

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: August 10, 2023

Re: Department Update Report for the August 14, 2023 Select Board Meeting

Administration

- Have held many meetings to discuss Fire/EMS plan after receiving notice from LCAA that they will cease operations on 8/31. Additional details and information are in the attached memo.
- Have been working with staff and KP-Law to draft and review proposed Articles for Special Town Meeting. More information about possible Articles are included in the attached memo.
- Met with Pier representatives, Harbormaster, and Police Chief to discuss changes proposed by the Pier Corp for parking/queuing on MacMillan Pier. The group agreed to hold a pilot of the proposed changes at the end of August/early September to observe issues and then plan this off season for possible implementation next season.

Code Compliance

- STR compliance ongoing.
- Announced on 8/4 our increased monitoring, compliance, and enforcement efforts for long-term rentals. That information can be found at <https://www.provincetown-ma.gov/CivicAlerts.aspx?AID=1504>
- More information on both STR and LTR compliance efforts can be found in the memo attached at the end of the Town Manager's Report.

Community Development

- 26 Shank Painter Road Project: The Community Development Department staff met with the selected developer for the proposed year-round rental project at 26 Shank Painter Rd. / 15 Browne St. to review initial permitting considerations and timelines.
- OneCape Summit: On July 31 and August 1, 2023, the Community Development Director attended the Cape Cod Commission's annual OneCape Summit at the

Wequassett Resort in Harwich. Speakers included Sen. Ed Markey, the Regional Administrator of U.S. EPA Region 1, and new appointees of the Healey-Driscoll Administration including the Secretaries of Energy and Environmental Affairs and of Housing and Livable Communities and the DEP Commissioner. The Community Development Director attended breakout sessions on the challenges facing Cape Cod communities in the areas of housing and climate change. Recordings of the plenary speaker and breakout session will be made available to the public in the near future.

Community Housing

- Staffing: Deputy Housing Director Mackenzie Perry started on 7/24/23 and is off to a great start.
- Rental Assistance Program: Outreach and marketing for the expanded Self-Sufficiency Local Voucher Rental Assistance program with income eligibility up to 100% AMI began with advertisements placed for August and a due date for applications by 9/14/23. A lottery will be held if more eligible applications are received than funds are available [\$100,000]. Remaining funds will be on a rolling basis.
- Housing Opportunity: Outreach and marketing for the home-ownership opportunity at 170 Bradford St. Extension new 1-bedroom condo continues with applications due no later than 9/20/23. Open House will be 8/12/23. Maximum sale price \$241,100 with income eligibility at 120% AMI: 1-person household \$104,412; 2-person household \$119,328. Maximum assets \$75,000. Other requirements apply including first-time homebuyer, year-round sole domicile, and must submit pre-qualification for a mortgage.
- Housing Trust: Prepared for and attended the Year Round Market Rate Rental Housing Trust meeting on 8/1/23. New members were welcomed, and the Trust approved a 6-month contract extension for Property Management with the Community Development Partnership through 2/12/24. Members agreed to pursue dual RFPs for property management and disposition of Harbor Hill under the same mission [year round market rate rentals] with further discussion.

Council on Aging/ Human Services

- Support Groups: Several free and confidential support groups are held at the VMCC, including: (1) Bereavement Group- beginning in September and facilitated by the VNA Hospice Program; (2) Caregivers Support Group/Information Series- beginning in October and facilitated by Elder Services of Cape Cod & the Islands; (3) Buried in Treasures- beginning in October and offered by the Provincetown Health Department, a 15-session group for people with compulsive buying, saving and hoarding challenges; (4) Sight Loss Group- a monthly group offered by Sight Loss Services, Inc. open to all regardless of degree of visual impairment, reason for impairment or age; (5) Alzheimer's Groups- facilitated by the Alzheimer's Family Caregiver Support Center, a twice/month caregivers' group with a simultaneous activity group for people living with cognitive loss. For more information, contact the Senior Center at 508-487-7080.

