

# Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: March 22, 2023

Re: Department Update Report for the March 27, 2023 Select Board Meeting

---

## Administration

- Town Meeting Forum was held in the Auditorium at Town Hall and online via Microsoft Teams on Wednesday, March 22. A recording of the forum is also available on the Town's website.
- Mailers with important information about Town Meeting and Town-sponsored Articles of note was mailed to registered voters in Town. Signs with information about Town Meeting are also posted in prominent locations around town.

## Building

- Storm Aftermath: Repairs continue to be made to the structures adversely affected by the 12.23.2022 winter storm Elliott. As debris has been removed and the buildings have been more closely observed for damage, the overall impact has been less structural to buildings than the 01.04.2018 storm.
- CRS (Community Rating System): Annual recertification is commencing. Under the CRS, flood insurance premium rates are discounted to reward community actions that meet the three goals of the CRS: (1) reduce flood damage to insurable property; (2) strengthen and support the insurance aspects of the NFIP; and (3) encourage a comprehensive approach to floodplain management. The Town currently maintains a Class 8 certification.

## Code Compliance

No report.

## Community Development

- The Cape Cod Commission awarded the Community Development Department a grant of District Local Technical Assistance (DLTA) funds in the amount of \$22,000 to develop Model Tools to Support Year-Round Housing Occupancy and to Incentivize Dormitory or Employee Housing. Specifically, the funding would be for consulting services to carry out two scopes of work: 1) to create a model deed

restriction and other tools to encourage the use of existing housing inventory to expand opportunities for year-round occupancy; and 2) to draft a proposed amendment of the Town's zoning bylaw to provide incentives for developers to create dormitory or employee housing.

### Community Housing

- Year Round Market Rate Rental Housing Trust: Prepped and participated in meeting on 3/16/23. Focus was on recommendations on all housing related articles for the Annual Town Meeting.
- Year-Rounder's Day on Saturday, March 11, 2023: Had a housing table with other housing agencies including Homeless Prevention Council and Community Development Partnership and adjacent to the Housing Authority. We distributed housing information and resources and responded to questions from participants.
- "Funding for Housing Development" Training session: participated in remote session on 3/14/2023.
- HOME Consortium: Participated in remote monthly meeting. Discussion focused on rising Total Development Costs [TDC] regionally and statewide. TDC has jumped from typical \$350,000 - \$450,000 per unit, to Cloverleaf in Truro @ \$616,387, 3 Jerome Smith in Provincetown @ \$594,018, and Juniper Hill in Wellfleet @ \$733,935.

### Council on Aging/ Human Services

- Year-Rounders Festival: COA staff had a table at this year's festival again, sharing information about programs and services. We appreciate all of the work that the organizers and volunteers did to continue the tradition. It is a great opportunity to meet residents, answer questions and get the word out about all that is offered at the Senior Center.
- Fuel Assistance: The Fuel Assistance deadline for applications for the 2022-2023 winter has been extended to May 12. Residents of any age are encouraged to call the Senior Center to apply: 508-487-7080.
- SHINE Volunteer: SHINE (Serving the Health Insurance Needs of Everyone) is a state program offering free, confidential insurance counseling regarding Medicare options to beneficiaries and their families. The Provincetown Senior Center is fortunate to have two excellent volunteers offering assistance in-person monthly. Residents can contact the Senior Center for an appointment: 508-487-7080.

### Diversity, Equity and Inclusion

- Staff Training: Finalizing cohort training.
- Equity Audit Review: Working with Earl Hinton to review detailed timeline and recommendations for equity review with Town Manager and Assistant Town Manager.

### Environmental Planning/Conservation

No report.

## Finance

Town Meeting: Continued preparation for Town Meeting.

Audit: FY21 audit presentation scheduled for 3/27 Select Board & Finance Committee joint meeting.

Finance Committee: Reestablished regular reporting with the Finance Committee.

Budget Monitoring: Preparing for end of 3<sup>rd</sup> quarter with department reports and budget analysis.

## Harbormaster

- Harbormaster: Completed Law Enforcement Academy on March 17, 2023, with MGL Chapter 90B training tentatively scheduled for next Fall.
- Courtesy Dock: The Provincetown Public Pier Corporation is asking that responsibility for the Town's Courtesy Dock be turned over to the Harbor Committee. Negotiations for this transfer of responsibility will take place soon.

