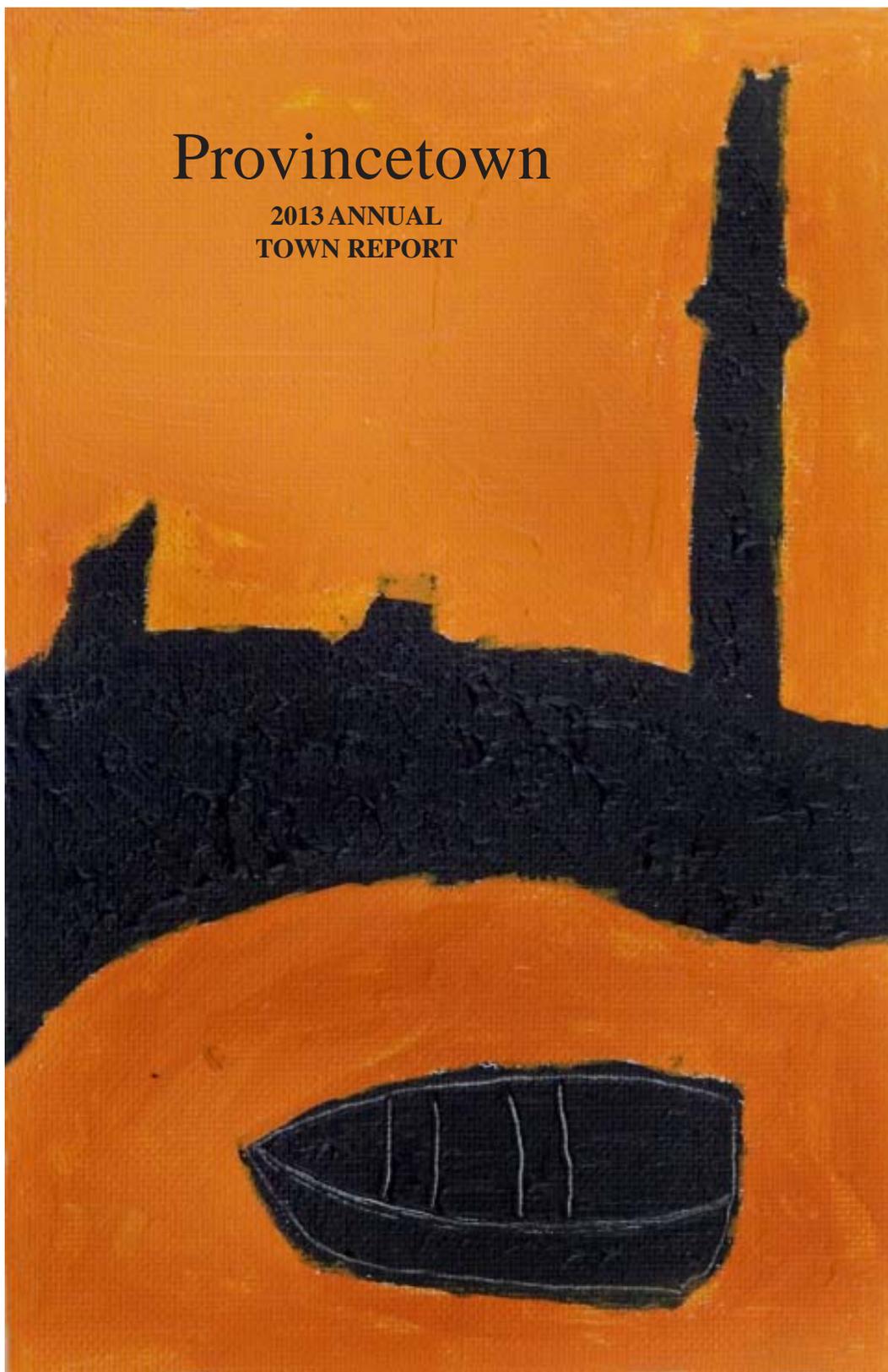


# Provincetown

2013 ANNUAL  
TOWN REPORT



## In Memory of

**Ramona Anderson**  
Housing Authority  
Community Preservation Committee

**M. Patricia Cozzi**  
Cape End Manor Board of Directors

**Elizabeth Dickey**  
Cape End Manor Employee

**Dale Fanning**  
Heritage Museum Administrative  
Director

**Michael Forde**  
Community Housing Council

**Susan M. Fults**  
Assistant Town Clerk  
Com. Dev. Administrative Assistant

**Eugene Gervais**  
Police Officer

**Jean C. Hendrickson**  
Election Registrar

**Nathan Herrick**  
Public Works Employee

**Kenneth J. Learned**  
Municipal Finance Director  
Treasurer/Collector  
Accounting Clerk  
Assistant Treasurer

**Annette Merrill**  
School Teacher

**Joseph A. Poire**  
Library Director

**Deborah A. Saracco**  
Finance Dept. Secretary

**Toni Schiff**  
Disability Commission  
Human Services Committee

**James P. Souza**  
Constable  
Parking Dept. Seasonal Employee

**Ray Sparks**  
Assessor Clerk  
Treasurer/Collector Clerk  
Council on Aging Bd. Of Directors  
Finance Committee  
Licensing Board

**Jon W. Watson**  
Town Mechanic

**Brunetta R. Wolfman**  
Council on Aging Bd. Of Directors  
2004 Senior Citizen of the Year



# ANNUAL TOWN REPORT YEAR 2013 TOWN OF PROVINCETOWN

PROVINCETOWN, MASSACHUSETTS

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Annual Reports of the Officers of the Town of Provincetown,  
Massachusetts for the year ending December 31, 2013.  
Financial Reports for the fiscal year ending June 30, 2013.

**Cover:** Provincetown 8th grader Jesus M.'s art work depicting Provincetown Harbor.

**Back:** Provincetown student art work.

Top row (l to r):

Bre-Ana D. *7th Grade*, Mackinzie E. *7th Grade*, Grace C. *7th Grade*

Second row from the top (l to r):

Zavian R. *8th Grade*, Jordon H. *7th Grade*, Sage M. *8th Grade*

Third row from the top (l to r):

Dudley S. *7th Grade*, Kimberley M. *7th Grade*, Grace B. *7th Grade*

Bottom row (l to r):

Eli P. *7th Grade*, Zumm S. *7th Grade*, Kasia S. *8th Grade*

**Back Inside:** Provincetown student art work.

Top: Nicolas S. *7th Grade*

Bottom: Becca H. *8th Grade*

**Photo Credits:**

Doug Johnstone: page 9

David Dunlap: page 14

Vince Guadazno: Student art work.

### **Acknowledgements:**

Thanks to the Town Boards and Departments for submitting reports for inclusion in this year's Annual Town Report, and to School Superintendent Beth Singer, Art Teacher Lisa Fox, and the 7th and 8th grade students of Provincetown Schools for use of student art works.

Compiled and Edited by  
Doug Johnstone, Town Clerk



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**Elected Officials***Elected by Voters***Town Moderator**

Mary-Jo Avellar 5/15

**Board of Selectmen**

Austin Knight, Chair 5/16  
 Thomas Donegan 5/16  
 Erik Yingling 5/15  
 Elaine Anderson 5/14  
 David McChesney 5/14

**Board of Library Trustees**

Anne Packard 5/16  
 Evelyn Kratz 5/15  
 Donna Vaillancourt 5/15  
 Edward Mick Rudd 5/14  
 Louise Venden 5/14

**Charter Enforcement****Commission**

Ann Maguire 5/16  
 Julia Perry 5/15  
 Mark Hatch 5/14  
 Tina Trudel 5/14  
 Lisa Westervelt 5/14

**Housing Authority**

Diana Fabbri 5/18  
 Kristin Hatch 5/17  
 Cheryl L. Andrews 5/15  
 Stephen Del Gizzo 5/14  
 Nancy Jacobsen (State Appointed) 7/11

**School Committee**

Kerry Adams 5/16  
 Anthony Brackett 5/16  
 Cass Benson 5/15  
 Shannon Patrick 5/15  
 Elizabeth Lovati 5/14

**Appointed Officials***Appointed by the Board of Selectmen***Town Manager**

Sharon Lynn (Resigned)  
 David Gardner (Acting)

**Secretary to Bd of Selectmen**

Vernon Porter (Resigned)  
 Mary Timmons

**Appointed Officials***Appointed by the Town Manager***Assistant Town Manager**

David Gardner

**Grant Administrator**

Michelle Jarusiewicz

**Information Systems Director**

Beau Jackett

**Tourism Director**

Anthony Fuccillo

**Town Clerk**

Douglas Johnstone

**Town Counsel**

Kopelman &amp; Paige, P.C

**Executive Assistant to the Town Mgr.**

Elisabeth Verde

**Community Development****Building Commissioner**

Russell Braun

**Health & Environmental Affairs Mgr.**

Brian Carlson

**Licensing Agent**

Aaron Hobart

**Permit Coordinator**

Maxine Notaro

**Public Health & Safety Officer**

Morgan Clark

**Town Planner**

Gloria McPherson

**Human Services****Council on Aging/Public Health Dir.**

Christeny Hottle

**Library Director**

Cheryl Napsha

**Recreation Director**

Brandon Motta

**Municipal Finance****Municipal Finance Dir./Town Acct.**

Daniel Hoort

**Treasurer**

Linda O'Brien (Resigned)

Constance Boulos

**Collector**

Barry Stephen (Resigned)

Jim Denietolis

**Principal Assessor**

Paul Gavin

**Public Safety****Chief of Police**

Jeff Jaran (Terminated)

James Golden (Acting)

**Police Lieutenant**

James Golden

**Harbormaster/Pier Manager**

Rex McKinsey

**Shellfish Constable**

Tony Jackett

**Public Works****Director of Public Works**

David Guertin (Resigned)

Richard Waldo

**DPW Deputy Director**

Richard Waldo (Promoted)

**Appointed Town Boards***As of January 13, 2014**Appointed by the Board of Selectmen***Airport Commission**

Paul Gavin 12/15

Darin Janoplis 12/15

Heath Gatlin 12/14

Michael Valenti 12/14

Vacant 12/16

Vacant, Alt. 12/14

**Animal Welfare Committee**

Susan Cook 6/16

Barbara Murphy 6/15

Sherry Brec 6/14

Carol MacDonald 6/14

Vacant 6/16

Jody O'Neil, Alt. 6/15

**Art Commission**

John Dowd 12/16

James Bakker 12/14

Peter Petas 12/14

Two Vacant 12/16

Vacant, Alt. 12/16

**Board of Assessors**

Patricia DeLuca 12/16

Robert Sanborn 12/16

Gregory Muse 12/15

Leslie Parsons 12/15

Paul Gavin Indefinite

Vacant, Alt. 12/15

**Beautification Committee**

Elizabeth Patrick 12/16

Anika Costa 12/15

Bill Docker 12/14

Barbara Rushmore 12/14

Ross Sormani 12/14

Dorothy Freitas, Alt. 12/15

**Bicycle Committee**

Jeffrey Epstein 12/16

Roger Chauvette 12/15

William Meadows 12/14

Michael Peregon 12/14

Vacant 12/16

Vacant, Alt. 12/15

**Building Committee**

Richard Murray	12/16
Donald Murphy	12/15
Kevin Shea	12/15
Thomas Coen	12/14
Leif Hamnquist	12/14
Sheila McGuinness, Alt.	12/15

**Cape Cod National Seashore****General Management Plan Implementation Advisory Committee**

Priscilla Jackett	6/16
Susan Avellar	6/15
Carole Carlson	6/15
Paul Tasha	6/14
Vacant	6/16
Vacant Alt.	6/16

**Community Housing Council**

Donna Szeker	6/16
Susan Cook	6/15
Kristin Hatch	6/15
Ann Maguire	6/15
Vacant	6/14
Vacant, Alt.	6/14

**Community Preservation Comm.**

Judith Cicero	6/16
Eric Dray	6/16
James Hall	6/16
Kristin Hatch	6/16
Ann Maguire	6/16
Stephen Milkowicz	6/16
Dorothy Palanza	6/16
Barbara Prato	6/16
Vacant	6/16

**Council on Aging**

David Ketchum	12/16
Charlene Priolo	12/16
Christine Asselin	12/14
Vacant	12/16
Vacant	12/14
Gladys Johnstone, Alt.	12/15

**Cultural Council**

Judith Cicero	12/16
Cherie Mittenthal	12/16
Robert Speiser	12/16
Francine D'Olimpio	12/15
Grace Ryder-O'Malley	12/15
Brian O'Malley	12/14
Vacant	12/15
Vacant	12/14

**Harbor Committee**

Carla Anderson	6/15
Susan Avellar	6/14
Gerard Irmer	6/14
Philip Scholl	6/14
Vacant	6/15
Vacant, Alt.	6/15

**Board of Health**

Janet Whelan	12/16
Elizabeth Williams	12/16
Laurie Delmolino	12/15
Ken Janson	12/14
Mark Phillips	12/14
Stephen Katsurinis, Alt.	12/15

**Historic District Commission**

Ryan Landry	6/16
Marcene Marcoux	12/15
David McGlothlin	12/15
Polly Burnell	12/14
John Dowd	12/14
Thomas Biggert, Alt.	12/15
Lance Hatch, Alt.	12/14

**Human Services Committee**

Cynthia Franco	6/16
Karen Kelly	6/16
Donna Szeker	6/16
Gabriella Villegas	6/15
Jean Knee	6/14
Vacant	6/15
Vacant	6/14

**John Anderson Francis Family  
Scholarship Committee**

Mary Ann Cabral	12/16
Eleanora Irving	12/16
Robert Speiser	12/16
Olympia Ciliberto	12/15
Bill Schneider	12/15
Vacant, Alt.	12/16

**Licensing Board**

Kristin Hatch	12/16
Frank Thompson	12/16
AJ Petras	12/15
Scott Caldwell	12/14
Vacant	12/14
Deborah Heller, Alt.	12/14
Vacant, Alt.	12/14

**Open Space Committee**

April Baxter	6/16
David Hale	6/16
Dennis Minsky	6/16
Stephen Milkewicz	6/14
Vacant	6/15
Vacant, Alt.	6/14

**Planning Board**

Marianne Clements	12/16
Mark Weinress	12/16
John Golden	12/15
Grace Ryder-O'Malley	12/15
Dorothy Palanza	12/14
Brandon Quesnell, Alt.	12/15

**Provincetown Public Pier Corp.**

Kerry Adams	7/18
Regina Binder	7/17
LeRoy Fraser	7/16
Carlos Verde	7/15
Herbert Hintze	7/14

**Recreation Commission**

Timothy Downey	12/16
Carrie Notaro	12/15
Treg Kaeselau	12/14
Two Vacant	12/16
Vacant, Alt.	12/15

**Recycling & Renewable Energy  
Committee**

Laura Ludwig	12/16
Carla Anderson	12/15
Elise Cozzi	12/15
Lydia Hamnquist	12/14
Jennifer Rumpza	12/15
Susanalice Musall, Alt.	12/14
Vacant, Alt.	12/16

**Board of Registrars of Voters**

Marianne Clements	12/16
Dick Caouette	12/15
Olive Ahmuty	12/14
Doug Johnstone	Indefinite

**Shellfish Committee**

Bob Hazard	6/16
Melville Cote	12/16
Richard Macara	12/16
Loretta Santos	12/15
Vacant	12/16
Nancyann Meads, Alt.	12/16

**Visitor Services Board**

Jim Bakker	6/16
Catherine Nagorski	6/16
Marian Peck	6/16
Mick Rudd	6/15
Richard Murray	6/14
Michael Peregou	6/14
Rita Schwartz	6/14

**Water & Sewer Board**

William Worthington	6/16
Mark Collins	12/15
Shannon Corea	6/15
Kathleen Meads	12/15
Sacha Richter	12/15
Jonathan Sinaiko	12/15
George Haunstrup	12/14
Kevin Kuechler	6/14
Vacant Alt.	12/16

**Zoning Board of Appeals**

Amy Germain	12/16
Leif Hamnquist	12/15
David Nicolau	12/15
Joseph Vasta	12/15
Robert Littlefield	12/14
Jeffrey Haley, Alt.	12/15
Harriet Gordon, Alt.	12/14
Vacant, Alt.	12/14
Vacant, Alt.	12/16
Vacant Alt.	12/15

**Historical Commission**

Stephen Milkewicz	12/15
Charlene Priolo	12/15
Stephen Borkowski	12/14
Polly Burnell	12/14
Eric Dray	12/14
Deborah Minsky, Alt.	12/15
Susan Avellar, Alt.	12/14

**Appointed Town Boards***As of January 13, 2014**Appointed by the Town Manager***Cemetery Commission**

James Cox	12/16
Richard Olson	12/15
Charles Westcott	12/15
Ann Wood	12/15
Mark Collins	12/14
Gregory Howe, Alt.	12/16

**Conservation Commission**

David Hale	12/15
Mark Irving	12/15
Lynne Martin	12/14
Dennis Minsky	12/14
Barbara Prato	12/14
Vacant, Alt.	12/16
Vacant, Alt.	12/14

**Disability Commission**

Nancy Swanson	12/16
Michelle DeMarco	12/15
Michelle Foley	12/15
Linda Loren	12/14
Herbert Hintze	12/14
Vacant	12/16
Vacant	12/14

**Board of Fire Engineers**

Warren Alexander	12/16
Gerard Menangas	12/16
James Roderick	12/16
Michael Trovato	12/16
Ronald White	12/16
Russell Zawaduk	12/16
Vacant	12/16

**Appointed Town Boards***As of January 13, 2014**Appointed by Town Moderator***Finance Committee**

Raphael Richter	4/16
Stanley Sikorski	4/16
Catherine Russo	4/15
Duane Steele	4/15
Clarence Walker	4/15
Michael Canizales	4/14
Douglas Cliggott	4/14
Sean Patrick Harrington, Alt.	4/16
Vacant, Alt.	4/14

**Personnel Board**

Regina Cassidy	12/16
Lisa Westervelt	12/16
Ann Maguire	12/15
Tina Trudel	12/15
Marianne Clements	12/14
Alex Brown, Alt.	12/15



## Board of Selectmen & Town Manager



### Board of Selectmen

The Board of Selectmen is pleased to report to you the goals and achievements for 2013. The fiscal management of the town continues to be of the highest importance with the Town Manager, the Finance Director, the Town Treasurer, the Principal Assessor, the Town Collector and all employees involved in fiscal responsibility and management of their departments taking significant strides to comply with the Massachusetts Department of Revenue recommendations noted in the April 2008 report, resulting in the removal of the Town of Provincetown from its watch list.

The Finance Director prepared a 5-year policy plan, which was discussed with Selectmen in November 2013. A 5-year Capital Improvement Plan (CIP) was also discussed with the Board of Selectmen in December 2013. Efforts to improve all financial processes remain a priority.



*Board of Selectmen 2013 (l to r.) Thomas Donegan; Austin Knight; David McChesney, Elaine Anderson; Erik Yingling*

The Town wide building assessment provides a clear focus

to maximize use of other Town owned buildings, including the public schools. Following voter's approval, both the Grace Gouveia Building and the Community Center are being offered for sale to the highest, most responsible and responsive bidder as advertised in December 2013. A walk through of the vacant buildings was held on December 16, 2013 with the Director of Public Works. Proposals are due January 22, 2014. In addition at a special Meeting held in October 2013, voters unanimously approved the purchase of the VFW site on Shank Painter Road. The Town took ownership December 2013. Although this site has been identified as a potential space for a future police station and/or community housing, decisions are not yet finalized and should move forward in 2014.

A new DPW Director, Richard Waldo, took over the active programs including the Commercial Street paving and sidewalk work in progress. This important reconstruction project, or Phase 2 of the paving plan for Commercial Street, commenced on time in September 2013 and is projected to be completed in May 2014. Residents and business owners are quite satisfied with the

professionalism of the contractor. The project is of special interest to the Cape Cod Commission in that it is the first of its kind to use porous paving to help mitigate storm water runoff. Community Housing continues to be a top priority for the Town of Provincetown. Although 50 new rental units at 90 Shank Painter Road and 15 efficiency & one-bedroom rentals at 83 Shank Painter Road were completed in 2013, and totally occupied, the Town has yet to reach its 10% goal. A Housing Summit is scheduled in January 2014 to help move this goal forward. Condo conversions and loss of motel rooms continue to challenge available community housing with limited affordable sales and rental.

The Knowles Crossing Water Treatment Facility plant will remove iron and manganese from the raw water, which has progressively impaired water quality over the last several years. This is a state of the art facility which will utilize membrane filtration technology to treat water from both the Knowles Crossing and the South Hollow well fields. It is expected that the plant will be online in early January 2014. The water department is continuing leak detection efforts and a trend toward the reduction of unaccounted for water (UAW) have been made since 2009. The meter pits, located at the property line just beyond the curb stop valve, will capture all flow through a water service line, including leaks.

**Wastewater:** Final Phase 3B construction work along the vacuum system and the remaining Phase 3 hook ups are being completed during the off-season 2013. An additional USDA grant and loan of \$2 million that was recently awarded has allowed the Town to move forward with a Phase 4 collection system expansion of the sewer system to serve the Province Lands Road, Bradford Street Extension, and West Vine Street area, to include curb-to-curb paving and the provision of sewer stubs for future users. These funds will also provide low-cost financing for the sewer extension to serve the Coastal Acres Campground. The Sewer Team and AECOM report that the 750,000 MDF level will allow for about 1,200,000 GPD of Title 5 design flow. The Sewer Team and AECOM are currently working on several engineering design and grant funding options to serve Maushope Housing and Outer Cape Health Services. At this time no additional sewer construction is anticipated beyond the Phase 4 work that has been requested. There are 25 outfall pipes that directly discharge into the harbor. Ten of these outfall pipes have been replaced and reconstructed with an additional four to be completed in 2013. A Storm drain repairs, storm water run-off and Harbor and Beach Management plan continues to be a high priority with continued pursuit of grants and other funding mechanisms in order to continue a drain rehabilitation project each year. Much more work is needed to accomplish this goal.

The Town's solid waste hauling contract is under review as several vendors have brought forward competitive pricing for consideration. The Selectmen will decide on the contract to be awarded in early 2014. Recycling and

Renewable Energy continues to be of utmost importance to the Town as it moves closer to activating its first solar field to generate the energy needed to support the needs of the Provincetown transfer station.

Economic Development and Tourism is recognized as the Town's primary economic engine. The Selectmen will continue to work with the VSB to improve and enhance the infrastructure needed to support this economy is ongoing. Included in this effort will be continuing support of any legislative efforts to augment the tourism fund by way of extending room tax to short term rentals; continued work on initiatives and incentives that keep businesses in town in addition to attracting new businesses; continued work on the development of a Town-wide Bicycle Master Plan; continued work with the Cape Cod Commission traffic engineers to review the completed traffic study analysis on Shank Painter Road, as well as other congested intersections in Provincetown. We will also work to implement Cape-wide Internet access (Open Cape) across the Cape region and determine how this infrastructure can benefit citizens and visitors to Provincetown, and continue to foster and support initiatives that encourage a year round economy. Promote ecotourism as an additional attraction to tourists, including continued focus on organizing the 2020 Celebration and identify key stakeholders in the community to be involved in the process, and supporting efforts to restore the Bas Relief, and support the newly proposed Fisherman's Memorial sculpture, and the call to artists and sculptures to design the AIDS Memorial.

Cape Cod National Seashore (CCNS) is our neighbor and partner in the development and expansion of bicycle lanes, trails, and connections between the Seashore and Town. Ongoing efforts of CCNS to improve the highway access, directional signage and other vehicular traffic related issues affecting citizens and visitors to Provincetown is encouraged. We encourage CCNS to support and respect the efforts of the Dune Shack dwellers of the Peaked Hill Bars Historic District to validate their plea for recognition as a traditional historic and cultural community.

The Local Comprehensive Plan (LCP) is an essential master-planning document that serves as a planning tool and guideline for formulating goals, policies and objectives for the Town over the next twenty years. The existing LCP process, which began in 1996, was built on previous Master Plan and Community Vision Surveys, and was ultimately approved by Town Meeting in 2000. Much has changed in Provincetown since the initial studies including a new wastewater system, creation of a redundant water source, reconstruction of the town pier and other essential components to update the Town's infrastructure. A newly updated LCP is paramount to the success of future development programs and with the hiring of a Town Planner, Gloria McPherson, in October 2013 the work on the development of a viable timeline for revisions and completion is a scheduled goal for 2014.

Town Meeting Participation is of utmost importance in the type of Town government Provincetown supports. While meetings of the Selectmen are now broadcast “live”, and the capability is there for the same of Town Meetings, this decision has not yet been made to stream “live” during Town Meeting. Logistical issues of voting and the quorum count in the hall are critical issues being considered along with related costs.

Special Thanks to the volunteers who make Provincetown the viable and special place that it is, and to the Board members who serve thousands of hours a year to keep the work of the Town Government moving forward. In a special note of gratitude, and thanks, we rise in appreciation to recognize the extraordinary work of Town Manager, Sharon Lynn, who left Provincetown for Rehoboth, Delaware in December 2013, to Assistant Town Manager, now Acting Town Manager, David Gardner; and to our retired Secretaries, Vernon Porter, and Pam Hudson, while we extend a warm welcome to the new Secretaries, Mary Timmons and Elisabeth Verde; and all our Town employees for their dedicated service to our town. Additionally, we thank John Santos for his service on the Board of Selectmen, and we welcome Thomas Donegan on his election to the Board of Selectmen in May 2013.

In 2013, the Board held 74 meetings. Board attendance was as follows: Elaine J. Anderson 73; Austin Knight 74; John Francis Santos 27; Erik Yingling 65; David McChesney 74; and Thomas Donegan 45. It has been an honor and privilege to serve the Town of Provincetown.

*Respectfully submitted,*

Elaine Anderson

Vice Chair

**Town Manager**

I am pleased to submit the Town Manager’s annual report for 2013 and to provide to you the following information regarding the status of some of the projects in Town as well as a brief overview of specific matters pertaining to the government.

**Fiscal Management:** A key role for any manager’s success is to provide a stable economic environment in which citizens and businesses can plan for the future, and growth and employment can prosper. Openness and predictability about policy is an indispensable ingredient in this. Of primary importance is the continuing goal to provide transparency of all substantive activities relating to the finances of the Town. The budget process is one of the most important and time-consuming activities of government, so getting it right is critical to success. The Finance Director and I play a vital role in the budget process since we are expected to be responsible financial stewards of the public’s funds. I’m happy to report we are carrying out our duties effectively as the budget document serves policy decisions made as well as addressing financial, operational, and communication decisions necessary throughout the year. The Finance Director

continues to accomplish a great deal of work in correcting inefficient practices of the past. I am once again proud we have met the goal of proper accountability to the Department of Revenue while making government operations more open, honest, efficient and transparent. Helping to monitor the overall financial picture of the Town into the foreseeable future is a five year fiscal policy plan and newly improved capital improvement plan which is used to guide the Selectmen and the Finance Committee through challenging times. These are vital tools that will be used in future decision making for all departmental functions. The current fiscal year's budget cycle appears sound and maintains the fiscal responsiveness necessary to run the day-to-day operations of the Town. However the challenges inherent for FY 2015 include a projected deficit if recommendations made by the Finance Committee are to be met including a significant annual contribution to the OPEB Trust Fund. As of this writing the fiscal year budget for 2015 is being reviewed by the Board of Selectmen and the Finance Committee. The upcoming budget was crafted and presented to the Selectmen with the leanest fine-tuning from each department head who once again are being asked to do more with fewer resources. Where necessary, positions are being consolidated and efficiencies in operational expenses are being identified.

