

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: May 18, 2023

Re: Department Update Report for the May 22, 2023 Select Board Meeting

Administration

- 3 Jerome Smith: DHCD awarded funding for the project and announced it publicly on Thursday, May 18. It's a great honor that this project was funded in its first application round, and its thanks to the Select Board, Town staff, and residents from approval a significant local contribution that will now continue to move this project forward and get shovels in the ground as soon as possible. HAC's project in Orleans was the other Cape project to get funded in this round.
- Cape Cod Regional Transportation Authority: In its first weekend (May 5, 6, 7), the CCRTA's expanded early morning and late night service served 20 riders. During the weekend of May 12, 13, and 14, this expanded service saw 19 riders. Beginning Monday, May 22, this service expands further to offer early morning and late night service 7 days per week throughout the summer. Printable schedules and more details are available at www.provincetown-ma.gov/transportation
- Assistant Town Manager attended recent PBG meeting to promote expanded CCRTA service to members and ask them to hang posters and inform their staff of these new options to get to/from Provincetown.

Building

- Massachusetts Architectural Access Board: Presently the building department has 6 active applications that have been referred for review to the Massachusetts Architectural Access Board (MAAB). The provisions of MGL 22 sec. 13A, and all rules and regulations made hereunder are enforced by the inspector of buildings, building commissioner, local inspector and inspector, as defined in chapter one hundred and forty-three, as to buildings under their respective jurisdictions.
- Business Inspections: The rush to open for the '23 summer season is in full swing! The building department conducts life safety inspections on all Provincetown licensed businesses open to the public. This year we have had to conduct several

re-inspections for businesses, for reasons of new ownership and failure to have life safety systems certified by the required third party vendors.

Code Compliance

- Short Term Rental Compliance: The first test batch of enforcement letters sent in April has yielded a 70% compliance rate thus far from those who received letters. Some address concerns have been uncovered through this test batch and staff are working with Granicus to resolve them before moving forward with launching enforcement letters to all properties found to be non-compliant with our STR regulations.
- Active Compliance Work: Testing continues on Granicus software. Rental Compliance work and inspections. Outdoor display and sign compliance in conjunction with the Zoning Enforcement Officer.

Community Development

- On May 8th and 9th, the Community Development Director attended the 2023 "Keeping History Above Water" conference in Portsmouth, New Hampshire. This annual conference focuses on the preservation of historic coastal communities and cultural heritage sites in the face of rising sea levels, and it was an opportunity for the participants to learn about best practices and innovative solutions from similar communities. Together with Michela Murphy (Historic District Commission, Harbor Committee) and Regina "Ginny" Binder (Local Comprehensive Plan Committee), the Community Development Director participated in a presentation and panel discussion on the challenges the Town faces in preserving our historic buildings and landmarks in the face of sea level rise and more frequent extreme weather events. She shared stories about the challenges of maintaining buildings that were constructed in the 18th and 19th centuries, and how the town is working to adapt to a changing climate. More information on the conference can be found on the Town's website here: <https://www.provincetown-ma.gov/CivicAlerts.aspx?AID=1472>.
- The Town and AECOM submitted an MVP Action Grant application for flood hardening improvements to the Town's Central Vacuum Sewer Pump Station (CVS).
- The Community Development Department has released an RFP from multi-disciplinary consultants to perform a feasibility study to provide municipal parking and a multi-use path in the Town-owned Route 6 roadway layout. The deadline for the submittal of proposals is Thursday, May 25th.

Community Housing

- Harbor Hill: Restoration in all units is moving along quickly! We do not have firm move-in dates yet, but will know more soon as work progresses. Painting is near completion. Remaining items include final electrical and flooring as needed. Flooring is anticipated to be delivered the week of May 22. First round of mold testing complete, with no issues identified. Tenants are being offered assistance

with moving back in and cleaning. Braden Witt is working with a moving company to assist with the move. Their first available date is June 2nd. This is of course contingent on units being “ready.”

- Community Housing Council: Prepared and attended meeting on 5/1/23. Discussion focused on ATM follow-up and status of ongoing housing activities.
- COA Human Services Round Table: Participated in group meeting on 5/4/23 with various human service organizations sharing updates and information.
- Tax Exemption Applications: Conducted final review of many annual applications with more to be completed this month. Through special legislation, the Town of Provincetown provides an annual opportunity for tax exemption for property owners that rent year-round with a lease to eligible tenants; that is, up to 80% Area Median Income. Exemption is pro-rated based on size of the unit; if affordable unit is ½ of the property, the exemption is half of the tax bill.

