hope to have a final schedule to begin sharing and promoting publicly in the next week or two.

Community Housing

- Economic Development Grants: Select Board approved all the Economic Development Committee's recommendations for grant awards on 3/27/23; award letters were sent out on 3/31/23.
- Harbor Hill: Remediation was completed on 3/28/23. Electricians began on 3/29/23. Bids for remaining emergency repairs are due by 4/6/23.
- Short Term Rental Analysis: Participated in meeting with Town Staff and UMass staff and have provided them with additional information on housing projects, past studies, etc.
- Regional Housing Planning: Participated in a meeting with representatives from the Cape Cod Commission on 3/28/23 to discuss their regional planning initiative including the Town data profiles.

Council on Aging/ Human Services

- Volunteer Recognition: April is National Volunteer Month and each year the COA staff hosts an event to honor our many volunteers. Much appreciation goes out to

all of the volunteers whose commitment, energy and caring hearts enable us to offer so many vital programs and services at the Senior Center.

- Human Services Office Hours: Several human services agencies offer office hours to Provincetown residents of all ages at the VMCC including Cape Cod Children's Place, Gosnold on Cape Cod (counseling and social services assistance), Independence House, Mass. Dept. of Veterans Services Town Veterans Agent, and the U.S. Dept. of Veterans Affairs Vet Center Social Worker. In addition, SHINE volunteers offer free health insurance counseling to residents with Medicare and South Coastal Counties Legal Services provides elder law consultations to residents 60+. For more info: 508-487-7080.
- VMCC Drop-Off Site: Residents can bring used flags for proper disposal as well as used eyeglasses for distribution to those in need to the VMCC. Many thanks to Shawney Carroll, Veterans Agent, and the Provincetown Lions Club for providing these services.

Diversity, Equity and Inclusion

- Staff Training: Completed training information for DPW, Parking and Recreation summer staff. Revising the final draft of the group training PowerPoint presentation at the request of Recreation Director Brandon Motta for a younger group. Upcoming training dates: DPW on April 14, Parking on April 28 and Recreation in June.
- Training Overview: Met with Dan Riviello to discuss the final cohort training, finalize the PowerPoint presentation group training information, confirm that this final phase will use part of the weekly staff meeting to complete the training. Will discuss disseminating Certificates for completion.
- Equity Audit Review: Continued development on the detailed timeline for the equity audit review.

Environmental Planning/Conservation

- Staff Addition: Melyssa Millett has been hired as the new Environmental Planner & Conservation Agent, starting on April 12th. Since September 2020, Melyssa has served as the Assistant Conservation Agent for the Town of Harwich and will bring excellent qualifications and relevant experience to Provincetown.

Finance

- Audit: Continue work on FY22 audit.
- Financial Forecast: Work on Five Year Financial Forecast – editing stage.

Harbormaster

- Training: Harbormaster: Mass DEP is hosting marine oil spill training on MacMillan Pier and in the area of the wave attenuator on Tuesday, May 23, 2023. This training is available for all first responders in Provincetown, Truro and Wellfleet.

- Moorings and Kayak Racks: Beach kayak rack, beach boat, dinghy dock and mooring permit applications will be accepted beginning Wednesday, April 12, 2023 at 8am in the Harbormaster Office.

Human Resources

- Hired: Melyssa Miller, Environmental Planner/Conservation Agent (start date: 4/12/2023)
- Fire Department (8 openings) - 41 Firefighter EMT/Paramedic Applications (7 Paramedic, 34 EMT, Preliminary application review started)
- The Town is currently advertising for the follow open year-round positions:
 - Assistant Tourism Director (18 applicants, 2nd round Interviews in process)
 - Communication Specialist/Telecommunicator (4 applicants, interviews in process)
 - Deputy Housing Director
 - DPW Meter Repair Person
 - Assistant Library Director (8 applicants)
- Open Seasonal and Part Time Positions Include:
 - Council on Aging On-Call Van Driver
 - DPW Seasonal Positions
 - Highway Department Laborer (2 openings, 2 applicants)
 - Transfer Station/Sanitation Laborer (1 opening, 1 applicant)
 - Comfort Station Attendants (6 openings, 9 applicants)
 - Beautification Maintenance (3 openings, 3 applicants)
 - Groundskeeper Maintenance (1 opening)
 - Parking Seasonal Positions (16 Openings, 19 Applicants)
 - Pier Openings (9 Openings, 7 applicants)
 - Police Department Seasonal Police Officers and Community Service Officers (14 Openings, 7 Applications)
 - Recreation Seasonal Positions and Behavioral Aides (11 Openings, 16 Applicants)
 - Rescue Summer Standby (23 Applicants)
 - On-Call Secretaries
 - On-Call Telecommunicators.
- Applications and job descriptions for all positions can be found on the Town's website.