## Health

- COVID Update: On March 15, 2023, The Healey-Driscoll Administration announced that the state's COVID-19 public health emergency will end on May 11, 2023, to align with the end of the federal public health emergency. The Health Department COVID-19 Information webpage is updated with these announcements and links to MA Department of Public Health, U.S. Centers for Disease Control and other agencies for sourcing up-to-date information. Ending the COVID-19 emergency declarations does not mean the virus has been eradicated. States of emergencies are intended to be temporary; three years on from the start of the pandemic, we are now in a very different place now with the availability of vaccines, tests and effective treatments.
- Board of Health: The board has updated three sections of its local regulations, beginning with the rental certificates program in public hearing December 15, 2022, followed by Sanitary Sewage Disposal and Wastewater Flow Allocations in public hearing January 19, 2023 and most recently, the regulation of Body Arts in public hearing on March 16, 2023 (see <http://www.provincetown-ma.gov/1419/Proposed-Regulations>). Staff has operationalized regulation changes as necessary in online applications and inspection processes.
- Health Department Regional Efforts: The Outer Cape Health Departments, working with the Barnstable County public health nursing program and the extension service have launched weekly nutrition education and wellness clinics every Wednesday at the Provincetown Library, 10:30 am – 12:30 pm through mid-June. Come for "Ask a Nurse" hypertension support, blood pressure and glucose screenings along with healthy diet education. This is an education effort based on cluster of health metrics known as 'metabolic syndrome' – risk factors that elevate heart attack, stroke and T2 diabetes. We have asked to add cholesterol screening to some of the dates in the 16-week program and hope these efforts raise awareness of the diet/fitness connections to healthy living. The Outer Cape Health agents have set these sessions up in Orleans, Eastham, Wellfleet and Truro. Folks can attend in any location.

## Human Resources

- Hired: Paulo Salvador, Community Development Admin Assistant with a start date of April 10<sup>th</sup>.
- Fire Department (8 openings) - 41 Firefighter EMT/Paramedic Applications (7 Paramedic, 34 EMT).
- The Town is currently advertising for the follow open year-round positions:
  - Senior Project Manager for DPW (interviews in process)
  - Conservation Agent/Environmental Planner (2<sup>nd</sup> round of interviews in process)
  - Assistant Tourism Director (13 applicants, Interviews in process)
  - Communication Specialist/Telecommunicator (4 applicants, interviews in process)
- 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, 8 applicants)
    - Beautification Maintenance (3 openings, 2 applicants)
    - Groundskeeper Maintenance (1 opening)
  - Parking Seasonal Positions (16 Openings, 15 Applicants)
  - Pier Openings (12 Openings, 5 applicants)
  - Police Department Seasonal Police Officers and Community Service Officers (14 Openings, 7 Applications)
  - Recreation Seasonal Positions and Behavioral Aides (11 Openings, 8 Applicants)
  - Rescue Summer Standby (14 Applicants)
  - On-Call Secretaries
  - On-Call Telecommunicators.
- Applications and job descriptions for all positions can be found on the Town's website.

## Library

- 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 [ptownmobymarathon@gmail.com](mailto:ptownmobymarathon@gmail.com) to be assigned a five page section of the book to read aloud.
- Crafty Coffee Hours: On Fridays through April 21 from 10am to noon the Library will continue to host Crafty Coffee Hours. Come join this casual and fun crafting group, have some coffee, and enjoy baked goods. Crafting supplies provided and special skills not required.
- New Catalog for Library Users: All CLAMS libraries have migrated to a new and improved online catalog called Aspen. Go to [provincetown.clamsnet.org](http://provincetown.clamsnet.org) for more information and to login.

### Licensing

- Licenses: preparing for Seasonal Alcohol License renewals for 2023.
- Licensing Board: Voted to recommend Article 25. Voted to amend license fees.
- Licensing Department: Parking permit issuance is in full swing.

### MacMillan Pier

- Audit: The Pier Office is currently under audit with CliftonLarsonAllen.
- Water Main and Lighting Project: There will be an upcoming meeting with engineers and designers from GHD. The meeting will be on April 4<sup>th</sup> at 10am. HM Don German will take the engineers and designers for an under the Pier view via HM Boat. Members from The PPPC will also be in attendance.
- Lighting Design Concept: The Electrical Engineers from GHD will have a walk-through early April at dusk. We will also invite Town Manager, Assistant Town Manager and Select Board, as well as members from the Pier Corp. This is for the new lighting design concept for The Pier.

### MIS

No report.

### Parking

- Flash on site this week at MPL and Grace Hall.
- Upgrading and replacing camera system to improve the reading of license plates for passholders.
- Upgrading cashier kiosks.

### Planning

- Zoning Bylaw Amendments: The Planning Board made its recommendations to Town Meeting for Zoning Bylaw Amendment warrant articles and warrant articles relating to land use at its March 23, 2023 public meeting.
- Affordable and Inclusionary Housing: The Planning Board approved the site plan and special permit for a six-unit development that includes one affordable unit located at 27 Winthrop Street.
- Historic Preservation: The Historic District Commission anticipates reviewing an application at its April 5, 2023 public hearing for redeveloping a portion of the property at 227-229 Commercial Street that includes constructing a building designed to look like a portion of the Colonial Cold Storage Company plant that was demolished in 1947.

### Public Works

- Wastewater Update: See attached March 2023 Quarterly Update Report from DPW Sewer Team.

