

# Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: August 24, 2023

Re: Department Update Report for the August 28, 2023 Select Board Meeting

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## Administration

- Shared details of our Fire/EMS plan with Eastham, Wellfleet, and Truro.
- Met with a representative from Best Practice Medicine who is providing traveling paramedics to Truro to learn more about their offerings.
- Town Manager's Housing Advisory Group will hold its first meeting on Tuesday, August 29 at 2:00 p.m. to discuss housing-related Articles on the draft Special Town Meeting Warrant and work to finalize them ahead of Joint Housing Workshop on September 11.

## Code Compliance

In response to a question from the BOS related to Long-Term Rental Certificates, the fee for an LTR is \$300 for 3 years (\$100 per year). With the current number of 663 LTR certificates, the Town brings in approximately \$66,000 per year (\$199,000 for 3 years) from these certificate fees.

## Community Housing

- 170 Bradford Street: 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. An Open House was held on 8/12/23 with approximately 20 +/- attendees. Maximum sale price is \$241,100 with income eligibility up to 120% AMI: 1-person household \$104,412; 2-person household \$119,328. Other requirements apply including first-time homebuyer, year-round sole domicile, and must submit pre-qualification for a mortgage. Lots of connections with people who are interested.
- Assistance Program: Outreach and marketing continue for the expanded Self-Sufficiency Local Voucher Rental Assistance program with income eligibility up to 100% AMI 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.

### Council on Aging/ Human Services

- Fuel Assistance: The Senior Center is a state-approved site for Fuel Assistance applications. In the past year, the COA Outreach Coordinator assisted 36 households with a total of \$56,248 in funding allocated. Recertifications will be mailed out in August and new applications for next winter will be available in October. For more info: 508-487-7080.
- Senior Center Fall Programming: The Senior Center is busy this fall with 20 new programs in September and October in addition to almost 50 ongoing programs. Some of the new offerings include a discussion of ageism, Forensic Entomology, Cooking with Grains, weaving and four new fitness classes. These are in addition to over 50 ongoing programs/services, five support groups and COA outreach and transportation services.
- 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, Independence House, Mass. Dept. of Veterans Services Town Veterans Agent, U.S. Dept. of Veterans Affairs Vet Center Social Worker and VNA of Cape Cod. In addition, SHINE volunteers offer free health insurance counseling to residents with Medicare and South Coastal Counties Legal Services

### Diversity, Equity and Inclusion

- Completion of the Managers Equity Review Process document. Meeting with Earl Hinton for final review before review process with Assistant Town Manager. A reminder, the document will be distributed to department heads who will work with the DEI Office to establish equity review protocols.
- Website Update: Developed two webpages 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.

### Environmental Planning/Conservation

- The DPW, through their representative AECOM, has submitted a Notice of Intent application to the Conservation Commission to permit the next phase of the upgrades to the Wastewater Treatment Facility and Collection System. Notices to Abutters were sent out by the representative, and if anyone has questions about this phase of the project, the Plans are available online at <https://provincetownma.portal.opengov.com/records/61700>, or in the Community Development Office.

## Finance

- Finished Tax Rate Recap for DOR.
- Continue prepping for FY23 audit which will start in early September.
- Working on transferring Pier bookkeeping to Munis.
- Closing in on completion of the FY22 audit.
- Starting Free cash and schedule A preparation for DOR.

## Fire and Rescue

- Staffing/Coverage: Of the 8 full-time staff who began July 1, 5 are paramedics (3 of the 5 are FF certified), another 2 are EMTs, completing their paramedic in November, after which they will begin FF certification. The 8<sup>th</sup> is an EMT and is also FF certified. 4 of the 8 we already have are FF certified, and 7 out of 8 are or will be paramedics by years end and all will begin FF certification at MFA as spaces become available. We plan to hire an additional 12 full-time employees in the coming months and, so far, 6 people have accepted offers. Of these 6 new hires, 5 are EMTs, and 4 are pro-board certified firefighters. One is a paramedic. Of the 6 additional we need to hire, a minimum of 4 positions will be reserved for paramedics.
- The staffing model beginning 9/1 is that each day will be staffed by at least 3 ALS ambulances as well as 2 pro-board certified firefighters on each shift.

## Harbormaster

- Harbormaster Boats: Marine 2, the Clean Vessel Act pump out boat returned to service Thursday, Aug 17, after receiving a new outboard motor by way of a contract with the Commonwealth's CVA Office. Payment is a 75% CVA + 25% Town purchase contract.

## Health

- Municipal wastewater sampling update for COVID [posted online](#) on 8/24 (unavailable in time for this week's TM Report).
- Working to schedule COVID + Flu vaccine clinic for staff and residents, likely in early November.
- Contacted the state about the possibility of obtaining additional COVID-19 at-home test kits.
- Placed an order for 500 individually wrapped face masks to have available for attendees of Special Town Meeting in October.

