

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: March 8, 2023

Re: Department Update Report for the March 13, 2023 Select Board Meeting

Administration

- Staff continue to have open and ongoing dialogue with members of the Fire Dept, Lower Cape Ambulance Association (LCAA), and other stakeholders as we begin contract negotiations to extend LCAA's service for an additional 3 years.
- Staff continue working on job descriptions for drivers and other details related to the development of our worker transportation pilot. Staff are engaging members of the business community and other Town departments that run bus/shuttle service to work out logistics of how this service will operate.
- Staff are developing a communications plan related to Town Meeting and important Articles of note to be implemented over the coming weeks.

Building

- 170 Bradford Street Extension: This project is to construct a two-family dwelling with significant Town owned infrastructure to be relocated from the adjacent shoulder of Bradford St. Ext. The project seeks to create one deed restricted affordable dwelling unit.
- 286 A Bradford Street: This Inclusionary project has erected all of the allowed eight buildings providing 12 dwelling units on the site. 8 of the 12 units have received Certificates of Occupancy. The affordable units are included in the 8 completed units.
- Staffing: The Department has hired Patrick Whitty as our new Plumbing Inspector. Some of you may know Patrick, as he has been the Plumber of record for Town owned buildings.

Code Compliance

- Active compliance work is ongoing in the following categories:
 - Rental Compliance work and inspections
 - Outdoor Display in conjunction with the Zoning Enforcement Officer
 - Sign compliance in conjunction with the Zoning Enforcement Officer

- Trash/nuisance compliance work in association with the Health Department

Community Housing

- 3 Jerome Smith Project: The Community Housing Council met on 2/27/23 and approved a \$750,000 request from the Affordable Housing Trust Fund for 3 Jerome Smith Rd by The Community Builders.
- ED Grants: Economic Development Committee met and reviewed ED grant applications on 2/27/23. Recommendations will be forwarded to the Select Board for their March 27th meeting.
- Harbor Hill: Efforts by Town Staff and Property Manager for Harbor Hill continue following the pipe burst on Feb. 5th. The initial clean-up and demolition were completed on 3/2/23 with heavy-duty air movers and damp rid remaining in place until the next step, remediation, begins. Facilities Manager Braden Witt and the CDP continue to work on the construction scope for bidding as the next phase after remediation. Our overall intent is to make the units available for re-occupancy as soon as possible. The CDP has been in regular contact with tenants. A lottery for the two available Harbor Hill units was conducted on 2/21/23. Only two of the four tenant households expressed interest in participating in the option. The other two households declined. Displaced tenants do not need to pay rent during this time unless they are moving to one of the temporary units. They do need to maintain their electricity for heat but will be reimbursed for that expense.
- Year Round Market Rate Rental Housing Trust: prepped and participated in meeting on 3/2/23. Focus was on CIP requests for the Annual Town Meeting.
- Outreach: Prepping for Year-Rounder's Day on Saturday, March 11, 2023.
- Staffing: The Deputy Housing Director has decided not to continue in the position as she will be relocating off-Cape.

Council on Aging/ Human Services

- New Employee: On March 6, Cassidy Lomba started as our new COA/DHS Administrative Assistant. Cassidy has a municipal background and will be a great addition to our team. Please join us in welcoming her.
- Fuel Assistance: The Fuel Assistance Program runs through April 30 and provides low-income households with help paying for home heating bills. Residents of any age are encouraged to contact the Senior Center for assistance.
- Walk Massachusetts Challenge: Sponsored by Massachusetts Councils on Aging, this annual walking challenge encourages fitness and is open to all adults 18+ years of age. Participants can choose a challenge and walk (or run) for varying distances between May and October. They can also win gift cards and COAs can win funding for future programming. Residents who would like to join the COA team can contact the Senior Center for info.

Diversity, Equity and Inclusion

- Equity Audit: Finalizing the first phase of an equity audit process.
- Staff Training: Continued meeting for DEI Training with all cohorts.
- Outreach: Attending the Year-Rounder Festival on March 11 to promote the DEI Office.

Finance

- Free Cash: Free cash has been certified.
- FY21 Audit: Was completed and will be presented to the Select Board at an upcoming meeting.
- FY22 Audit: In progress and ongoing.

Harbormaster

- Harbormaster: Law Enforcement Academy ends March 17, 2023 with MGL Chapter 90B (Harbormaster Law) training tentatively scheduled for Fall 2023.
- Harbor Committee: Harbor Committee to host a Stakeholders meeting 5pm, April 13, 2023 in Judge Welsh Room for anyone that shares any interest in derelict or abandoned vessels that could end up in Provincetown Harbor.