- Beautification of Downtown Corridor: Our Facilities Manager, Braden Witt, continues to move this project along. We are working with many Town committees and identifying ways to work together to beautify the downtown corridor
- Standish Street Paving: Will likely not happen until fall. Due to safety and accessibility concerns, we may look at temporary asphalt patching on some of the worst sections of the sidewalk nearest Commercial St to ensure safety through this summer season.
- Chapter 91 Issues/219-227R -Commercial Street: Working with KP Law to determine ownership of beach properties on Commonwealth Tidelands and responsibilities of property owners for maintaining their properties. In particular, we are looking at the stretch of properties from 227R Commercial Street to the Post Office and how to improve cleanliness in this area. DPW will be cleaning up beach area on 03/22. This includes removing debris behind 227 Commercial Street and the US Post Office. Seaman's Bank has cleaned up the area behind the bank and their parking lot

### Recreation

- Cannery Wharf: As reported previously, Cannery Wharf has been in preapplication meetings with DEP and CZM since December. As a result of the site being designated as a coastal dune, the Town has been working diligently to adjust the shoreline portion of the site design, as required by state reviewing agencies. The original design of a 3-foot bulkhead along the shoreline, with a ramp cut in the bulkhead, has been modified to be able to handle future storms and high-water events. As a result, ADA access will change from a direct path to the shoreline, to a more "Z" formation pathway to help with grade changes, primarily to help with the high-water events. By doing so, the waves will have a perpendicular path which makes the site less susceptible to flooding. The Town had a great meeting with DEP and CZM on Tuesday, March 21<sup>st</sup> to show those adjustments, and it is the intention for the Town to submit these plans to start the lengthy permitting process. The intention of these preapplication meetings was to help ease some lengthy review times in our permitting schedule. The Town is still estimating that this project will endure a full 12 months of permitting before construction can begin.
- Spring Offerings: The Provincetown Recreation Department will kickstart the spring season with their 5<sup>th</sup> Annual Spring Celebration Event on April 1, 2023. This will take place at the Pilgrim Monument and Provincetown Museum from 9AM-11AM. All families are encouraged to come celebrate with the Bunny and participate in an "Eggs-travagent" egg hunt. Coffee, pastries, and candy will be provided by Seashore Point and the Provincetown Schools PTA. Later in the month, Provincetown Recreation will also provide a Family Movie Night for Provincetown Families and School Children on April 28<sup>th</sup> at the Fisherman's Hall Auditorium. An April Vacation Program and an array of Spring Sports will also be provided for children in all grades here in Provincetown.

## School

- MCAS: Students in grade 3 - 8 will be taking the English Language Arts portion of the MCAS test on March 28th and 29th.
- PYP Math Family Night: On April 4th, a Math Family Night will be held in our Library and Cafeteria from 4 p.m. to 5 p.m.. Based on the previous Literacy Family Night, we anticipate a large number of parents and students will be attending the festivities.
- MYP Community Projects: All MYP3 students will be presenting their community projects in the library from 1:15 - 2:45 p.m. on April 5th. Parents and community members are invited to attend.
- Animators at the CCMA: The Cape Cod Museum of Art is holding its annual Through Young Eyes exhibition and this year they are adding video for the first time! Our animation design class all worked together on a one minute short, which will be shown at the CCMA from March 15th - May 27th. Here is the link, [https://youtu.be/ryWsx-MoE 0](https://youtu.be/ryWsx-MoE0).

## Tourism

- Assistant Director of Tourism Search: Drew Wander's last day of work was March 15, 2023. The open position was published in the Independent newspaper and on the Town of Provincetown website, as well as circulating on LinkedIn. The due date for applications was Friday, March 10, 2023. We have received 13 applications and the HR Manager and I are reviewing them to identify the most qualified candidates to interview. We will be organizing an interview panel to support the process. Drew will stay on as a contractor for projects working up to ten hours weekly through the end of the fiscal year.
- ATM VSB Public Hearing: The Visitor Services Board held a public hearing on Tuesday, March 14, 2023 to review the Annual Town Meeting Warrant Articles and make their recommendations.
- RFP: The Request for Proposals for a Digital and Social Media Relations contract due date was Wednesday, March 22, 2023. A committee will convene to review the proposals and schedule interviews the week of April 24, 2023. The anticipated start date for the new contract is on or before July 1, 2023.
- Film Project: A small film project titled "Whoosh" by George Media, with a crew of three people, took place on Wednesday, March 22, 2023. The project is for a fitness video with still photography as well as and some short video clips for promotional use. A Police Detail Officer was provided to accompany the crew for the entire day.

## Town Clerk

- Annual Town Election: The election is on May 9, 2023. Annual Town Election Ballot is being finalized. The last day to object or withdraw is April 6<sup>th</sup>. Please contact the Clerk's Office directly at 508-487-7013 for further information.
- Town Meeting: The April 3, 2023 Annual Town Meeting warrant is closed. Residents who wish to view the warrant can view it online or in the Clerk's Office of Town Hall.

- Voter's Status: Residents who wish to participate and vote at the April 3<sup>rd</sup> Annual Town Meeting and May 9<sup>th</sup> Annual Election and are unsure of voting status, can look up their voting status at [www.sec.state.ma.us](http://www.sec.state.ma.us) or call the Clerk's office directly.