**Town Buildings and Infrastructure:** After enduring a delay in opening the Veteran's Memorial Community Center due to HVAC issues the move of town departments including the Council on Aging, the Recreation Department and its programs and the Department of Public Works offices finally took shape in July. Staff worked tirelessly through the hot months of July and August to continue providing all services to citizens. It was a joy to finally see the planned "community" of Provincetown employees working under one roof while the children participating in the summer recreation programs happily played in their own space. Work to update the façade of the high school continues on schedule and is planned to be completed by early 2014. These capital repairs totaling slightly over one million dollars were necessary to prevent further water seepage into the building as well as maintaining its structural integrity.

The Building Committee worked diligently in the early months of 2013 to finalize plans for the sorely needed new police station. Unfortunately, the process was once again placed on hold in preparation for Town Meeting. With the recent purchase of the VFW building on Jerome Smith Road it is anticipated that renewed interest in constructing a police station as well as affordable housing will be brought to the voters in 2014.

Without a glitch in the ongoing improvements and reconstruction project of Commercial Street citizens and visitors were amazed to see the new granite curbing, new brick sidewalks and the newly paved downtown area completed in May. Visitors returned noticeably remarking on the ease of walking or riding

a bicycle on Commercial Street without any potholes or accumulation of water. The next phase of this project started again in September and will continue through the winter months with hopefully the same positive results in the west end of Town.

Major water and wastewater project improvements have been ongoing throughout the year. Provincetown has a long-standing reputation amongst other Cape Cod towns of being on the cutting edge of infrastructure improvements and 2013 certainly followed suit! The work being completed is of utmost



*Town Manager  
Sharon Lynn*

importance and even unprecedented for a small town such as Provincetown. Construction for North Union Field, providing the redundant water supply mandated for many years by the State, was completed in the spring. The Knowles Crossing Water Treatment Facility is near completion and is expected to be online in early 2014. This state of the art facility, which will utilize membrane filtration technology, will accomplish the goal of iron and manganese removal and substantially improve water quality entering the water distribution system. This

facility will treat water from both the Knowles Crossing and the South Hollow well fields, both of which contain levels of iron and manganese. The water department is continuing leak detection efforts and a trend toward the reduction of UAW has been made since 2009. Initial UAW projections for 2013 will be made very shortly assuming December water production will be consistent with 2012. The official UAW calculation will not be made until the completion of the Annual Statistical Report is submitted to DEP. The department is working to address meter pit installations under the meter pit program in an effort to meter non compliant service materials with a length of over fifty feet. The meter pits, located at the property line just beyond the curb stop valve, will capture all flow through a water service line, including leaks. Work associated with the expansion of the Wastewater Treatment facility and adding a new equalization tank was completed and remaining Phase 3 properties were connected to the sewer. Phase 4 is underway with yet another set of property locations, including Coastal Acres campground, scheduled for connection.

**Economic Development:** Fortunately for the Town and for business owners, the summer season was another good one. Parking revenue (the Town's major source of income) held steady. The weather played its usual unpredictable role but the Town seemed to be bustling with visitors every day of the week and certainly on weekends. Continuing efforts to make traffic improvements on our busy streets is carefully planned during the winter months to ensure safe navigation during the busy season. Bicycle traffic is a constant source of debate and we will continue to provide education, signage and enforcement to best

address these issues. Electronic speed indication signs were strategically placed in high traffic areas throughout Town.

**Personnel:** Staff changes in personnel are always challenging in dealing with the temporary void it creates to departmental functions. Long time DPW Director David Guertin retired in November. Fortunately, the department is in its best shape ever with talented, professional staff present. Assistant Director Richard Waldo took over the reins of Director and with the very capable team in place, including Operations Director Sherry Prada and newly appointed Water Superintendent Cody Salisbury the department will continue to provide professional leadership. The anxiously awaited position of Town Planner was filled with an experienced newcomer to Provincetown, Gloria McPherson. My resignation in December came at a time when I felt compelled to change direction to take on new challenges. I will take with me only the best of memories from my seven years as Town Manager in Provincetown where in such a short amount of time much work has been proudly accomplished. I am grateful to my worthy, dedicated staff that worked with me every day to make a positive difference in how our Town government operates, communicates and efficiently functions. Longer tenured employees as well as newer placements hired in 2013 have been the very best in my long career of public service. Acting Town Manager David Gardner deserves respect and kudos for his perseverance as he takes the temporary reins overseeing all of town government. The Town is in good hands and in a very good place. I would like to thank the sitting Selectmen, as well as those with whom I have previously served during my tenure, for their encouragement, support and confidence in me as we collectively made a positive difference every day in our wonderful town. I wish Provincetown and its citizens the very best in future years.

*Respectfully submitted,*

**Grant Administrator**

**Community Housing Office:** Community Housing Specialist Michelle Jarusiewicz provides part-time staff support to the Community Housing Council and the Community Preservation Committee along with grant administration work. 2013 was a year of settling in at the new developments that came on-line in 2012 and regrouping. The extremely high demand for the new units indicated the continued substantial need for additional housing units at various income levels and the need to be creative with housing development. With that, the Board of Selectmen and the Community Housing Council (CHC) determined that we needed a Housing Summit for the community to get together and strategize over future steps. Under the direction of the CHC, the fall was spent planning for the Housing Summit scheduled for January 14, 2014 to be facilitated by John Ryan of Development Cycles – the same Facilitator from 2006. Provincetown’s community housing needs assessments have consistently

identified the need for hundreds of new units, especially rental units, at various income levels.

- The 2005 Community Housing Report: identified at that time, the need for 144 units over 5 years – that is by 2010 – 96 rental and 48 ownership.
- The 2006 John Ryan Housing Needs Assessment identified the #1 priority need for 200- 250 rental units, plus 40 ownership units, plus 24 rental units for seniors for a total of 264 – 314 units.

**So what have we accomplished since 2005/2006:**

Rental units complete - 74 new units:

- Province Landing at 90 Shank Painter Road for 50 rental units in 2012.
- CHR's development at 83 Shank Painter Road for 15 rental units in 2012.
- Seashore Point – 9 moderate income rental units are complete.

Rental units in the pipeline:

- Community Housing Resource is pursuing the development of approximately 23 new rental units at Stable Path. Zoning approval has been obtained, the project is awaiting funding.

Ownership units - 7 new units in total are complete:

- Sandy Hill Lane – 4 moderate income (plus 8 median income units).
- Herring Cove Village – 3 moderate income units.

Since 2005, 81 new units have been completed of the 314 units identified in the 2006 Needs Assessment; about 26%. Balance needed: 233 units.

**Subsidized Housing Inventory:** Another measurement of Provincetown's progress is the state's Subsidized Housing Inventory (SHI). DHCD maintains an inventory of every community's affordable housing units. The SHI lists every community's stock of deed-restricted low or moderate income housing that meets their guidelines. It does not include median units and it does not include low/moderate income units that did not follow their guidelines. This inventory is updated by the communities every 2 years. On 3/29/13, Provincetown's SHI increased from 5.84% (124 units) to 8.91%. It should be 8.67% (184 units) but 5 units at 83 Shank Painter were counted twice. In order to obtain 10%, we would need 213 deed-restricted units in accordance with DHCD regulations. After completion of Stable Path's 18 units, we will need 11 more. Most units are deed-restricted in perpetuity, some have expiration dates which means that the percentage on the inventory is always changing as deed restrictions expire.

**Housing rehabilitation:** The CHC has supported the rehabilitation of several properties under the jurisdiction of the Housing Authority (HA). The HA is a quasi-state/quasi-local entity with very limited budget. Assistance was needed for code corrections and upgrades. The CHC approved \$35,000 in Affordable Housing Trust Funds (AHTF) for matching funds to upgrade 35A Court Street. The Town of Provincetown continues to participate in a housing rehab program

funded by the Mass. Community Development Block Grant program through a regional grant. Funds are available for code corrections for income-eligible properties.

**Emergency Housing Assistance:** the Town of Provincetown has continued to provide additional financial assistance through the Affordable Housing Trust Fund to the Homeless Prevention Council to provide Provincetown residents resources to prevent homelessness.

**Refinance and resale requests:** the Housing Office continues to process numerous requests from deed-restricted units for refinancing and resale of units in accordance with their deed restrictions. Two units on Race Point Road were re-sold in 2013.

**Seasonal Housing:** It should be noted that all of the above is about year-round housing. We have a critical need to provide additional community housing for our year-round residents to maintain our community. That being said, there is an additional need for seasonal housing. Many of our summer workers, often international workers, arrive without housing or the anticipated housing is not available. This leads to over-crowding, un-safe and unsanitary conditions. None of the very limited typical housing resources can be used for seasonal housing.

**CPA & Other Grant Administration Activities:**

**Historic Records Preservation (\$19,106; actual \$18,311):** shelving and record preservation. **Complete.**

**Winthrop Street Cemetery Stone Restoration (\$40,000):** One bid was received on 6/20/13 from Monument Conservation Collaborative (MCC). The work was completed in the Fall of 2013 **Complete.**

**Winthrop Street Cemetery Phase 3 (\$50,000):** Once the stone restoration is underway, the Town will prepare a Request for Proposals for the next phase - dune stabilization, footpaths, & entrances. **Underway.**

**Snail Road Acquisition (\$50,000):** The Open Space Committee re-submitted a LAND grant and received an award of \$342,485. The OSC purchased the property for \$658,000 (\$50,000 CPA + \$608,000 Land Bank). **Complete.**

**Dunes Edge Campground (\$150,000):** A PARC grant for the Dunes Edge Campground open space and recreation property was funded. A draft update to the Town's Open Space and Recreation Plan was also submitted. **Complete.**

**School Playground (\$35,000):** construction is **Complete.**

**School Restoration (\$200,000):** **Underway.**

**UU Ceiling (\$25,000):** Fundraising goals exceeded; roof work and ceiling work. **Complete.**

**FY 2014 CPA Grants:** 8 applications were submitted 11/14/13 totaling \$559,377; \$500,000 is available.

**MCDBG 2012:** Received notice of grant award for \$800,000 on 6/12/12:

- \$635,000 for NUF Water Line: the installation of the water transmission main and electrical service from North Union Field to the distribution system at Dew Line Road was completed in early summer 2013.
- \$99,374 for Resident Services: The project included the provision of a variety of services for the tenants living in all deed restricted Provincetown rental properties. All residents of these properties qualify as low/moderate income (the primary threshold for this grant program). This service included advocacy and referral assistance for: alcohol and substance abuse, financial issues, budgeting, depression, domestic abuse, preservation of tenancy, medical, and other life issues. The most popular and successful program was community gardens at various sites along with healthy cooking and canning classes, and health classes such as yoga.
- \$65,626 for general administration: grant administrator, advertising, travel, etc.

The success of all of our endeavors is through the very hard work of so many people. I would like to thank all of those involved, both paid staff and volunteers, for the many hours of effort to make this happen, especially Town Manager

Sharon Lynn.

*Respectfully submitted,* **Town Meeting & Elections**

**Michelle Jarusiewicz**

Grant Administrator/Housing Specialist

**Annual Town Meeting - Monday, April 1, 2013**

**Meeting Called to Order.** Town Moderator Mary-Jo Avellar convened the Annual Town Meeting at 6:00 p.m. on Monday, April 1, 2013 in the in the Town Hall Auditorium and hearing no objection decided to hold the Special Town Meeting first.

Town Moderator Mary-Jo Avellar convened the Annual Town Meeting at 9:03 p.m. on Monday, April 1, 2013.

**Preliminary motions:**

Austin Knight moved that the Town vote to waive the reading of the warrant.

**Motion Passed.**

Austin Knight moved that the Town vote to grant permission to speak at the April 1, 2013 Annual Town Meeting to the following persons who are not registered voters of the Town of Provincetown: Michele Randazzo, Esq., and other attorneys of the firm of Kopelman & Paige, P.C., *Town Counsel*; Beth Singer, *Superintendent of Schools*; Kim Y. Pike, *District Principal*; Richard

Waldo, *Deputy DPW Director*; Russell Braun, *Building Commissioner*; Michelle Jarusiewicz, *Housing Specialist/Grant Administrator*; James Golden, *Lieutenant*; Maxine Notaro, *Permit Coordinator*; Morgan Clark, *Public Health and Safety Officer*; Brandon Motta, *Recreation Director*; Domenic Rosati, *Parking Administrator*; Rex McKinsey, *Pier Manager/Harbormaster*; Richard Wood, *Provincetown Public Pier Corporation Board of Directors*; Tyler Keyes, *MIS Coordinator*.

**Motion Passed.**

Austin Knight moved that on all matters to come before the April 1, 2013 Annual Town Meeting, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters. **Motion Passed.**

**Article 1. To Hear Town Reports.** To see if the Town will vote to hear the reports of the Town Officials and Committees and to act thereon. *[Requested by the Board of Selectmen]*

**Board of Selectmen Recommends: 5-0-0**

Austin Knight moved that the Town vote to hear the reports of the Town Officials and Committees and to act thereon. **Motion Passed.**

**Article 2. FY 2014 Operating Budget.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$22,257,422 to fund operating budgets for the several Town departments for Fiscal Year 2014 in accordance with Chapter 9, Section 1 of the Provincetown Charter, as follows:

Budget Divisions	FY 2013	FY 2014	% '13-'14
I. General Government	\$1,152,644	\$1,179,224	+2.3%
II. Finance	8,511,941	8,991,596	+5.6%
III. Public Safety	4,489,657	4,753,978	+5.9%
IV. Public Works	3,064,094	3,063,116	+0.0%
V. Public Services	863,226	901,724	+4.5 %
Sub-total, I-V	\$18,081,562	\$18,889,638	+4.5%
VI. Public Schools	3,266,896	3,367,784	+3.1%
Total, I-VI	\$21,348,458	\$22,257,422	+4.3%

or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

Budget	Actual FY 2012	Budget FY 2013	FinCom FY 2014	Selectmen FY 2014	% 13-14
<b>113 Elections &amp; Town Meetings</b>					
Expenses	\$10,580	\$11,690	\$10,378	\$10,378	-11.2%
<b>122 Board of Selectmen</b>					
Personal Services	50,941	53,640	52,769	52,769	
Expenses	4,650	5,900	8,000	8,000	
sub-total	55,591	59,540	60,769	60,769	2.1%
<b>123 Town Manager</b>					
Personal Services	261,065	292,889	308,140	308,140	
Expenses	12,725	11,800	16,195	16,195	
sub-total	273,790	304,689	324,335	324,335	6.4%
<b>151 Legal Services</b>					
Expenses	200,000	200,000	180,000	200,000	0.0%
<b>156 Administration</b>					
Expenses	64,790	58,542	59,640	59,640	1.9%
<b>157 Land Bank</b>					
Maintenance	12,450	12,450	13,050	13,050	
Affordable Hsg	41,500	41,500	43,500	43,500	
Debt Service	78,225	76,025	73,775	73,775	
sub-total	132,175	129,975	130,325	130,325	0.3%
<b>161 Town Clerk</b>					
Personal Services	104,467	111,382	106,104	106,104	
Expenses	2,395	4,395	4,445	4,445	
sub-total	106,862	115,777	110,549	110,549	-4.5%
<b>169 Licensing</b>					
Personal Services	40,021	40,821	42,498	42,498	
Expenses	0	0	300	300	
sub-total	40,021	40,821	42,798	42,798	4.8%
<b>171 Conservation Commission</b>					
Expenses	7,696	8,000	8,090	8,090	1.1%
<b>175 Planning Board</b>					
Expenses	1,760	1,760	1,940	1,940	10.2%
<b>176 Zoning Board of Appeals</b>					
Expenses	2,500	2,800	2,700	2,700	-3.6%
<b>179 Historical Commission</b>					
Expenses	500	500	500	500	0.0%
<b>180 Historic District Comm</b>					
Expenses	2,000	2,000	2,250	2,250	12.5%
<b>181 Building Committee</b>					
Expenses			5,500	5,500	100.0%
<b>482 Airport Commission</b>					
Expenses	85,850	92,550	98,450	98,450	6.4%
<b>499 Provincetown Television</b>					
Expenses	120,000	124,000	126,000	126,000	2.0%
<b>I. General Government</b>	\$1,104,115	\$1,152,644	1,159,224	1,179,224	2.3%

## II. FINANCE

	Actual	Budget	FinCom	Selectmen	%
Budget	FY 2012	FY 2013	FY 2014	FY 2014	13-14
<b>131 Finance Committee</b>					
Expenses	\$925	\$925	\$4,325	\$4,325	
Reserve Fund	75,000	75,000	80,769	80,769	
sub-total	75,925	75,925	85,094	85,094	12.1%
<b>135 Town Accountant</b>					
Personal Services	158,862	169,640	176,263	176,263	
Expenses	49,975	49,975	48,925	48,925	
sub-total	208,837	219,615	225,188	225,188	2.5%
<b>136 Information Systems Department</b>					
Personal Services	157,119	163,906	173,140	173,140	
Expenses	177,935	264,850	268,000	268,000	
sub-total	335,054	428,756	441,140	441,140	2.9%
<b>141 Board of Assessors</b>					
Personal Services	155,947	173,653	177,944	177,944	
Expenses	63,013	37,297	57,260	57,260	
sub-total	218,960	210,950	235,204	235,204	11.5%
<b>145 Treasurer/Collector</b>					
Personal Services	158,732	165,091	167,348	167,348	
Expenses	33,000	34,700	35,920	35,920	
sub-total	191,732	199,791	203,268	203,268	1.7%
<b>710 Debt Service</b>					
Expenses	1,993,996	2,012,136	2,085,977	2,085,977	3.7%
<b>820 Tax Title</b>					
Expenses	20,000	20,000	26,000	26,000	30.0%
<b>910 Retirement/Benefits/Insurance</b>					
Expenses	5,573,263	5,344,768	5,689,725	5,689,725	6.5%
<b>II. Finance</b>	<b>\$8,617,767</b>	<b>\$8,511,941</b>	<b>\$8,991,596</b>	<b>\$8,991,596</b>	5.6%
<b>III. PUBLIC SAFETY</b>					
<b>210 Police</b>					
Personal Services	\$2,061,720	\$2,117,042	2,199,655	2,199,655	
Expenses	162,430	145,406	145,366	145,366	
sub-total	2,224,150	2,262,448	2,345,021	2,345,021	3.6%
<b>211 Police Station</b>					
Expenses	42,800	42,800	42,800	42,800	0.0%
<b>220 Fire</b>					
Personal Services	366,060	379,508	423,935	423,935	
Expenses	183,749	182,249	190,899	190,899	
sub-total	549,809	561,757	614,834	614,834	9.4%
<b>231 Ambulance Service</b>					
Expenses	604,219	721,371	769,364	769,364	6.7%
<b>240 Inspections</b>					
Personal Services	139,155	167,286	170,485	170,485	
Expenses	24,085	5,960	5,960	5,960	

	Actual	Budget	FinCom	Selectmen	%
Budget	FY 2012	FY 2013	FY 2014	FY 2014	13-14
sub-total	163,240	173,246	176,445	176,445	1.8%
<b>241 Community Development</b>					
Personal Services	104,075	114,470	174,418	174,418	
Expenses	29,825	18,500	20,100	20,100	
sub-total	133,900	132,970	194,518	194,518	46.3%
<b>291 Emergency Management</b>					
Expenses	5,830	6,330	7,830	7,830	23.7%
<b>294 Harbor Committee</b>					
Expenses	1,135	250	250	250	0.0%
<b>295 Harbormaster</b>					
Personal Services					
Expenses	112,564	115,378	118,263	118,263	
sub-total	112,564	115,378	118,263	118,263	2.5%
<b>296 Shellfish</b>					
Personal Services	46,073	47,906	48,678	48,678	
Expenses	7,350	6,850	7,400	7,400	
sub-total	53,423	54,756	56,078	56,078	2.4%
<b>299 Parking</b>					
Personal Services	327,189	343,051	344,275	344,275	
Expenses	70,800	75,300	84,300	84,300	
sub-total	397,989	418,351	428,575	428,575	2.4%
<b>III. Public Safety</b>	<b>\$4,289,059</b>	<b>\$4,489,657</b>	<b>\$4,753,978</b>	<b>\$4,753,978</b>	5.9%
<b>IV. PUBLIC WORKS</b>					
<b>192 Buildings &amp; Grounds</b>					
Personal Services	\$587,275	\$671,115	\$674,696	\$680,696	
Expenses	395,790	407,890	591,975	521,975	
sub-total	983,065	1,079,005	1,266,671	1,202,671	
	43,958	43,808	43,808	43,808	
	1,027,023	1,122,813	1,310,479	1,246,479	11.0%
<b>421 Administration</b>					
Personal Services	146,291	159,878	\$130,879	\$130,879	
Expenses	268,000	199,250	202,850	202,850	
sub-total	414,291	359,128	333,729	333,729	-7.1%
<b>422 Highway</b>					
Personal Services	424,230	442,921	\$444,802	\$444,802	
Expenses	251,800	229,700	116,800	116,800	
sub-total	676,030	672,621	561,602	561,602	-16.5%
<b>423 Snow &amp; Ice</b>					
Personal Services	27,000	27,000	\$27,000	\$27,000	
Expenses	140,700	140,700	140,700	140,700	
sub-total	167,700	167,700	167,700	167,700	0.0%
<b>431 Solid Waste/Recycling</b>					
Personal Services	435,904	450,532	\$455,356	\$455,356	
Expenses	118,104	122,300	127,500	127,500	
sub-total	554,008	572,832	582,856	582,856	1.7%

	Actual	Budget	FinCom	Selectmen	%
Budget	FY 2012	FY 2013	FY 2014	FY 2014	13-14
<b>432 Recycling Committee</b>					
Expenses	1,250	1,000	2,750	2,750	175.0%
<b>439 Waste Disposal/Other</b>					
Expenses	168,000	168,000	168,000	168,000	0.0%
<b>IV. Public Works</b>	<b>\$3,008,302</b>	<b>\$3,064,094</b>	<b>\$3,127,116</b>	<b>\$3,063,116</b>	0.0%
<b>V. PUBLIC SERVICES</b>					
<b>511 Health Inspector/Agent</b>					
Personal Services	\$104,522	\$91,551	\$97,073	\$97,073	
Expenses	5,450	6,650	7,300	7,300	
sub-total	109,972	98,201	104,373	104,373	6.3%
<b>512 Public Health/Nurse</b>					
Personal Services	19,121	19,870	\$20,060	\$20,060	
Expenses	28,624	27,624	27,600	27,600	
sub-total	47,745	47,494	47,660	47,660	0.3%
<b>513 Board of Health</b>					
Expenses	1,135	1,135	1,610	1,610	41.9%
<b>541 Council on Aging</b>					
Personal Services	173,266	189,474	\$200,298	\$200,298	
Expenses	12,294	11,799	12,050	12,050	
sub-total	185,560	201,273	212,348	212,348	5.5%
<b>543 Veterans Services</b>					
Personal Services	0	0	\$0	\$0	
Expenses	41,781	42,332	42,270	42,270	
sub-total	41,781	42,332	42,270	42,270	-0.1%
<b>545 Disability Commission</b>					
Expenses	0	5,000	5,000	5,000	0.0%
<b>550 Animal Welfare Committee</b>					
Expenses	0	0	1,540	1,540	100.0%
<b>560 Bicycle Committee</b>					
Expenses	0	8,000	8,100	8,100	1.3%
<b>610 Library</b>					
Personal Services	201,642	206,856	\$222,178	\$222,178	
Expenses	84,069	84,725	82,150	82,150	
sub-total	285,711	291,581	304,328	304,328	4.4%
<b>630 Recreation Department</b>					
Personal Services	105,519	139,130	\$144,496	\$144,496	
Expenses	16,250	19,775	21,150	21,150	
sub-total	121,769	158,905	165,646	165,646	4.2%
<b>672 Art Commission</b>					
Expenses	9,585	9,105	8,649	8,649	-5.0%
<b>673 Cultural Council</b>					
Expenses	200	200	200	200	0.0%
<b>V. Public Services</b>	<b>\$803,458</b>	<b>\$863,226</b>	<b>\$901,724</b>	<b>\$901,724</b>	4.5%
<b>VI. PUBLIC SCHOOLS</b>					
<b>300 Provincetown Public Schools</b>					

Budget	Actual	Budget	FinCom	Selectmen	%
	FY 2012	FY 2013	FY 2014	FY 2014	13-14
Direct Costs	\$3,187,212	\$3,266,892	\$3,367,784	\$3,367,784	3.1%
<b>VI. Public Schools</b>	<b>\$3,187,212</b>	<b>\$3,266,892</b>	<b>\$3,367,784</b>	<b>\$3,367,784</b>	3.1%

## OPERATING BUDGET SUMMARY

I. General Government	\$1,104,115	\$1,152,644	1,159,224	1,179,224	2.3%
II. Finance	8,617,767	8,511,941	8,991,596	8,991,596	5.6%
III. Public Safety	4,289,059	4,489,657	4,753,978	4,753,978	5.9%
IV. Public Works	3,008,302	3,064,094	3,127,116	3,063,116	0.0%
V. Public Services	<u>803,458</u>	<u>863,226</u>	<u>901,724</u>	<u>901,724</u>	4.5%
<i>Subtotal, I-V</i>	<i>17,822,701</i>	<i>18,081,562</i>	<i>18,933,638</i>	<i>18,889,638</i>	4.5%
VI. Public Schools	<u>3,187,212</u>	<u>3,266,892</u>	<u>3,367,784</u>	<u>3,367,784</u>	3.1%
<b>Total, I-VI</b>	<b>21,009,913</b>	<b>21,348,454</b>	<b>22,301,422</b>	<b>22,257,422</b>	4.3%

**Article 2. FY 2014 Municipal Operating Budget.****Division I. General Government.****Board of Selectmen Recommends: 5-0-0****Finance Committee Does Not Recommend: 6-0-0**

Sharon Lynn moved that the Town vote to raise and appropriate the sum of \$917,703, transfer \$126,500 from Cable Receipts Reserved for Appropriation, \$4,696 from Wetlands Protection Fund, and \$130,325 from the Land Bank Fund for a total of \$1,179,224 to fund operating budgets for the several Town departments for Fiscal Year 2014 under budget Division I, General Government, as requested by the Board of Selectmen and not recommended by the Finance Committee.

Tom Donegan moved to amend the Division I budget by reducing the amount in Legal Services (budget 151) by \$20,000. This replaces the appropriation in the Selectmen's motion from \$1,179,224 to \$1,159,224.

**Motion to Amend Does Not Pass.****Motion Passed.****Article 2. FY 2014 Municipal Operating Budget.****Division II. Finance****Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 8-0-0**

Sharon Lynn moved that the Town vote to raise and appropriate the sum of \$8,960,941, transfer \$30,655 from Title V Septic Revolving fund for a total of \$8,991,596 to fund operating budgets for the several Town departments for Fiscal Year 2014 under budget Division II, Finance, as requested by the

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Board of Selectmen and recommended by the Finance Committee. **Motion Passed.**

**Article 2. FY 2014 Municipal Operating Budget.**

**Division III. Public Safety**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 8-0-0**

Sharon Lynn moved that the Town vote to raise and appropriate the sum of \$4,658,978, transfer \$35,000 from the Ferry Embarkation fund, transfer \$60,000 from Municipal Waterways fund for a total of \$4,753,978 to fund operating budgets for the several Town departments for Fiscal Year 2014 under budget Division III, Public Safety, as requested by the Board of Selectmen.

Barbara Rushmore moved to amend the Article 2, Division III Public Safety budget so as to remove the police serving on MacMillan Pier by \$99,995.

**Motion to Amend Does Not Pass.**

**Motion Passed.**

10:22 p.m. Michael Canizales moved to adjourn Annual Town Meeting until tomorrow, April 2, 2013 at 6 p.m. **Motion Passed.**

**Town Moderator Mary-Jo Avellar called the meeting to order at 6:00 p.m. on Tuesday, April 2, 2013.**

Barbara Rushmore submitted a petition signed by 10 registered voters that moved to reconsider Article 2, Division III Public Safety budget.