- Medical Equipment Loan Program: The Senior Center offers a medical equipment loan program year-round to all residents and visitors in need of supports such as crutches, wheelchairs, walkers and more. The program is free and the equipment can be used for as long as needed. In FY2023, 121 people borrowed over 200 pieces of equipment. For more info, contact the Senior Center at 508-487-7080.
- COA Emergency Support Services: The COA offers several services to older residents in preparing for weather-related events, power outages, etc. (1) Residents on the COA Storm Reassurance Program will be contacted by staff ahead of predicted events to determine if they have adequate supplies; if not, staff will assist them in obtaining what is needed. (2) Anyone needing assistance in signing up for the Town alerts system can contact the COA for help. (3) Residents of any age requiring special assistance during an emergency can register so that arrangements can be made through the Provincetown Police Department to assist them in advance. The Special Assistance Form can be found on the Town COA page or residents can call the COA for assistance. (4) These services and other pertinent information regarding sheltering, emergency preparation, etc. are included regularly in the COA monthly newsletter as well as online, PTV and Town social media pages.

Diversity, Equity and Inclusion

- Equity Reviews: Currently working on the Managers Equity Review Process document. The document will be distributed to department heads who will work with the DEI Office to establish equity review protocols.
- Web Site Additions: Developing information for the Town website with the Administration. One page is devoted to Visitor's Code of Conduct for town facilities and a general visitor code for people coming to and living in town. The second document will address how J1 and H2-B visa holders can work toward resolving issues related to exploitation in housing, employment, etc., while living in Provincetown. I have been in contact with Christina Arabadzhieva, Workforce Housing Manager of the Cape Cod Chamber of Commerce and a former J1 student, to suggest a working group cape-wide to address ways to help J1 students on the Cape.
- Report: 'Understanding Provincetown by the Numbers' is updated and more user friendly. The report, along with the results of the two sociodemographic surveys for Town Board and Committee members and Town Staff, are now on the DEI webpage.

Environmental Planning/Conservation

- Hydraulic Dredging: The Conservation Commission asks that sightings of hydraulic dredging in Herring Cove be reported with photos to the Environmental Planner and Conservation Agent via email at mmillett@provincetown-ma.gov
- Open Space Committee: The committee would like to remind residents and visitors that household trash and other items may not be dumped at the entrances

to conservation areas or trails. Help protect our green spaces by practicing leave-no-trace and bringing your trash and other belongings with you when you leave.

Finance

- Fiscal Year Transition: Finished closing out FY23. Continue prepping for FY23 audit which will start in early September. Met with DOR for FY23 reporting and continue prepping for FY24.
- Payment Processing: Finished implementation of new system for cash and check payments taken by the Department of Community Development to increase accountability and verify monies taken match entries in Viewpoint.

Harbormaster

- Harbormaster Boats: Marine 2, the Clean Vessel Act pump out boat has ceased to operate because of a cracked engine block head. A contract has been sent to the Commonwealth's Clean Vessel Act Office to obtain a new outboard Motor through this 75% CVA + 25% Town purchase agreement. The HM's utility boat Marine 3 is being used as a pump out boat to assist boaters that can't make it to our pump out at the courtesy dock.

Health

- ARPA Progress: Requests for Proposals seeking a qualified Registered Nurse (RN) or Nurse Practitioner (NP), Behavioral Health Clinician ((LICSW) and a Network Coordinator to support the Outer Cape ("OC") Wellness initiative went out in print and online posting, with deadline to respond by August 17, 2023. The plan is for each town's community resources Navigator to be able to deploy mental health and RN services as needed, funded through the American Rescue Plan Act grant awarded to Eastham, Wellfleet, Truro and Provincetown for shared regional public health services.
- Community Resources Navigator: As budgeted for the current fiscal year, Health sent out solicitations for services and awarded contract for a community resource case management Navigator to Outer Cape Health Services. The goal is to launch in September with weekly 'office hours' in a town facility for drop-ins, with once a month potentially available at the school for families to access. The Navigator program includes Spanish and Portuguese language support. Referrals to access the ARPA-funded RN and mental health professionals will be through the Navigator program. Once the schedule is determined, flyers and announcements will follow. The Health Department is rolling out the Navigator with a 'Department Heads' meeting, where the OCHS Program Managers to outline their community resources to the requested partners: Police, Fire/Rescue, COA, School, Recreation, Library and Community Development.
- Opioid Settlements: The Town of Provincetown received settlement funds as part of the State's resolution to hold corporations accountable for the opioid crisis, deposited into the general fund, to be spent in accordance with the provisions outlined by the State. The Provincetown Health Department has been meeting with the Outer Cape Health Departments, planning to regionally support programs

