

# Memo

**To:** Select Board

**From:** Alex B. Morse, Town Manager

**Date:** November 8, 2023

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

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## Administration

- Town departments have submitted their proposed budgets and CIPs and we have review meetings scheduled this month.
- Assistant Town Manager, DEI Director, and Deputy Police Chief met with John Szucs and Darren Stocker (Criminal Justice Faculty at Cape Cod Community College) to discuss police training for Provincetown as well as community engagement opportunities. Staff are following up internally and plan to meet with John and Darren in the coming weeks to develop trainings tailored for Provincetown.
- Attended Senior of the Year Luncheon at the Council on Aging.
- Attended the Housing to Protect Cape Cod Summit alongside Member Sandberg to discuss our work around STR regulations and compliance and the results of our Special Town Meeting.
- Housing Director position is posted on the Town's website. Attached at the end of this report is a memo outlining our plans for this position and several other new proposed roles to help us better serve our residents and visitors.
- Propose holding our next Joint Housing Workshop between the Select Board, Community Housing Council, Year-Round Market Rate Rental Housing Trust, and Planning Board the week of December 4 to begin discussing possible housing programs and other items for Annual Town Meeting in April.

## Building

- Architectural Access Board (AAB) requirements for the work executed over the past few years to combine the two store fronts at 246 Commercial creating a single unit owned and operated by HENNEP, is complete. The process with the AAB began in July 2022.
- The new Provincetown Police Station at 16 Jerome Smith continues to make headway toward installation of finishes.

- The cottage at 147 Bradford St. Ext. (BSE) that sits encroaching into the public way of BSE has been approved for demolition. This is a building over 50 years old and went through the process of demolition delay bylaw, General Bylaw 11-1-5, with the Historic District Commission. The proposed project also received approval from the Zoning Board of Appeals and has begun the appeal period.

### Community Development

- The Town was awarded the following grants through the Commonwealth's One Stop For Growth competitive grant program to fund critical housing and economic development projects:
  - \$180,000 from MassDevelopment's Site Readiness Program for the removal of the septic system that had served the now-demolished VFW building at the 3 Jerome Smith Road parcel, in order to prepare the site for the upcoming affordable housing development there.
  - \$100,000 from the Executive Office of Economic Development for a community planning process to rezone the Shank Painter Road corridor and create a development plan for a vibrant mixed-use gateway neighborhood that promotes commercial development at the street level with opportunities to add housing above the storefronts. This amount will be combined with the \$50,000 allocated for this planning work at the April 2023 Annual Town Meeting.
  - \$20,000 from the Executive Office of Housing and Livable Communities design a sidewalk and bike lane with street lighting to along Province Road to connect the Barracks, an upcoming workforce housing project, to Shank Painter Road.

### Community Housing

- Ownership opportunity at 170 Bradford Street Extension: successful applicant from the lottery is moving forward with purchase. Acceptance of deed rider and eligibility certificate is scheduled for Select Board meeting on 11/13/23 with closing to be done before year's end. 16 Applications for the ownership opportunity under inclusionary zoning were received by 9/20/23. The lottery was conducted on October 5<sup>th</sup>.
- Prepared for and attended the Community Housing Council meeting on 10/2/23.
- Participated in HOME Consortium meeting on 10/19/23.
- Prepared for and attended the Year Round Market Rate Rental Housing Trust meeting on 10/30/23. Roof replacement work at Harbor Hill is complete.
- Finalized Economic Development Grant application and ads. Applications are due no later than 11/30/23. Conducted information sessions on 10/17 & 10/18/23.
- Prepared for and attended Community Preservation Committee meeting on 10/19/23 where the CPA grant application packet was finalized with applications for CPA Community Housing, Historic Preservation, and Open Space/Recreation are due no later than 12/28/23.

### Conservation/Environmental Planning

- 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](mailto: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.
- All B-Street Gardeners are reminded that registration renewals for the 2024 season are due by December 14, 2023. The second phase of garden bed reconstruction is on track to take place this winter.