**Motion to Reconsider Passes (94 For, 71 Against).**

Barbara Rushmore moved amend Article 2, Division III Public Safety budget by transferring \$111,181 from department 210 to department 295.

**Motion to Amend Does Not Pass 76 For, 114 Against).**

**Article 2. FY 2014 Municipal Operating Budget.**

**Division IV. Public Works**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Does Not Recommend: 6-0-0**

Sharon Lynn moved that the Town vote to raise and appropriate the sum \$3,063,116 to fund operating budgets for the several Town departments for Fiscal Year 2014 under budget Division IV, Public Works, and to transfer \$6000 from

the A budget to the B budget within the Buildings and Grounds budget of this division, as requested by the Board of Selectmen and recommended by the Finance Committee. **Motion Passed.**

**Article 2. FY 2014 Municipal Operating Budget.**

**Division V. Public Services**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 6-0-0**

Sharon Lynn moved the Town vote to raise and appropriate the sum \$901,724 to fund operating budgets for the several Town departments for Fiscal Year 2014 under budget Division V, Public Services, as requested by the Board of Selectmen and recommended by the Finance Committee. **Motion Passed.**

**Article 2. FY 2014 Municipal Operating Budget.**

**Division VI. Public Schools**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 8-0-0**

Sharon Lynn moved that the Town vote to raise and appropriate the sum of \$3,367,784 to fund the Provincetown Public School System Budget for Fiscal Year 2014. **Motion Passed.**

**Article 3. *FY 2014 Cape Cod Regional Technical High School***

***Assessment.*** To see if the Town will vote to raise and appropriate a sum of money to fund the Town of Provincetown's assessment for the CCRTHS FY2014 operating budget, or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 6-0-0**

F. John Santos moved that the Town vote to raise and appropriate the sum of \$66,914 for its assessment for Cape Cod Technical Regional High School for FY 2014. **Motion Passed.**

**Article 4. *FY 2014 Enterprise Funds.*** To see if the Town will vote to raise and appropriate or transfer from available funds the following amounts for enterprise funds of the Town of Provincetown for Fiscal Year 2014:

**440 Wastewater Enterprise Fund**

	<b>FY 2013</b>	<b>FY 2014</b>	<b>13-14%</b>
Enterprise Fund Costs	\$3,149,858	\$3,487,541	
General Fund Costs	<u>144,257</u>	<u>144,257</u>	
<b>TOTAL COSTS</b>	<b>\$3,294,115</b>	<b>\$3,631,798</b>	<b>10.2%</b>

**450 Water Enterprise Fund**

	<b>FY 2013</b>	<b>FY 2014</b>	<b>13-14%</b>
Enterprise Fund Costs	\$2,120,314	\$2,079,208	
General Fund Costs	<u>280,898</u>	<u>280,898</u>	
<b>TOTAL COSTS</b>	<b>\$2,401,212</b>	<b>\$2,360,106</b>	<b>-1.7%</b>

or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Article 4. FY 2014 Enterprise Funds.**

440 Wastewater Enterprise Fund.

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 6-0-0**

David McChesney moved that the Town vote that \$3,631,798 be appropriated to operate the Wastewater Enterprise Fund, \$2,913,538 to come from Wastewater Enterprise Fund revenues and \$574,003 from reserved for debt service, and further, \$144,257 to be appropriated in the general fund and funded from Wastewater Enterprise revenues. **Motion Passed.**

**Article 4. FY 2014 Enterprise Funds.**

Motion 2. 450 Water Enterprise Fund.

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 6-0-0**

David McChesney moved that the Town vote that \$2,360,106 be appropriated to operate the Water Enterprise Fund, \$1,815,141 to come from Water Enterprise Fund revenues and \$264,067 from Retained Earnings, and further, \$280,898 to be appropriated in the general fund and funded from Water Enterprise revenues.

**Motion Passed.**

**Article 5. *FY 2014 Revolving Accounts.*** To see if the Town will vote to continue for FY 2014 the following revolving accounts established pursuant to MGL C.44, §53E½:

(1) Preservation of Town Hall Auditorium: to allow receipts from the rental and custodial fees charged for the public use of Town Hall Auditorium to be

segregated into a special account; and with funds therefrom, up to a limit of \$50,000 annually, to be expended for the repair, updating, refurbishing and maintenance of the Town Hall Auditorium under the direction of the Town Manager and Board of Selectmen;

(2) Shellfish Grants: to allow receipts from Shellfish Grants to be segregated into a special account; and with funds therefrom, up to a limit of \$2,500 annually, to be expended under the direction of the Shellfish Warden and the Board of Selectmen for the purpose of shellfish seeding and cultivation on public shellfish areas;

(3) B Street Garden: to allow receipts from the annual community garden membership fees charged for the public use of the community garden to be segregated into a special account; and with funds there from, up to a limit of \$2,500 annually, to be expended for the repair, updating and maintenance of the B-Street Garden under the direction of the Town Manager and the Conservation Commission;

(4) Fuel Reimbursement: to allow receipts from the sale of fuel to be segregated into a special account; and with funds there from, up to a limit of \$125,000 annually, to be expended for the purchase of fuel under the direction of the Town Manager and the Director of Public Works; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 8-0-0**

**Conservation Commission Recommends Section 3: 5-0-0**

Erik Yingling moved that the Town vote to continue for FY 2014 the revolving accounts established pursuant to MGL C.44, §53E½ as printed in the warrant.

**Motion Passed.**

**Article 6. Council on Aging Transportation Revolving Account.** To see if the Town will vote to establish a Revolving Account for transportation for the Council on Aging, as established pursuant to MGL C.44 §53 E1/2, to allow receipts from donations to be segregated into a special account; and with funds therefrom, up to a limit of \$10,000 annually, to be expended for the transportation cost under the direction of the Town Manager and the Director of the Council on Aging; or to take any other action relative thereto.  
*[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 8-0-0**

F. John Santos moved that the Town vote to establish a Revolving Account for Council on Aging Transportation pursuant to MGL C.44, §53E½ as printed in the warrant. **Motion Passed.**

**Article 7.** *Affordable Housing Revolving Fund.* To see if the Town will vote to establish a revolving account for the Town Manager/Community Housing Specialist under Massachusetts General Laws, Chapter 44, Section 53E ½, in an amount not to exceed \$10,000 for Fiscal Year 2014, for the purpose of accepting fees received by the Town on the sale and resale of affordable housing dwellings, fees paid for monitoring services provided by the Town, fees paid to ensure compliance with affordable housing restrictions and agreements, and donations earmarked for affordable housing purposes, said receipts to be expended by the Town Manager/Community Housing Specialist for costs associated with the administration, management and support of affordable housing in the Town, including, without limitation, cost of marketing and conducting lotteries; or take any other action relative thereto.

*[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 8-0-0**

**Community Housing Council Recommends: 3-0-0**

**Housing Authority Recommends: 3-0-0**

Elaine Anderson moved that the Town vote to establish a Revolving Account for affordable housing reimbursements pursuant to MGL C.44, §53E½ as printed in the warrant. **Motion Passed.**

**Article 8.** *Cape Cod Greenhead Fly Control District Assessment.* To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,438.75 for Greenhead Fly Control as authorized by Section 24, Chapter 252 of the General Laws; and authorize the Town Treasurer to pay said appropriation into the State Treasury; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 8-0-0**

**Board of Health Recommends: 4-0-0**

Erik Yingling moved that the Town vote to raise and appropriate the sum of \$1,438.75 for Greenhead Fly Control as authorized by Section 24, Chapter 252 of the General Laws; and authorize the Town Treasurer to pay said appropriation into the State Treasury. **Motion Passed.**

**Article 9.** *Return of Community Preservation Act Funds.* To see if the Town will vote to rescind its vote under Article 8-2E of the April 4, 2011 Annual Town Meeting appropriating the sum of \$75,000 from the

Community Preservation FY 2012 estimated revenues for the renovation of Hawthorne Barn, and to return said \$75,000 to the Community Preservation Act undesignated fund balance; or to take any other action relative thereto.  
*[Requested by the Community Preservation Committee]*

**Board of Selectmen Recommends: 4-0-0**

**Finance Committee Recommends: 8-0-0**

**Community Preservation Committee Recommends: 9-0-0**

F. John Santos moved that the Town vote to rescind its vote under Article 8-2E of the April 4, 2011 Annual Town Meeting appropriating the sum of \$75,000 from the Community Preservation FY 2012 estimated revenues for the renovation of Hawthorne Barn, and to return said \$75,000 to the Community Preservation Act undesignated fund balance. **Motion Passed.**

**Article 10.** *Community Preservation Budget for FY 2014.* To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2014 Community Preservation Budget, to appropriate or reserve for future spending the following amounts as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Reserves: Part 1

- A. \$55,000 for Open Space;
- B. \$55,000 for Community Housing;
- C. \$55,000 for Historic Resources;

2. Appropriations: Part 2

- A. \$247,150 for affordable housing debt service  
\$58,977 for open-space debt service  
\$173,909 for historic preservation debt service;
- B. \$50,000 for the Eastern School Restoration at 494 Commercial St. project by WOMR and said funds to be expended under the direction of the Town Manager in consultation with the Community Preservation Committee, said expenditure to be subject to the execution of a grant agreement;
- C. \$200,000 for Restoration and Repair of the Provincetown High School exterior at 12 Winslow Street and said funds to be expended under the direction of the Town Manager in consultation with Community Preservation Committee;
- D. \$50,000 for Winthrop Street Cemetery Phase 3 & 4 and said funds to be expended under the direction of the Town Manager in consultation with the Community Preservation Committee;
- E. \$25,000 for Renovation of historic barn at Days Lumberyard site at 24 Pearl Street project by FAWC and said funds to be expended under the

direction of the Town Manager in consultation with the Community Preservation Committee, said expenditure to be subject to the execution of a grant agreement;

F. \$72,916 for renovation of Mildred Greensfeld Basketball Court at East End Playground and said funds to be expended under the direction of the Town Manager in consultation with the Community Preservation Committee;

G. \$33,454 for Housing Office support;

H. \$20,766 for CPA general administration;

or to take any other action relative thereto.

*[Requested by the Community Preservation Committee]*

#### **Article 10. Community Preservation Budget for FY 2014.**

##### 1. Reserves

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Housing Authority Recommends: 3-0-0**

Dorothy Palanza moved that the Town vote to set aside from Community Preservation Act undesignated reserves the sum of \$55,000 for the Open Space reserve fund, the sum of \$55,000 for the Community Housing Reserve Fund and the sum of \$55,000 for the historic resources reserve fund. **Motion Passed.**

#### **10 - 2A Community Preservation FY 2014 Budget**

Debt Service Appropriation

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Dorothy Palanza moved that the Town vote to appropriate the sum of \$480,036 to fund debt service for Fiscal Year 2014 as follows: the sum of \$247,150 from

Affordable Housing reserves, the sum of \$58,977 from Open Space estimated revenues, and the sum of \$173,909 from Historic Preservation estimated revenues. **Motion Passed.**

#### **10 – 2B Community Preservation FY 2014 Budget**

\$50,000 for the Eastern School Restoration at 494 Commercial St

**Board of Selectmen Recommends: 4-0-0**

**Finance Committee Recommends: 5-0-0**

**Historical Commission Recommends: 4-0-0**

**Community Preservation Committee Recommends: 8-0-1**

James Hall moved that the Town vote to appropriate under the Community Preservation Act – Historic Resources Program the sum of \$50,000 from the undesignated fund balance for the restoration project at the Eastern School at 494 Commercial Street, owned by WOMR, and further to authorize the Town Manager to enter into a grant agreement. **Motion Passed.**

**10 – 2C Community Preservation FY 2014 Budget**

\$200,000 for Restoration and Repair of the Provincetown High School exterior

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Historical Commission Recommends: 5-0-0**

**Community Preservation Committee Recommends: 9-0-0**

Ann Maguire moved that the Town vote to appropriate under the Community Preservation Act - Historic Resources Program the sum of \$200,000 from the undesignated fund balance for restoration and repairs to the Provincetown High School. **Motion Passed.**

**10 – 2D Community Preservation FY 2014 Budget**

\$50,000 for Winthrop Street Cemetery Phase 3 & 4

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Historical Commission Recommends: 5-0-0**

**Cemetery Commission Recommends: 3-0-0**

**Community Preservation Committee Recommends: 9-0-0**

Judith Cicero moved that the Town vote under the Community Preservation Act - Historic Resources Program the sum of \$50,000 from the undesignated fund balance for Winthrop Street Cemetery, Phases 3 & 4, for dune restoration, footpaths, and entrances. **Motion Passed.**

**10 – 2E Community Preservation FY 2014 Budget**

\$25,000 for Renovation of historic barn at Days Lumberyard site at 24 Pearl Street

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Historical Commission Recommends: 3-0-2**

**Community Preservation Committee Recommends: 8-0-1**

Dorothy Palanza moved that the Town vote to appropriate under the Community Preservation Act –Historic Resources Program the sum of \$25,000 from the undesignated fund balance for the renovation of the historic barn at the Fine Arts Work Center and further to authorize the Town Manager to enter into a grant agreement. **Motion Passed.**

**10 – 2F Community Preservation FY 2014 Budget**

\$72,916 for renovation of Mildred Greensfelder Basketball Court at East End Playground

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Community Preservation Committee Recommends: 9-0-0**

Dorothy Palanza moved that the Town vote to appropriate under the Community Preservation Act – Recreation Program the amount of \$72,916 from estimated revenue for the renovation to the basketball courts located at the Mildred Greensfelder basketball courts at the East End playground.

**Motion Passed.**

**10 – 2G Community Preservation FY 2014 Budget**

\$33,454 for Housing Office support

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Community Housing Council Recommends: 3-0-0**

**Community Preservation Committee Recommends: 9-0-0**

**Housing Authority Recommends: 3-0-0**

Barbara Prato moved that the Town vote to appropriate from Affordable Housing Reserves the sum of \$33,454 for Housing Office and CPA support.

**Motion Passed.**

**10 – 2H Community Preservation FY 2014 Budget**

General Administration

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Community Preservation Committee Recommends: 9-0-0**

Dorothy Palanza moved that the Town vote to appropriate the sum of \$20,766 from estimated revenues to be used for CPA general administration.

**Motion Passed.**

**Article 11. *FY 2014 Capital Improvements Program.*** To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the following sums to defray the costs of the Fiscal Year 2014 Capital Improvements Program submitted in accordance with Chapter 9, section 2 of the Provincetown Charter as follows provided that one or more of the appropriations listed below shall be contingent on a Proposition 2 ½ Capital Outlay or Debt Exclusion ballot question:

1. Police Fleet Upgrade Plan - \$27,484 to be expended under the direction of the Town Manager and the Chief of Police for the purchase of one animal control replacement vehicle, and costs related thereto; or to take any other action relative thereto.
2. Police Fleet Upgrade Plan - \$32,673 to be expended under the direction of the Town Manager and the Chief of Police for the purchase of one police vehicle, and costs related thereto; or to take any other action relative thereto.
3. Police Fleet Upgrade Plan - \$24,960 to be expended under the direction of the Town Manager and the Chief of Police for the 2<sup>nd</sup> year of a three year lease of two police vehicles as initially approved by town voters at the April 2012 Annual Town Meeting, Article 5-2 and costs related thereto; or to take any other action relative thereto.
4. Police Fleet Upgrade Plan - \$8,800 to be expended under the direction of the Town Manager and the Chief of Police for the 3<sup>rd</sup> and final year of a three year lease of one police vehicle as initially approved by town voters at the April 2011 Annual Town Meeting, Article 5-2 and costs related thereto; or to take any other action relative thereto.
5. Police Bulletproof Vests - \$10,670 to be expended under the direction of the Town Manager and the Chief of Police for purchase of twelve police bulletproof vests, and costs related thereto; or to take any other action relative thereto.
6. Police Speed Advisory Signs - \$10,287 to be expended under the direction of the Town Manager and the Chief of Police for purchase of three speed advisory signs, and costs related thereto; or to take any other action relative thereto.
7. Fire & Rescue All Terrain Vehicle - \$35,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the purchase of an all terrain rescue vehicle, and costs related thereto; or to take any other action relative thereto.
8. Fire & Rescue Command Vehicle - \$55,000 to be expended under the direction of the Town Manager and the Board of Fire Engineers for the replacement of the Fire Chief's command vehicle, and costs related thereto; or to take any other action relative thereto.
9. Roadway Maintenance Plan - \$1,000,000 to be expended under the direction of the Town Manager and the Director of Public Works to continue the re-paving of Commercial Street and additional roadway maintenance as

outlined in the town-wide paving plan, and costs related thereto; or to take any other action relative thereto.

10. Storm Water Management - \$100,000 to be expended under the direction of the Town Manager and the Director of Public Works to be used for ongoing improvements to the town's drainage system in conjunction with making application for various grants which become available, and costs related thereto; or to take any other action relative thereto.

11. DPW Street Sidewalk Replacement - \$50,000 to be expended under the direction of the Town Manager and the Director of Public Works for maintenance and repair of streets and sidewalks, and costs related thereto; or to take any other action relative thereto.

12. Public Works Fleet Replacement Plan - \$279,555 to be expended under the direction of the Town Manager and the Director of Public Works for the replacement purchase of six pick-up trucks, and costs related thereto, and further to authorize the Town Manager, with the approval of the Board of Selectmen, to enter into lease purchase agreements for terms not exceeding 5 years; or to take any other action relative thereto.

13. Building Maintenance Plan - \$45,000 to be expended under the direction of the Town Manager and the Director of Public Works for capital maintenance of town-owned buildings as provided for in the Building Maintenance Plan, and costs related thereto; or to take any other action relative thereto.

14. Grace Hall Parking Lot Reconstruction - \$58,000 to be expended under the direction of the Town Manager and the Parking Department for the repair and reconstruction of the Grace Hall Parking Lot, and costs related thereto; or take any other action relative thereto.

15. Johnson Street Parking Lot Reconstruction - \$85,675 to be expended under the direction of the Town Manager and the Parking Department for the repair of the Johnson Street Parking Lot, and costs related thereto; or take any other action relative thereto.

16. School Fence Replacement - \$15,600 to be expended under the direction of the Town Manager and the School Committee for the replacement of fencing around the Provincetown School buildings, and costs related thereto; or to take any other action relative thereto.

17. Emergency Generator Repair or Purchase - \$200,000 to be expended under the direction of the Town Manager and Director of Public Works for purchase of or repairs/maintenance to town-owned emergency generators; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

#### **Article 11. FY 2014 Capital Improvements Program.**

11-1. Police Fleet Upgrade

**Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 4-1-0**

David McChesney moved that the Town vote to transfer \$27,484 from free cash to be expended under the direction of the Town Manager and the Police Chief for the purchase of one animal control replacement vehicle and costs related thereto. **Motion Passed.**

**Article 11. FY 2014 Capital Improvements Program.**

11-2. Police Fleet Upgrade

**Board of Selectmen Recommends: 5-0-0****Finance Committee Does Not Recommend: 6-0-0**

David McChesney moved that the Town vote to transfer \$32,673 from free cash to be expended under the direction of the Town Manager and the Police Chief for the purchase of one replacement police cruiser vehicle and costs related thereto.

**Motion Passed.**

**Article 11. FY 2014 Capital Improvements Program.**

11-3. Police Fleet Upgrade

**Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 5-0-0**

David McChesney moved that the Town vote to transfer the sum of \$24,960 from free cash to pay for the second year of a lease of two police vehicles to be expended under the direction of the Town Manager and Chief of Police and costs related thereto. **Motion Passed.**

**Article 11. FY 2014 Capital Improvements Program.**

11-4. Police Fleet Upgrade

**Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 5-0-0**

David McChesney moved that the Town vote to transfer the sum of \$8,800 from free cash to pay for the third year of a lease of one police vehicle to be expended under the direction of the Town Manager and Chief of Police and costs related thereto. **Motion Passed.**

**Article 11. FY 2014 Capital Improvements Program.**

11-5. Police Bulletproof Vests

**Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 3-2-0**

Elaine Anderson moved that the Town vote to transfer the sum of \$10,670 from free cash to pay for police department bulletproof vests to be expended under the direction of the Town Manager and Chief of Police and costs related thereto. **Motion Passed.**

**Article 11. FY 2014 Capital Improvements Program.**

11-6. Police Speed Advisory Signs

**Board of Selectmen Recommends: 4-1-0****Finance Committee Recommends: 3-2-0**

Elaine Anderson moved that the Town vote to transfer the sum of \$10,287 from free cash to pay for the purchase of three speed advisory signs to be expended under the direction of the Town Manager and Chief of Police and costs related thereto. **Motion Passed.**

**Article 11. FY 2014 Capital Improvements Program.**

11-7. Fire & Rescue All Terrain Vehicle

**Two-Thirds Vote Required****Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 4-2-0**

F. John Santos moved that the Town vote to transfer \$35,000 from the Capital Improvement Stabilization Fund to be expended under the direction of the Town Manager for the purchase of a rescue all terrain vehicle and costs related thereto. **Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)**

**Article 11. FY 2014 Capital Improvements Program.**

11-8. Fire & Rescue Command Vehicle

**Two-Thirds Vote Required****Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 6-0-0**

F. John Santos moved that the Town vote to transfer \$55,000 from the Capital Improvement Stabilization Fund to be expended under the direction of the Town Manager for the purchase of a Fire & Rescue command vehicle and costs related thereto. **Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)**

**Article 11. FY 2014 Capital Improvements Program.**

11-9. Roadway Maintenance Plan

**Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 5-0-0**

Sharon Lynn moved that the Town vote to appropriate the sum of \$1,000,000 to be expended under the direction of the Town Manager and the Director of Public Works for the re-paving of portions of Commercial Street and additional roadway maintenance as outlined in the town-wide paving plan and costs related thereto, that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$1,000,000 pursuant to General Laws Chapter 44, sections 7 and 8, or any other enabling authority and to issue bonds and notes therefor; provided that the appropriation shall be contingent on the passage of a Proposition 2 and ½ debt exclusion by the voters of the town in accordance with General Laws Ch. 59 section 21C(m).

**Motion Passed Unanimously.****Article 11. FY 2014 Capital Improvements Program.**

11-10. Storm Water Management

**Two-Thirds Vote Required****Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 5-0-0****Board of Health Recommends: 4-0-0**

Erik Yingling moved that the Town vote to transfer \$100,000 from the Capital Improvement Stabilization Fund to be expended under the direction of the Town Manager and the Director of Public Works for improvements to the town's drainage system and costs related thereto.

**Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)****Article 11. FY 2014 Capital Improvements Program.**

11-11. Streets &amp; Sidewalks Replacement

**Two-Thirds Vote Required****Board of Selectmen Recommends: 5-0-0****Finance Committee Recommends: 5-0-0**

Erik Yingling moved that the Town vote to transfer \$50,000 from the Capital Improvement Stabilization Fund to be expended under the direction of the

Town Manager and the Director of Public Works for improvements to the town's streets and sidewalks and costs related thereto.

**Motion Passed Unanimously.**

**Article 11. FY 2014 Capital Improvements Program.**

11-12. DPW Fleet Replacement

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Does Not Recommend: 5-1-0**

Austin Knight moved that the Town vote to raise and appropriate \$279,555 for Public Works fleet replacement vehicles to be expended under the direction of the Town Manager and the Director of Public Works and costs related thereto.

Michael Canizales moved to amend the motion by reducing the total to read \$173,810 instead of "\$279,555.

**Motion to Amend Does Not Pass.**

**Motion Passed.**

**Article 11. FY 2014 Capital Improvements Program.**

11-13. Building Maintenance Plan

**Two-Thirds Vote Required**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Austin Knight moved that the Town vote to transfer \$45,000 from the Capital Improvement Stabilization Fund to be expended under the direction of the Town Manager and the Director of Public Works for capital building maintenance and costs related thereto. **Motion Passed Unanimously.**

**Article 11. FY 2014 Capital Improvements Program.**

11-14. Grace Hall Lot Reconstruction

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Elaine Anderson moved that the Town vote to transfer \$58,000 from the Parking Fund to be expended under the direction of the Town Manager and the Parking Department for the repair and reconstruction of the Grace Hall Parking Lot and costs related thereto. **Motion Passed.**

**Article 11. FY 2014 Capital Improvements Program.**

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11-15. Johnson Street Parking Lot Reconstruction

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Elaine Anderson moved that the Town vote to transfer \$85,675 from the Parking Fund to be expended under the direction of the Town Manager, the Parking Department and Public Works Department for the repairs of the Johnson Street Parking Lot and costs related thereto. **Motion Passed.**

**Article 11. FY 2014 Capital Improvements Program.**

11-16. School Fence Replacement

**Two-Thirds Vote Required**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David McChesney moved that the Town vote to transfer \$15,600 from the Capital Improvement Stabilization Fund to be expended under the direction of the Town Manager and the School Committee for replacement of fencing around the Provincetown School buildings and costs related thereto.

**Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)**

**Article 11. FY 2014 Capital Improvements Program.**

11-17. Generator Repair or Purchase

**Two-Thirds Vote Required**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Austin Knight moved that the Town vote to transfer \$40,000 from the Capital Improvement Stabilization Fund to be expended under the direction of the Town Manager and the Department of Public Works for repairs to town owned generators and costs related thereto. **Motion Passed Unanimously.**

10:20 p.m. David Nicolau moved to adjourn Annual Town Meeting until tomorrow, April 3, 2013 at 6 p.m. **Motion Passed.**

**Town Moderator Mary-Jo Avellar called the meeting to order at 6:02 p.m. on Wednesday, April 3, 2013.**

David Nicolau moved to allow Eva Sikorski, a non-registered voter, to speak at Town Meeting. **Motion Passed.**

**Article 12. Amendments to Personnel By-law/Classification and Compensation Plan.** To see if the Town will vote as follows:

**I. Schedule A:** to amend Schedule A, "Permanent Full and Part-time Non-Union Positions," of the Classification and Compensation Plan of the Town, effective July 1, 2013, as follows:

Gr.	Actual FY 2013		Proposed FY 2014		Position Title
	Min.	Max.	Min.	Max.	
21	exempt		exempt		Town Mgr [ <i>exempt – MGL C.41, §108N</i> ]
20	exempt		exempt		Chief Pol. [ <i>exempt – MGL C.41, §108O</i> ]
19	74,567	94,916	74,567	97,763	Director of Public Works
18	69,494	92,250	69,494	95,018	Police Staff Lieutenant Assistant Town Manager
17	66,994	79,581	66,994	81,968	Director of Municipal Finance
16	63,501	77,996	63,501	80,336	Building Commissioner MIS Director ( <b>grade change</b> )
15	60,189	73,500	60,189	75,705	Deputy Director of Public Works
14	57,173	69,745	57,173	71,837	Health & Environ. Affairs Mgr Town Planner
13	54,450	63,635	54,450	65,544	No positions assigned
12	51,858	65,000	51,858	66,950	Human Serv/Council on Aging Director Library Director Town Clerk Principal Assessor Town Accountant
11	49,388	60,000	49,388	61,800	Collector Treasurer DPW Operations Director MIS Analyst ( <b>grade change</b> ) Tourism Director
10	46,500	56,302	46,500	57,991	Deputy Town Accountant Town Manager's Executive Assistant Employee Benefits Coordinator Recreation Director Ad Asst to Chief Police ( <b>grade change</b> ) Public Health & Safety Officer
9	44,797	53,621	44,797	55,230	Local Building Inspector Permit Coordinator Parking Administrator
8	42,663	50,586	42,663	52,104	COA Outreach Coordinator Library Public and Memb Servi Coord

7	40,632	47,723	40,632	49,155	Electrical/Deputy Building Inspector Assistant Town Accountant Admin. Accounting Asst ( <b>grade change</b> )
					MIS Technician Licensing Agent
6	38,697	46,372	38,697	47,763	Assistant Tourism Director Secretary to the Board of Selectmen Library Marketing and Program Director

2. ***Schedule B:*** to amend Schedule B, "Fire Department Positions," effective July 1, 2013, as requested by the Board of Fire Engineers, as follows:

***Annual Stipends for Reimbursement of Expenses***

<u>Position</u>	<u>Current</u>	<u>Proposed</u>
1 <sup>st</sup> Deputy Fire Chief	\$6,600	<b>\$7,700</b>
2 <sup>nd</sup> Deputy Fire Chief		<b>\$5,500</b>
District Fire Chief/Engineer	2,200	2,200
Firefighter	750	<b>800</b>
Fire Auxiliary	375	<b>400</b>
Fire Captain	500	<b>750</b>
Fire Lieutenant	305	<b>500</b>
House Steward	880	880
House Steward	1,100	1,100
Ladder Steward	1,300	1,300
LaFrance Steward	500	500
Main Station Steward	LCL	LCA
Oil Inspector	1,747	
Rescue Captain	1,450	<b>2,200</b>
Rescue Lieutenant	880	<b>1,450</b>
Rescue Steward	3,000	3,000
Rescue Training Officer	1,650	1,650
Radio Officer	550	550
Air Officer	1000	1,000
Summer Standby Coordinator (new)	2,500	

***Annual Salary***

<u>Position</u>	<u>Current</u>	<u>Proposed</u>
Fire Chief	\$40,000	40,000

***Non-Firefighter Positions***

<u>Position</u>	<u>Current</u>	<u>Proposed</u>
First Responders	\$12.00 per call	
EMT-Basic	21.96/hour	<b>22.61</b>

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EMT-Intermediate		23.66	<b>24.34</b>
EMT-Paramedic		25.88	<b>26.65</b>
Stand-by		25.00	
Safety Inspections		14.03	
Rescue Squad participation	\$250.00 per quarter		

3. **Schedule C:** to amend Schedule C, "Seasonal and Part-time Non-Union Positions," effective July 1, 2013, as follows:

Grade	Actual FY 13	Proposed FY 14	Proposed Position Classifications
<b>L</b>	\$17.22	\$17.22	Parking Lot Technical Manager Property Inspector (Assessors)
<b>K</b>	16.73	16.73	Assist Harbormstrw/police powers Police Officer, Summer/Auxiliary
<b>J</b>	16.25	16.25	<i>No Positions Assigned</i>
<b>I</b>	15.94	15.94	Parking Meter Collection/Repair On-call van Driver
<b>H</b>	15.48	15.48	Police Matron Police Summer Dispatcher
<b>G</b>	15.18	15.18	<i>No Positions Assigned</i>
<b>F</b>	14.74	14.74	Assist Harbormst w/o police pwr Parking and Traffic Officers Parking Lot Assistant Tech Mgr Parking Meter Enforcement Part-time Clerical Secretary, On-call Relief Transfer Station Laborer
<b>E</b>	14.48	14.48	Part-time Library Circulation Aide
<b>D</b>	14.05	14.05	On-call Library Circulation Aide
<b>C</b>	13.64	13.64	Barrels & Grounds Laborer Restroom/Building Custodian Seasonal Recreation Supervisor
<b>B</b>	13.39	13.39	<i>No Positions Assigned</i>
<b>A</b>	13.17	13.17	Council on Aging Cook Parking Lot Attendant/In-booth Seasonal Recreation Aides

or to take any other action relative thereto.

*[Requested by the Personnel Board and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 8-0-0**

**Personnel Board Recommends: 3-0-0**

Erik Yingling moved that the Town vote to approve Article 12 as printed in the warrant. **Motion Passed.**

**Article 13. Expenditures from the Tourism Fund.** To see if the Town will vote to transfer from the Tourism Fund the sum of \$ 600,000 to be expended under the direction of the Board of Selectmen and the Visitor Services Board to fund the following expenditures which market, beautify or enhance tourism in Provincetown pursuant to Chapter 178 of the Acts of 1996:

1. \$120,000 for coordination/support of the Visitor Service Board and the Tourism Department; and costs related thereto;
  2. \$ 320,000 for marketing, and costs related thereto;
  3. \$ 20,000 for municipal projects, and costs related thereto;
  4. \$ 130,000 for tourism grants, and costs related thereto; and
  5. \$ 10,000 for Beautification Committee;
- or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Visitor Services Board]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

**Visitor Services Board Recommends: 7-0-0**

David McChesney moved that the Town vote to approve Article 13 as printed in the warrant. **Motion Passed.**

**Town Moderator Mary-Jo Avellar recused herself and relinquished the role of moderator to Town Clerk Doug Johnstone.**

**Article 14. FY 2014 Human Services Grant Program.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$61,675 to be expended under the direction of the Board of Selectmen, to fund grants to assist non-profit agencies and organizations to maximize available resources to meet needs identified by the community by providing services to local residents, particularly those of low and moderate income and those who are uninsured or underinsured, as follows:

AIDS Support Group of Cape Cod	\$7,700
Cape Cod Children's Place	4,650
Consumer Assistance Council	400
Gosnold on Cape Cod	14,300
Helping Our Women	7,000
Homeless Prevention Council	3,500
Independence House	4,000
Lower Cape Outreach Council, Inc.	5,000
Mass-A-Peal	525
Outer Cape Health Services	6,100
Sight Loss Services, Inc.	500
Soup Kitchen in Provincetown	3,300

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South Coast Counties Legal Services	4,700
Total	\$61,675

or to take any other action relative thereto.

*[Requested by the Bd of Selectmen, Human Services Com. & Town Mgr]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 4-0-2**

**Board of Health Recommends: 4-0-0**

Elaine Anderson moved that the Town vote to raise and appropriate the sum of \$61,675 to be expended under the direction of the Board of Selectmen, to fund grants to assist non-profit agencies and organizations to maximize available resources to meet needs identified by the community by providing services to local residents, particularly those of low and moderate-income and those who are uninsured or underinsured, as printed in the warrant. **Motion Passed.**

**Town Moderator Mary-Jo Avellar returned to the meeting.**

**Article 15. July 4<sup>th</sup> Celebration.** To see if the Town will vote to raise and appropriate or transfer from any available funds the sum of \$22,000 to be expended under the direction of the Town Manager, the Chief of Police and the Director of Public Works for costs associated with the July 4<sup>th</sup> fireworks display; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 8-0-0**

**Board of Health Recommends: 7-0-0**

Austin Knight moved that the Town raise and appropriate \$22,000, to be used to pay for town expenses associated with the costs for the July 4<sup>th</sup> fireworks display, as printed in the warrant. **Motion Passed.**

**Article 16. Fund Collective Bargaining Agreement.** To see what sums the Town will vote to raise and appropriate or transfer from available funds amounts required to fund the collective bargaining agreement reached between the Town and NEPBA; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Has No Recommendation**

**Finance Committee Has No Recommendation**

Sharon Lynn moved that the Town vote to indefinitely postpone Article 16.

**Motion Passed.**

**Article 17. *Wireless Facilities on Town Water Towers.*** To see if the Town will vote to transfer the care, custody, maintenance and control of the property owned by the Town and located at 120 Mt. Gilboa Road and 7 Capt. Berties Way, identified as Assessor's Map and Parcel 18-4-2-0E and 8-2-8-0E respectively, the site of the Town's water towers, from the Water and Sewer Board currently having the care, custody, management and control thereof for its current purpose, to that Water and Sewer Board for its current purpose and to the Board of Selectmen for the purpose of disposition by lease; and further to authorize the Board of Selectmen to lease such property to a telecommunications service provider for such term of years and on such terms and conditions as the Board of Selectmen deem to be in the best interest of the Town; and to authorize the granting of such utility access easements as are necessary to support such a facility; and further to authorize the Board of Selectmen to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town to undertake the purpose of this article; or to take any action relative thereto.  
*[Requested by the Board of Selectmen and the Town Manager]*

**Two-Thirds Vote Required**

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Has No Recommendation**

Erik Yingling moved that the Town vote to transfer the care, custody, management and control of the properties owned by the Town and located at 120 Mt. Gilboa Road and 7 Capt. Berties Way, identified as Assessor's Map and Parcel 18-4-2-0E and 8-2-8-0E respectively, from the Water and Sewer Board currently held for water supply purposes to the Board of Selectmen to be held for the purpose of disposition by lease, provided, however, that the custody of said parcels shall continue to be held by the Water and Sewer Board for water supply purposes, and to authorize the Board of Selectmen to lease both of these properties to telecommunications service providers for a term not to exceed 30 years and on such terms and conditions as the Board of Selectmen deem to be in the best interest of the Town; and to authorize the granting of such utility access easements as are necessary to support such a facility; and further to authorize the Board of Selectmen to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town to undertake the purpose of this article.

**Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)**

**Article 18. *Room Occupancy Tax.*** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special

legislation applying the local room occupancy tax to seasonal rentals as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court, and provided further that Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT APPROVING THE APPLICATION BY THE TOWN OF  
PROVINCETOWN

OF THE LOCAL OPTION ROOM OCCUPANCY EXCISE TO

SEASONAL RENTAL PROPERTIES IN THE TOWN OF  
PROVINCETOWN

Section 1. Notwithstanding the provisions of any general or special law to the contrary, in addition to the authority to impose a local excise tax upon any transfer of occupancy of any room or rooms as may be set forth in and authorized by Chapter 64G section 3A of the Massachusetts General Laws or other law, as the same may be amended from time to time, the town of Provincetown shall, commencing on the first day of the fiscal year that begins after the effective date of this Act, be authorized to impose a local excise tax upon the transfer of occupancy of any room in a seasonal rental property or other transient accommodations located within said town by any operator at the rate of up to but not exceeding six (6) percent of the total amount of rent of each such occupancy.

Section 2. For the purposes of this chapter, all terms used herein shall, unless the context requires otherwise, have the same meanings as set forth in Chapter 64G section 1 of the Massachusetts General Laws and as follows:

“Occupancy”, the use or possession, or the right to the use or possession, of any room or rooms in a bed and breakfast establishment, bed and breakfast home, hotel, lodging house, motel, seasonal rental property or other transient accommodation designed and normally used for sleeping and living purposes, or the right to the use or possession of the furnishings or the services and accommodations, including breakfast in a bed and breakfast establishment or bed and breakfast home, accompanying the use and possession of such room or rooms, for a period of ninety consecutive calendar days or less, regardless of whether such use and possession is as a lessee, tenant, guest or licensee.

“Seasonal rental property or other transient accommodations” shall mean any bed and breakfast home, as defined by Chapter 64G section 1 of the Massachusetts General Laws and any residential or commercial dwelling,

dwelling unit or part thereof, unit of a condominium as defined by Chapter 183A of the Massachusetts General Laws or time-share as defined by Chapter 183B of the Massachusetts General Laws, used for the lodging of guests or invitees in exchange for rent.

Section 3. No excise shall be imposed upon for the transfer of occupancy of any room in a seasonal rental property or other transient accommodations if the total amount of rent is less than fifteen dollars per day or its equivalent or if the accommodation, other than a bed and breakfast home, is exempt under the provisions of Chapter 64G section 2 of the Massachusetts General Laws.

Section 4. All operators of seasonal rental property or other transient accommodations shall be responsible for assessing, collecting, reporting and paying such local excise tax as set forth in Chapter 64G sections 3, 4, 5, 6 and 7A of the Massachusetts General Laws and shall be liable in the same manners as operators in Chapter 64G section 7B of the Massachusetts General Laws.

Section 5. This act shall take effect upon its passage.

or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 7-0-0**

**Visitor Services Board Recommends: 7-0-0**

Austin Knight moved that the Town vote to approve Article 18 as printed in the warrant. **Motion Passed (173 For, 8 Against).**

**Article 19. 0.5% Real Estate Transfer Fee - A Home Rule Petition.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation authorizing the Town to impose a 0.5% Real Estate Transfer Fee as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court, and provided further that Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT AUTHORIZING THE TOWN OF PROVINCETOWN TO IMPOSE A 0.5% REAL ESTATE TRANSFER FEE.

**Section 1:** There is hereby imposed a Real Estate Transfer Fee equal to 0.5% (half percent, ½%) of the purchase price upon the transfer of any real

property interest in any real property situated in the Town of Provincetown. Said fee shall be the liability of the purchaser of such property interest, and any agreement between the purchaser and the seller or any other person with reference to the allocation of the responsibility for bearing said fee shall not affect such liability of the purchaser. The fee shall be paid to the Town of Provincetown. The first \$250,000 collected in each fiscal year shall be deposited in the Town's Capital Improvement Stabilization Fund. The remaining funds collected each fiscal year shall be deposited into the Town's General Fund.

**Section 2:** The following transfers of real property interests shall be exempt from the Real Estate Transfer Fee:

- A.** First time homebuyers who live in the home for at least 5 years. A lien shall accompany the deed stating that "There is running with the land a lien equal to the amount of fee exempted, plus accumulated interest and penalties until such time as all conditions of this sub-section are met."
- B.** Transfers to the Government of the U.S., The Commonwealth, the Town of Provincetown and any of their instrumentalities, agencies or sub-divisions, such as the Provincetown Housing Authority.
- C.** Transfers made without additional consideration to confirm, correct, modify or supplement a transfer previously made.
- D.** Transfers of convenience with consideration under \$100.00 which include: name change, into trusts, out of trust, etc.
- E.** Transfers to any charitable organization as defined in Clause Third of Section Five of Chapter 59 of the General Laws or any religious organization providing that the real property interests so transferred will be held solely for public charitable or religious purposes.
- F.** Transfers between family members, marriage partners, parents and children, grandchildren, step-parents and step-children, brothers and sisters.

**Section 3:**

- A:** The fee imposed shall be due at the time of the transfer of the real property interest.
- B:** The buyer shall pay interest on any unpaid amount of the fee at the rate the Town collects on unpaid Real Estate Taxes.
- C:** The Town shall notify a buyer by Registered or Certified Mail of any failure to discharge the amount in full of fee due.
- D:** All fees and interest required to be paid under this Act shall constitute a personal debt of the buyer and may be recovered in an action of contract;

**Section 4:** This Act shall take effect on passage.  
or take any action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 4-1-0**

**Finance Committee Recommends: 7-0-0**

Erik Yingling moved that the Town vote to approve Article 19 as printed in the warrant. **Motion Passed (144 For, 35 Against).**

**Article 20.      *Evacuation Plan Urgently Needed for Provincetown Residents.*** To see if the Town will vote to approve the following nonbinding resolution:

Whereas, Massachusetts Emergency Management Agency (MEMA) Director Kurt Schwartz has acknowledged that Cape Cod residents and visitors are “in harm’s way” in the event of a radiological accident at the Pilgrim Nuclear Power Station 26 miles across the bay in Plymouth; and

Whereas, MEMA has determined that Cape residents will not be evacuated, but will be relocated *after* possible exposure to dangerous radioactive materials released in an accident at Pilgrim; and

Whereas, citizens of the Town of Provincetown find this State response to Pilgrim’s threat to our health and safety unacceptable and in violation of the public trust; and

Whereas, the Pilgrim Nuclear plant is the same design and make as the Fukushima nuclear power station in Japan, where safety systems failed during a natural disaster causing catastrophic meltdown, radiation exposure to people, and long-lived contamination of land in an accident still not under control;

Therefore, be it resolved that we the people of Provincetown respectfully ask Massachusetts Governor Deval Patrick to require the U.S. Nuclear Regulatory Commission to uphold its mandate to protect the public by shutting down the Pilgrim Nuclear Power Station because the safety of Cape and Islands residents and visitors cannot be assured if there is an accident; and

Requests the Town Clerk to send written copies of this Resolution to the Governor and the Attorney General of Massachusetts, and to Provincetown’s elected State and Federal legislators; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 4-1-0  
Finance Committee Has No Recommendation**

Sharon Lynn moved that the Town vote to approve Article 20 as printed in the warrant. **Motion Passed (197 For, 2 Against).**

**Article 21.      *Climate Crisis.*** To see if the Town will vote to approve the following resolution on the Climate Crisis:

WHEREAS, man-made greenhouse gases in the atmosphere have contributed significantly to global warming, glacial melt, sea level rise and climate changes, and all over the globe extremes in weather are being

experienced with increased frequency in the form of droughts, heavy rainfall, record high temperatures, and dangerous storms, resulting in wild fires, floods, crop failures, destruction of homes and communities, and loss of life; and

WHEREAS, there is a limit to the amount of carbon and other greenhouse gases the atmosphere can contain beyond which life on the planet as we know it will be severely impacted and ultimately unsustainable; and

WHEREAS, the fossil fuel industry is reaping enormous profits and exercising great power over policy makers and legislators by means of large contributions to the campaign chests of friendly politicians in exchange for favorable legislation and massive government subsidies—at the expense of support for clean, renewable, and sustainable energy; and

WHEREAS, every household in Provincetown, motivated by a sense of responsibility to protect the planet and guarantee a future for the next generation and beyond, has the ability to decrease its contribution of greenhouse gases (its “carbon footprint”) by taking relatively simple steps to decrease its use of fossil fuel; and

WHEREAS, the town of Provincetown has chosen to become a GREEN COMMUNITY and under our own Energy Committee, tasked by the Board of Selectmen, significant progress has been achieved in making our municipal buildings more energy efficient;

THEREFORE, be it resolved that the citizens of Provincetown commit ourselves to meeting our individual and collective responsibility in the face of the increasing climate crisis by adopting energy efficiency and conservation practices; and

FURTHER, we urge our elected state officials to direct the managers of the State Pension Funds to divest the Funds of holdings in fossil fuel industries and to invest, instead, in alternative sustainable energy companies, a step consistent with the Commonwealth’s commitment to clean, renewable, green energy that does not further burden our fragile atmosphere and threaten our planet; and

The Town Clerk is requested to send copies of this Resolution to Governor Deval Patrick, State Treasurer Steven Grossman, State Senator Daniel Wolf, and State Representative Sarah Peake; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Has No Recommendation**

**Conservation Commission Recommends: 5-0-0**

**Board of Health Recommends: 4-0-0**

Elaine Anderson moved that the Town vote to approve Article 21 as printed in the warrant. **Motion Passed.**

**Article 22. General By-law Amendment: Non-Criminal Disposition of Pier Corporation Regulations.**

To see if the Town will vote to amend the Provincetown General By-laws by amending §2-3-1-1 to read as follows:

**2-3-1-1.** Any rule or regulation of the Provincetown Public Pier Corporation duly enacted as of ~~April 2, 2012~~ *April 1, 2013* shall be deemed a regulation of the Board of Selectmen. Violation of such rules or regulations may be enforced by any available means in law or equity, including but not limited to non-criminal disposition pursuant to G.L. c.40, §21D, and Sections 2-3-1 through 2-3-3 of the General By-laws. For the purposes of this by-law, the following officials shall be enforcing persons: the Harbormaster and his designees and any police officer of the Town of Provincetown.

**2-3-2-1.** Violations of the Provincetown Public Pier Corporation Regulations in Effect on ~~April 2, 2012~~ *April 1, 2013* (attached as Appendix 1 to Schedule A): 1st offense, \$100.00; 2nd offense, \$200.00; 3rd and subsequent offenses, \$300.00; or to take any other action relative thereto.

*[Requested by Provincetown Public Pier Corporation]*

**Board of Selectmen Recommends: 5-0-0  
Finance Committee Has No Recommendation**

David McChesney moved that the Town vote to amend the General Bylaws as printed in the warrant under Article 22. **Motion Passed.**

**Article 23. General By-law Amendment: Prohibited Use of Bicycles.**

To see if the Town will vote to amend the Provincetown General By-laws by inserting a new Section 13-5, including amendments or modifications thereto, to read as follows:

**13-5 Prohibited Use of Bicycles**

**13-5-1 Bicycle Removal Program**

**13-5-1-1 Purpose**

The Town of Provincetown regulates bicycle parking for short term storage only. For the purposes of this by-law, the term “Short-term parking” shall be defined as parking a bicycle at a Town bicycle rack for a period of less than seven (7) continuous days.

The principal intent of these regulations is two-fold: first, to ensure that short-term parking for bicyclists is available in the town and second, to ensure that bicycles are parked in a safe and secure manner. One of the

important ways of meeting these intentions is to remove abandoned bicycles that are taking up valuable spaces which could be used by other bicyclists. In addition, it should be clear that the bicycle spaces in the town are not intended for long-term storage. Finally, the regulations address the fact that parking a bicycle to some fixtures is not acceptable: trees can be damaged, benches rendered unusable, or hand railings be unavailable to those who need them most. Bicycles in violation of these regulations should be reported to the Provincetown Police Department.

An abandoned bicycle (that meets the established criteria), or one that is in violation of the time (7 days) restrictions will be tagged and removed. A bicycle determined to be inoperative will be removed by the Department of Public Works for Disposal. A bicycle determined to be operative will be held at the Provincetown Police Department of 30 days.

#### 13-5-1-2 Procedure

##### Bicycle Parking On Public Property

- a. Bicycles are permitted to park against a street sign pole, or on a bicycle rack or other facility specifically intended for that purpose.
- b. Under no circumstances shall a bicycle obstruct the pedestrian path of travel or handicap access ramps. A parked bicycle must leave at least 36 inches of an obstruction free path of travel.
- c. Bicycles are not permitted to be parked to: fire hydrants, hand railings, benches, trees, trash receptacles and parking meters. Bicycles in violation of the above regulations shall be tagged and removed immediately if presenting a public safety hazard as noted in this section.
- d. Bicycles shall not be parked longer than seven consecutive days at the same location on any bike rack, public way or sidewalk. If the bike is determined to be working bike, a tag will be affixed, and after a 72 hour time period be removed for storage purposes. The Department of Public Works (DPW) will transport the bike to Police Headquarters, and the sector officer will generate a report, identifying the bike and removal date. The report will include make, model, color, serial number (if possible) and a brief description of the bikes condition. The serial number will be checked with the Criminal Justice Information System. The Property /Evidence Officer will log the bike into the IMC System and secure the bike for safekeeping in a designated storage area for a period of thirty days. If the bike is not claimed in this period, the Property/ Evidence Officer will release the bike for auction.
- e. No motorized vehicles shall be parked on a bicycle rack or other facility specifically designed and intended for bicycle parking.

Violators are subject to immediate removal by the Provincetown Police

Department. Motorized vehicles parked on sidewalks will be issued a parking citation and towed.

Abandoned Or Inoperable Bicycle On Public Property

A bicycle with one or more of the following defects will be considered abandoned and can be removed and destroyed:

- (a) No tires or wheels
- (b) Have warped wheels or frame
- (c) Missing, rusted or broken chain in such a state that renders the bicycle inoperative.
- (d) Missing or warped handle bars

or to take any other action relative thereto.

*[Requested by Provincetown Bicycle Committee]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Has No Recommendation**

Michael Peregón moved that the Town vote to amend the General Bylaws as printed in the warrant under Article 23. **Motion Passed.**

**Article 24.** *Scale Bylaw.* To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 2, Districts and District Regulations, Section 2640, Building Scale, as follows:

**C. Procedure.** Each application for a building permit, except where the total volume is reduced, shall contain information on the building volume of all structures that fall wholly or partially within two hundred fifty (250) feet of the center of the proposed renovation if a structure exists, ~~and within two hundred fifty (250) feet~~ or of the center of the ~~parcel~~ for a proposed new building, except for stand-alone non-residential accessory use structures of 2,160 cubic feet or less.

This provision shall take effect as provided for under the general laws; provided however, that any property owner or his, her or its designee with a project or development plan pending before the Planning Board, Zoning Board of Appeals and/or the Conservation Commission prior to February 14, 2013, shall be excluded from the provisions of this Section 2640 as amended. The applications referenced above shall include growth management allocation permits, special permits and orders of conditions, provided further that the building permit for the project is sought and obtained as part of the Growth Management Allocation Permit and that use or construction under the building permit shall begin within six months after issuance of the building

permit and, in the case of construction, that construction shall be continued through to completion as continuously and expeditiously as is reasonable.  
*or take any other action relative thereto.*  
*[Requested by Planning Board]*

**Two-Thirds Vote Required**

**Board of Selectmen Recommends: 3-2-0**

**Finance Committee Has No Recommendation**

**Planning Board Recommends: 4-1-0**

Mark Weinress moved that the Town vote to amend the Zoning Bylaws as printed in the warrant under Article 24 with the addition of the words “on a vacant lot”, after the words “or of the center of the proposed new building...”.

**Motion Does Not Pass. (102 For, 91 Against – 2/3<sup>rd</sup>'s Requirement Not Met)**

*Article 25. Scale By-law Amendment.* To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 2, Districts and District Regulations, Section 2640, Building Scale, as follows:

**C. Procedure.** Each application for a building permit, except where the total volume is reduced, shall contain information on the building volume of all structures that fall wholly or partially within two hundred fifty (250) feet of the center of the proposed renovation if a structure exists, ~~and within two hundred fifty (250) feet~~ or of the center of the ~~parcel~~ for a proposed new building, except for stand-alone non-residential accessory use structures of 2,160 cubic feet or less;  
or to take any other action relative thereto.  
*[Requested by Jonathan Sinaiko and others]*

**Two-Thirds Vote Required**

**Board of Selectmen Has No Recommendation**

**Finance Committee Has No Recommendation**

**Planning Board Has No Recommendation**

Jonathan Sinaiko moved that the Town vote to amend the Zoning Bylaws as printed in the warrant under Article 25.

**Motion Does Not Pass. (For 92, Against 94)**

*Article 26. Zoning By-law Amendment.* To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 3, General Regulations, by adding Section 3510, as follows:

**Section 3510 Earth Removal**

The removal from any premises of more than 50 cubic yards of sand, gravel, stone, topsoil or similar materials within any 12 month period shall be allowed only by Special Permit in accordance with Section 5300. A Special Permit for earth removal may be granted subject to the following:

- a. **Plan.** The application shall be accompanied by a plan showing existing topography base grades below which no excavation will take place, and existing and proposed cover vegetation.
- b. **Screening.** Excavation areas and processing equipment shall be screened by buffer strips or other means, and noise and dust shall be adequately controlled.
- c. **Restoration.** Following removal, all excavated areas shall be restored by grading to provide drainage to control surface and storm water and for slopes not to exceed one foot horizontal to two feet vertical, and by covering with four inches of topsoil, and by planting with cover vegetation, which shall be established prior to release of the bond.
- d. **Bond.** A performance bond shall be posted in an amount sufficient to assure satisfactory fulfillment of the requirements of this Section, or to take any other action relative thereto.

*[Requested by Jonathan Sinaiko and others]*

**Two-Thirds Vote Required**

**Board of Selectmen Has No Recommendation**

**Finance Committee Has No Recommendation**

**Planning Board Recommends: 4-0-0**

Jonathan Sinaiko moved that the town vote to approve Article 26 as printed in the warrant with the following amendments to change 50 cubic yards to 300 cubic yards and add the words..."by the Planning Board" after the words Special Permit. **Motion Does Not Pass. (86 For, 106 Against)**

**Article 27. Zoning By-law Amendment.** To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 3, General Regulations, by adding Section 3500, as follows:

**Section 3500 Natural Cover Removal**

A Special Permit from the Planning Board is required for exposing more than 5,000 square feet of bare earth through either removal of filling on any parcel of contiguous parcels in the same ownership, or, if in different ownership, is

part of a common proposed site development scheme, unless in conjunction with agricultural activity, landscaping incidental to a dwelling existing on the premises, or in conjunction with a currently valid building permit or Special Permit for earth removal under the Zoning Bylaw, or within streets which are either public or designated on an approved subdivision plan. A Special Permit under this section shall be granted only subject to the following:

- a. **Submissions.** Information shall be submitted showing existing and proposed topography and vegetation (or other cover surface, if any) and outlining methods of preventing erosion, silting or other instability during and after land or vegetation alteration.
- b. **Criteria.** Adequate measures are to be provided to prevent erosion, silting or other instability both during and after land or vegetation alteration. The Planning Board may require the applicant to submit a report from the Soil Conservation Service or soil loss calculations prepared by a soils scientist or the engineer in cases where doubt as to adequacy of proposed measures exists.
- c. **Security.** In conjunction with the above Special Permit approval process for Site Plan Approval, the Planning Board shall require the posting of a bond or other security to secure faithful and satisfactory performance of proposed erosion control measures, in such sum and in accordance with such conditions as the Board may determine necessary;

or to take any other action relative thereto.

