

Memo

To: Select Board

From: Alex B. Morse, Town Manager

Date: October 4, 2023

Re: Department Update Report for the October 10, 2023 Select Board Meeting

Administration

- Assistant Town Manager attended Lt. Governor Driscoll's Cape & Islands Municipal Listening Session on 10/3 in Hyannis to brainstorm how state government can help municipalities on the Cape, explain the need for additional investments in the Cape Cod & Islands Water Protection Fund, and advocate for additional attention and support for our housing crisis.
- Harvard Kennedy School Field Lab class visited Provincetown on 10/2 and met with Town housing staff, chairs of the housing boards, TCB, and members of the Town Manager's Housing Advisory Group to learn about housing challenges facing Provincetown as they look at housing policy/housing incentives to support year-round housing in Provincetown this fall.
- CCRTA Provincetown Town Report is included at the end of this report. At our request, CCRTA will be sharing additional information about the early morning and late night bus service they provided this season for an upcoming meeting.
- Assistant Town Manager met with Deputy Chief and DEI Director to discuss the state's 2023-2024 In-Service Training for law enforcement and our plans to offer specific supplemental training ahead of summer 2024. More information is included in the memo at the end of this report.

Building

- The Certificate of Occupancy was issued for the Affordable Community Housing newly constructed at 170 Bradford Street Extension. This unit is a one-bedroom unit.

Code Compliance

- Active compliance work is ongoing in the following categories:
 - Compliance work continues using the Granicus software
 - Rental inspections based on application discrepancies
 - Long term rental inspections are underway

- Outdoor Display compliance work in conjunction with the Zoning Enforcement Officer
- Sign compliance work in conjunction with the Zoning Enforcement Officer/Building Commissioner
- Licensing compliance work in conjunction with the Licensing Agent

Community Development

- On September 27, 2023, Community Development and DPW staff held site visits with Cape Cod Commission staff and representatives of their engineering consultants from the Woods Hole Group to tour two sections of Town which will be the subject of the Commission's Low-Lying Roads Project. The two segments were, in the East End, Commercial Street between (and including) Hanover Street and Howland Street and, in the West End, Commercial Street between the West End Parking Lot and Point Street. This project will develop conceptual design alternatives and cost estimates for these road segments.
- Over the Indigenous People's Day holiday weekend (Oct. 6-9), new carpet will be installed in the basement of Town Hall, and the Community Development Department will undergo an office reorganization. To facilitate the packing and unpacking of office spaces for this work, the Community Development counter will be closed to the public on the following dates:
 - Friday, Oct. 6
 - Tuesday, Oct. 10 (8:00am-1:00pm)

Community Housing

- 16 Applications for the ownership opportunity under inclusionary zoning at 170 Bradford St. Ext. were received by 9/20/23. Applications were reviewed for eligibility for the lottery and all applicants were notified of their eligibility with assigned number for the upcoming lottery. The lottery is scheduled for October 5th.
- Attended Regional Housing Strategy Working Group session in Eastham with the Deputy Housing Director on 9/26/23.
- Roof replacement work at Harbor Hill began on 9/25/23.
- Finalized Economic Development Grant application and ads. Applications are due no later than 11/30/23. Information sessions will be held on 10/17 & 10/18/23.

Conservation/Environmental Planning

- Our AmeriCorps Cape Cod Member will be serving with the Environmental Planning and Conservation Department on Wednesdays and Thursdays from 10/11/23-07/18/24. They will be assisting with Open Space and Coastal Resiliency projects during their service year.
- 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

- The Open Space Committee would like to remind residents and visitors that household trash and other items may not be dumped or stored 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.

Diversity, Equity and Inclusion

- Town staff Managers Equity Review Process document will be a toolkit for managers to serve as change agents within their departments with the guided assistance of the DEI Office. Currently, we are focused on how best to manage managers' understanding of the process and preparing for working jointly with the DEI Office to manage staff expectations.
- The Human Services Committee has asked that I assist with the grant application. Last year, we identified the need to collect demographic information from applicant agencies. At the next meeting we will discuss how best to utilize this information in their work as a committee.
- DEI Director is serving on the District Attorney's DEI Advisory Committee. Currently, the DEI Director serves on the Internal Assessment Sub Committee, which has established a Mission Statement and is now discussing how best to support the DA staff to identify areas that will be reviewed.