addressing substance use disorder on the Outer Cape. To access funds for this purpose, the monies must be appropriated at a Town Meeting. The Health Departments meet in stakeholder workshops coordinated with Outer Cape Community Solutions, to rely on the expertise of agencies, non-profits and other service providers that are in the trenches of harm reduction, recovery and public education, to inform our planning. We expect to have more information ready this fall to support a potential STM warrant article requesting transfer of the opioid funds, anticipating a four-town MOU to effectively use the funds in a regional services plan.

Human Resources

- Hired: Kayla Drake, Community Development Admin Assistant- Start Date August 24th, 2023.
- Resigned: Sam Sewell, Assistant Tourism Director- Last Day, July 28th, 2023
- Fire Dept: Multiple offers extended to EMT and Paramedic applicants.
- The Town is currently advertising for the follow open year-round positions:
 - DPW Meter Repair Person (2 applicant)
 - DPW Water Admin Assistant (1 applicant)
 - Assistant Tourism Director
 - COA Program Assistant
 - EMT
 - Paramedic
- Open Seasonal and Part Time Positions Include:
 - On-Call Secretaries
 - On-Call Telecommunicators.
- Applications and job descriptions for all positions can be found on the Town's website.

Library

- August Summer "Camp" Movie Night: Wednesday night movies at the Library in August with films starting at 5:30pm. It is the annual Summer "Camp" theme. The following films will be shown in this order: *All That Heaven Allows*, *Best of Everything*, *Naked Kiss*, *Where Love Has Gone*.
- A "Quieter" Carnival Week Program on August 15 at 6:00pm: Local singer-songwriters and indie recording artists Dave Brown and Grant King will swap an hour of songs in this free, acoustic concert. Brown and King met in NYC's Outmusic collective in the 1990s. Each relocated to Provincetown a few years ago and are excited to again share a double bill.
- Play: "Remembering Good Harbor Beach" on Sunday, August 26 at 2pm. Go back to Josephine and Edward Hopper's first summer in Gloucester to 16 years later at their summer home in Truro, as it delves into the complicated relationship of this artist couple. This one-act play is set on Cape Ann and Cape Cod, on the 100th anniversary of the summer that would be so pivotal to them, personally and

professionally. Written and directed by Debra Wiess and performed by Jarice Hanson and John Dennis Anderson.

Licensing

- Licenses: Event licensing, parking permit stickers, enforcement/compliance.
- Licensing Board: Reviewing policies related to special one-day licenses to develop criteria for allowing applicants to extend hours; when/if to issue noise bylaw waivers; and for determining whether/when repeat events/applicants be required to attend meetings for approval.
- Licensing Department: Attended a Cannabis Compliance seminar.

MacMillan Pier

- Pier Trash: Met with Laura Ludwig to discuss a grant opportunity from The Marine Debris Foundation. This will support the Town and waterfront greatly.
- Switch Gear: We received a Proposal from Power Engineers, LLC for Switch Gear analysis. Power Engineers will be coming soon for the analysis field report and will work with our current Electrician, Quahog Electric. After the report is in, we will begin the bidding process.
- GHD Water Main: GHD will be sending over front-end specs with insurances and bonds that they have added suggested amounts for review.
- Trap Sheds: Currently being painted and a mildicide was added for longevity. Half of the TS's need a power wash before painting.
- County Dredge: Jamie Demetriou was sworn in as Provincetown's Dredge Representative on July 28. One common theme is that there are complaints from other Town's on the Cape that USACE has one permit person, therefore putting a clog in the pipe and stalling many dredging projects.

Parking

- Parking revenues appear on target to meet or exceed last year's numbers. See attached memo and spreadsheet for additional information and details.