### Diversity, Equity and Inclusion

- Currently working on the RFP for training Town staff and establishing logistics for the Equity Review process. The RFP will be the supplement to the Managers Equity Review Process document, a toolkit for managers to serve as change agents within their departments with the guided assistance of the DEI Office.
- Worked with Assistant Town Manager and Deputy Police Chief on possible training opportunities for the Provincetown Police Department with assistance from John Szucs and Darren Stocker of the Criminal Justice Program at Cape Cod Community College who both have experience in working on cultural competency in policing.
- Working with the Massachusetts DEI Coalition to edit the DEI Guide first introduced in 2020. The guide has been instrumental in helping the DEI Office shape its programs and training materials. The coalition is using the guide to examine additional best practices, professional development for DEI Practitioners, and ways to bring the DEI aspect of work into the center of municipal governance.
- Created and published Resources for J-1 and H-2B Workers that are now available on the Town's website at <https://www.provincetown-ma.gov/1468/Information-and-Resources-for-J-1-and-H->

### Finance

- All FY25 budgets and CIP requests are submitted so now starting to prepare documents for management review and meetings with department heads.
- As part of the FY24 Town-wide Goals, the Pier has completed its transition from using QuickBooks and outside bookkeeping services to Munis. The Pier is now using Munis to track Pier finances.

### Health

- The Provincetown Health Department, in partnership with the OC Wellness Collaborative serving the towns of Provincetown, Truro, Wellfleet, and Eastham, will hold a public COVID-19 vaccine and flu vaccine clinic on Monday, November 20 from 3 p.m. – 5 p.m. at the Provincetown Library located at 356 Commercial Street. Those interested should register at <https://home.color.com/vaccine/register/cataldo/startFlow?site=provincetown-provincetown-library>

- In addition, a vaccine clinic will be held at the Provincetown IB School from 1 p.m. - 2:30 p.m. that same day for students and families only. To register for this clinic, please contact the school directly.

### Library

- Vaccine Clinic: The Library will host a COVID & Flu Vaccine Clinic on Monday, November 20th from 3pm-5pm. Registration encouraged, walk-in welcome. Both juvenile and adult doses of vaccine will be available.
- Wednesday Night Movies in November: Theme is “Sirk-Hudson Connection.” November 8th - Tarnished Angels; November 15th - Magnificent Obsession; November 29th – Has anyone Seen my Girl.
- Winter “Wednesdays” is looking for instructors for the 2024 program. Go to [winterwednesdays.org](http://winterwednesdays.org) for instructor application and more information about the program. WW is a program supported by Provincetown Department of Health, Provincetown Public Library, Provincetown Department of Housing & Economic Development, Wellfleet, Truro, & Eastham Health and Conservation Departments, Outer Cape Community Solutions, Cape Cod Healthcare Foundation and Provincetown Schools.

### Licensing

- Licenses: Event licensing and parking permit stickers have slowed and all other license renewals for 2024 are in full swing. Strongly encouraging all annual and seasonal alcohol licensees to renew ASAP.
- Licensing Board: Reiterated the requirement for all Alcohol license renewal applications be completed by the deadline. If a renewal application packet is incomplete whether in fees or tax bills paid, required documentation submitted, or scheduled and passed inspection, the licensee must attend the meeting to discuss the issue and they may risk having to reapply for new licenses. Notifications of the requirement began last year and continue.
- Licensing Department: Adjusted annual alcohol license applications to require dates of off-season closure be submitted. Packed and unpacked desk and parking permit office due to new carpet installation. Licensing encourages those who wish to stay up to date on when special one day licensed events will take place to sign up for notifications by going to: <https://www.provincetown-ma.gov/list.aspx> and signing up under Notify Me for Licensing Board Event Notifications.

### MacMillan Pier

- Fender Pile Replacement: RFP coming this week from FOTH Engineering
- Courtesy Float: RFP coming this week from FOTH Engineering.
- Eel Grass signs: Request from USACoE to place Eel Grass signs around attenuator was fulfilled last week by FOTH Engineering. Hopefully this will close the open item from USACoE.
- Public Restrooms: Our public restrooms were closed and winterized for the Winter.

- Seasonal Staff: Most of the seasonal staff were laid off for the Winter minus three. We have kept our Maintenance Tech and two deck crew.
- Seaport Economic Safety Grant: The SEC Safety Grant was submitted by FOTH Engineering on October 26<sup>th</sup>. This Grant will cover- a new Security Camera system, Pier Lighting, New Cranes, and Ladders
- Awnings: The Awnings from the Ferry Cue were taken down last week. Two areas on the frame will be welded in the coming weeks.
- Winter Transients: We are still accepting Winter Transients and we are helping Rock Harbor during their project to house their 132' barge and 92' tugboat from Stasinis Marine in bad weather.
- Dinghy Dock: Conversations with PPPC will start in December regarding the Dinghy Dock and what needs to change in the Harbor Regulations. Harbormaster, a member from the Harbor Committee, and Pier Manager have been meeting since the incident to ensure that 2024 will be more uniformed per new procedures.