Finance

- Working on FY23 audit.
- Finishing up migrating Pier bookkeeping to Munis.
- FY22 audit completed. FY22 Single Audit. Management Letter sent.
- Working on free cash and schedule A preparation for DOR.
- FY25 CIP requests submitted and FY25 budget requests started.
- Additional information on Rooms Tax, Meals Tax, and unallocated balances in the Housing Fund and Capital Stabilization Fund are included in a memo at the end of this report.

Health

- The Health Department works closely with the Code Compliance Officer, the Building Department and the Licensing Agent, and this Department of Community Development team has investigated and acted upon a few housing issues recently. In a complaint about unsanitary living conditions, an enforcement order to correct followed requiring certain corrections for the property to be eligible for long-term rental certificates, the safe removal of a bulk chemical storage tank and compliance with the sewer flow allocation. In a separate water shutoff complaint, health orders required restoring hot water and adequate water pressure. Upon reinspection, an altercation between the property owner and the occupants occurred, requiring the emergency relocation of J1 workers. Health had the support of the Provincetown Housing Director and the Homeless Prevention Council and assistance from two local licensed lodging facilities, to housing the

employees through the remainder of their stay. In a third matter of housing with health orders, Town Counsel is supporting the Board of Health with next steps. As the result of an inspection, and to provide for the safety of those who were living there, the Town relocated the occupants to suitable alternative housing and has sent a demand to the owners for the Town to be reimbursed in the amount of \$3,111.20 for the relocation expenses.

- Vaccination Clinic, October 19th: The annual Flu & COVID-19 Vaccine Clinic is scheduled in the Auditorium at Town Hall on Thursday, October 19. Details are posted to <http://www.provincetown-ma.gov/1389/Provincetown-Public-Health-Programming>. There is a limited supply of the new COVID-19 vaccine nationwide, and the CDC is advising folks who don't get an immediate vaccine appointment to continue trying. As supply and insurance coding issues get sorted out, more doses will be delivered to pharmacies and health care providers across the country.
- License Renewals for 2024: The online permitting software has started the 'renewal campaign' sending automated messages for 2023 licensees to make their renewal applications. Health review food service license applications for compliance with grease trap operation and maintenance requirements and food safety training certifications. Health reviews refuse hauler renewal applications with meeting the Board of Health's provision of data and required bundles pricing for refuse/recycling requirements. Health schedules institutional or non-profit agency food service, body art and tanning facility license renewals for annual inspections, and tobacco sales permits for compliance with employing training requirements. Other categories of renewals coming in based on 12/31 expirations are septic installers, sewer connectors and septage haulers. Semi-public pool and hot tubs have a different renewal cycle to plan for a spring pre-operational inspection.

Human Resources

- The Town is currently advertising for the follow open year-round positions:
 - Town Hall Custodian DPW (1 applicant)
 - Fire Department, Paramedic (1 applicant)
 - Fire Department, EMT (7 applicants)
 - COA Program Assistant (2 applicant)
 - Police Officer (2 positions available)
 - School is looking for Infant/Toddler Teachers (2 positions)
- Open Seasonal and Part Time Positions Include:
 - On-Call Secretaries
 - On-Call Telecommunicators.
 - After School Recreation Staff
- Applications and job descriptions for all positions can be found on the Town's website.

Library

- Seventh Provincetown Book Festival was a smashing success. Attendance increased by 31% and the quality of the programs were complimented by many a festival goer. The Book Festival ended on the first day of Banned Books with a reading of banned books by drag performers with over 90 people in attendance.
- Wednesday Night Movies in October: Theme is “What Were They Thinking?”
October 4th: Accidental Love (2015); October 11 Letter from an Unknown Woman (1948); October 18 500 Days of Summer (2009); October 25 Brief Encounter (1974).
- Crafty Coffee Hours return Friday, October 20th: Join us in the Marc Jacobs Room for Crafty Coffee Hours on Friday mornings from 10am-12pm for a great start to the weekend. Grab a cup to go, stay and craft with us, bring something you’re working on or just visit. Craft supplies will be provided. Baked goods are known to periodically appear. Pumpkin carving is on for October!