*[Requested by Jonathan Sinaiko and others]*

### **Two-Thirds Vote Required**

**Board of Selectmen Has No Recommendation**

**Finance Committee Has No Recommendation**

**Planning Board Recommends: 4-0-0**

**Conservation Commission Recommends: 3-2-0**

Jonathan Sinaiko moved that the Town vote to amend the Zoning Bylaws as printed in the warrant under Article 27.

**Motion Does Not Pass. (127 For, 85 Against – Did Not Meet 2/3<sup>rd</sup>'s Required)**

Sheila McGuinness submitted a petition signed by 10 registered voters that moved to reconsider Article 27.

**Motion to Reconsider Passes (94 For, 71 Against).**

Sheila McGuinness moved to indefinitely postpone Article 27.

**Motion to Indefinitely Postpone Passed.**

**Article 28.      *Don't Undermine the US Post Office.***

Whereas, the Post Office provides a needed and appreciated service and neighborhoods are better served and safer with 6 day week delivery;  
Whereas, the Post Office actually made a profit last year;

Whereas, politicians have uniquely made the Post Office pay in advance for pensions due in the future, and have therefore put the Post Office in a technical deficit standing;

I move to see if the voters of Provincetown, MA would vote to petition our Congressional Delegates from Massachusetts to support the Post Office, keeping the 6 day per week service and to remove the mandate from pre-paying future pensions. The petition will be sent to: President Barack Obama, Senator Elizabeth Warren, Senator William "Mo" Cowan, Representatives (By congressional district): 1<sup>st</sup> – Rep. Richard Neal, 2<sup>nd</sup> – Rep. James "Jim" McGovern, 3<sup>rd</sup> – Rep. Niki Tsongas, 4<sup>th</sup> – Rep. Joseph Kennedy III, 5<sup>th</sup> – Rep. Edward "Ed" Markey, 6<sup>th</sup> – Rep. John Tierney, 7<sup>th</sup> – Rep. Michael Capuano, 8<sup>th</sup> – Rep. Stephen Lynch, 9<sup>th</sup> – Rep. William Keating; or to take any other action relative thereto. [*Requested by Barbara Rushmore and others*]

**Board of Selectmen Has No Recommendation**  
**Finance Committee Has No Recommendation**

Barbara Rushmore moved that the Town vote to approve Article 28 as printed in the warrant. **Motion Passed.**

**Article 29.      *Art Gallery Zoning Bylaw Amendment.*** To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 1, Definitions and Section 2460, Special Permit Requirements, as follows:

*To replace the definition*

~~**Art Gallery** shall mean premises for the preparation, sale, display or barter of paintings, sculpture, original, limited edition graphic arts and photographs created by individual artists on a single piece basis, but not including premises used by caricaturists and portrait artists working on a single-sitting, non-appointment basis.~~

*to read*

**Art Gallery** shall mean a supportive exhibition space for artists working in all varieties of creative media. Artwork would be available for sale, display, or barter. Art would include but not be limited to painting, sculpture, photography, time based media (digital, video, film, sound etc), installation, conceptual art, and performance art. An Art Gallery also functions as a space for the experimentation and development of works in progress providing cultural enhancement and community accessibility. An art gallery does not include premises used by caricaturists and portrait artists working on a single-sitting, non-appointment basis.

*and to replace the definition*

~~**Artist's Studio** shall be a structure to be used for the creation of works of art including literature, paintings, sculpture, original limited edition graphic arts and photographs created by individual artists on a single piece basis; it may include a bathroom but not a kitchen and is not to be used as a dwelling unit, guest unit or commercial accommodation.~~

to read

**Artist's Studio** shall be a structure to be used for the creation of works of art by individual artists; it may include a bathroom but not a kitchen and is not to be used as a dwelling unit, guest unit or commercial accommodation.

*And to amend Section 2460 as follows:*

**2460 Special Permit Requirements** No hotel, motel, inn, restaurant or bar holding or seeking to hold a license granted pursuant to General Laws, Chapter 138, Section 12; General Laws, Chapter 140, Section 2; or General Laws, Chapter 140, Section 183A, respectively, shall be used for the service of food or alcoholic beverages to the public or public entertainment, nor any other premises or establishment for public entertainment, (excluding art gallery openings with performance art), nor any establishment increase its Posted Occupant Load, unless such use has been authorized with a Special Permit from the Board of Zoning Appeals as provided for in Section 5300; or take any other action relative thereto.

*[Requested by Debra Nadolney and others]*

### **Two-Thirds Vote Required**

**Board of Selectmen Has No Recommendation**

**Finance Committee Has No Recommendation**

**Planning Board Has No Recommendation**

Debra Nadolney moved that the town vote to amend the Provincetown Zoning Bylaw, Article 1, Definitions, as follows:

To replace the existing definition of "Art Gallery" with the following definition:

**Art Gallery** shall mean premises for the preparation, sale, display or barter of "fine art" as defined by, and in compliance with Massachusetts General Law Chapter 104A as "a painting, photograph, sculpture, functional sculpture, hologram, wearable art, drawing, fiber-based work, ceramic-based work, metal work, conceptual-based art, glass-based work, an installation, a work that is created or displayed using computer, digital devices and/or new technology such as, but not limited to, digital prints, digital photographs, CD Roms, DVDs, cyberart, a web/internet-based art work, a performance-based art work and the results of the performance such as, but not limited to, film, video, DVDs, CD Roms, a sound work, an

electronic-based work, a work of graphic art, including an etching, lithograph, off set print, silk screen/screen print, or work of graphic art of like nature, a work of calligraphy, an artist's book, or a work in mixed media including collage, assemblage or any combination of the foregoing art media." An art gallery does not include premises used by caricaturists and portrait artists working on a single, non-appointment basis.

And further to replace the existing definition of "Artist's Studio" with the following definition:

**Artist's Studio** shall be a structure to be used by an artist for the creation of "fine art" as defined in Massachusetts General Laws c. 104A, sec.1, definitions; it may include a bathroom but not a kitchen and is not to be used as a dwelling unit, guest unit or commercial accommodation.

and further, to make no changes to Section 2460 Special Permit Requirements.

Austin Knight moved to indefinitely postpone Article 29.

**Motion to Indefinitely Postpone Passed.**

**Article 30. Design and Repair to the Police Station on Shank Painter Road.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money not to exceed \$3,000,000 to be expended under the direction of the Town manager for the purpose of renovating the existing police station, within existing square footage, including design costs and all other costs incidental and related, including up to \$500,000 for temporary housing of police force during construction and a contingency of \$500,000; and to authorize the Board of Selectmen and the Town Manager to apply for and accept any grant funds that may be available for this project and to take all other actions necessary to carry out the project provided that the appropriation may be contingent on a Proposition 2 ½ Capital Outlay or Debt Exclusion ballot question; or to take any other action relative thereto. *[Requested by Dorothy Feld and others]*

**Two-Thirds Vote Required**

**Board of Selectmen Does not Recommend: 3-2-0**

**Finance Committee Recommends: 4-1-1**

**Building Committee Does Not Recommend: 5-0-0**

Michael Canizales moved that the Town vote to appropriate the sum of \$3,000,000 to be expended under the direction of the Town Manager for the purpose of renovating and/or reconstructing a police station, within existing square footage of the lot, including design costs and all other costs incidental and related thereto; that to meet this appropriation the Treasurer with the

approval of the Board of selectmen is hereby authorized to borrow \$3,000,000 and to issue bonds and notes therefor; and to authorize the Board of Selectmen and the Town Manager to apply for and accept any grant funds that may be available for this project and to take all other actions necessary to carry out the project; provided that the appropriation shall be contingent on a Proposition 2½ Debt Exclusion ballot question.

Donna Walker moved to indefinitely postpone Article 30.

**Motion to Indefinitely Postpone Does Not Pass.**

Tom Donegan moved to lay the motion to indefinitely postpone on the table.

**Motion to Lay Indefinite Postponement on the Table Passed.**

### Special Town Meeting - Monday, April 1, 2013

**Meeting Called to Order.** Town Moderator Mary-Jo Avellar convened the Special Town Meeting in Avellar motion to hold, April 1, 2013 Annual Town Meeting at 11:09 p.m. **Motion Passed.**

**Provincetown Meeting dissolved at 11:09 p.m.**

Austin Knight moved that the Town vote to waive the reading of the warrant. **Motion Passed.**

Austin Knight moved that the Town vote to grant permission to speak at the April 1, 2013 Special Town Meeting to the following persons who are not registered voters of the Town of Provincetown: John W. Giorgio, Esq., and other attorneys of the firm of Kopelman & Paige, P.C., *Town Counsel*; Beth Singer, *Superintendent of Schools*; Kim Y. Pike, *District Principal*; Russell Braun, *Building Commissioner*; Richard Waldo, *Deputy DPW Director*; Michelle Jarusiewicz, *Housing Specialist/Grant Administrator*; James Golden, *Lieutenant*; Maxine Notaro, *Permit Coordinator*; Morgan Clark, *Public Health and Safety Officer*; Brandon Motta, *Recreation Director*; Domenic Rosati, *Parking Administrator*; Rex McKinsey, *Pier Manager/Harbormaster*; Richard Wood, *Provincetown Public Pier Corporation Board of Directors*; Russell Tittmus, *Bourne Engineering*; Tyler Keyes, *MIS Coordinator*. **Motion Passed.**

Austin Knight moved that on all matters to come before the April 1, 2013 Special Town Meeting, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters.

**Motion Passed.**

**Article 1. *FY 2013 Budget Adjustments.*** To see what amendments the Town will vote to make to the Fiscal Year 2013 operating budgets established under Article 2 of the April 2012 Annual Town Meeting and what sums the Town will vote to raise and appropriate or transfer from available funds therefor; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends Indefinite Postponement: 5-0-0**  
**Finance Committee Recommends Indefinite Postponement 6-0-0**

F. John Santos moved that the Town vote to indefinitely postpone Article 1.  
**Motion Passed.**

**Article 2. *Prior Year Bills.*** To see what sum the Town will vote to raise and appropriate or transfer from available funds for the purpose of paying prior year unpaid bills; or take any other action relative thereto.

*[Requested by the Town Manager]*

**Nine-Tenth's vote required**

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 8-0-0**

Erik Yingling moved that the Town transfer the sum of \$586.77 from 2004 Annual Town Meeting article 4-3 for the purpose of paying the following prior year bills: W.B. Mason in the amount of \$117.90, Industrial Chem. Labs & Services, Inc. in the amount of \$468.87. **Motion Passed**

**Unanimously.**

**Article 3. *Rescind Unused Borrowing Authority.*** To see if the Town will vote to rescind unused borrowing authority, as follows:

Date	Art#	Auth.	Debt	Fund	Amt	Total	Rescind
4/4/07	ATM 6-2	Parking		Park.	\$33,400	\$0	\$33,400
		Dept Equip					
4/5/10	ATM 16	Library		Gen.	\$2,092,000	\$1,593,300	\$498,700
		Renovation					
4/5/10	ATM 19	LandBank		Land	\$526,800	\$343,200	\$183,600
		Purch-15 Aunt		Bank			
		Suky Way					
4/2/12	ATM 19	LandBank		LandB	\$850,000		\$850,000
		Purch-Dunes Edge					
		Campground Restriction					

or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

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**Board of Selectmen Recommend Indefinite Postponement: 5-0-0**  
**Finance Committee Recommends: 8-0-0**

Austin Knight moved that the Town vote to indefinitely postpone Article 3.  
**Motion Passed.**

**Article 4.** *Use of Parking Funds to Purchase Parking Equipment for Grace Hall Parking Lot.* To see if the Town will vote to expend \$37,110 from the Parking Fund for the purchase of entrance and exit equipment for the Grace Hall parking lot including two ticket dispensers, four barrier gates and eight weatherproof loops and to make any other parking improvements; or to take any other action relative thereto.  
*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 5-0-0**

Elaine Anderson moved that the Town expend \$37,110 from the Parking Fund for the purchase of entrance and exit equipment for the Grace Hall parking lot including two ticket dispensers, four barrier gates and eight weatherproof loops and to make any other parking improvement. **Motion Passed.**

**Article 5.** *Use of Parking Funds to Purchase Replacement Safety Fencing at the Grace Hall Parking Lot.* To see if the Town will vote to expend \$20,000 from the Parking Fund for the purchase and installation of replacement safety fencing for the Grace Hall parking lot and to make any other parking improvements; or to take any other action relative thereto.  
*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 5-0-0**

David McChesney moved that the Town expend \$20,000 from the Parking Fund for the purchase and installation of replacement safety fencing for the Grace Hall parking lot and to make any other parking improvements.  
**Motion Passed.**

**Article 6.** *Town Emergency Shelter Retrofit.* To see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow the sum of \$391,718, less any remaining FEMA grant funds, to be expended under the direction of the Town Manager and associated with the permitting, purchase and installation of a protective shutter system, an emergency generator and other appropriate protective systems to mitigate for high wind

events including all costs incidental and related thereto; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends Indefinite Postponement: 5-0-0**  
**Finance Committee Has No Recommendation**  
**Board of Health Recommends: 4-0-0**

F. John Santos moved that the Town vote to indefinitely postpone Article 6.  
**Motion Passed.**

**Article 7.        *Discontinuance of Portion of Collyer Street.*** To see if the Town will vote to discontinue as a public way the portion of Collyer Street (also known as Collier Street) shown as “Parcel A” on a plan entitled “Plan of Land in Provincetown as surveyed for Town of Provincetown,” prepared by William Rogers, dated February 28, 2013, on file with the Town Clerk, and to raise and appropriate, transfer from available funds, and/or borrow a sum of money for costs related thereto; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Has No Recommendation**  
**Board of Assessors Recommends: 3-0-0**

Erik Yingling moved that the Town vote to discontinue as a public way the portion of Collyer Street (also known as Collier Street) shown as “Parcel A” on a plan entitled “Plan of Land in Provincetown as surveyed for Town of Provincetown”, prepared by William Rogers, dated February 28, 2013, on file with the Town Clerk.

**Motion Passed (110 For, 83 Against).**

**Article 8.        *Acquisition and Conveyance of a Parcel of Land.*** To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, and/or eminent domain the fee in the parcel of land shown as “Parcel A” on a plan entitled “Plan of Land in Provincetown as surveyed for Town of Provincetown,” prepared by William Rogers, dated February 28, 2013, on file with the Town Clerk, for the purpose of confirming its title thereto and for the purpose of conveyance, and to raise and appropriate, transfer from available funds, and/or borrow a sum of money to accomplish the foregoing acquisition, and, further, to authorize the Board of Selectmen to convey said Parcel A on such terms and conditions as the Board deems appropriate; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Has No Recommendation****Board of Assessors Recommends: 3-0-0**

Erik Yingling moved that the Town vote to authorize the Board of Selectmen to acquire by gift, purchase, and/or eminent domain the fee in the parcel of land shown as "Parcel A" on a plan entitled "Plan of Land in Provincetown as surveyed for Town of Provincetown", prepared by William Rogers, dated February 28, 2013, on file with the Town Clerk, for the purpose of confirming its title thereto and for the purpose of conveyance, and, further, to authorize the Board of Selectmen to convey said Parcel A on such terms and conditions as the Board deems appropriate. **Motion Passed.**

**Article 9.** *Design and Project Management Services for the Construction of a New Police Station.* To see if the Town will vote to amend the action taken under Article 22 of the April 2011 Annual Town Meeting, by authorizing the expenditure of the remaining appropriation, which was from free cash, for the continuing design and project management services in connection with the construction of a new police station to be located at either the existing highway garage site, or other town owned sites or a private property location; or to take any other action relative thereto. *[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 4-0-1****F Board of Selectmen Recommends: 4-0-1****Building Committee Recommends: 3-0-0**

Austin Knight moved that the Town vote to amend the action taken under Article 22 of the April 2011 Annual Town Meeting, Capital Improvement Plan, under the category of Building Assessment, by authorizing the expenditure of the remaining appropriation of \$41,250 which was from free cash for design and project management services in connection with the construction of a new police station to be located at either the existing highway garage site, or other town owned sites or a private property location.

James King moved to amend the motion as follows, "to amend the action taken under Article 22 of the April 2011 Annual Town Meeting by authorizing the expenditure of the remaining appropriation, which was from free cash \$41,250.00, for the design and project management services necessary to relocate the Parking Department, the Animal Control Office, and refurbishment of the present Police Station located on Shank Painter Road. **Motion to Amend Does Not Pass.**

Erik Yingling moved to amend the motion as follows, "to amend the action taken under Article 22 of the April 2011 Annual Town Meeting by authorizing the expenditure of the remaining appropriation, which was from free cash \$41,250.00, for the design and project management services in

connection with the construction of a renovated station to be located at the existing location.

Erik Yingling moved that the motion be conducted by secret ballot.

**Motion Does Not Pass.**

**Motion to Amend Does Not Pass.**

Christopher Snow moved that the motion be conducted by secret ballot.

**Motion For Secret Ballot Does Not Pass.**

**Motion Passed.**

**Article 10.**        *Replacement of Water Main and Existing Service Connections along Commercial Street.* To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to replace the existing water main and upgrade water services on Commercial Street as part of the Commercial Street repaving project, Phase 2, including all costs incidental and related thereto; to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow a sum of money, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; and further, to authorize the Town Manager and the Board of Selectmen to take all actions necessary to carry out the project and apply for, accept, and expend grant funds for this project; or to take any other action relative thereto. *[Requested by the Board of Selectmen and the Town Mgr]*

**Two-Third's vote required**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Sharon Lynn moved that the Town vote to appropriate the sum of \$850,000 to replace the existing water main and upgrade water services on Commercial Street as part of the Commercial Street repaving project, including all costs incidental and related thereto; that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$850,000, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; and further, to authorize the Town Manager and the Board of Selectmen to take all actions necessary to carry out the project and apply for, accept, and expend grant funds for this project and further that although the bonds issued for this project shall be general obligations of the Town, it is the intent of the Town that the principal and interest payments for this project shall be paid from the Water Enterprise Fund. **Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)**

**Article 11.**        *Design and Repair to the MacMillan Pier Floating Docks and Finger Piers.* To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to be expended under the direction of the Town Manager for the purpose of making repairs and capital improvements to the floating dock system and the finger piers and other related facilities on MacMillan Pier which recently sustained damage as the result of a coastal storm, and for the construction of a wave attenuator, including design costs and all other costs incidental and related thereto; and to authorize the Board of Selectmen and the Town Manager to apply for and accept any grant funds that may be available for this purpose and to take all other actions necessary to carry out the project, including, without limitation, entering into an agreement with the Provincetown Public Pier Corporation in connection with the project provided that the appropriation shall be contingent on a Proposition 2 ½ Capital Outlay or Debt Exclusion ballot question; or to take any other action relative thereto.  
*[Requested by the Board of Selectmen and the Town Manager]*

**Two-Third's vote required**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends Amended Motion: 6-0-0**

**Provincetown Public Pier Corporation Recommends: 3-0-1**

**Conservation Commission Recommends: 5-0-0**

Austin Knight moved that the Town vote to appropriate the sum of \$250,000 to be expended under the direction of the Town Manager for the purpose of making repairs and capital improvements to the floating dock system and the finger piers and other related facilities on MacMillan Pier which recently sustained damage as the result of a coastal storm, and for the construction of a wave attenuator, including design costs and all other costs incidental and related thereto, that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$250,000 pursuant to General Laws Chapter 44, section 7(9) or any other enabling authority and to issue bonds and notes therefor; provided that the appropriation shall be contingent on the passage of a Proposition 2 and ½ debt exclusion by the voters of the town in accordance with General Laws Ch. 59 section 21C(m).

Clarence Walker moved to amend the motion by reducing the request from \$250,000 to \$60,000. **Motion to Amend Does Not Pass.**  
**Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)**

**Article 12.**        *Purchase of Pick-up Trucks for Water Department.* To see if the Town will vote to raise and appropriate, transfer from available

funds, or borrow a sum of money to purchase two replacement vehicles for the Water Department, including all costs incidental and related thereto; to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow a sum of money, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Two-Third's vote required**

**Board of Selectmen Recommends As Amended: 4-1-0**

**Finance Committee Recommends: 5-0-0**

David McChesney moved that the Town vote to appropriate the sum of \$25,000 to purchase a replacement pick-up truck; that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$25,000, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; and further, to authorize the Town Manager and the Board of Selectmen to take all actions necessary to carry out the project and apply for, accept, and expend grant funds for this project and further that although the bonds issued for this project shall be general obligations of the Town, it is the intent of the Town that the principal and interest payments for this purchase shall be paid from the Water Enterprise Fund.

**Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)**

**Article 13.      *Purchase Replacement Water Meters for Water***

***Department.*** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase replacement water meters for the Water Department, including all costs incidental and related thereto; to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow a sum of money, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Two-Third's vote required**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

Elaine Anderson moved that the Town vote to appropriate the sum of \$70,000 to purchase replacement water meters; that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$70,000, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; and further, to authorize the Town Manager and the Board of Selectmen to take all actions necessary to carry out the project and apply for, accept, and expend grant funds for this project and further that although the bonds issued for this project shall be general obligations of the Town, it is the intent of the Town that the principal and interest payments for this project shall be paid from the Water Enterprise Fund. **Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)**

**Article 14.** *Purchase Excavator for Water Department.* To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase an excavator for the Water Department, including all costs incidental and related thereto; to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow a sum of money, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; or to take any other action relative thereto.  
*[Requested by the Board of Selectmen and the Town Manager]*

**Two-Third's vote required**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

David McChesney moved that the Town vote to appropriate the sum of \$55,000 to purchase an excavator; that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$55,000, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; and further, to authorize the Town Manager and the Board of Selectmen to take all actions necessary to carry out the project and apply for, accept, and expend grant funds for this project and further that although the bonds issued for this project shall be general obligations of the Town, it is the intent of the Town that the principal and interest payments for this project shall be paid from the Water Enterprise Fund. **Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)**

**Article 15.** *Purchase and Install Meter Pits for Water Department.* To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase meter pits for the Water Department, including all costs incidental and related thereto; to authorize the

Town Treasurer, with the approval of the Board of Selectmen, to borrow a sum of money, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Two-Third's vote required**

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 5-0-0**

F. John Santos moved that the Town vote to appropriate the sum of \$40,000 to purchase and install meter pits, including all costs incidental and related thereto; that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$40,000, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; and further, to authorize the Town Manager and the Board of Selectmen to take all actions necessary to carry out the project and apply for, accept, and expend grant funds for this project and further that although the bonds issued for this project shall be general obligations of the Town, it is the intent of the Town that the principal and interest payments for this project shall be paid from the Water Enterprise Fund.

**Motion Passed. (2/3<sup>rd</sup>'s Vote Declared)**

**Article 16. *Transfer of Funds to the Affordable Housing Trust Fund.***

To see if the Town will vote to appropriate and transfer a sum of money to the Affordable Housing Trust; such funds have been received by the Town in connection with the release of an affordable restriction and are being held in trust for affordable housing purposes; or to take any other action relative thereto. *[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 8-0-0**

**Community Housing Council Recommends: 3-0-0**

## Special Town Meeting - Monday, Oct. 21, 2013

Town Moderator Maryslo Avellar reconvened the October 21, 2013 Special Town Meeting at 6:00 p.m. in the Town Hall Auditorium.

**Preliminary Motions:**

Austin Knight moved that the Town vote to waive the reading of the warrant. **Special Town Meeting dissolved at 9:03 p.m. on April 2, 2013.**  
**Motion Passed.**

Austin Knight moved that the Town vote to grant permission to speak at the October 21, 2013 Special Town Meeting to the following persons who are not registered voters of the Town of Provincetown: John W. Giorgio, Esq., and other attorneys of the firm of Kopelman & Paige, P.C., *Town Counsel*; Beth Singer, *Superintendent of Schools*; Kim Y. Pike, *District Principal*; Russell Braun, *Building Commissioner*; Richard Waldo, *Deputy DPW Director*; Cody Salisbury, *Water Superintendent*; Gloria McPherson, *Town Planner*; Michelle Jarusiewicz, *Housing Specialist/Grant Administrator*; James Golden, *Lieutenant*; Maxine Notaro, *Permit Coordinator*; Morgan Clark, *Public Health and Safety Officer*; Brandon Motta, *Recreation Director*; Domenic Rosati, *Parking Administrator*; Beau Jackett, *MIS Director*; Beth O'Rourke, *Provincetown Community Television*; Rex McKinsey, *Pier Manager/Harbormaster*; Bob Graser Sr., *Vice Commander VFW Commonwealth of Massachusetts*; Harry Rae, *Veteran Affairs Officer, Provincetown, MA*; Andy Fingado, *Post Commander VFW Post 3152, Provincetown, MA*.

**Motion Passed.**

Austin Knight moved that on all matters to come before the October 21, 2013 Special Town Meeting, requiring a two-thirds vote by statute, that a count need not be taken unless the vote so declared is immediately questioned by seven or more registered voters. **Motion Passed.**

**Article 1. To Hear Town Reports.**

To see if the Town will vote to hear the reports of the Town Officials and Committees and to act thereon. *[Requested by the Board of Selectmen]*

Austin Knight moved to hear the reports of the Town Officials and Committees and to act thereon. **Motion Passed.**

Julia Perry, Chair of the Charter Review Ad Hoc Committee, provided a report from the committee of progress to date.

**Article 2. Prior Year Bills.**

To see what sum the Town will vote to raise and appropriate or transfer from available funds for the purpose of paying prior year unpaid bills; or take any other action relative thereto.

*[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 7-0-0**

**Nine-Tenths Vote Required**

Erik Yingling moved that the Town vote to transfer the sum of \$5,497.10 from 2012 Annual Town Meeting article 13, Fireworks Celebration for the purpose of paying the following prior year bills:

Cape Cod Oil Company \$2,153.20

Frank A. Days & Sons \$277.00

Conwell Enterprises \$377.10

Ronald C. Meservey Co. \$4.49

B & B Electric \$521.67

Howland Disposal \$1,626.64

BBE Corporation \$354.00

Outer Cape Auto & Truck Repair \$58.00

Susan Leonard \$125.00

**Motion Passed Unanimously.**

**Article 3. Contribution to OPEB Liability Fund.**

To see if the Town will vote to authorize and direct the Town Treasurer to deposit into the Other Post Employment Benefits (OPEB) Trust Fund any future refunds the Town receives from the Retiree Drug Subsidy (RDS) program in accordance with Massachusetts General Law Chapter 32B, section 20; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 7-0-0**

Elaine Anderson moved that the Town vote to approve Article 3 as printed in the warrant. **Motion Passed.**

**Article 4. Contribution to OPEB Liability Fund.**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the OPEB Trust Fund; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 7-0-0**

Elaine Anderson moved that the town vote to transfer \$440,752 from free cash into the OPEB liability trust fund. **Motion Passed.**

Michael Canizales moved to take Article 17 out of order and hear it after Article 4. **Motion to take Article 17 Out of Order Does Not Pass.**

**Article 5. Cable Reserve Fund Transfer.**

To see if the Town will vote to transfer a sum of money from the Cable Reserve Fund in order to fund upgrades needed to the Town Hall audio and video system in order to improve quality and to purchase necessary equipment to upgrade video production quality at the Provincetown Community Television public access studio and to partially fund a new full time employee.