### Parking

- Working to update the Traffic and Parking Regulations based on the results of the Traffic Hearing on November 6.
- Met with DPW to begin to plan for implementation of decisions from the Traffic Hearing that impact public roadways.

### Planning

- Parking & Mobility: SLR, the transportation engineering and landscape architect consultant selected to perform the Route 6 municipal parking and multi-use path feasibility study, has commenced project initiation and data collection, kicking off the first two components of the study. The development of concepts and alternatives analysis is anticipated within the next four to eight weeks. This will be followed by a robust public outreach component with public input and feedback gathering.
- Historic Preservation: The Historic District Commission has been working on reviewing and potentially amending its policies since early fall. The HDC may also begin reviewing the district boundaries during one of its upcoming work sessions.
- Housing: The Community Development Department is developing potential zoning bylaw amendments and other bylaws supporting affordable housing and seasonal workforce housing in anticipation of the next joint housing workshop in December.

### Police

- Body Worn Camera Initiative: The Provincetown Police Department will join other police departments leading the way in the implementation of body worn cameras. It is our sincere hope the addition of this equipment will enhance the Department's ability to document and review statements and events during the course of an incident, preserve video footage, audio information, and evidence for investigative and/or prosecutorial purposes.

- Beginning no later than December 01, 2023, at 7:00 AM, sworn law enforcement officers of the Provincetown Police will begin wearing cameras clearly mounted on their uniforms to record interactions between themselves and the public. By this time, all officers will have gone through extensive contextual use and camera policy training in order to determine when the camera should and should not be used, how to properly store and document recordings, and when and why to review footage. This training also included how the cameras should be used to respect the legitimate privacy interests of the public as well.
- The introduction of this new program will add to the professional standards currently adhered to by members of the Police Department, will meet the public's expectations of departmental accountability, and will help preserve factual representations of officer-community interactions. The Town of Provincetown remains proud of the work of the members of its Police Department and looks forward to the success of this program.
- Deputy Chief to attend "Bias Free Police Training" in Franklin, MA to explore this training and engage with the presenters to see if this may be an option to explore for Provincetown PD and other neighboring departments.

### Public Works

- Harbor Hill roof replacement is complete.
- Community Builders: DPW will be attending two upcoming public meetings to meet with neighbors of 3 Jerome Smith Community Builders housing project to discuss sewer construction schedule.
- Facilities: Continuing work to replace carpet at various locations and collaborating with the school to display the student's artwork during Holly Folly at various locations around town
- Public Restrooms: Winter bathroom schedule effective November 1<sup>st</sup>
  - MPL will be open Thursday thru Monday from 9 to 5 with extra hours added for special events
  - Firehouse 2 is closed for the season
  - Town Hall will be open during normal business hours only.
- Fire House #2: Renovation received approval from HDC and we will be completing the design and hope to have this out to bid in early January.
- New Police Station: In the final push to completion and this month's major milestones are that landscaping is in, the generator is days away, and the gable end sunshades are on. The construction completion date is January 8th and targeting mid-March for Police operations to move.
- Pavement Management: DPW is rejoining the state bid list in hopes this will lower paving costs.
- Chapter 91: On November 30, DPW will lead a training on MGL Chapter 91 as it relates to Provincetown for several town boards and committees including Harbor Committee, Planning Board and Conservation Commission. MassDEP Waterways staff will be involved.

- Water Department: Now that the peak demand season is behind us, we have resumed the well redevelopment process at the Paul Daley Wellfield (South Hollow Rd.). It is expected to last three to four weeks for the five remaining wells to be cleaned and redeveloped before being placed in service.
  - We are currently waiting on USDA approval in order to award the Shank Painter Road Water Main Replacement Project.
  - Monthly water production data from July 2023 through September 2023 is included for the third quarter (Q3) 2023. Total water withdrawal for each month in Q3 2023 is outlined in the table on page 2; total withdrawal for the peak season was down 13,282,092 which was directly related to leakage recovery. More details are included in the attached memo.
- Sewer Expansion Project: The DPW Sewer Team continues to move forward on starting construction of sewer expansion project in existing areas this fall so that we can provide a sewer connection for Community Builders project in Spring of 2025. 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.