Licensing

- Licenses: Event licensing, parking permit stickers, renewals for 2024 have begun.
- Licensing Board: Created a policy with criteria for applicants wishing to apply for extended hours on outdoor special one-day entertainment licenses: The criteria applied by the Licensing Board when deliberating approval of special one-day outdoor entertainment license requests to end later than 10:30pm are; whether the social, community, or historic benefits of the expanded timing of the event outweigh any adverse effects on the neighborhood such as noise, disturbance, congestion, and environmental impacts. Please note: requests to end outdoor special entertainment events later than 10:30 require abutter notifications and legal advertisements per the Licensing Board Rules and Regulations, and therefore must be submitted no less than 30 days prior to the Licensing Board meeting.
- Licensing Department: Incorporated the above policy into the application for said license. Continuing multi-department action on lodging licensees currently operating without having passed inspection. Annual liquor license renewals must be completed in November and all liquor license holders may apply now for renewals and schedule inspections.

MacMillan Pier

- Water Main Project: The Water Main Project is officially out to bid and on Commbuys as of Friday September 29.
- Fender Pile Project: Waiting for proposal from Foth this week or next.
- Switch Gear: Waiting for Switch Gear proposal this week or next after thermal imaging on SG Boxes
- Trap Sheds: All the Trap Sheds have been painted and a mildewcide applied.

- Season End: Getting ready to scale down on 2023 seasonal employees. Bathrooms are slated to close and be winterized on October 15. Bay State Cruises to remove awnings. Fishing will be closed on October 15.
- Winter Dockage: Winter Fleet is trickling in as some of our Commercial Fleet is trickling out.
- Courtesy Float: The CF gangway will be lifted this week.
- High Speed Internet: Open Cape will install cable for the new fast speed internet tomorrow 10.2.2023.

Parking

- 2 parking spaces near 164 Commercial St were repainted to eliminate confusion and confirm that they are 15 minute loading/unloading only.

Planning

- Shank Painter Corridor Planning: The Planning Board's subcommittee will have its next meeting on October 11, 2023 to begin reviewing a draft Request for Proposal (RFP) that includes the scope of work for the consultant that will be retained to conduct the first phase of the Shank Painter Road community planning process.
- Planning Board: An informal pre-application presentation on the redevelopment of 44 Captain Bertie's Way is scheduled to be given to the Planning Board at its October 12, 2023 work session.
- Housing: The Town Planner has attended the Lower Cape Housing Workshop hosted by the Cape Cod Commission on September 26, 2023 with the Housing Director and Assistant Housing Director. Provincetown is collaborating with the other Outer and Lower Cape Communities in sharing strategies for addressing regional housing challenges.

Public Works

- 227R Commercial Street -Temporary fence to be installed this week.
- Jerome Smith & Captain Bertie's Way Sidewalk Project - Construction is expected to take place in the Spring of 2024. We are working with neighbors on impacts of proposed design.
- Route 6 Study on Potential Land for Housing Development- Environmental.
- Partners has a few minor revisions to make and final report should be coming next week
- Sewer Expansion Funding- DPW Sewer Team is continuing to work on securing grant and loan funding so that the Town can begin work in existing sewer areas this Fall. Our priorities are as follows:
 - support the Town's housing development initiatives (including Community Builders on Jerome Smith, reuse of the existing police station for housing, the proposed Nelson Ave property purchase for housing, etc.)
 - economic development initiatives on Commercial Street, and
 - beginning to connect properties that are currently using cesspools.

- The Sewer Team expects to be ready to update the Board at their Nov. 13th Meeting and to ask for approval of the first construction contract at that time.
- Harbor Hill - Roof replacement is underway, almost completed.
- Police Station- the police station will be energized this week.
- Library- heating system upgrades are underway which will lower fuel costs and improve comfort level of building for staff and users.