Public Works

- Sewer Financial Update: The grant and loan funding application and permitting steps for Phase 6 of the Sewer Project are proceeding as planned and on schedule. This includes the following:
 - USDA Funding: Submission earlier this year of a \$45 million grant and loan application to the U.S. Dept. of Agriculture (USDA) Rural Development Administration Regional Office in Amherst to provide sewer availability to the remaining properties in the existing sewer area. Due to the large size of Provincetown's request, approval will need to be made by the National Office in Washington, which is expected to occur in September or October. This is a key milestone, and the Select Board will be kept apprised of the progress.

- SRF Funding-\$30M Application: Submission of the second planned funding application for Phase 6 the Sewer Project was the week of Aug. 7th, a \$30 million grant and loan application to the MassDEP for a combination of funding from the SRF and the Water Protection Fund to provide sewer availability to all of the properties in the remainder of the town by the end of the decade.
- SRF Funding 2-Pump Station Applications: Three additional smaller applications for SRF and Water Protection Fund grant and loan assistance, each less than \$1 million which qualifies the Town for two-times the subsidy from the Water Protection Fund. Two of the applications are for critical path pump stations to serve important Town priority housing – Community Builders on Jerome Smith and the new Maushope housing – and these have been submitted to ensure that this work can move forward on schedule should we not receive all of the assistance that we are hoping for from the USDA.
- SRF Funding 1- Vacuum Resiliency Application: The third smaller application is for downtown vacuum modernization and replacement work, to ensure that the vacuum structure covers are more resilient to any future flooding risk and to redirect properties in the Lopes Square area that are connected to Town-owned grinder pumps, so as to free up capacity in this area for future needs and additional flows that may be approved by the Board for housing or economic development Town priority purposes.
- MVP Grant: The Town also applied for a \$3 million grant from the Municipal Vulnerability Program, to be matched with \$2 million from the already-received funding from the Water Protection Fund, to modernize the Central Vacuum Station with a second story and other electrical and other equipment flood resiliency for future storm surges or power interruptions. Unfortunately, the Town was NOT awarded this grant, and Department of Public Works Director Jim Vincent is requesting a formal debriefing and will be seeking alternative funding for this critical infrastructure project.
- Sewer Design/Permitting Update: The following steps have been taken and there may be additional approval requests and updates:
 - MEPA-NPC: Submission of the Notice of Project Change (NPC) to MEPA, the State’s environmental review agency, as required for projects of this scope and size. MEPA regulations require a hard copy be delivered to many government entities, including the Select Board, and that is why the Board received the NPC document this past week. This is an important routine environmental review submission, required and approved for all previous phases of the sewer project, and the Town anticipates approval by MEPA sometime later this year.
 - Facilities Plan Update: Submission of an updated Facilities Plan to the MassDEP Southeast Regional Office (DEP-SERO), which is also a required document that needed to be submitted before the Town could apply for funding through the State Revolving Fund Clean Water Trust (SRF) and the Cape Cod and Islands Water Protection Fund (the Water

Protection Fund). This submission is available online from the Department of Public Works and describes the project and includes all of the “check-off boxes” required by MassDEP.