## Human Resources

- Hired:
  - Rodrigo Santos, Firefighter EMT
  - James Giannelli, Paramedic
  - Heather Gerlach, EMT
  - Jordanka MacNeely, EMT
  - Vinette Bruce, EMT

- Elias Martinez, EMT
- Resigned: Elisabeth Verde, Executive Assistant to the Town Manager- Last Day September 8<sup>th</sup>, 2023
- The Town is currently advertising for the following open year-round positions:
  - DPW Meter Repair Person (3 applicants)
  - DPW Water Admin Assistant (3 applicants)
  - Assistant Tourism Director (4 applicants)
  - Fire Department, Paramedic
  - Fire Department, EMT
  - Executive Assistant to the Town Manager
  - COA Program Assistant
- 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

- Carnival Week: The Library was thrilled to host Grand Marshal of the Carnival Parade, Monica Moore, for a drag story time last week. It was a packed house of children and adults. The event garnered coverage in the Cape Cod Times. The Library also participated in the parade with the Library Book Bike and staff dressed as the Mario Brothers.
- Provincetown Book Festival: The Book Festival is looking for volunteers. Please email Leslie at [ptbfvolunteers@gmail.com](mailto:ptbfvolunteers@gmail.com) to sign-up. Additionally, local and regional writers are asked to submit writing for the Read Local event. Go to [provincetownbookfestival.org](http://provincetownbookfestival.org) for more information.
- Kanopy-Streaming Movie Service: Provincetown Library cardholders have free access to Kanopy, an on-demand streaming video platform for libraries that offers films, TV shows and documentaries. Go to [provincetownlibrary.org](http://provincetownlibrary.org) for more information.

### Licensing

- Licenses: Event licensing, parking permit stickers, enforcement/compliance.
- Licensing Board: Finalizing policies related to criteria for allowing applicants to apply for extend hours on special one-day entertainment licenses.
- Licensing Department: Met virtually with counterparts in Needham to share information on licensing best practices.
- Enforcement: Enforced on five illegally operating peddler/vendor carts during Carnival. Peddlers are not allowed on Commercial Street during the season and are not allowed anywhere in Provincetown without submitting an application and receiving approval from the Licensing Board. In a multi-department action, violations have been issued to two lodging licensees currently operating without having passed inspection.

## MacMillan Pier

- Floating Docks: Pressure washing this week on North and South floating docks as the warmer weather and humidity create slickness on the floats
- Water Main Project: GHD called a meeting on Tuesday 8/22/2023 with FOTH, Town Water Dept, and PPC for an update on Water Main Project
- Switch Gear: Engineers here on September 20<sup>th</sup> for switch gear analysis
- Personnel: We lost a second shift Deck Crew member this week and are replacing with a crewmember from last year
- First Six Months: What I learned from the first six months is our side needs more personnel and with that, a heavy emphasis on training and maintenance. Customer Service has been my big push for the tenants and tenant needs.
- Projects: Just waiting for the Fall line-up for projects i.e. fender piles, water main, switch gear, and pier lighting
- Public Restroom Winter Project: Replace tile floor, paint, and get new sinks.

## MIS

- Website Statistics. We recently received some statistics from CivicPlus about our website usage for the period of June 30, 2022 to June 30, 2023. During that time, the Town's website was visited by 343,467 total users - with 925,555 total page views that had an average of 2 minutes of time spent on a page. Top visited pages, other than the home page, included Ferries (55,194), Parking in Provincetown (34,947), and Property Record Cards (26,271). There was a total of 24,987 unique searches, and top search terms included Parking, Jobs, Trash, and Pickleball.

## Public Works

- 227R Commercial Street: DPW has installed temporary poles in front of the building to try to give it some additional structural support. We also trimmed trees and shrubs to discourage loitering and to increase visibility for law enforcement patrols. Additional materials/wind screen were added to decrease visibility into the building and to provide some additional structural support. We have requested expedited installation of fencing around the front of the building; hoping for installation in mid-September.



- Jerome Smith & Captain Bertie’s Way Sidewalk Project: This MassWorks grant-funded project is moving toward final design. DPW will be meeting with neighbors this week to discuss the proposed design and impacts on each property.
- Provincetown Public Pier Corps (PPPC) and DPW MOU: We have requested assistance from KP Law to provide clarification in updating the existing MOU between the Town and the PPPC. There are complications in regard to the proposed water line improvements, which include public infrastructure and private property connections with 16 MacMillan Pier.
- Cape Cod and Islands Water Protection Fund (CCIWPF): DPW Sewer Team is drafting a letter to be sent to Governor Healey to request additional funds into the CCIWPF. Due to the high demand for sewer construction projects on the Cape and Islands, the usual 25% grant subsidy has been cut to 12% for the foreseeable future. The CCIWPF has sent a letter to the governor and other municipalities are urged to send letters. With Provincetown’s unique challenges, we seek the support of the Select Board in sending this letter as soon as possible.
- Sewer Design- Stub Locations: DPW will be working with AECOM to send out notices to property owners, asking them to identify the location where they want their stub installed on their property line. We are working out details of how best to communicate with property owners to capture the information we need to proceed with final design plans. We expect some letters to go out this Fall.
- Vacuum Sewer Independent Review: We are conducting final reviews with AECOM and Environmental Partners in preparation for the final report, which will be presented to the Select Board on September 25<sup>th</sup>.
- Pickleball at Jerome Smith: Addressed safety issues with a light pole base at the edge of the courts while we await installation of the full light pole for the police station/parking lot (not lights for the courts). Also began sound mitigation installations by placing sound curtains on the temporary face facing Jerome Smith.