Council on Aging/ Human Services

- Senior of the Year: We are excited to announce that the 2023 Provincetown Senior of the Year is Larry Moodry. One of the longest serving COA volunteers, Larry has been a part of the Senior Center community for almost two decades. As a program facilitator, VMCC lobby greeter and Center participant, Larry’s many kindnesses, positive outlook and sense of humor are much appreciated. He truly exemplifies the “spirit of positive aging” and the honor is well-deserved. Please join us in congratulating Larry and look for him in the 4th of July parade.
- COA Garden Beds: Thanks to an ARPA mini-grant through Elder Services of CC&I for expansion of nutritional services, the COA has added two new raised garden beds behind the Senior Center for a total of five beds. They are used to grow vegetables, herbs and edible flowers for our lunch program as well as cutting flowers. Unused produce and herbs are taken to the Crop Swap at the Library.
- Human Services Round Table: A Human Services Round Table was held on May 4th with 18 attendees representing 15 human services providers, the faith community and Town departments participating. This bi-annual meeting focuses on program/services updates and identification of unmet needs/trends and promotes networking and collaboration among organizations.

Diversity, Equity and Inclusion

- Survey: Target Date to send Survey Monkey for Staff, Committee, and Board demographic survey is June 5th.
- Training: Continue to meet with staff to conduct additional PowerPoint presentations. Will meet with Recreation staff in June.
- Outreach: ‘Understanding Provincetown by the Numbers’ is updated and more user-friendly. The report will serve as a transparent link to the information the DEI Office is using to formulate plans of action.

- Audit: Changing the equity review audit focus. This changes the focus of the final cohort meeting to discuss how next steps provide working tools for understanding and using the tools with their staff.

Environmental Planning/Conservation

- Conservation Commission Update: The Commission is still seeing a large volume of applications for work relating to damage done in the winter storms. Community members are urged to apply to the Conservation Commission for any work on their beach stairs, decks, or bulkheads as soon as they are able. Please contact the Environmental Planner and Conservation Agent for more information.
- AmeriCorps Cape Cod: The Environmental Planning and Conservation Department has applied for an Individual Placement for AmeriCorps Cape Cod Year 25. If approved, the ACC member would assist the Department with various Land Management tasks and Education/Community Outreach programs starting in mid-October 2023. The Department is also hopeful that the Year 25 ACC cohort will be able to assist on with larger group projects in the upcoming service year.

Finance

- Budget Reviews: Main project is working on reviewing accounts to make sure data is correct including meeting with department heads to review budgets in preparation for end of fiscal year close-out.
- BAN: Assisting Treasurer with issuing BANs for the close of fiscal year.

Harbormaster

- Harbormaster Boats: Marine 1, primary patrol boat, has been launched and is ready for service; marine 2, pump out boat, has also started service.
- Harbormaster Staff: After a day and a half of First Responder training, new hires have a solid foundation to begin gaining experience as Assistant Harbormasters for this season.

Health

- Food Service Industry Support with Local Trainings: The Health Department has provided a number of critical training opportunities for the restaurants in Provincetown this month. The Licensing Agent arranged in-person TIPS training on May 8th. "Training for Intervention Procedures for Servers" of alcohol (TIPS) is designed to prevent intoxication, underage drinking, and drunk driving. Health's budget covered the difference between the Provincetown licensees taking the course online vs. the in-person instruction fee, and paired TIPS with a Narcan harm reduction training presented to the participants.
- Additional Training: The AIDS Support Group of Cape Cod has also been engaged to partner Narcan training with the in-person ServSafe training on May 15th. A Provincetown session of ServSafe was arranged by Health bringing the County extension service to town, ensuring the food service establishments have a certified food protection manager in charge of operations. Additionally, Narcan

was paired with the May 17th 'Choke Saver' classes presented by the Cape Cod Medical Reserves, a requirement for establishments with 25+ seats.