*[Requested by the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 7-0-0**

Tom Donegan moved that the Town vote to transfer \$41,614 from the Cable Receipts Reserved for Appropriation fund to Provincetown Community Television for the purpose of purchasing and upgrading audio visual equipment and for partial funding of a new full time employee. **Motion Passed.**

**Article 6. Acquisition of VFW Property.**

To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, on such terms and conditions as the Board of Selectmen deems appropriate, all or portions of three (3) parcels of land with the improvements thereon located at 3 Jerome Smith Road, 3-R Jerome Smith Road, and 3-A Jerome Smith Road, which parcels are shown as Lot 3 on a plan filed with the Barnstable Registry District of the Land Court as Land Court Plan 28781-A, Lot 24 on Land Court Plan 28781-N, and Lot 30 on Land Court Plan 28781-P, and described in Certificate of Title No. 135188, for general municipal purposes, including, without limitation, for police station and/or affordable housing purposes, and for the purpose of conveyance or lease; to raise and appropriate, transfer from available funds, and/or borrow \$900,000 more or less for the foregoing acquisition and costs related thereto, provided, however, that any borrowing authorized hereunder shall be contingent on the passage of a Proposition 2 and ½ debt exclusion by the voters of the Town in accordance with General Laws Ch. 59 section 21C(m); and, further, to authorize the Board of Selectmen to convey or lease, for a term of no more than 99 years, such portion or portions of the foregoing property that the Board of Selectmen determines is to be used for affordable housing purposes, if any, on such terms and conditions and for such consideration, which may be nominal consideration, as the Board of Selectmen deems appropriate; or take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 6-1-0**

**Two-Thirds Vote Required**

Austin Knight moved that the Town vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, on such terms and conditions as the Board of Selectmen deems appropriate, all or portions of three (3) parcels of land with the improvements thereon located at 3 Jerome Smith Road, 3-R Jerome Smith Road, and 3-A Jerome Smith Road, which parcels are shown as Lot 3 on a plan filed with the Barnstable Registry District of the Land Court as Land Court Plan 28781-A, Lot 24 on Land Court Plan 28781-N, and Lot 30 on Land Court Plan 28781-P, and described in Certificate of Title No. 135188, for general municipal purposes, including, without limitation, for police station and/or affordable housing purposes, and for the purpose of conveyance or lease; to transfer from Free Cash \$900,000 for the foregoing acquisition and costs related thereto; and, further, to authorize the Board of Selectmen to convey or lease, for a term of no more than 99 years, such portion or portions of the foregoing property that the Board of Selectmen determines is to be used for affordable housing purposes, if any, on such terms and conditions and for such consideration, which may be nominal consideration, as the Board of Selectmen deems appropriate.

Barbara Rushmore moved to amend the motion to delete “for police station and/or.” **Motion to Amend Passed. (For 113 Against 84)**

Ken Weiss moved to amend the motion by eliminating “including, without limitation, for police station and/or affordable housing purposes, and for the purpose of conveyance or lease”, and also eliminate “and, further, to authorize the Board of Selectmen to convey or lease, for a term of no more than 99 years, such portion or portions of the foregoing property that the Board of Selectmen determines is to be used for affordable housing purposes, if any, on such terms and conditions and for such consideration, which may be nominal consideration, as the Board of Selectmen deems appropriate”, and replace with the following: If after a period of three years from closing of the title on subject properties, if the town has not identified and begun work in that effect, then the Board of Selectmen is directed to seek town meeting approval for the sale of the property.

**Motion to Amend Does Not Pass.**

**Motion As Amended Passed. (Two-Thirds Vote Declared)**

**Article 7.           *Design Services Contract for a new Police Station.***

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow \$450,000 more or less for design and project management services, and all costs related thereto, in connection with design development activities, through and including the preparation of construction bid documents, for a new police station to be located at the VFW property, 3

Jerome Smith Road, Provincetown, MA; or to take any other action relative thereto. *[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends Indefinite Postponement: 5-0-0**  
**Finance Committee Recommends Indefinite Postponement: 7-0-0**

Austin Knight moved that the Town vote to indefinitely postpone Article 7.  
**Motion Passed.**

***Article 8. PROPERTY Acquire Lot 5, Parcel 37-17 in Truro for Wellhead Protection.***

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, for water supply protection purposes, the fee simple interest in 0.938 acres, more or less, of land, in the Town of Truro located off Route 6, consisting of the land shown as Parcel 5, on the plan entitled "Subdivision Plan of Land in Truro Owned By Wallace A. Kelly, recorded with the Barnstable County Registry of Deeds and being Parcel 5 and further that the deed of said land be accepted by the Town of Provincetown acting by and through its Water and Sewer Board under the provisions of G.L. Chapter 40, §39B, and that the Board of Selectmen and the Water and Sewer Board are authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase, and as funding therefor to raise and appropriate, transfer from available funds, or borrow a sum of money, pursuant to Massachusetts General Laws Chapter 44, Section 8(3), or any other general or special law for said purchase, and further, that the Board of Selectmen is authorized to convey a permanent conservation restriction meeting the requirements of Massachusetts General Laws Chapter 184, Sections 31-32, limiting the use of said land to the purpose for which it is to be acquired; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Recommends: 7-0-0**  
**Conservation Commission Recommends: 4-0-0**

**Two-Thirds Vote Required**

David McChesney moved that the Town vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, for water supply protection purposes, the fee simple interest in 0.938 acres, more or less, of land, in the Town of Truro located off Route 6, consisting of the land shown as Parcel 5, on the plan entitled "Subdivision Plan of Land in Truro Owned By Wallace A. Kelly, recorded with the Barnstable County

Registry of Deeds and being Parcel 5 and further that the deed of said land be accepted by the Town of Provincetown acting by and through its Water and Sewer Board under the provisions of G.L. Chapter 40, §39B, and that the Board of Selectmen and the Water and Sewer Board are authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase, and further, that the Board of Selectmen is authorized to convey a permanent conservation restriction meeting the requirements of Massachusetts General Laws Chapter 184, Sections 31-32, limiting the use of said land to the purpose for which it is to be acquired; that to meet this purchase, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$280,000, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; and further, to authorize the Town Manager and the Board of Selectmen to take all actions necessary to carry out the project and apply for, accept, and expend grant funds for this project and further that although the bonds issued for this project shall be general obligations of the Town, it is the intent of the Town that the principal and interest payments for this project shall be paid from the Water Enterprise Fund.

**Motion Passed Unanimously.**

**Article 9.**        *Replacement of Existing Water Service Connections in Support of Pavement Management Plan and Reduction of Unaccounted-for Water.* To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$50,000 more or less, to replace and/or upgrade existing water service connections on various streets in support of the Town's pavement management plan and the reduction of unaccounted-for water, including all costs incidental and related thereto; and further, to authorize the Town Manager and the Board of Selectmen to take all actions necessary to carry out the project and apply for, accept, and expend grant funds for this project; or to take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Recommends: 6-0-0**

**Conservation Commission Recommends: 4-0-0**

#### **Two-Thirds Vote Required**

David McChesney moved that the Town vote to appropriate the sum of \$50,000 to replace and/or upgrade existing water service connections on various streets; that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$50,000, pursuant to the provisions of Massachusetts General Laws

Chapter 44, Section 7 and/or 8 or any other enabling authority, and to issue bonds and notes of the Town therefor; and further, to authorize the Town Manager and the Board of Selectmen to take all actions necessary to carry out the project and apply for, accept, and expend grant funds for this project and further that although the bonds issued for this project shall be general obligations of the Town, it is the intent of the Town that the principal and interest payments for this project shall be paid from the Water Enterprise Fund.

**Motion Passed. (Two-Thirds Vote Declared)**

**Article 10. Community-Police Complaint Review Board.**

To see if the Town will vote to support the following Resolution: Be it resolved:

First, that the citizens of the Town of Provincetown reaffirm their commitment to the principles and practices of Community Oriented Policing and urge adoption of these proven police practices. Second, that the Board of Selectmen brings forward an article to create a Community-Police Complaint Review Board to Annual Town Meeting in April 2014. And further, the Board of Selectmen work collaboratively and expeditiously to bring these improvements to Provincetown; or to take any other action relative thereto.

*[Requested by the Board of Selectmen]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Has No Recommendation**

Tom Donegan moved that the Town vote to approve Article 10 as printed in the warrant. **Motion Passed.**

**Article 11. Article to Alter Layout of Atlantic Avenue and Authorize Conveyance of a Discontinued Portion.**

To see if the Town will vote to accept the altered layout of Atlantic Avenue as a public way to exclude from the layout of said way the parcel of land shown as "Discontinued Portion" on a plan entitled "Plan of Land in Provincetown Showing a Portion of Atlantic Avenue," dated March 4, 2013, prepared by Slade Associates, Inc., on file with the Town Clerk, and to transfer the care, custody, management and control of the aforesaid Discontinued Portion from the Board of Selectmen for public way purposes to the Board of Selectmen for general municipal purposes and for the purpose of conveyance, and further to authorize the Board of Selectmen to convey said Discontinued Portion of land on such terms and conditions and for such consideration, which may be nominal consideration, as the Selectmen deem appropriate; or take any other action relative thereto.

*[Requested by the Board of Selectmen and the Town Manager]*

**Board of Selectmen Recommends: 5-0-0**

**Finance Committee Has No Recommendation****Planning Board Recommends: 5-0-0****Two-Thirds Vote Required**

Erik Yingling moved that the Town accept the altered layout of Atlantic Avenue as a public way to exclude from the layout of said way the parcel of land shown as "Discontinued Portion" on a plan entitled "Plan of Land in Provincetown Showing a Portion of Atlantic Avenue," dated March 4, 2013, prepared by Slade Associates, Inc., on file with the Town Clerk, and to transfer the care, custody, management and control of the aforesaid Discontinued Portion from the Board of Selectmen for public way purposes to the Board of Selectmen for general municipal purposes and for the purpose of conveyance, and further to authorize the Board of Selectmen to convey said Discontinued Portion of land on such terms and conditions and for such consideration, which may be nominal consideration, as the Selectmen deem appropriate.

**Motion Passed. (Two-Thirds Vote Declared)****Article 12. General Bylaw Chapter 15, Section 7-5.**

To see if the Town will vote, under G.L. c.40C, §3, ¶1 and G.L. c.40C, §10(i), to amend the Provincetown General Bylaw, Chapter 15, Local Historic District Section 15-7-5, as follows:

**15-7-5 Administrative Approvals:**

If an application for a Certificate involves an Exterior Architectural Feature which is subject to review by the Commission under the provisions of this Bylaw, but the proposed Alteration clearly conforms to the purposes of this Bylaw and Guidelines because the Alteration is merely a replacement of an existing design element, which is allowed under G.L. c.40C, §9, and, therefore, is insubstantial in its affect on the District, ~~this the Application shall be placed upon the next available meeting agenda, with notice to abutters as provided in Section 7.3 for ratification. Ten (10) days shall elapse after the mailing of such notice before the Commission may act upon such application and issue a Certificate, and may be approved by the Commission, or a sub-committee as appointed, as an administrative approval without a public hearing or notice to abutters;~~ and may be approved by the Commission, or a sub-committee as appointed, as an administrative approval without a public hearing or notice to abutters; or take any other action relative thereto.  
*[Requested by the Provincetown Historic District Commission]*

**Board of Selectmen Recommends: 5-0-0****Finance Committee Has No Recommendation****Planning Board Recommends: 5-0-0****Historic District Commission Recommends: 4-0-0****Two-Thirds Vote Required**

Marcene Marcoux moved that the Town vote to amend the General Bylaws, Chapter 15, Local Historic District Section 15-7-5 as printed in the warrant.

**Motion Passed Unanimously.**

**Article 13. Zoning By-law Article 1. Medical Marijuana Treatment Center Zoning Bylaw Amendment.**

To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 1, Definitions, by adding the following:

**Medical Marijuana Treatment Center (MMTC):** means a not-for-profit entity registered under 105 CMR 725.100, that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, MMTC refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

And further to make the following modifications to Section 2440 as follows:

<b>D. Institutional</b>	<b>Res1</b>	<b>Res2</b>	<b>Res 3</b>	<b>Res B</b>	<b>TCCGC</b>	<b>S</b>	<b>M</b>
D7 <u>Medical Marijuana Treatment Ctr</u>	<u>NO</u>	<u>NO</u>	<u>BA<sup>19</sup></u>	<u>NO</u>	<u>BA<sup>19</sup></u>	<u>NO</u>	<u>NO</u>

And add footnote 19.

<sup>19</sup> The Planning Board shall be the Special Permit Granting Authority for Medical Marijuana Treatment Centers. Except no MMTC shall be permitted with a radius of 100 feet of a school or daycare center. The 100 foot distance is measured in a straight line from the nearest point of the facility in question to the nearest point of the proposed MMTC. or take any other action relative thereto. [Requested by the Provincetown Planning Board]

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Has No Recommendation**  
**Planning Board Recommends: 5-0-0**

**Two-Thirds Vote Required**

Grace Ryder-O'Malley moved that the Town vote to amend the Zoning Bylaw, Article 1, Definitions, by adding a definition of Medical Marijuana Treatment Center, as printed in the warrant. **Motion Passed. (Two-Thirds Vote Declared)**

**Article 14. Zoning Bylaw Article 2, Section 2470 Parking Requirements.**

To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 2, Section 2472 as follows:

**2472 All Districts** The following minimums must be complied with in all districts:

USE	NUMBER OF SPACES
<del>Multi-family dwelling</del> Residential	1 space/dwelling unit ( <u>studio or 1 bedroom</u> ); <u>1.5 spaces /dwelling unit (2 bedrooms or more) (applies to new units, existing development is grandfathered. Required spaces shall be rounded up to the nearest whole number.)</u>
Hotel, Motel, Dormitory, Inn	1 space/guest unit plus: 1 space/resident employee; 1 space/3 non-resident employee plus 1 temporary space/10 guest units or fraction thereof
Boarding, Lodging or Tourist Home	1 space/guest unit
Affordable, elderly & or handicapped housing	1 space per two residential units

**2474 Egresses** In a GC Commercial District, each parking area for ~~five~~ three or more vehicles shall have a point of entry, turn around and exit to eliminate the need to back out upon the street. ~~A simple point of entry and exit may be employed if sufficient space is provided to overcome the possibility of congestion. A single or shared point of entry and exit is encouraged wherever feasible;~~ or take any other action relative thereto.  
[Requested by the Provincetown Planning Board]

**Board of Selectmen Recommends: 5-0-0**  
**Finance Committee Has No Recommendation**  
**Planning Board Recommends: 5-0-0**

#### **Two-Thirds Vote Required**

Dorothy Palanza moved that the Town vote to amend the Zoning Bylaw, Article 2, Section 2470, Parking Requirements, as printed in the warrant.

Jonathan Sinaiko moved to amend the motion to increase number of spaces to 2 instead of 1.5. **Motion to Amend Does Not Pass.**

Amy Germain moved to indefinitely postpone Article 14.

**Motion to Indefinitely Postpone Does Not Pass.**

**Motion Passed. For 82, Against 38 Two-Third's Vote Achieved**

***Article 15. Zoning Bylaw Article 6, Section 6500 Growth Management Use Categories and Priorities.***

To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 6, Section 6500 as follows:

Section 6500 Table of Use Categories and Priorities

**GENERAL USE CATEGORY 3**

- 3a. Expansions or alterations to existing residential structures or uses that result in increased Title 5 flow, not to exceed the Title 5 Design Flow pursuant to 310 CMR 15.203(2). A total of 330 gallons per year will be reserved for one bedroom per year per applicant.
- 3b. Single-family dwelling on one lot; two single-family dwellings on one lot; or a two family dwelling on one lot.
- 3c. All other market rate residential projects without affordable housing components that result in increased Title 5 flow, except that no one applicant may gain access to 65% of allowable growth within this category within any given year;

or take any other action relative thereto.

*[Requested by the Provincetown Planning Board]*

**Board of Selectmen Recommends: 4-0-1**  
**Finance Committee Has No Recommendation**  
**Planning Board Recommends: 5-0-0**

**Two-Thirds Vote Required**

John Golden moved that the Town vote to amend the Zoning Bylaw, Article 6, Section 6500, Growth Management Use Categories and Priorities, as printed in the warrant. **Motion Passed. (Two-Thirds Vote Declared)**

***Article 16. Zoning Bylaw Article 2 Section 2440 Permitted Principal Uses and Article 4 Special Regulations, Section 4000 Site Plan Review Bylaw.***

To see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 2 Section 2440, as follows:

*Change footnote 8 to read as follows:*

8. Except "BA" pursuant to Article 4 if the total number of dwelling units on the lot ~~exceeds six (6) three will result in four (4) or more dwelling units.~~ Obtaining a Special Permit does not relieve the applicant from the obligation of complying with the Plan Review under Section 4160 nor any other applicable By-law provision.

And to see if the Town will vote to amend the Provincetown Zoning Bylaw, Article 4, as follows:

*Delete Section 4000 through Section 4052 and replace with the following Sections:*

**Section 4000. Site Plan Review (SPR)**

**Section 4001. Transitional Provision** The revised site plan provisions adopted by the October 21, 2013 Town Meeting under Article 16 shall not apply to any site plan approval decision or any special permit decision that was approved and in effect as of October 21, 2013, with “in effect” to mean either that the site plan or special permit decision granting favorable relief was duly filed with the Town Clerk’s Office on or before October 21, 2013 and had not expired or lapsed or that the site plan or special permit decision denying relief was duly filed with the Town Clerk’s Office by October 21, 2013 and the denial then was timely appealed and then overturned on appeal and a grant of favorable relief was perfected.

**4005. Purpose**

The purpose of this section is to provide for comprehensive review of projects as described below which represent an impact to either the Town as a whole, and/or one or more of its neighborhoods, so as to protect the health, safety, convenience, and general welfare of the inhabitants of the Town of Provincetown.

The location and development of all buildings, structures, and site improvements affect the economic, social and environmental resources of the Town of Provincetown and that many developments, due to their magnitude and character, may cause significant alterations to the natural and built environments of the Town; that authority is rightfully vested in our Municipal government to regulate the location, character and impact of developments which may substantially affect the quality of life in Provincetown.

The SPR process regulates the use of land and structures to minimize adverse impact on the natural environment and the Town Character and protect the health, safety and general welfare of the people and to ensure the following:

- a. The safety and convenience of pedestrian and vehicular movement internal to the site, and in relationship to abutting properties and rights-of-way;
- b. The consideration of the protection of the use and enjoyment of the property of abutters;
- c. The protection of the historic character of the community in a manner consistent with the Local Comprehensive Plan;
- d. The protection of natural features and environmental resources.

The bylaw establishes the application procedure and requirements for site plan review for such uses and structures in order to further the intent of the Zoning

By-laws and the Local Comprehensive Plan and to ensure that new development and redevelopment which may have significant impacts upon abutting land, the Town, or any neighborhood, is designed in a manner that complies with the Zoning By-laws and addresses other community needs.

**4010. Administrative Site Plan Review**

4011. Projects requiring Administrative Site Plan Review by the Planning Board. Except as exempted by Section 4012 or requiring review under Section 4015, all alteration of land, construction, exterior structural alteration, structural relocation, and change in use of any building or residential, commercial, industrial, cultural or institutional uses shall require Administrative Site Plan Review.

4012. Projects exempted from Site Plan Review

a. The construction or enlargement of any single-family, two-family dwelling, two dwelling units on one lot, or building accessory to such dwelling,

1) except where such dwellings are located in the High Elevation District;

2) except where the development of such dwellings requires the excavating or grading of an area greater than the minimum lot size in the zone in which the parcel is located.

b. Any construction or alteration which has no effect on the footprint of an existing residential building or accessory structures, and does not add parking.

c. Any construction or alteration which has no effect on the footprint of an existing commercial building (s) or accessory structures, and does not add parking, except if the alteration of premises containing such uses is greater than 50% of the floor area for developments of more than 2000 square feet of total commercial space, interior and exterior.

d. Any use specifically exempted from regulation pursuant to the Massachusetts General Laws c.40A §3.

4015. Site plan Review by Special Permit

a. The following developments shall require Site Plan Review by Special Permit by the Planning Board:

(1) developments consisting of the aggregate of residential units that will result in four or more residential units on any parcel;

(2). developments consisting of more than 2,000 square feet of new commercial area;

(3). development of properties consisting of an existing or proposed drive-through facility or raised loading dock;

(4). development of commercial properties that have curb cuts greater than 25% of their existing or proposed street frontage;

(5). All new construction or additions or any excavation, land removal or earth moving of more than 2000 cubic yards that will alter the topography

from natural grade, whether or not subject to a building permit;

b. The Planning Board may, at its discretion, require a surety to guarantee completion of the elements and conditions of plan approved by Site Plan Special Permit.

#### **4020. Procedure**

a. Pre-application review process. Any prospective applicant shall arrange for a pre-application conference with the professional staff of the Community Development Department. One or more coordinated review meetings may be scheduled prior to application submission for the purpose of reviewing alternative schematic plans, and to give technical feedback before the applicant makes a significant investment in the project. The prospective applicant may also request the review of schematic plans with the Planning Board on an informal basis.

b. Application submission. An applicant for a site plan review shall submit to the Community Development Department copies of a site plan containing the information required by the Planning Board as described below, together with an application form and fee prescribed. The official date of receipt of such plans shall be the day such plans are deemed complete and stamped in the Community Development Department. The applicant may be required to amend the application or provide additional information prior to being deemed complete.

c. Public Hearing. Within 65 days of submission, the Planning Board shall hold a public hearing to review the site plan.

d. Decision. Within 30 days of the conclusion of the public hearing, the Planning Board shall either approve, approve with conditions, or disapprove the application with a statement of reasons.

(1) Administrative Site Plan: action on an administrative site plan requires a majority vote of the Planning Board.

(2) Special Permit Site Plan: action on a special permit site plan requires a super-majority vote of the Planning Board.

e. Site Plan Approval Conditions. Where the Planning Board approves a site plan “with conditions”, the conditions imposed by the Planning Board will be incorporated into the issuance of a Building Permit:

f. Modifications. No deviation from an approved site plan shall be permitted without modification of the Site Plan utilizing the process set forth in Section 4020(b)-(e).

g. Extension of Time Limits. The applicant may request and the Planning Board may grant an extension of the time limits set forth herein. Failure by the Board to act in the time specified shall be considered approval of the site plan. Failure of the applicant to submit the necessary information may be grounds for denial. The decision of the Planning Board shall be in writing.

The Planning Board shall notify the Town Clerk and the applicant within seven days of action taken by the Board.

**4025. Required contents of site plan**

4026. The Planning Board may require that all site plans be signed and bear the stamp of a professional engineer when such plans require the design of drainage improvements. Otherwise, the review authority may require plans prepared by a professional land surveyor, registered architect, or registered landscape architect. The Planning Board may require that all plans showing property lines and/or dimensions from structures to property lines shall bear the stamp of a professional land surveyor.

4027. All site plans shall be on standard 18" x 24" or 24" x 36" sheets, or otherwise as deemed appropriate by the review authority, and shall be prepared at a standard engineering scale appropriate to the size of the site, and the level of detail required. At least one set of drawings shall be provided at 11" x 17". All drawings at this size shall also include a graphic scale. Plans in an acceptable electronic format shall also be provided. Separate plans shall be provided for following:

- a. Existing condition including contours, utilities and vegetation
- b. Proposed Grading (2' contours, max.) Layout (fully dimensioned),
- c. Proposed Utilities
- d. Proposed Landscaping

4028. The Planning Board may require the following information in connection with site plan review. In deciding which requirements will apply to a specific application, the review authority shall consider the size and intensity of the use, and the unique circumstances of each application.

- a. Name of the project, locus, boundaries, North arrow, date, and scale of the plan;
- b. Key Map at a scale of 1" = 500', depicting the property with reference to surrounding properties, roads, and zoning district lines;
- c. Name and address of the owner of record, developer, and professional seal and certification of the certifying professional;
- d. Names and addresses of all owners of record of all abutting property owners;
- e. Existing lot lines, easements, and rights-of-way;
- f. The location, dimensions, and use of all existing and proposed structures within the site;
- g. Location and identification of all existing and proposed site improvements;
- h. General location and identity of all present and proposed utility systems;
- i. Erosion and sedimentation control measures;

- j. Grading Plan with existing and proposed topography at two-foot contour intervals, only if new, or expanded parking and/or drainage structures are proposed, including the volume and area of graded or excavation material if expected to exceed greater than 2000 cubic yards or an area greater than the minimum lot size in the zone in which the parcel is located;
- k. Floodplain District boundary, base flood elevation, and existing and proposed lowest floor elevation, pursuant to Section 2330, as applicable;
- l. A landscape plan, depicting existing and proposed vegetation; including the identity and location of trees four inches in diameter or greater; and the location, size and type of proposed landscaping, conforming to the landscaping and buffering standards of this section;
- m. The location of wetlands pursuant to Local and State Wetlands Regulations as applicable and the illustration of the 100 and 50 foot wetland buffers.
- n. A Zoning Table, demonstrating compliance with the dimensional requirements of this chapter.
- o. Abutting land uses and the location and use of structures and appurtenant improvements on abutting properties;
- p. Location and identification of all existing and proposed site improvements, including public and private ways, parking areas, driveways, sidewalks, ramps, curbs, including traffic directional arrows and paintstripping; fences and buffers for screening purposes; paths; outdoor lighting fixtures; walls; service areas; refuse, and other waste disposal containers; standard specifications and typical cross-sections shall be provided, as appropriate;

#### **4030 Waiver**

Any applicant for site plan review may request a waiver of any requirements of this section. Waiver requests shall be made in writing to Planning Board. The Planning Board may waive any such requirements which it determines are unnecessary in its judgment in order to make a finding that the review objectives and performance standards have been met. In granting such waivers, the Planning shall document for the record their reasons for each such waiver, and such waivers shall be approved by a majority vote of the Board present and voting.

#### **~~4162 Consideration~~ 4035 Review Criteria**

In its review of the site plan, the Planning Board shall consider the following:

- a. That the plan is in accordance with the Provincetown Zoning By-Laws and is consistent with the goals of the Local Comprehensive Plan.
- b. That the plan meets the design requirements outlined in Section 4163.
- c. That the plan shall address the requirements of Section 5331.
- d. Protection of public amenities and abutting properties through the mitigation of any detrimental impacts of any proposed use;

- 
- e. Protection of unique, natural, scenic, or historic features of the site,
  - f. The safety and convenience of pedestrian and vehicular movement within the site, and in relation to rights-of-way and properties in proximity to the site;
  - g. Protection of the public health and safety within and adjacent to flood hazard areas;
  - h. That the plan shall conform to the Illumination Standards of Section 3430 Illumination.

*Change the heading of Section 4053 Design Standards to read Section 4053 Commercial Design Standards;*

*Delete Section 4054 Parking, Section 4100 Dwelling Units and Commercial Accommodation; Section 4110 Purpose;*

*Change the heading of Section 4120 Lot Area to read Section 4120 Density Schedule;*

*No change to Section 4130 Yards; Section 4140 Lot Coverage; Section 4150 Green Area;*

*Delete Section 4160 Plan Review; Section 4161 Procedure; Section 4162 Consideration;*

*Change the heading of Section 4163 Design Standards to read 4163 Residential Design Standards;*

*Make no further changes to Article 4.  
[Requested by the Provincetown Planning Board]*

**Board of Selectmen Recommends: 4-0-1**  
**Finance Committee Has No Recommendation**  
**Planning Board Recommends: 5-0-0**

**Two-Thirds Vote Required**

Mark Weinress moved that the Town vote to amend the Zoning Bylaw, Article 2 Section 2440, Permitted Principal Uses and Article 4 Special Regulations, Section 4000 Site Plan Review Bylaw, as printed in the warrant.