### Recreation

- 9th Annual Greet N' Treat: On October 31st, 2023, The Provincetown Recreation Department hosted their 9th Annual Halloween event at Motta Field, where local businesses and community members decorate their vehicles trunk and or a table for local families to come and safely trick or treat from. This year was a huge success with 30 participants registered and approximately 200 families attending, which is the largest it has ever been in all nine years. We would like to everyone who participated for making this year the most successful event yet. We look forward to next year and having even more participants celebrate 10 years of this community event!
- Cannery Wharf Permitting Update: The Provincetown Conservation Commission awarded the Cannery Wharf Construction Project its order of conditions on October 17, 2023. In which now Massachusetts's Department of Environmental Protection has until November 7th to appeal such order of conditions.
  - A Development of Regional Impact Exemption Application was submitted to the Cape Cod Commission and a public hearing will be held on November 30th. Between now and November 30th, the public and other state agencies can weigh in on the developmental impacts the project may have. From the town's perspective, the project provides many benefits to the region. This project is providing with little to no negative impact, with hopes that this exemption is approved.
  - Chapter 91-Application has been submitted, with a first round of reviews sent to the town by a DEP Waterways Environmental Analyst, which were quickly addressed and returned to DEP. Our communication with the waterways program has been timely. Public Notice of the Waterways application was issued on November 2nd, the public and other reviewing agencies have 30 days to issue any grievances with the application. Notice was advertised in the November 9th Independent, mailed to municipal

officials, regulatory agencies, and abutters. However, the abutters list is different than local regulatory board notifications, as For Chapter 91 purposes, an abutter is defined as the owner of land that shares a common boundary or corner with a project site at the water's edge, as well as the owner of land that lies within 50' across a waterbody from such site. After the comment period ends, the project team will adjust plans to those comments received in this process and submit to DEP for approval. Once DEP approves, the license will be sent to Governor Healey's Office for signature to finalize the Chapter 91 license. With the number of comments received from the MEPA permitting process, the project team anticipates comments to be received on the project, further expanding more time to adjust to such comments.

- While permitting is being conducted, Weston and Sampson have been altering plans as they change due to permitting requirements, with Chapter 91 being the final permitting review. Weston and Sampson are also currently creating bid documentation in preparation for DEP completion of its review but cannot finalize the documents until Chapter 91 concludes. The project construction start date now relies solely on DEP's Chapter 91 license approval.

## Tourism

- Cultural District Grant: The Town of Provincetown is receiving a \$15,000 Cultural District grant from the Massachusetts Cultural Council (MCC). The Provincetown Cultural Council is the managing entity of the Provincetown Cultural District and is disbursing the funds through a Cultural District Funding Grant Program. The grants are intended to encourage new cultural activity as well as outreach to both visitors and residents in Provincetown, and funding is available for any eligible individual or organization to apply for annually. Also, the grant may only be awarded to the same cultural activity, program, or project two times. The application deadline was Monday, November 6, 2023. For more information about the program follow this link. <https://www.provincetown-ma.gov/DocumentCenter/View/16789> Note: The Cultural District Grants are a separate program from the Cultural Council Grants; However, the funding for both comes from the MCC.
- Tourism Marketing Grant Program: The applications for the fiscal year 2025 tourism grants for marketing events and matching marketing grants opened on October 23, 2023. The Tourism Fund Grant Program is to help support the marketing endeavors of organizations to bring new visitors to Provincetown as well as promoting re-visitation. Event Grants are given to support marketing efforts with the primary focus on events outside of the peak season of July and August. Matching Marketing Grants are to be used throughout the fiscal year to support marketing efforts that promote tourism. The application is online using Foundant, a grant management platform. All proposals are due by Monday, December 4, 2023.
- Tourism Fund Five-Year Plan: The VSB has voted on the fiscal year 2025 recommended budget including a conservative projection of 2.5% annually for the years 2026-2029. The budget recommendation is \$1,075,000 up from the fiscal



year 2024 budget of \$1,025,000. Representatives from the VSB, and Tourism Department staff will meet with the SB on Monday, December 11, 2023 to review the budget recommendation for the SB's approval.

#### Town Clerk

- Special Town Meeting By-law submissions sent to the Attorney General's Office and were acknowledged on October 25, 2023. We expect the review to be completed on or before January 23, 2024.
- Town Clerk will be attending the New England Association of City and Town Clerks conference in Westbrook, CT on November 15, 16 and 17th.
- Asst. Town continues to transition the office into calendar year 2024.
- The office continues to process marriage intentions, vital requests and public records requests.