Library

- Dramatic Reading Workshop: Join Pat Bruno, veteran actress with the Provincetown Theatre Company (1981-1993) for a Dramatic Reading Workshop Wednesdays starting April 5 and continuing until May 31. Participants will explore reading for an audience and honing skills and improving techniques for reading aloud, whether it be reading a story to a child, auditioning for a play, reciting a poem, or reading during the Moby-Dick Marathon. The workshop will take place in the Library's Bowspirit Room. Open to all - join at any time!

- April Wednesday Movie Nights: Join us for Wednesday Night Movies at the Library! In celebration of National Library week, this month we are showing four feature films that take place in libraries! This line-up has been carefully selected by Library staff members. The films start at 5:30 pm and are being shown in the following order: **April 5:** *Party Girl* (1995; 1 hour, 34 minutes): A 20-something, irresponsible party girl is bailed out of jail by her librarian godmother. To repay the loan, she starts working at the library and gradually turns her life around. **April 12:** *The Breakfast Club* (1985; 1 hour, 37 minutes): Five high school students meet in Saturday detention and discover how they have a lot more in common than they thought. **April 19:** *Desk Set* (1957; 1 hour, 43 minutes): Two extremely strong personalities clash over the computerization of a television network's research department. **April 26:** *The Public* (2018; 1 hour, 59 minutes): An act of civil disobedience turns into a standoff with police when homeless people in Cincinnati take over the public library to seek shelter from the bitter cold.
- Moby-Dick Marathon: The Library will host our quasi-annual Moby-Dick Marathon on Friday, April 28 from 10am to 5pm, Saturday, April 29 from 10am-10pm, and Sunday, April 30 from 10am-5pm. To sign-up to be a reader please email ptownmoby-marathon@gmail.com to be assigned a five-page section of the book to read aloud.

Licensing

- Licenses: Seeing a lot of special license applications for events.
- Licensing Board: Approved Seasonal Alcohol License renewals.
- Licensing Department: Issuing licenses for businesses readying for 2023 season. Attending an ABCC training on 4/12/23 in Barnstable.

MacMillan Pier

- Spring Clean-up: The Harbormaster Office trim is being painted as well as jib hoists, bollards and reserved areas on the pavement.
- Water Main Project: Met on April 4th with GHD designers and engineers. Will hold a meeting with DPW, Water Department and a few Pier Corp members. HM Don German will be present as well. Also, on topic in this meeting with GHD is the Lighting Design and Switch Gear Replacement Project.
- Safety: This week 24-30" life rings will be purchased for the pier as well as two 4 x 4 signs for the end of the T head for transient boats. They are asked to call the office for proper placement dockage and registration of proper documentation.
- Added Pier Project: Started discussion with FOTH Engineering regarding West Bulkhead Dredging. Shooting for mid fall or early winter 2023.

Parking

- Parking rules and regulations are now in effect on Commercial St. Users are reminded to read all signs and markings and park vehicles only in properly designated areas.
- RV/Camper Parking Permit lottery closed and 15 were chosen for spots.

- Flash onsite in Town all week upgrading, installing, and testing equipment at lots to ensure license plate readers work correctly ahead of May 1.