Health

- May Trainings for the Food Service Establishments: Health is hosting a slate of upcoming trainings for this sector of licensees, continuing to make up for lost in-person instruction during the COVID pandemic:
 - Cape Cod Medical Reserve Corps will present two sessions of Choke Saver, a training required for establishments with 25+ seats, on May 17th.
 - The AIDS Support Group of Cape Cod will be on hand between the Choke Saver classes for Narcan training. Folks who attend the earlier Choke Safety can stay and those enrolled in the later CCMRC session can come early, for this essential risk reduction seminar. Additionally, Health is supporting the Licensing Department offering TIPS training to licensees, a requirement with alcohol service, also paired with Narcan training.
 - Provincetown Health, DPW and AECOM will present three sessions of FOG training (fats/oils/grease), May 16th, 19th and 25th. This partnership with the restaurant industry ensures best management practices reducing source FOG from entering the municipal sewer system.
 - The Cape Cod Cooperative Extension Service is offering the Certified Food Protection Manager (CFPM) level of ServSafe training in Provincetown. They host this course year-round at the Barnstable County complex, but to facilitate local access for our food service licensees to certify new staff or renew expiring credentials, the Health Department arranges an annual class. As regional programming, Health shared announcements for the

March ServSafe in Eastham and April in Wellfleet; both are now fully booked. Provincetown's sessions are May 15th and May 22, 2023.

- Preparation for Phase 6 Sewer Expansion: Health has been collaborating with MIS Analyst Lynne Martin, DPW and Assessing staff, to prepare for the sewer expansion plans approved at Special Town Meeting. Health Department data for on-site septic systems and flow, DPW data for sewer connections and property flows, and Assessor's property summary reports have been cross-referenced for any discrepancies and reconciled, in anticipation of Phase 6 construction. These Departments have also coordinated building OpenGov applications to create durable records tracking sewer expansion service becoming available and properties making connection. Health has provided licensed wastewater professionals with a free application in the online permit software and directions to use it, to ensure properly reporting the disposition of abandoned on-site septic systems and making sewer connections requests.

Human Resources

- Resignation: Drew Wander, Assistant Director of Tourism with a last day of March 3rd. Mallory Kender, Deputy Housing Director, with a last day of March 9th.
- Hired: Cassidy Lomba, Council on Aging Assistant Admin, with a start date of March 6th.
- Fire Department- 41 Firefighter EMT/Paramedic (7 Paramedic, 34 EMT) applications
- The Town is currently advertising for the follow open year-round positions:
 - Senior Project Manager for DPW (interviews in process)
 - Conservation Agent/Environmental Planner (2nd round of interviews in process)
 - Community Development Admin Assistant (interviews in process)
 - Assistant Tourism Director (8 applicants)
 - 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, 1 applicant)
 - Transfer Station/Sanitation Laborer (1 opening, 1 applicant)
 - Comfort Station Attendants (6 openings, 6 applicants)
 - Beautification Maintenance (2 openings, 2 applicants)
 - Groundskeeper Maintenance (1 opening)
 - Parking Seasonal Positions (16 Openings, 5 Applicants)
 - Pier Openings (12 Openings, 1 applicant)
 - Police Department Seasonal Police Officers and Community Service Officers (14 Openings, 7 Applications)
 - Recreation Seasonal Positions and Behavioral Aides (11 Openings, 4 Applicants)
 - Rescue Summer Standby

- On-Call Secretaries
- On-Call Telecommunicators.
- Applications and job descriptions for all positions can be found on the Town's website.

Library

- Ask-A-Nurse: Free, weekly blood pressure and glucose screenings, pop-up nutrition education, and more starting March 8! Barnstable County Public Health Nurses will be in the Marc Jacobs Reading room every Wednesday for 16 weeks starting Wednesday, March 8 and continuing through Wednesday, June 21. The nurses will be set up at tables, ready to check your levels and answer questions. There will also be nutrition information and recipes to take with you! Come for the pop-up cooking demonstrations conducted by Barnstable County Nutrition Educators twice per month. These cooking demonstrations will highlight fresh, local produce as part of a nutritionally healthful and preventative diet. This program is free and open to all! There is no sign up or registration-- just stop by the Marc Jacobs Reading Room. You can come by as often as you want: weekly (to monitor your levels), one time, or anything in between. Plus, you don't want to miss the cooking demos! This Buy Fresh Buy Local Cape Cod program is in collaboration with the Barnstable County Department of Health and Environment, Cape Cod Cooperative Extension, Orleans Council on Aging, Eastham Senior Center, Wellfleet Public Library , Truro Council on Aging, and Provincetown Public Library. This program was made possible by support from Massachusetts Department of Agricultural Resources.
- New Catalog for Library Users: All CLAMS libraries have migrated to a new and improved online catalog called Aspen. Go to provincetown.clamsnet.org for more information and to login.
- Aunt Flo at the Library: The Library is pleased to support menstrual equity and proud to now offer free, organic menstrual products in Library's gender inclusive public bathrooms.

Licensing

- Licenses: Issuing Annual Licenses for 2023.
- Licensing Board: Discussed Marijuana Establishment Requirements.
- Licensing Department: Parking permit issuance is in full swing.

Parking

- 2023 Resident Parking Permits are in progress.
- 2023 Camper/RMV Lottery is open now through March 31.