- Grease Trap Inspection Reports: Provincetown Board of Health regulations require the food service industry to prepare a catchment system inspection every five years. For the current deadline of reports due for 2023 licensing, 97% are either in compliance, or have the inspection scheduled.
- FOG Training: The Health Department, in coordination with AECOM, is presenting three sessions of "FOG Training" (May 16, 19 and 25th). This is instruction for best management practices to reduce fats, oils and grease from fouling our municipal sewer infrastructure, and is a requirement that every full service or limited facility licensee attend at least once every five years.
- Outer Cape Wellness Clinics: The free weekly Nutrition Education & Health Screenings at Provincetown Library continue every Wednesday through June 21st. The May 17th clinic included cholesterol screening. The Barnstable County public health nursing program reports a robust participation, with sixteen attending for cholesterol. The routine clinics offer blood pressure and glucose monitoring with a dietary emphasis on controlling hypertension.

Human Resources

- Fire Department (8 openings) - 41 Firefighter EMT/Paramedic Applications (7 Paramedic, 34 EMT, Primary Interviews Completed)
 - Offer letters to 8 applicants (likely 4 FF/Paramedic and 4 FF/EMT) will be sent out in the next 1-2 weeks.
- The Town is currently advertising for the follow open year-round positions:
 - Deputy Housing Director (9 applicants)
 - DPW Meter Repair Person
 - DPW Facilities Manager (2 applicants)
 - DPW Buildings and Grounds Custodian (1 applicant)
 - Assistant Library Director (8 applicants, interviews in Progress)
- Open Seasonal and Part Time Positions Include:
 - Council on Aging On-Call Van Driver
 - Police Department Seasonal Police Officers and Community Service Officers (14 Openings, 10 Hired)
 - Recreation Seasonal Positions and Behavioral Aides (11 Hired)
 - Rescue Summer Standby (26 Applicants)
 - On-Call Secretaries
 - On-Call Telecommunicators.
- Applications and job descriptions for all positions can be found on the Town's website.

Library

- E-Magazines at the Library: As a member of the CLAMS library network, the Library offers access to downloadable eBooks, audiobooks, and now eMagazines through the Libby app. Magazine titles range from *Vanity Fair* to *Trail Runner* to *Bon Appetit* to

The New Yorker. Download the Libby app to get free access to all these titles and more from your computer, tablet, or phone.

- Provincetown Book Festival: Planning is underway for the 7th Provincetown Book Festival. This year's festival is scheduled for Friday, September 29 – Sunday, October 1, 2023. Check provincetownbookfestival.org for updates.
- Events: Check the website provincetownlibrary.org for more upcoming events and make sure to follow the Library on Instagram @provincetownlib and Facebook.

Licensing

- Licenses: Busy with renewals and new applications for the season.
- Licensing Board: Discussing requirements for one-day licenses.
- Licensing Department: Held the first in person TIPS training since Covid. Licensing partnered with the health department to include a free Narcan training before the TIPS training began with the health department covering the additional fees charged for in-person over the online fee for TIPS training.

MacMillan Pier

- Public Restrooms: Public Restrooms open May 15th.
- Pier Fishing: Open Season for Pier Fishing May 15th.
- Night Personnel: Second and Third shift will start May 15th.
- Transportation Float: The Transportation Float had bumpers installed in the wells and 6 zincs were installed on the large float and 3 in the small. The TF was also painted. This was an emergency fix for safety reasons.
- Marine Services Agreement: The MSA that was revised by Don German and Jamie Demetriou and David Colton was approved by the Pier Corps on Thursday May 11. The revision will be sent to Town Manager and Assistant Town Manager for review.
- FOTH Engineering: FOTH Engineering completed the Topside structural inspection. Divers will be here next week for the below deck inspection.
- GHD: GHD will submit bidding documentation for Switch Gear this week.
- Stakeholder Meeting: The Stakeholder Meetings were booked for June 26 and 27 with FOTH Engineering. First meeting is with the east side of the pier, The Fishermen and the second meeting is with the west side of the pier, The Trap Sheds and Excursion Floats.

MIS

No report

Parking

- Parking has been robust to start the season.
- Small issues with Flash at start of season have been resolved and Flash staff have been on site to update equipment.

- Town staff working with Passport to quickly set up and begin offering IVR (interactive voice response) phone number option to pay for parking if people are unable to download/use the Passport Parking app.