Public Works

- Wastewater Update: \$45 million USDA grant application submitted; due to large amount requested; application will be sent to Washington DC; we expect to be notified of funding this summer. Working on DBO contract with KP Law, Environmental Partners and John Goodrich; adjusting schedule to meet USDA grant award announcement. Central Vacuum Independent Study- met with Environmental Partners to discuss; workshop planned with AECOM and final report expected in June 2023.
- Beautification of Downtown Corridor: DPW staff will be working on the exterior stairs of Town Hall, power-washing and painting at Municipal Parking Lot and working with Public Landscape Committee to finalize beautification plans. Standish Street sidewalk will be resurfaced with asphalt as a temporary measure to deal with current safety issues, particularly near Commercial Street intersection. This temporary sidewalk paving will be completed prior to Memorial Day. The final sidewalk will be constructed of brick or concrete when the Standish Street paving project is done in 2024.
- Chapter 91 Issues: DPW has invited MassDEP Waterways Regulation Program to do a training with staff on Chapter 91, with specific attention to the town issuance of licenses to properties in the intertidal zone. We will be setting a date for this training in the next few weeks.
- Harbor Plan: Providing feedback to the Harbor Committee on the redrafting of the Provincetown Harbor Plan. The Harbor Plan was approved for 10 years, we are discussing why some members believe that the plan should be approved, after only 5 years since the plan was approved.
- Envisio/Public Dashboard: A bare-bones initial Public Project Dashboard is now on the DPW website. We will be updating this dashboard on a regular basis, adding all projects that DPW is working on.

Recreation

- 5th Annual Spring Celebration: Although it did not feel like Spring was in the air, the families of Provincetown got together and enjoyed the 5th Annual Spring Celebration on Sunday, April 2nd, 2023 from 9AM to 11AM at the Pilgrim Monument and Provincetown Museum.
- This event is hosted by the Provincetown Recreation Department, Provincetown PTA, Seashore Point and the Pilgrim Monument and Provincetown Museum. For the fifth year in a row, families and children of Provincetown and neighboring communities gathered to do an egg hunt, take photos with the Bunny, eat some goodies and enjoy free access to both the Monument and the museum. Despite the windy weather that day, over 70 families attended, including 120 children, making it another success. A huge shout out to all our co-hosts for making this year's event another success and the volunteers of Provincetown PTA and Provincetown Schools National Junior Honor Society.

- Seasonal Staff Update: For the first time in three years, the Recreation Department has received more seasonal applications than spots available to work this upcoming season. The Department has received 16 applications for the 11 available spots to work as seasonal counselors in our annual children's summer program. These young adults will be asked to work a ten-week summer program from 8am-4pm Monday through Friday in order to provide childcare over the summer months while school is on break. The Department, along with the Human Resources Department, will be conducting interviews in April, with the intention to send along seasonal hire recommendations to the Town Manager's office by May 1st.

School

- Primary Years Program Math Family Night: On April 4th, a Math Family Night was held in our Library and Cafeteria from 4 p.m. to 5 p.m. A large number of parents and students attended the festivities.
- Middle Years Program Community Projects: MYP3 students presented their community projects in the library from 1:15 - 2:45 p.m. on April 5th. Parents and community members attended.
- Pop Up Fundraiser: This event will be on Wednesday, April 26th at the Provincetown Brewery from 5:30 – 8:30@ \$30/person. Sloppy Joe sliders, whole grain pizza slices, 5 cheese mac and cheese, rocket lemon salad, tater tots, and Irish cream chocolate pudding will be served.
- Upcoming Events: Once on This Island Jr Musical will be on May 12th and 13th at 6:30 p.m. MYP 3 students are traveling to London from May 18th to 25th.

Tourism

- Shop Local Provincetown: We are running a 90-day Shop Local Provincetown campaign on CapeCod.com, Cape Cod Broadcasting Media's news center; they publish daily news briefs and lifestyle and entertainment keeping southeastern Massachusetts residents and Cape Cod enthusiasts aware of activities on the Cape. The campaign launched on April 1, 2023 and will run through June 30, 2023. The ads will profile the readers to consider visiting for daytrips in springtime and summer for shopping and dining, enjoying the galleries and local attractions, with the possibility of overnight stays too. During the second quarter of 2022, there were 793,782 unique visitors to CapeCod.com and an additional 103,946 daily email recipients. We will be reaching nearly 900,000 digital readers.

Town Clerk

- Annual Town Election (ATE) on May 9th, 2023: The ATE Ballot will be posted and published on Friday, April 7th. Please contact the Clerk's Office directly at 508-487-7013 for further information.
- Town Meeting: The Clerk's office is busy working on the necessary documents following the Annual Town Meeting for submission to the legislative body and Attorney General's Office.

- Voter's Status: Residents who wish to participate and vote in the May 9th Annual Election and are unsure of voting status, can look up their voting status at www.sec.state.ma.us or call the Clerk's office directly.