Randy Jansen moved to amend the motion by adding the sentence to the end of section 4030 as follows: "Before any waiver request is voted upon by the Planning Board, that the waiver request be publically posted and the abutters be notified via certified letter."

**Motion to Amend Passed.**

Jonathan Sinaiko moved to amend 2,000 cubic yards to 750 cubic yards in section 4015 (5). **Motion to Amend Passed.**

**Duane Steele moved to indefinitely postpone Article 16.**

**Motion to Indefinitely Postpone Does Not Pass.**

**Motion As Amended Passed. (Two-Thirds Vote Declared)**

**Article 17. Finance Committee Recommendations.** To see if the Town will endorse the following five recommendations passed by the Finance Committee and recommended to Town Staff and the Board Of Selectmen. These recommendations were passed by a vote of 5-1 with Mr. Steele recusing:

A. The number one priority of the Town should be to fund our pension and retiree health care premiums and/or OPEB Trust Funds (retiree health care).

B. The Town's annual OPEB Trust payment + Retiree Health Premium payment should not be less than the total minimum required annual contribution (ARC) necessary to stabilize the Town's unfunded liability as presented by Segal Consulting in their report to the Town dated 8/27/2013. The minimum payment for Fiscal 2014 is approximately \$2,200,000. (This would require the Town to add an additional amount not to exceed \$1,100,000 to the OPEB Trust Fund in Fiscal 2014.)

C. The Finance Committee recommends an operating budget increase in fiscal 2015 inclusive of the above AND all debt service of 2.5%.

D. The Finance Committee recommends a revised Capital Improvements Plan be produced which supports a 2.5% per annum and a five-year growth rate of 13%.

E. The Finance Committee recommends the first \$800,000 of 2014 certified free cash be moved to the OPEB Trust Fund; or take any other action relative thereto. *[Requested by the Finance Committee]*

**Board of Selectmen Reserves Recommendation: 4-1-0**

**Finance Committee Recommends as Amended: 7-0-0**

Douglas Cliggott moved to see if the Town will endorse the following recommendations passed by the Finance Committee and recommended to Town Staff and the Board of Selectmen:

A) Beginning in FY15, funding for the town's OPEB Trust Fund will become a part of the operating budget and the long term goal will be to fully fund the outstanding OPEB liability over 25 years.

B) The Finance Committee recommends that the town's overall operating budget will increase by 2.5% per year.

Elaine Anderson moved to indefinitely postpone Article 17.

**Motion to Indefinitely Postpone Does Not Pass.**

**Motion Passed.**

**Article 18. Defund the Marine Patrol Program.** To see if the Town will endorse the following recommendation regarding the Marine Patrol Pilot Program: The Finance Committee recommends to Town Staff and Board of Selectmen that for fiscal 2015 they transfer or eliminate any monies from the police department budget which were used in the MPP Pilot for the purpose of eliminating the Marine Patrol Program; or take any other action relative

**Special State Primary- April 30, 2013**

**Board of Selectmen Reserves Recommendation: 3-2-0**  
**Democratic Party Committee Recommends: 6-0-0**  
**Total Dem. Ballots Cast = 728**      **Republican Party**  
**Total Rep Ballots Cast = 42**

Michael Canzales moved Article 18 as printed in the warrant.

**Motion Passed.**

Senator in Congress		Senator in Congress	
Stephen F. Lynch	123	Gabriel E. Gomez	25
Edward F. Mankey	602	Michael J. Sullivan	14
Blank	3	Daniel B. Winslow	3
Write-in	0	Blank	0
Total	728	Write-in	0
		Total	42

**Annual Town Election - May 7, 2013**

Registered Voters = 2,874

Ballots Cast = 1,277

**Selectmen (3 yr) Vote for Two**

Austin P. Knight	673
Francis J. Santos	414
Thomas Neal Donegan	700
Raphael Winslow Richter	567
Blank	200
Write-in	0
Total	2,554

**School Committee (3 yr) Vote for Two**

Kerry L. Adams	708
Loretta A. Stewart	411
Anthony Mark Brackett	449
Peter P. Grosso	409
Blank	577
Write-in	0
Total	2,554

**Bd Lib. Trustees (3 yr) Vote for One**

James R. Johnson	170
Anne L. Packard	673
Mark A. Westman	234
Blank	200
Write-in	0
Total	1,277

**Housing Authority (5 yr) Vote for One**

Diana N. Fabbri	881
Blank	393
Write-in	3
Total	1,277

**Housing Authority (1 yr) Vote for One**

Stephen N. Del Gizzo	779
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90	Town Meeting and Elections		Town of
Blank	497	Yes	923
Write-in	1	No	274
Total	1,277	Blank	80
<b>Charter Enf. Com.(3 yr)</b>	Vote for	Total	1,277
One		<b>Ballot Ques. 2 - Pier Repair</b>	
Ann M. Maguire	888	Yes	846
Blank	382	No	355
Write-in	7	Blank	76
Total	1,277	Total	1,277
<b>Ballot Ques. 1 - Com'l St. Paving</b>		<b>Ballot Ques. 3 - Police Station</b>	
		Yes	635
		No	536

### Special State Election - June 25, 2013

Registered Voters = 2,878  
Ballots Cast = 1,068

#### Senator in Congress

Gabriel E. Gomez	111
Edward J. Markey	957
Richard A. Heos	0
Blank	0
Write-in	0
Total	1,068

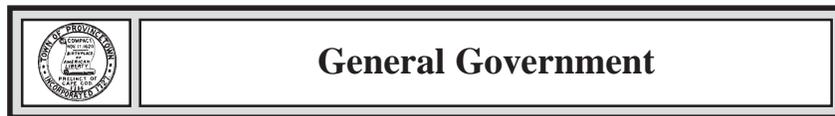
### Special Town Election - Nov. 5, 2013

Registered Voters = 2,879  
Ballots Cast = 93

#### Ballot Ques. 1 - VFW Purchase

Yes	52
No	40
Blank	1
Total	93

**Town Clerk's Note:** Due to the funding source change on Article 6 of the October 21, 2013 Special Town Meeting from a Proposition 2½ Debt Exclusion to Free Cash, this ballot question is moot. October 21, 2013 Special Town Meeting Article 6 passed by vote of Town Meeting - no ballot question required.



### Town Clerk

In addition to the Special and Annual Town Meetings held on April 1, 2013, one additional Special Town Meeting was held on October 21, 2013. In what should have been a quiet election year with only our Annual Town Election on May 7, 2013 on the schedule, a Special State Primary was called for April 30, 2013 and a Special State Election on June 25, 2013 to replace John Kerry, who resigned his Senate position in January 2013 in order to become the 68<sup>th</sup> Secretary of State. A Special Town Election was also called by the Board of Selectmen on November 5, 2013 for a single ballot question. Due to a funding source change on Article 6 of the October 21, 2013 Special Town Meeting from a Proposition 2½ Debt Exclusion to Free Cash, however, this ballot question became moot and the results of the election irrelevant as Article 6 of the October 21, 2013 Special Town Meeting passed at town Meeting with no ballot question required.

Thanks to Community Preservation funding the Town's vital record ledger books have now been restored and preserved. These vital records consist of birth, marriage and death records dating from 1843 that exist in handwritten ledgers in a total of 9 bound volumes. These frequently referenced ledgers had cracked and broken bindings, and were deteriorating due in part to acidification of the paper they were written on and vital information was in danger of literally disappearing. The preservation of these important records included deacidification, mending and reinforcement of the paper as necessary, re-sewing, rebinding and archival grade polyester encapsulation as appropriate. In addition to the deacidification process, each ledger was scanned and the information placed on security film, with two copies of this film provided so that one can be stored in a secure location off-site further ensuring the safety of the records should they be damaged for whatever reason at their primary Town Hall location. The scanned pages can now be used by the Clerk's Office for reference thereby eliminating the need to continually refer to the original ledgers, further preserving them by lessening their use in the office and by the public.

Work on the Provincetown History Project, with a mission to preserve, protect and provide greater access to documents pertaining to the history of Provincetown, continues. Now that the move of Town departments to the Veteran's Memorial Community Center is complete the History Project looks forward to displaying physical artifacts from the Town's collection in appropriate areas in this new venue.

UMass Boston's University Archives & Special Collections Department visited Provincetown on September 28, 2013 to take a digital snapshot of our community as part of their Mass. Memories Road Show. UMass Boston received a grant several years ago that allows them to go to every town and city in Massachusetts to create a digital portrait that will reside in their University archives, with the ultimate goal of conducting a Mass. Memories Road Show in every in state. The day was a wonderful community event as people shared their photographs and memories of their time in Provincetown. UMass Boston will share the digital portrait created on that day for our own archives, and can be used in a variety of ways through Provincetown Television, the Provincetown History Project website, and the Library.

The U.S. Supreme Court ruling in June that married same-sex couples were entitled to federal benefits and recognition increased the number of people filing marriage intentions here, with a total of 574 marriages filed in 2013, 93% of which were same sex couples, and a majority (79%) from out of state.

Special thanks to Assistant Town Clerk Darlene Van Alstyn whose professionalism, organizational abilities and dependability greatly enhance the function of the Town Clerk's Office. Thanks as well to the Election registrars and ballot counters for the many elections held in 2013, and to the wonderful volunteers who have worked in the Clerk's Office in 2013: Susan Avellar, Stephen Borkowski, Don Cote, Elise Cozzi, Paul deRuyter, Laurel Guadazno, Irene Joseph, Lorraine Kujawa, Mary Lambrou, Joy Long, Genevieve Martin, Julia Perry, Jim Rann, Lauren Richmond, Kevin Soyt, Joe Vasta, and Helene Watt.

*Respectfully submitted,*

**Doug Johnstone**

Town Clerk

## Vital Statistics

### Births 2013

In accordance with a request from the Massachusetts Department of Public Health and in respect to the privacy rights of children, individual names of births recorded in Provincetown are not listed.

Total births recorded in 2013: 10

Male – 4

Female - 6

### Marriages 2013

Total Marriage Licenses Recorded in 2013: 574

Same Sex Couples: 528

Opposite Sex Couples: 46

In-State Residents: 121

Out-of-State Residents: 453

**Deaths 2013**

<b>Date</b>	<b>Name</b>	<b>Age</b>	<b>Date</b>	<b>Name</b>	<b>Age</b>
17-Jan	Carter, Helen	84	17-Jul	Farroba, Lillian Lee	82
22-Jan	Lynn, Lillian	96	17-Jul	Green Marlene C.	79
1-Feb	Olearcek, David	49	27-Jul	Metcalfe, Sally S.	79
1-Feb	Ross, Lenora H.	88	17-Aug	Monteiro, Francisco J.	78
2-Feb	Souza, Barbara Arline	86	20-Aug	Adao, David	58
5-Feb	Sparks, Raymond James	80	25-Aug	Taylor, Margaret	84
9-Feb	DeRocco, Margaret	92	18-Sep	Watson, Jon William	56
13-Feb	Rego, Francis	80	19-Sep	Fleming, Shannon T.	42
14-Feb	Cozzi, Ciriaco G.	91	11-Oct	Fredricks, Ann Theresa	90
22-Feb	Brenner, Lee	86	13-Oct	Anderson, Ramona	64
28-Feb	Covey, James Seamus	91	17-Oct	Ferreira, Robert A.	83
28-Feb	Souza, James Palheiro	92	25-Oct	Carns, Emily P.	76
1-Mar	Saracco, Deborah Ann	58	25-Oct	Holway, Lillian	89
6-Mar	Schiff, Toni	81	1-Nov	Rice, Janet I.	64
10-Mar	Kaminski, Helen T.	95	3-Nov	Pawlowski, Donna Lee	51
9-Apr	Parkhurst, Hugh M.	76	10-Nov	Rose, Marion	93
28-Apr	Leonard, Josephine	97	12-Nov	Kirchhoff, Mary Louise	101
4-May	Milby, Cynthia	84	15-Nov	Wolfman, Brunetta	82
6-May	Kane, Anne Marie	88	16-Nov	Whitman, John III	78
8-May	Merrill, Annette S.	89	25-Nov	Richmond, Barbara E.	70
8-May	Souza, Yvonne Marie	70	4-Dec	Thomasian, Claudia M.	58
11-May	Souza, Richard F.	79	18-Dec	Jenkins, Frederick P	87
21-May	Cozzi, Mary Patricia	87	27-Dec	Salvador, David Louis	66
26-May	Hendrickson, Jean C.	87	28-Dec	Katzel, Karen B.	92
1-Jul	Beauchamp, John	75	30-Dec	Codinha, Edith H.	89

## Town Counsel

During 2013, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town boards. There are currently 13 active litigation cases involving the Town which are pending in various courts. Two cases were closed in 2013.

Town Counsel continues to provide legal advice and assistance regarding title and land acquisition issues surrounding the expansion of the Town's sewer system, and the development of the Truro Wellfield. We also represented the Town in the successful acquisition of the VFW site. Town Counsel has provided a number of training sessions to Town staff and boards and committees on compliance with the Open Meeting Law, the Public Records Law, and the Conflict of Interest Law. We also have provided substantial legal services in connection

with the Police Chief as well as numerous public records requests and open meeting law complaints. We extend our appreciation to the Board of Selectmen and the Town Manager for their confidence in retaining this firm. We also appreciate the assistance and cooperation received on all matters from the Board of Selectmen, Town Meeting, the Acting Town Manager, department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

*Respectfully submitted,*

**Kopelman and Paige, P.C.**

Town Counsel

**TOWN OF PROVINCETOWN -LITIGATION STATUS REPORT  
MATTERS PENDING WITH TOWN COUNSEL**

**1. Anderson v. Provincetown Board of Appeals, et al.**

Barnstable Superior Court, C.A. No. BACV2011-00521

This is the September 7, 2011, appeal by an abutter from the August 26, 2011 final action of the Zoning Board of Appeals to affirm the decision of the Building Commissioner to deny zoning enforcement regarding storage racks at 131A Commercial Street, in the TCC Zoning District. The Commissioner determined that the storage racks are not structures and therefore, they do not violate the yard setback required on the easterly property line or violate lot coverage requirements. Since the ultimate determination was favorable to co-defendant, he is actively defending the matter. On November 7, 2012, the Superior Court denied the co-defendant's motion for summary judgment. On January 7, 2013, a pretrial memorandum was filed with the Superior Court and On September 13, 2013, the Court granted the Board's motion to not participate at trial. A trial was scheduled for September 30, 2013, but was continued to May 7, 2014.

**2. Brahm, et al. v. Provincetown Historic District Commission**

Barnstable Superior Court, C.A. No. BACV2009-00411

Initially, this was an appeal from the May 20, 2009, action by the Historic District Commission to deny a Certificate of Appropriateness to allow a roof deck on the gable roof at 92 Bradford Street, with an assertion by plaintiff that the Commission acted in bad faith. A trial on the merits took place on August 17 and 18, 2011, and, on August 22, 2011, the Superior Court ruled in favor of Mr. Brahm and ordered the Commission to issue the Certificate of Appropriateness. The Commission appealed. On October 2, 2012, the Appeals Court affirmed the Superior Court's determination that the Commission's decision had insufficient findings, but annulled the Superior Court's decision granting the relief and ordered the Superior Court to allow the Commission an opportunity to provide supplemental findings. On January 8, 2013, the Commission filed the supplemental findings with the Town Clerk. The plaintiff filed a new appeal of the remand decision and both parties filed cross-motions for judgment after

remand. On December 16, 2013, the Court issues its decision and upheld the Commission's decision. Judgment entered in favor of the Commission on December 16, 2013. On December 30, 2013, the plaintiff served a Motion for Reconsideration, which we have opposed on behalf of the Commission on the grounds that it was not timely and that the Court did not make any errors of law in entering judgment for the Commission. The Court has not yet acted on the Motion for Reconsideration.

### **3. Commonwealth of MA Office of the Attorney General v. Town of Provincetown**

Suffolk Superior Court, C.A. No. SUCV2013-03636-G

This is an action filed by the Attorney General on October 2013, alleging violations of the Massachusetts Designer Selection Law by the School Department in the hiring of the project designer for the High School Exterior Renovation Project. The Board of Selectmen and the School Committee authorized Town Counsel to negotiate and sign a Final Judgment by Consent which was filed with the court on the same day that the complaint was filed. The Final Judgment requires the Town to file quarterly reports regarding the Town's compliance with the Massachusetts Public Construction Laws.

### **4. Jaran v. Town of Provincetown**

After a hearing held on December 11, 2013, the Town Manager, with the approval of the Board of Selectmen, terminated the employment of the Police Chief based on the findings set forth in the Marcum Investigation Report. It is anticipated that the Police Chief will challenge his termination.

### **5. Mayo v Provincetown Zoning Board of Appeals**

Barnstable Superior Court, C.A. No. BACV-2013-00591

This is a November 8, 2013 appeal from the Zoning Board of Appeals' October 22, 2013 final action to grant a building scale special permit under Zoning By-law §§2640 and 5300 to Mr. Jonathan Sinaiko to construct an addition of 13,030 cubic feet to an existing structure that has 14,676 cubic feet located at 292 Bradford Street in Res-2 Zoning District. The appeal asserts that the Zoning Board of Appeals' decision does not include the necessary findings and is against the weight of the evidence and seeks attorneys' fees and costs; however, the complaint does not assert gross negligence, bad faith or malice. The plaintiff agreed to the dismissal of all claims for attorney's fees against the Board, and a partial stipulation of dismissal was filed on November 22, 2013. The applicant/co-defendant, Mr. Sinaiko, is the real party in interest and is actively defending the Board's decision. The private parties are in the process of conducting discovery.

### **6. O'Connor v. Provincetown Zoning Board of Appeals**

Barnstable Superior Court, C.A. No. BACV-2013-00482

This is a September 19, 2013 appeal by Plaintiff Richard O'Connor from the September 9, 2013 decision of the Zoning Board of Appeals to grant Co-Defendant Todd Elmore a special permit under ZBL §3110 to construct a 6' by 4' addition, to fill in an existing niche to add to the existing kitchen at a residential condominium unit known as 7 Commercial Street, Unit 1. The co-defendant/applicant Mr. Elmore is the real party in interest, and is actively defending the Board's decision. On November 25, 2013, Mr. Elmore served a Motion for Summary Judgment arguing that the plaintiff does not have standing to challenge the Board's decision. On January 13, 2014, the plaintiff served an opposition and cross-motion in which he argued that he is aggrieved by the Board's decision, and the Board exceeded its authority by granting a special permit for the construction of an addition that will be located in condo association common area without the authorization of the condo association. The Court has not yet acted on the cross-motions for summary judgment.

#### **7. Poulin v. Provincetown Police Department**

Massachusetts Commission Against Discrimination  
MCAD 13BEM02094; EEOC-HUD 16C-20

This is a claim of administrative discharge and sexual harassment hostile work environment by a former Police Department employee. This case is being handled by outside counsel appointed by the Town's insurer.

#### **8. Provincetown Board of Trade Land Court Registration**

Land Court Misc. No. 43338

This is a Land Court registration petition seeking to register land at 307 Commercial Street owned by Provincetown Board of Trade. The Town filed an answer and opposition to the petition on October 4, 2002, because the land proposed for registration appears to include land owned by the Town and used as part of the municipal parking lot next to Manual Lopes Square, and because the petition includes land beneath the Historic High Water Mark to which the petitioner cannot show record title. The petitioner has indicated he would amend the plan to address the Town's objections, but he has taken no further action in the matter.

#### **9. Schreyer v. Provincetown Historic District Commission and Howard Burchman**

Barnstable Superior Court, C.A. No. BACV2012-00437

This is an appeal from the June 25, 2012, decision of the Commission to grant a Certificate of Appropriateness allowing renovation of a commercial structure at 12 Center Street to allow a new floor and a bump out addition to the existing cottage. There is an assertion that proper notice was not given. There was a claim for attorneys' fees and costs; however, on May 20, 2013, we obtained and filed a stipulation of dismissal regarding claim. The Court consolidated this case with the plaintiff's first appeal of a Historic District Commission decision

and the plaintiff's zoning appeal (below) for trial. Trial is scheduled for June 18, 2014, but the plaintiff has indicated that he will ask the Court for a new date.

#### **10. Schreyer v. Provincetown Historic District Commission**

Barnstable Superior Court, C. A. No. BACV2011-00775

This is an appeal by Mr. Schreyer, as owner of 14B Center Street from the Commission's December 14, 2011, decision to partially grant and partially deny a Certificate of Appropriateness to allow expansion of structures at 12 Center Street. The appeal seeks an annulment of the decision in so far as it allows the owner to construct an 8' x 10' addition and deck and to re-shingle a mansard roof for the main guest house at the subject property. On January 7, 2013, the co-defendant, Mr. Burchman, served a motion for summary judgment, asserting that the plaintiff lacks standing, which was denied by the Court on April 25, 2013. There was a claim for attorneys' fees and costs; however, on May 20, 2013, we obtained and filed a stipulation of dismissal regarding this claim. The Court consolidated this case with the plaintiff's second appeal of a Historic District Commission decision (above) and the plaintiff's zoning appeal (below) for trial. Trial is scheduled for June 18, 2014, but the plaintiff has indicated that he will ask the Court for a new date.

#### **11. Schreyer v. Provincetown Zoning Board of Appeals**

Barnstable Superior Court, C. A. No. BACV2011-00733

This is a December 8, 2011, appeal by Mr. James D. Schreyer, who owns property at 14B Center Street, from the November 21, 2011, final action taken by the Zoning Board of Appeals to grant special permit relief to allow construction of a second story addition to an existing single-family cottage up and along pre-existing, nonconforming rear and sideline setbacks at 12 Center Street in the TCC Zoning District. There was a claim for attorneys' fees and costs; however, on April 30, 2012, we obtained and filed a stipulation of dismissal regarding this claim. The Court consolidated this case with the plaintiff's two appeals of Historic District Commission decision (above) for trial. Trial is scheduled for June 18, 2014, but the plaintiff has indicated that he will ask the Court for a new date.

#### **12. Town of Provincetown Termination (Silva)**

NEPBA, Local 67 and the Town of Provincetown  
AAA No. 11 390 01525 12

The Union is challenging the termination of a police officer as not being supported by just cause. An arbitration hearing was held over five days, between April 4 and October 10, 2013. Post-hearing briefs have been submitted by both the Town and the Union, and we are waiting the arbitrator's decision.

#### **13. Town of Provincetown Termination (Flores)**

AFSCME Council 93 and the Town of Provincetown  
Labor Connection No. 2012-348

The Union is challenging the termination of a Town Hall employee as not being supported by just cause. An arbitration hearing commenced on July 29, 2013. By decision dated October 15, 2013, the arbitrator upheld the termination, and denied the grievance.

### **MATTERS CLOSED**

#### **1. 158 Bradford, LLC v. Provincetown Zoning Board of Appeals**

Barnstable Superior Court, C.A. No. BACV2012-00163

This was a March 5, 2012, appeal by the property owner from the February 21, 2012 final action of the Zoning Board of Appeals to deny a special permit to extend a nonconforming guest house/lodging house use so as to demolish the rear cottage and rebuild it with an additional guest unit under Zoning By-law §§3110 and 4120. On September 13, 2012, the Superior Court remanded the application to the Board for further action. Ultimately, the Board voted to grant the special permit with conditions, and a remand decision was filed with the Town Clerk on September 9, 2013. A stipulation of dismissal was filed with the Court on September 30, 2013, and this matter is now closed.

#### **2. Russo v. Historic District Commission of the Town of Provincetown**

Barnstable Superior Court, C.A. No. BRCV2010-00533

This was an August 2010, appeal by abutter Catherine Russo, acting pro se, who resides at 5 Fishburn Court, from the Commission's July 28, 2010, decision to grant a Certificate of Appropriateness to allow the owners of 8 Fishburn Court to demolish part of a dwelling and expand and renovate it. The trial was held on September 16, 2013, and at trial the Court granted the co-defendant's motion for a directed verdict on the grounds that the plaintiff does not have

<b>Animal Welfare Committee</b>
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was filed, and this matter is now closed.  
 Replacing Candace Nagle, whose term expired in 2013, is a difficult, if not impossible task. Candace revived the inactive Animal Welfare Committee (AWC) and made it her mission to establish an Emergency Center for Pets in Provincetown. Her drive and determination helped our town establish the Veteran's Memorial Community Center (VMCC) as the place to bring your pets during weather emergencies. Residents of Truro, and their pets, will be included in this plan. Early, time-saving registration forms are available on Provincetown's Town website as well as further information. The AWC received a grant from the McGowan Fund of the Cape Cod Foundation to purchase 76 stainless steel bowls and eighteen crate sized dog beds to be used at VMCC when needed. The Selectmen voted to allow the AWC to purchase, through the Public Works budget, 16 dog waste stations for town landings to replace the wooden ones which were rapidly deteriorating. These will hold three rolls of bags (750 bags) and will encourage users to take them one at a time. Volunteers from the AWC have taken on the job of maintaining these stations. The bags are purchased by

the Town. The road work in the West End has made the installation of the new stations difficult, but by spring of 2014 all should be in place.

Our meetings are posted and we encourage anyone with animal-related concerns to attend.

*Respectfully submitted,*

**Sherry Brec**

Committee Member

## Art Commission

The Art Commission was established in 1959 for the purpose of cataloging, appraising, restoring and maintaining the works of art owned by the Town of Provincetown in order to preserve and enhance the rich and significant legacy of art and its contribution to the community. This will be my last year due to term limits. It has been a pleasure to serve the people of Provincetown for over a decade and particularly satisfying to see the work reinstalled in the newly renovated Town Hall.

Exhilarating also to engage in substantive discussions regarding proposed memorials and their design and installation on Town property and also clarify the duties and responsibilities of the Art Commission. The mounting of two exhibitions which featured works from the Town Collection at Groton School in Massachusetts and in Connecticut at the New Britain Museum of American Art and other national venues were highpoints. I confidently leave the Commission in capable and experienced hands.

The thrust during my tenure had been a focused effort to conserve paintings in preparation for public display, and more recently to determine works on paper that might be suitable candidates for conservation. Accomplished this last year was the examination and conservation of all the artwork in the former high school auditorium. We are able to level fund our operating budget based on our estimates for collection care for the coming year through thoughtful planning. We acknowledge with gratitude the efforts of all Town of Provincetown employees and acknowledge their patience during the move from the Grace Gouveia building, it has been a thoughtful and not always speedy process to select and rehang work in the new workspaces at the former Veterans Memorial Elementary School.

*Respectfully submitted,*

**Stephen Borkowski**

Chair

## Barnstable Assembly of Delegates

It is a privilege to submit my third annual report to the citizens of Provincetown. I was re-elected to serve as the Provincetown delegate in the State election of November 2012. The next election will be held November of 2014. I was reappointed by Speaker Bergstrom to serve as a member of the Standing Committee on Public Services, the Standing Committee on Natural Resources and as an alternate to the Finance Committee.

The County provides health services, human services, cooperative extension education services, regional planning and economic development, police and fire training, police radio, drug information bureau, purchasing and group insurance, and the Registry of Deeds. The Assembly is composed of 15 delegates, one elected by the voters in each of the County's 15 towns. Each has a weighted vote based on the most recent Federal Census. Provincetown's vote is 1.36%. The Assembly of Delegates has 2 major roles in County Government. First, the Assembly reviews the County Commissioners' proposed Annual Budget. The County Commissioner's budget, Strategic Plan for 2014-2018, plus many other materials can be found at [www.barnstablecounty.org/county-commissioners](http://www.barnstablecounty.org/county-commissioners).