Recreation

- Cannery Wharf Park Update: The project has received its first certificate from MEPA as requested through an Environmental Notification Form (ENF). This was a 5-week review and processing timeline. As a result of that process, along with our months of communication with MEPA on design and how it addresses the coastal dune designation, they have granted us a Single Environmental Impact Report (SEIR), instead of an expanded environmental report, saving months of review time. The SEIR, was submitted to MEPA on July 31st, and will receive comments on the project through September 8th as part of this process. The Town will respond to such comments and address concerns, when possible. Currently, it is the understanding that CZM and DEP concerns have been addressed and the Town is only expecting minor changes at this point. The

earliest the Town can have the SEIR certificate is September 15th. The Town met with the Cape Cod Commission on the project and the Commission agrees that there is no “regional impact” due to this project, and it benefits the Town, and as such, that the project should apply for a Development of Regional Impact Exemption. This will be filed once MEPA has completed their SEIR review process. Town also met with DEP Waterways, which holds the authority of the Chapter 91 license, as a preapplication meeting on August 8th. The project was met with very favorably, not suggesting any alteration or design changes at this time, as it gives the public access to the water. This licensing timeline was estimated to be 8-10 months, but after speaking with DEP, it seems it will be processed more quickly than that. It seems that the new Governor has things moving along more quickly than the Baker Administration, and that was what caused the lag time in previous years. The project is scheduled to be presented to the Provincetown Historic District commission on September 6th, requesting a Certificate of Appropriateness. The main points of discussion will be the “Structures” inside the park such as the trellis and the Portland Loo (bathroom). As this is a regulatory board, all abutters will be notified of the project review, and any abutter or community member in support or opposition will have a chance to express their feedback. I expect some to express their displeasure with the Portland Loo and its location at this meeting, but it has always been the intention of the Town and the voters purchasing the property to prevent building obstructions via condos etc., and preserving the vista views, and the current site allows the views.

- Childrens Summer Program Update: August 25<sup>th</sup> is the last day of the 2023 Children’s Summer Program. This was the first program in three years that did not have any restrictions, guidelines, cohorts, or any other implication related to COVID. Any child aged 7 or younger within in our program, has not experienced a “normal” summer to date, and our mission this summer was to bring back the core concept of “Rec” which is to have fun together. This summer, without cohorts, the children were at the helm, as they were given their choice to choose their daily activities and field trips. Every day, all children got the choice of two activities for a morning session, and then again in the afternoon after lunch, ensuring hours-long enjoyment by children, and sending tired children home to parents. In total the program received 112 registrations and averaged 65 children per day over the summer.

### School

- Early Learning Center: The ELC continues to get updated. Floors have been stripped and waxed, walls repainted, a new split has been added to one of the rooms, and new smartboards have been installed in two of the rooms. The infant toddler rooms have doors with cut out windows in them.
- Venue: Fisherman Hall roof has been repaired. Waiting on the Ceiling repair man to come and repair the ceiling for the opening of school. Tennessee Williams Festival is using Fisherman Hall for performances this Fall!

- Security: The safe school grant for cameras in and outside of our buildings has been spent, with new cameras installed in the main building and soon upstairs in the VMCC.
- Calendar Dates: Professional Development days are August 29<sup>th</sup> – the 31<sup>st</sup>. Students return on September 5<sup>th</sup>.
- Employment Opportunities: Two positions open for the infant/toddler room and a High School Bus Driver needed.

### Tourism

- Met with a vendor to learn more about their offerings for drone light shows for possible future use or inclusion in First Light or July 4<sup>th</sup> celebrations.

### Water

- In response to a question from the BOS related to gallons of water being pumped, the 23 days over 850,000 gallons pumped in July 2023 is the least we have pumped in recent years, with the exception of 202 during COVID. See below for a snapshot of days over 850K in July are listed below.
  - July 2018 = 26 days
  - July 2019 = 29 days
  - July 2020 = 22 days
  - July 2021 = 25 days
  - July 2022 = 27 days
  - July 2023 = 23 days
- Some of this can be a direct result of leakage and regular demand. Demand was lower in July 2020 during the height of COVID, but with the repair of several leaks discovered in late Spring, we have decreased overall pumping.