- Request to Present to Select Board September 25, 2023: The Sewer Team is requesting an opportunity to update the Board on all of these project elements at the September 25th Select Board meeting, as well as to seek approval for the following:
 - Vacuum Independent Review: Presentation of the Independent Review of the Downtown Vacuum conducted by Environmental Partners over the past year since the August 2022 sewer emergency, as well as an Administration Overview of Ongoing Infrastructure Investment and the Recommended Next Steps that should be considered.
 - Public Service Uses: Approval by the Board for a list of “public service use” housing and economic development planned sewer connections that are eligible for the 2021 Annual Town Meeting Article 11 “Sewer Privilege Fee” which will allow them to lock in the current betterment rate, but not need to start paying that rate until they connect. This betterment “exception” has already been allowed for the 207 Rt. 6 “Barracks” project. This list will include 3 Jerome Smith, the new housing at the existing Police Station site, the remaining buildings at Harbor Hill, the Maushope existing and planned buildings, and a number of other eligible properties that are in the permitting and approval pipeline for either new construction or the addition of flow to the sewer.
- Request to Present to Select Board November 13, 2023: The following steps have been taken. It is anticipated that there will be other approvals requested at the November 13th Meeting based on the current schedule for implementation of Phase 6A, as well as an update on the planning for future needs and the contracting process for a new Design-Build-Operate contract which will need to be in place well before the end of the current contract on June 30th, 2026.
 - Betterment Rates: If the Town does receive the award from USDA that we are anticipating, the Sewer Team will then be prepared to determine the preliminary betterment rate for Phase 6 for approval by the Water and Sewer Board at their meeting on November 9th, to then be brought to the Select Board on November 13th for approval of the fee change. These planned dates will allow the Sewer Team to be able to send out important information the following week to property owners about sewer availability in their area, as well as provide information at an Open House tentatively planned for November 16th. The information will include a description of the financial assistance that will be available, either to income-eligible resident property owners, or in some cases to all property owners, as well as the commitment process, options property owners have, and a timeline for decisions and sewer availability.
- Tree Warden/Hedge Obstruction: Hedge Obstruction Bylaw- we have sent out compliance letters to property owners who do not meet the hedge bylaw. A few properties have brought their hedges into compliance and we are meeting with

more property owners. If a compliance plan is not agreed to or not followed, we will move to enforcement.

- Shank Painter/Route 6 Project: Working with MassDOT to go over upcoming tasks for DPW in regard to Right of Way issues and easements. Court Street pump station project will require borings near fire station to verify depth to groundwater- this will happen in September.
- 227R Commercial Street: DPW has received 3 quotes to install a fence around the front of 227R Commercial Street. We will proceed with the lowest bid, fence company may not be able to install fence until September/October. We have requested expedited installation. We are also looking at trimming back vegetation around building to improve visibility for police patrols.
- New Police Station: More major milestones have been hit this summer! All the glass is now installed, and interior finishing is beginning along with the final site work. The construction completion is still on track for January pending no additional delays in electrical equipment. We are on a budget and still have a decent contingency budget.
- Pickleball Courts: We continue to work with our sound engineers and are putting sound mitigation materials on order and look forward to that installation. Town departments have been collaborating on rolling out a parking plan to accommodate all the demands on the lots at Jerome Smith. New signage has been placed at both the VFW and Jerome Smith lots to direct tour buses where bus parking has now become available to accommodate the influx of buses Tourism is seeing this season.

Tourism

- Position Opening: Sam Sewell, the Assistant Director of Tourism resigned and the position is open. We are posting the opening and publishing ads in the Independent on August 10th and 17th. We will review applications and begin the interview process the week of August 21, 2023. The objective is to fill the opening in early September. I would like to thank Sam for the work she did during the twelve weeks working for the Town of Provincetown Tourism Department.
- Publisher Lineup: I am gathering proposals from print, digital, and podcast publishers for the 2024 publisher advertising lineup. The lineup will include native stories, sponsored content, run of site (ROS) digital ads, social media posts, Print ads, email blasts, dedicated podcasts, and podcast audio ads. The VSB will review the lineup to authorize the spend at the September 12, 2023 VSB meeting.
- Tour Bus Parking: With the loss of parking spaces for motor coaches in the Jerome Smith Parking Lot the group tour buses have been displaced. The Cape and Islands Tour Guide Association (CITGA) brought this quandary to our attention and it was quickly solved by multiple departments working together, led by Dan Riviello, to provide an area with fourteen spaces for busses, with an overflow location for an additional five more. I would like to thank everyone involved who assisted in the resolution of this important tourism economy issue.

Town Clerk

- Voter Update: The Clerk's Office has sent off 1,400 post cards for confirmations of inactive voters. Residents are encouraged to respond to the post cards if they have not. Please contact the office at 508-487-7013 if you have any questions.
- Training: Town Clerk Elizabeth Paine and Asst. Town Clerk Ana Ruiz continue to attend weekly training with the State in anticipation of the upcoming Presidential Elections.
- Office Operations: The office continues to process marriage intentions, vital requests and public records requests.