Public Works

- Wastewater Update: Working with KP Law on closing out USDA loan for Phase 5b of the Sewer Expansion Project. Working with Health Director Lezli Rowell and MIS Analyst Lynne Martin to develop process flow using Open-Gov for property owners who will be connecting to the sewer as part of the Phase 6 Sewer

Expansion. AECOM engineering and design for wastewater expansion continues- submittal of USDA grant application for \$45 Million; grant funding announcement expecting in late Spring 2023. Working with John Goodrich; Environmental Partners conducting independent review of central vacuum system- report available by Spring. Working with John Goodrich, KP Law and EP; New DBO for Wastewater Enterprise Fund.

- Beautification of Downtown Corridor: The Public Landscape Committee met and they are working on the final planning for plantings and the watering schedule. We will also have a plan of work that will be outsourced to a private landscaper paid for by PLC. The public bathroom area on Ryder Street painting will be happening soon; the bathroom and vacuum buildings will be painted blue with white trim, and the bus stop is getting a fresh coat of paint. Freeman Street shutters and doors and work on the awning will be complete by mid-May, along with plantings by Public Landscape. Standish Street paving will likely not happen until fall. We may look at temporary patching with asphalt paving on some of the worst sections of the sidewalk, just to get us through this summer season
- Coastal Flooding: The Town has met with property owners in the Howland Street area and have listened to their concerns about flooding on their properties. We met with Tim Famulare to discuss coastal resiliency grants and the need to identify short-term and long-term strategies to help property owners protect their properties from flooding. DWP Director Jim Vincent will be participating more as a liaison to the Coastal Resiliency Committee.
- Chapter 91 Issues: 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. Working with Harbor Committee on Chapter 91 questions about the license history of the shore-protection groins that are located throughout Provincetown Harbor. We have been in touch with DEP and we are doing some research to find Chapter 91 licenses. Harbor Committee and Harbormaster are seeking ways to mark groins with signage to improve navigational safety.

Recreation

- Motta Field Master Plan Update: Weston and Sampson, along with the Town, designed two conceptual images based on feedback received to date and the two designs were presented in a community meeting on February 8th. As part of the community planning process, the images were presented to the public showing similar recreational opportunities, but configured in different ways. Scheme 1 had a smaller running track around the tennis/pickleball courts, which created much more undefined green space. Scheme 2 had a much larger running track almost encompassing the entire perimeter of the field, with the pickleball tennis courts abutting the Alden Street and Pilgrim Monument parcels. After the presentation of the two schemes, the public gave their opinion and feedback on the two schemes in a mostly productive conversation. After about 50-60 people giving feedback, the consensus from the meeting is that there is a need to combine the two schemes

into one, rearranging the tennis/pickleball courts, while still incorporating a large sized running/walking track. Weston and Sampson will be revising to create one scheme that will incorporate that feedback and then be presented back to the community. Also, through this process and this public meeting there were supporters being vocal about an indoor swimming pool and its potential to be included in this project. The implications of an indoor swimming facility are quite comprehensive, and would need much more discussion on management, maintenance, liability, and costs related to. But as an effort to leave no rock unturned, we did have the consultant investigate the possibility of a “swimming facility” on site. A four laned, 25-yard swimming facility would require a building of 12,000 sq feet, accompanied by a 9,000 sq foot parking lot required by law to receive chemicals totaling 21,000 sq space. While not impossible, but still taking into consideration the entire sewer expansion project, including the loss of the Jerome Smith soccer field, Motta Field will be the only dedicated athletic field in Provincetown. This facility would need to be located along Winslow Street, due to the leaching bed location, hence it would reduce the size of the track, playing field, and eliminate some of the tennis/pickleball courts. It was determined by the working group, even though this is strongly supported, that Motta Field is not the site for an indoor swimming facility and will not be incorporated into this site going forward.

Tourism

- Firehouse No. 3 Schedule: The application deadline to use Firehouse No. 3 was Monday, March 6, 2023. The information to rent the Firehouse to promote organizations and events is posted to the Tourism Department page on the Town of Provincetown website. We do our best to accommodate all requests for dates and will contact the applicants to confirm the scheduled dates for the 2023 season. Firehouse No. 3 will be open for the season beginning April 1, 2023.
- Assistant Director of Tourism Search: 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 is Friday, March 10, 2023. Drew Wander’s last day will be March 15, 2023. Drew will stay on as a contractor for projects working up to ten hours weekly through the end of the fiscal year.

Town Clerk

- Election Papers are now available for the May 9, 2023 Annual Town Election. Last day to obtain nomination papers is Friday, March 17, 2023. Please contact the Clerk’s Office directly at 508-487-7013 for further information.
- Town Meeting: The last day to register to vote for the April 3, 2023 Annual Town Meeting is Tuesday, March 14, 2023.
- Census: The office is still processing returned census forms.
- Annual Election: The last day to register to vote for the May 9th Annual Election is Wednesday, April 19, 2023. Residents who are unsure of voting status, can look up their voting status at www.sec.state.ma.us or call the Clerk’s office directly.