Planning

- Climate Resiliency and Parking: At its public hearing on May 11, 2023, the Planning Board approved site plan review by special permit for a 12-stall high speed electric vehicle Tesla Charging Station at 698 Commercial Street (Harbor Hotel Provincetown).
- Historic Preservation: The Historic District Commission held a workshop on May 11, 2023 to discuss current policies and procedures in order to better define the Commission's goals and objectives around protecting important exterior architectural features.
- Housing: The Town Planner attended a Massachusetts American Planning Association lunchtime seminar on May 16, 2023 entitled: YIMBY, which stands for Yes In My Back Yard, a movement promoting a community's positive reception to affordable housing projects within existing neighborhoods.

Public Works

- Facilities Manager: We will be interviewing for a Facilities Manager in the next 2 weeks. Braden Witt, who was promoted to Senior Project Manager, will continue to work as Facilities Manager until we have someone on board.
- Wastewater Update: The Central Vacuum System Independent Study workshop will be held on May 22nd with AECOM and EPG. We are reviewing a first draft of the report. We will also be holding neighborhood meetings with Georges Path residents and property owners near Hensche Lane. The purpose of these meetings is to discuss potential easements that will cut down on the number of grinder pumps needed on some properties. AECOM will be submitting a contract amendment to continue engineering and design work on the sewer expansion project and submittal of State Revolving Fund (SRF) application this summer. We submitted a \$45M application to USDA this past winter, for Phase 6A sewer expansion. We expect to hear from them sometime this summer.
- Beautification of Downtown Corridor: Standish Street sidewalk paving will take place on May 22nd-23rd. The temporary paving will be asphalt and will be replaced by brick within the next 12-24 months. Shutter and front entryway, side door painting is completed at Freeman St Building and plantings are expected soon. Planting season ongoing and will be seeing more shortly. Tree bags have been placed on 22 young trees around town to help with proper watering.
- Tree Warden/Hedge Obstruction By-Law: We are meeting with Lynne Martin to develop an OpenGov process for violators of this by-law. We will be conducting town-wide site visits to identify any public obstructions and follow the new by-law once OpenGov is up and running. Barbara Rushmore memorial tree was placed in front of Town Hall near location as previous tree that was taken down.

- Shank Painter/Route 6 Project: MassDOT will be holding a public hearing on June 13, 2023 in the Judge Welsh Hearing Room. This is the 25% design hearing; and will allow us to proceed with projected construction schedule of FY 2025-FY 2027.
- Pickleball Courts: Braden Witt is reaching out to sound engineers from other cape communities who have dealt with pickleball court noise. We will be working closely with neighbors to buffer sounds at the new Jerome Smith parking lot location.

Recreation

- Cannery Wharf: After months of preapplication meetings with several state agencies (Coastal Zone Management, Mass DEP), modifications to the plan have been made to satisfy several state agencies' concerns and the Expanded Environmental Notification Form application was submitted to the MEPA office on May 15, 2023 for their review. This will begin an estimated 15 month permitting See memo following Town Manager report with additional details.

School

- New School Committee Member: Congratulations to new member Galen Mailicoat.
- Performances: The school musical was presented on Friday and Saturday night, May 12th and 13th and was very well attended.
- School Wide: The IB Open House entitled "Who we are" was held on May 16th.
- School Trip: MYP 3 students left for London on Thursday.

Tourism

- Tourism Marketing Grants: Following the Select Board meeting with the VSB and Tourism Office on May 8, 2023, we have drafted all the fiscal year 2024 tourism grant award letters and agreements for the grantees' virtual signatures in the Foundant Gratrn Management system. The signed agreements are due back to us by June 1, 2023.
- Request for Proposals: A Digital Media and Social Media Relations RFP was published on February 23, 2023. We received nine proposal responses. A review and selection committee was organized to support the process. The committee met on May 15, 2023 to interview the finalists and we are moving to the next step of negotiating the contract.

Town Clerk

- Annual Town Election (ATE) May 9th, 2023: Saw a 26.7% turn out with 934 voters casting their ballots. Election was certified on Friday by a vote of 4-0-0 of the Board of Registrars.
- Training: The Town Clerk and Assistant Town Clerk continue to attend weekly training sessions with the State.
- Operations: The office continues to see an increase in marriage intention and vital records request as we gear up towards the summer.