Recreation

- Cannery Wharf Permitting Update: Cannery Wharf has obtained the certificate from the Massachusetts Environmental Protection Agency, as part of a long 8-month review process. MEPA has determined that the Single Environment Impact Report and the design presented adequately and properly complies with regulations. The lengthy review was a result of the site being designated as a "Coastal Dune" and its implications to flooding. In addition, the design of ADA access path from Commercial St. to the water, as well as the seawall design, also created delays, particularly because of the initial design and its consequences to potential storm flow, flooding, and scouring of sand to nearby properties. The Town and Weston and Sampson made changes to the seawall, altering it from a large facing seawall to a tiered sea facing design. With this change the design incorporates a zig zag pathway, easier for ADA access to navigate large grade changes, along with the tiers of the seawall capable of absorbing potential storm flow, and not have as much wave reflection, which would affect adjacent properties.
- Additionally, the Cannery Wharf project was presented to the local Historic District Commission, initially on September 6th, and with a follow up on September 20th. There was much discussion about the bathroom choice, its aesthetics, and the commission's displeasure with its aesthetics. The commission asked the Town and Weston and Sampson to reconsider other bathroom choices and present them at the second meeting. After initial investigation, it was brought back to the commission that the choices outside the Portland Loo were out of budget, larger footprint that would obstruct views, or have a much larger commitment to maintenance. Additionally, if a different style was to be chosen, the Town would have to resubmit all permitting, setting the project back eight months, missing the deadline of the large LWCF grant in the amount of \$750,000 in reimbursement back to the town. After consideration of the proposal from the town, HDC voted unanimously to approve the project as originally proposed.
- The remaining permitting path includes a request for an exemption from a Development of Regional Impact from the Cape Cod Commission, notice of intent from the Conservation Commission, and a full Chapter 91 license submittal to Massachusetts Department of Environmental Protection Waterways. All three can be filed simultaneously, of which conservation has already been scheduled for October 17th, and a DRI exemption request has been submitted to the Cape Cod Commission on October 3rd. Additionally, the Chapter 91 permit will be filed the week of October 10th, and the Town has already completed a pre-application meeting with DEP. Barring any major requests from the Conservation

Commission, and a much quicker Chapter 91 review, Cannery Wharf construction could begin before summer 2024.

- Off-Season Pickleball Hours Change: October 1st marked the change in posted pickleball play hours at both the Jerome Smith Courts and Motta Field. Due to the diminishing sunlight in the evening hours now that fall has arrived, and out of consideration for neighbors, each facility needs to adjust to off-season hours. When the hours were set by the Recreation Commission for the Jerome Smith Courts, the Commission set in-season (spring/summer) and off-season (fall/winter) hours with consideration for the amount of daylight available and voted to establish in season hours of 9am-7pm daily from May 1, through September 30, and off-season hours 9am-5pm daily from October 1 through April 30. Additionally, Motta Field pickleball hours changed to Monday, Wednesday, Friday, and Sunday from 12-5pm and Tuesday, Thursday, and Saturday from 9am-1pm.

School

- We are currently creating a transparent, detailed, and easy-to-understand budget template that will be essential for effective financial planning and management of the school budget.
- Employment opportunities for the infant/toddler room (2)
- Walking Wednesdays begin again this Wednesday for the month. Students will gather at the Commons and walk to school.
- On October 28th there will be a Haunted House at the school, \$13 cash. There will be two time slots, one for younger children and one for adults.

Tourism

- Tourism Grant Program: Applications for the FY2025 Tourism Marketing Grants for events and marketing funding will open on October 23, 2023, and close on December 4, 2023. Proposals will be accepted from non-profit organizations, individuals, or businesses conducting an event, activity, or project located in the Town of Provincetown. Matching Marketing Grants are also available for projects and programs which promote year-round tourism in Provincetown.
- The program will be announced in the Provincetown Independent on 10/12/23, 10/19/2023, 10/26/2023 and is on the Town website at <http://www.provincetown-ma.gov>. Information and a link to the online applications Grant Application information can be found at <http://www.provincetown-ma.gov/591/Tourism>. All applications must be submitted using the online program.

Town Clerk

- Nomination papers are still available for Ward & Town Committees 2024 Presidential Primaries, which are due back for certification by Friday, November 10, 2023. Please contact the office at 508-487-7013 if you have any questions.
- Town Clerk Elizabeth Paine has finished certification on all pending voter certification requests. Residents are encouraged to please check voter status, deadline to register

to vote at the October 23, 2023 Special Town Meeting is October 13, 2023, As reminder - non-active voters will need to show identification at Town Meeting.

- Asst. Town Clerk Ana Ruiz has begun preparing the office to transition into calendar year 2024 and the office continues to process marriage intentions, vital requests and public records requests.