The next major role of the Assembly is to review and approve or deny, proposed planning regulations from the Cape Cod Commission. This year, the Assembly approved **Ordinance 13-07** to establish a Fertilizer District of Critical Planning Concern (October 2, 2013). This Ordinance was controversial because it was the first attempt by the Cape Cod Commission to create a District of Critical Planning Concern (DCPC) that included the entire land mass of our County and only the second DCPC to be initiated by the Commission itself. Typically, DCPC's have been initiated by a Town through its elected leadership. Seven delegates voted to approve the Fertilizer DCPC and seven voted against. Weighted by population, the vote passed 57.33 percent vs. 35.39 percent. The Orleans Delegate, who has a landscaping business, abstained. I voted against this proposal. I am concerned that a regulatory tool that was agreed to by county citizens in 1989 to designate "Areas" of the Cape for special attention as initiated by the Towns, has now been used to give authority to the Cape Cod Commission to regulate nitrogen loading, Cape-wide. This issue will continue to be of interest as the Commission pursues wastewater planning on a County level.

On the political front, this year was focused on recommendation Number 14, from the commissioner-appointed *Special Commission on County Governance* which was to eliminate the County Commissioners and the Assembly and substitute a "merged" group of seven officials. The County Commissioners agreed with the premise and voted unanimously to issue a Resolution endorsing a "new legislative and policy-making body consisting of no more than 7 members" elected "by district" for 4 year terms. The Assembly chose to answer

this call for change by creating a County Charter Review Committee in March. By Resolution, the committee would be a seven member group including the Speaker, Ron Bergstrom, as chair. The committee would include one of the county commissioners or their representative, two additional Assembly delegates, and three at-large members appointed by the speaker with a balanced geographic representation. Speaker Bergstrom appointed Suzanne McAuliffe (Yarmouth) and Julia Taylor (Falmouth) from the Assembly and Linell Grundman (former selectman, Sandwich), Ann Canedy (Barnstable Town Council) and Austin Knight (Provincetown Selectman). County Commissioner Bill Doherty was chosen by his board. The Committee organized in May, considered written and oral testimony and issued their recommendations on January 8, 2014. They recommended a new “merged” legislature of 11 equal (by census) district representatives and an elected County executive. The full Assembly met January 15, 2014 and the proposal failed by a vote of 49.39 % to 50.61 %. I voted against. While it sounds reasonable to have members of the legislature representing similar numbers of voters, the County is indeed a Town-based entity. Our property values and taxes vary by Town. This proposal would create one district from Orleans to Provincetown. Five individual delegates and their views and comments, would be replaced with one. Barnstable, on the other hand, would change from one representative to three. Further, any new Cape Cod Commission regulation would need to only garner 6 of those representatives to pass. Currently, a regulation must go through two boards, the Assembly of Delegates and the County Commissioners. The Town delegates supporting this vote were Falmouth, Yarmouth, Barnstable and a reluctant Chatham, our Mr. Speaker, who said he supported it for procedural reasons only. As your delegate, I recommend that our townspeople monitor the work of the Charter Review Committee as it proceeds.

More information on the Assembly of Delegates can be found at [www.barnstablecounty.org](http://www.barnstablecounty.org)

*Respectfully submitted,*

**Cheryl L Andrews, DMD**

Provincetown Assembly Delegate

### **Cape Cod Regional Transit Authority**

The Cape Cod Regional Transit Authority (CCRTA) has provided in Provincetown 70,811 one-way passenger trips from July 2012 through June 2013 (FY13). CCRTA provided 21 ADA and general public clients in Provincetown with DART (Dial-a-Ride Transportation) service during FY12. These clients took a total of 345 one-way passenger trips during this time period. Total DART passenger trips in the fifteen towns of Cape Cod were 179,373 in FY12 compared to 200,536 in FY13. CCRTA FY13 records for the Boston Hospital Transportation service indicates 16 Provincetown residents took 109 one-way trips on this service. CCRTA supplied the Provincetown Council on Aging with one Mobility Assis-

tance Program (MAP) vehicle that provided 1,304 rides from July 2012 to June 2013.

The deviated fixed route Flex serves the towns of Harwich, Brewster, Orleans, Eastham, Wellfleet, Truro and Provincetown. A total of 18,558 one-way trips originated in Provincetown for the Flex route for the period July 2012 through June 2013; total ridership for the Flex for this period was 71,816. The Provincetown Shuttle serves the towns of Truro and Provincetown. A total of 50,603 one-way trips originated in Provincetown for the Provincetown Shuttle for the period July 2012 through June 2013; total ridership for the Provincetown Shuttle for this period was 75,618. Route maps, schedules, fares, Google Transit Trip Planner and the latest news about Cape Cod public transportation services are provided at [www.capecodrta.org](http://www.capecodrta.org), as well as links to many other transportation resources.

*Respectfully submitted,*

### Cape Light Compact

Cape Light Compact is an intergovernmental organization consisting of the 21 towns and 2 counties on Cape Cod and Martha's Vineyard. The Compact's mission is to serve our 200,000 customers through the delivery of proven energy efficiency programs, effective consumer advocacy, competitive electricity supply and green power options.

**Power Supply:** Many of the same factors that influenced New England's electricity prices in 2012 persisted in 2013. Most notably, the price of natural gas remained the most important driver of electricity prices, as the fuel used to produce more than half of the region's electricity. While New England's consumption of natural gas continues to increase, both for generating electricity and for heating, as gas displaces oil, 2013 has not seen any new pipeline capacity into the region. As a result, despite relatively low and stable prices for natural gas in other parts of the country, the gas transmission bottleneck into New England has continued to push our prices up. So, what's being planned to help relieve this constraint? First, ISO New England, the organization charged with operating the region's electrical grid, introduced a "Winter Reliability Program." During particularly cold periods of winter 2012/2013, there were periods when, because of the increased use of natural gas for heating, dual-fuel generators, or facilities that can burn natural gas or oil to generate electricity, were called on to produce electricity with oil, because of natural gas shortages. Unfortunately, many of these facilities did not have enough oil on site to operate when called upon, simply because of the substantial cost of carrying a large oil inventory. The Winter Reliability Program will pay these dual-fuelled units to stock up on oil, so they can operate if called upon. In theory, this should help the region avoid a shortage of natural gas during cold snaps in the 2013/2014 winter. Over the long

term, most are looking to new or expanded natural gas pipelines into New England as the solution. There are challenges here too however, and the region's largest pipeline may not be expanded until the end of 2016. As a result, power supply prices in the first half of 2014 will increase substantially. We expect these prices to come down somewhat in the second half of 2014, but are not likely to fall below eight cents per kWh. In 2013, Cape Light Compact provided energy to residents and businesses in accordance with a competitive electricity supply contract negotiated by the Compact with ConEdison *Solutions*. As of the most recent count, the Compact had 4,167 electric accounts in the Town of Provincetown on its energy supply. Customers have a choice as to which power supplier they wish to engage, and are able to opt out of, and return to, the Compact's supply at any time with no charge. The Compact encourages customers to participate in competitive electric markets, and to be well informed consumers.

**Consumer Advocacy:** Since 1997, Cape Light Compact has advocated for the ratepayers of Cape Cod and Martha's Vineyard at the local, state and federal level. This consumer advocacy has saved customers over \$142 million and the Compact is currently fighting to prevent an additional \$20 million rate increase to residential customers.

**Energy Efficiency:** In 2013, a total of 371 participants in the program resulted in a total savings to customers of \$232,942.20. Funding for the energy efficiency programs (i.e. energy audits for homes and businesses, rebates on the purchase of energy efficient appliances and energy education in our schools) comes from a monthly customer "energy conservation" charge (\$0.0025 cents multiplied by the number of kilowatt hours used during the month) that appears on each customer's electric bill.

Other Cape Light Compact Efforts Include:

- The Cape Light Compact continued to support energy education to Provincetown High School and Veterans Memorial Elementary School through our education partnership with the National Energy Education Development program (NEED), teacher workshops, and curriculum and science-based energy education materials aligned with the national and state science education standards.
- One Government project in Provincetown was funded \$143,500 to implement energy efficiency measures saving the town 17,206 kWh and 2156 MMBtu of oil per year at the Veteran's Memorial School building. The town received energy efficiency incentives and technical assistance from Cape Light Compact and CLC vendors for this project. The demonstration phase of the LED Streetlight Initiative was also funded in the Town of Provincetown for the amount of \$3,076.19, saving 3,219 kWh annually.

*Respectfully submitted,*

**David Gardner**

Provincetown Representative

## Charter Review Ad Hoc Committee

The 1966 Home Rule Amendment to the Massachusetts Constitution authorized a Town to adopt or revise a local Charter, provided that it was not inconsistent with the Massachusetts Constitution or Massachusetts General Laws. Provincetown adopted its first Charter in 1973. In 1990, the current Charter was significantly revised and updated, but no extensive review has been conducted since then. The Charter Enforcement Commission, an elected board of the Town, recommended to the Board of Selectmen that a review be conducted, and in August of 2013 the Board of Selectmen approved the formation of the Charter Review Ad Hoc Committee and appointed eleven members and an alternate: Judith Cicero, Thomas Coen, Marcy Feller, Doug Johnstone, Ann Maguire, David McGlothlin, Julia Perry, Mark Phillips, Robert Speiser, Robert Vetric, Elizabeth Williams, and Tina Trudel as an alternate.

The Charter Review Ad Hoc Committee first met on September 10<sup>th</sup> of 2013; met weekly through the beginning of October; and is now meeting on a biweekly basis - Tuesdays at 5 pm in the Town Hall. These meetings are open to the public, and our minutes and agendas are posted on the Town's website. As part of the Charter review process, we will be asking for input from all Town Boards and Committees, as well as Town staff. We will be comparing our Charter to those adopted by other Towns in Massachusetts. We will be considering Committee authority and how their role has changed since their authorization. Beginning in the Spring of 2014, we will be seeking input from the residents of the Town. We are hopeful that this process will result in a spirited debate and a greater understanding about the purpose of the Charter, and eventually in the adoption of an updated Charter that is more accessible to the general public.

*Respectfully submitted,*

**Julia Perry**

Chair

## Community Preservation Committee

Community Preservation Act (CPA) Funds come from a 3% property tax surcharge that is matched with state funds from a real estate transaction stamp tax. The Act requires funds be used on Affordable Housing, Historic Preservation, and Open Space preservation initiatives in Massachusetts communities with a minimum of at least 10% of funds going to each of these three categories. At the April 2004 Special Town Meeting, Provincetown voters ratified the CPA and voted to direct the uncommitted 70% of funds to finance affordable housing. The voters at the November 2008 Special Town Meeting amended that breakout to 10% in each category with 70% uncommitted and available for any category. At each Annual Town Meeting since 2005, voters have approved using CPA

funds as detailed below. Given the projected debt service for prior approved projects and the limited available state matching funds [estimated at 25% for the next round and 0% thereafter], the Community Preservation Committee limited funds for the current grant awards to a maximum of \$300,000. So, while it may look like we have a lot of funds in hand, those funds will be needed to pay off future debt service.

The Provincetown Community Preservation Committee met five times during 2013.

Update on Community Preservation Act Grants:

- **Historic Records Preservation (\$19,106; actual \$18,311):** shelving and record preservation. **Complete.**
- **Winthrop Street Cemetery Stone Restoration (\$40,000):** One bid was received on 6/20/13 from Monument Conservation Collaborative (MCC). The Work was completed in the Fall of 2013. **Complete.**
- **Winthrop Street Cemetery Phase 3 (\$50,000):** Once the stone restoration is underway, the Town will prepare a Request for Proposals for the next phase - dune stabilization, footpaths, & entrances. **Underway.**
- **Snail Road Acquisition (\$50,000):** The Open Space Committee re-submitted a LAND grant and received an award of \$342,485. The OSC purchased the property for \$658,000 (\$50,000 CPA + \$608,000 Land Bank). **Complete.**
- **Dunes Edge Campground (\$150,000):** A PARC grant for the Dunes Edge Campground open space and recreation property was funded. A draft update to the Town's Open Space and Recreation Plan was also submitted. **Complete.**
- **School Playground (\$35,000): Complete.**
- **School Restoration (\$200,000): Underway.**
- **UU Ceiling (\$25,000):** Fundraising goals exceeded; roof work and ceiling work. **Complete.**
- **FY 2014 CPA Grants:** 8 applications were submitted 11/14/13 totaling \$559,377; \$500,000 is available.

In 2013, at the April Town Meeting the voters approved the Community Preservation Budget for FY 2014 as follows:

1. Reserves:
  - A. \$55,000 for Open Space;
  - B. \$55,000 for Community Housing;
  - C. \$55,000 for Historic Resources;
2. Appropriations:
  - A. \$247,150 for affordable housing debt service  
\$58,977 for open-space debt service  
\$173,909 for historic preservation debt service;
  - B. \$50,000 for the Eastern School Restoration at 494 Commercial St. project by WOMR

- C. \$200,000 for Restoration and Repair of the Provincetown High School exterior at 12 Winslow Street  
 D. \$50,000 for Winthrop Street Cemetery  
 Phase 3 & 4  
 E. \$25,000 for Renovation of historic barn at Days Lumberyard site at 24 Pearl Street project by  
 F. \$72,916 for renovation of Mildred Greensfelder Basketball Court at East End Playground  
 G. \$33,454 for Housing Office support;  
 H. \$20,766 for CPA general administration;

As of this writing the basketball court's Invitation for Bids is still incomplete; the Fine Arts Work Center has the grant agreement and the preservation restriction in hand to be recorded and the work is underway; and WOMR has a draft grant agreement and preservation restriction in the works.

*Respectfully submitted,*

**Dorothy Palanza**

Chair

### Cultural Council

The Provincetown Cultural Council was established to disperse funds received from the Massachusetts Cultural Council to worthy applicants in the arts, humanities and interpretive sciences. During the 2014 grant cycle we were able to award nearly \$6,500 to local people and organizations. The annual grant deadline is October 15<sup>th</sup> and we encourage you to apply. Most notably, after a decade of planning we are moving forward with a Provincetown AIDS Memorial to be on permanent display on the grounds of Town Hall in Provincetown. Interested artists should contact us via email to get more information. We are also currently seeking donations in any denomination to help support this meaningful cause. Please don't hesitate to contact us at [ProvincetownCulturalCouncil@gmail.com](mailto:ProvincetownCulturalCouncil@gmail.com). Thank you in advance for your support.

*Respectfully submitted,*

**Grace Ryder-O'Malley**

Chair

### Finance Committee

The Finance Committee applauds the heightened emphasis on five-year financial planning and budgeting by the Board of Selectmen. Linking together the operating budgets, capital improvement programs, and long-term obligations like pensions, retiree health-care benefits and debt service of each respective department, and then looking at the projected growth in these budget categories out over the next five years gives all of us, as citizens and as voters, a much clearer picture of the financial implications of each decision taken by Town staff and the Board of Selectmen, whether it be the hiring of a new employee, the

purchase of a new piece of capital equipment, or negotiating a new contract with one of our employee labor unions. We believe wiser, more sustainable policy decisions will result from improved financial transparency.

A decision taken by Special Town Meeting in October deserves particular mention. By voting to add approximately \$500,000 to the OPEB Trust Fund via two warrant articles, Town voters have taken the first step down a path that could potentially save the Town approximately \$20 million over the next 25 years. If we build on this initial commitment and continue to set aside significant funds each year to cover the future cost of retiree's health care, the investment returns on the accumulated funds will greatly reduce the overall cost to the Town of honoring our health care promises to both our current and past employees. We already have a model for doing this – it is how we have been funding the cost of retiree pensions for many, many years. We strongly advocate making funding the OPEB Trust fund a regular budget item in FY2015, just as funding the Town's pension fund is a regular budget item. It is clearly the most cost-efficient method of meeting our contractual commitments to all Town employees.

*Respectfully submitted,*

**Michael Canizales**

Chair

## Historic District Commission

The Historic District Commission (HDC) is pleased to report on its regulatory activities during 2013. The Historic District Commission continued to ensure the promotion of the cultural, economic, education and general welfare of the members of the Town through three mandates. First, to preserve and protect the distinctive characteristics of the buildings and places significant to the history of Provincetown. Second, to maintain and improve the settings of our buildings and maintain our historic streetscape. Third, to encourage design compatible with the buildings existing in the area and to help maintain the historic village, fishing, and artistic, cultural, commercial and residential character, which distinguishes Provincetown as a desirable community for residents and visitors. The Historic District Commission worked on many residential and commercial projects during 2013 to maintain the historic nature of these buildings. We worked to guide and regulate construction to conform to the Historic District Guidelines.

With strong support from our voters at the April Town Meeting, we did make changes to Administrative Reviews by altering the Historic District General By-Laws to allow minor changes and one-for-changes to be handled with less bureaucracy. This makes requests for small-scale changes easier for Provincetown owners. Now Administrative Reviews may be approved by the Commission "without a public hearing or notice to abutters." This now helps to streamline requests for one-for-one replacements, as well as minor changes to external architectural features.

This year we have continuity in the members of the Commission. John Dowd continues as Chair and David McGlothlin as Vice Chair. The remaining Commissioners are Polly Burnell, Marcene Marcoux and Ryan Landry. We are also pleased to have such committed Alternates as Thomas Biggert and Lance Hatch who provide key insights into HDC decisions. It is a pleasure to have them on the Commission. The work of the Historic District Commission is enhanced with the professionalism of Maxine Notaro, Permit Coordinator. Working on enforcement, Russell Braun serves as Building Commissioner. We would like to thank Anne Howard who, as Building Inspector, is an asset to our Commission. This year also marks the addition of Gloria McPherson as Town Planner. She now provides much assistance to the Historic District Commission. We welcome her to Provincetown and thank her for her interest and commitment to the HDC.

The Historic District Commission continues to encourage feedback and comments from the public and our dedicated and enthusiastic members stand ready to offer advice and comments. Our meetings continue to be held on the First and Third Wednesdays of the month at the Judge Welsh Room at Town Hall. We hold Administrative Review meetings at 3:30 p.m. when contractors and residents can gain information on projects and, importantly, can gain approval for minor changes to windows and smaller structural changes. We also are open for Public Statements during this time. Our formal meetings begin at 4 p.m. for projects that have been publicly noticed out. The public is invited to attend any of our meetings. We look forward to seeing you there!

*Respectfully submitted,*

**Dr. Marcene Marcoux**

Commissioner

### Historical Commission

The Provincetown Historical Commission is very proud of its accomplishments in 2013. Restoration of historic broadsides or posters announcing events in Town Hall has begun and the first ones have been hung in Town Hall. The Commission continues to support a variety of activities, including David Dunlap's extraordinary "buildingprovincetown" website which will be turned into a book in 2014; the ever-growing History Preservation Project website; and the use of the Town Hall lobby display cases for a revolving series of topical displays. Speaking of Town Hall, the Commission is in the process of working with the VSB to complete a brochure detailing the history and restoration of the building. The Commission also continued its role in reviewing Community Preservation Committee historic preservation applications, and provided support in drafting of preservation restrictions including one for the Fine Arts Work Center barn. The Commission also assisted in the installation of Heritage Collection Artifacts in the Veterans Memorial Community Center. Finally, many Commission members were

happy to support and participate in the Mass. Memories project in September. The Commission remains eager to welcome anyone interested in helping to research, document, and protect our incredible history and town-owned historic resources.

*Respectfully submitted,*

**Eric E. Dray**

Chair  
**John Anderson Francis Family Scholarship Com.**

The John Anderson Francis Family Scholarship Committee is responsible for administering a scholarship fund at the bequest of Cecilia C. Francis. Since the mid-1980s, the Scholarship Committee has awarded scholarships to students who attended the Provincetown High School. Earlier this year, with the phasing out of the high school program underway, the Scholarship Committee proposed to continue awarding scholarships to students who complete their entire eighth grade in the Provincetown school system and graduate from a public high school located on Cape Cod. On May 13, 2013, the Provincetown Board of Selectmen approved the request of the Scholarship Committee, which was endorsed by the Provincetown School Committee.

Throughout the year, enhancements were made to the Scholarship Committee section of the Town's website. The application form for students continuing with their education is now available electronically. In addition, the guidance department of each of the 13 public high schools on Cape Cod has been provided with the new application along with the revised guidelines for the John Anderson Francis Family Scholarship. The Scholarship Committee encourages eligible high school seniors to obtain an application from their guidance counselor.

On June 7, 2013, at a poignant ceremony at Town Hall, the following graduates from the Provincetown High School Class of 2013 were awarded scholarships from the John Anderson Francis Family Scholarship Fund: Caitlyn Adams, Mairead Hadley, Molly Nelson, Bezie Tesson-Legnine, Lydia Tesson-Legnine, Kaitlyn Silva, and Salena Smith. A total of \$16,000.00 was awarded to the last graduates of Provincetown High School. The Town Scholarship was awarded to Kaitlyn Silva in the amount of \$2,000.00. Co-salutatorians Kaitlyn Silva and Lydia Tesson-Legnine captured the moment with their memorable comments. "Provincetown High School will always be the port that we call home," said Silva, while Tesson-Legnine promised the audience of 300 friends, family and alumni, "We'll always be able to find our way back."

On October 7, 2013, scholarships from the John Anderson Francis Family Scholarship Fund were awarded to the following Provincetown High School Alumni: Victoria Ainsworth, Thomas K. Dahill, Jennifer Gualpa, Aleksandar Isailovic, Dusan Kojic, Carol Leonard-La Duke, Anthony D. Leonard, Elizabeth Lopez-Quiroz, Derek Macara, Leo J. Rose, Jr., and Natalie Silva. The total amount

awarded was \$10,000.00. In addition, the Joseph Oliver Scholarship was awarded to the following Provincetown High School Alumni: Thomas K. Dahill, Jennifer Guallpa, Aleksandar Isailovic, Dusan Kojic, Carol Leonard-La Duke, Anthony D. Leonard, Elizabeth Lopez-Quiroz, Derek Macara, Leo J. Rose, Jr., Natalie Silva. The total amount awarded was \$9,500.

The balance of the John Anderson Francis Family Scholarship Fund is \$1,148,715.06. The balance of the Captain Joseph F. Oliver Scholarship Fund is \$495,765.66. The balance of the Town Scholarship Fund is \$5,678.03. The Committee would like to thank MIS Director Beau Jackett, Town Clerk Doug Johnstone, and former Town Treasurer Linda O'Brien and each of their staffs for their support and cooperation this past year. We also wish to thank Gail S. Browne, our former chairman, who tirelessly served for nearly a decade on both the John Francis Family Scholarship and Town Scholarship Committees.

Provincetown has always been very generous to its resident students. As they complete their secondary education at other area high schools, and move on to colleges and universities, the financial support from our community scholarships remains vital. Through the partnership and generous support of residents and businesses alike, we look forward to the continuing educational success of our residents.

*Respectfully submitted,*

**Bill Schneider**

Chair

## Management Information Systems

MIS was very busy in 2013. Highlights include network remediation at the Veterans Memorial Community Center (VMCC), ShoreTel phone system expansion, fiber connections to OpenCape Community Anchor Institutions (CAIs), the implementation of an online mapping solution, the publishing of Town Meeting decisions to the town's website, and annual desktop deployment. These accomplishments were handled with aplomb thanks to the support of MIS Analyst Lynne Martin and MIS Technician Tyler Keyes.

2013 saw the opening of VMCC, which required the consolidation of Recreation, DPW, and COA offices into one building. Among some of the major infrastructure upgrades was the addition of new networking equipment to accommodate this significant change. VMCC is also one of the three CAIs that were connected to OpenCape's high-speed fiber optic network. The other two locations are Town Hall and the Public Library. Full transition to the OpenCape network will begin in 2014.

For software initiatives, online mapping was rolled out in 2013. In addition to

FEMA flood zone maps being published to the town's website, a software solution was introduced to the harbormaster's office that will allow them to more efficiently manage its mooring field. This software, called MapsOnline, has a counterpart called PeopleForms that allows internal data to be published to the town's website. The collector's office is among the first to take advantage of this tool by making property tax information available to the public in an intuitive, fully searchable interface.

Town Meeting decisions were also added to the Town's website in 2013. This allows a user to search historical information from Town Meetings and Annual Town Elections dating back to 1784. This was done through Laserfiche, the Town's electronic document management solution.

Phone system expansion continued in 2013, with the Police Department receiving new equipment. This department can now interact with other users on the system, including Town Hall. The consolidation to a single phone system centralizes our voicemail and allows for department-to-department transfers, even across buildings.

Another batch of desktop and laptop computers were replaced in 2014. It also marked the official transition to Microsoft Windows 7, which is a major upgrade from earlier versions of Windows.

MIS will be coordinating a number of new initiatives in 2014, including:

- server infrastructure upgrades
- phone system expansion into the fire department
- rugged laptop replacement in the town's police cruisers and rescue vehicles
- the introduction of online payment
- transition to a regional permitting, licensing, and inspections solution
- infrastructure upgrades at the booths of the municipal parking lots
- a new online solution for property cards
- a flyover of Provincetown that will allow us to update the town's cadastral maps
- the connection of several Town buildings to the OpenCape network
- software upgrades to both the Town's History Project and Advocate Live, an online archive of Provincetown's local publications.

Indeed, MIS will continue to very busy in 2014!

*Respectfully submitted,*

**Beau S. Jackett**

Information Systems Director

## Personnel Board

The Personnel Board met seven times during 2013, in February, May, June, July, August, October and December. Highlights of our activities and accomplishments include:

1. Successful transition of 3/5 of the Personnel Board. Jane Harper and Christie Hardwick resigned due to change in residence, and Andrew Aull resigned due to personal matters. New board members include Regina Cassidy (experienced HR professional), Marianne Clements (experienced HR professional) and Ann Maguire (experienced government/management professional) joining existing members Lisa Westerveldt and Dr. Tina Trudel.
2. The Personnel Board continued to provide input to the Town Manager regarding standardization, training, equity for employees and smooth operation of government. This included a recommendation to apply for funding from the Community Innovation Challenge Grant Program from the Executive Office for Administration and Finance, Collins Center, which launched a third round of the Municipal Performance Management Program. This innovative program provides assistance to Massachusetts municipalities looking to enhance or establish a performance management program or to improve their usage of data in management and policy-making, an issue evident in Provincetown. In particular, this program helps launch or update CitiStat (or similar) performance management programs in participating communities, starting with a focus on the Police Department and the Public Works Department (or equivalent divisions), and with the potential to move into other departments depending on the pace of the work, for which the Personnel Board recommended Human Resources Management as an additional focus for Provincetown. Although the Town Manager did not opt to apply for this program, this remains a future consideration assuming the program remains funded.
3. The Personnel Board conducted a review of HR database options recommending increased use of current IT resources and database development to better track and manage employee data.
4. The Personnel Board has been requesting and receiving updates on the compilation and organization of job descriptions, as well as the regional salary study which was requested by the Personnel Board in 2012 and pending completion in early 2014.
5. The Personnel Board continues to develop recommendations for improved efficiency and effectiveness in orientation and training, to include free state training resources (such as the recent Ethics Training) and videotaped trainings as a

supplement and offset to current in vivo training largely provided by town counsel.

6. The Personnel Board reviewed, edited and approved a Social Media Policy.
7. The Personnel Board continued to support the Town Manager's efforts to improve Human Resource areas such as position and grade review on a regular schedule, job descriptions, training and performance evaluations.
8. In collaboration with the Charter Enforcement Commission, the Personnel Board commenced the review of Town Board processes and rules for adjudicatory proceedings and the development of such specific to the Personnel Board for adoption in 2014.

*Respectfully submitted;*

**Tina M. Trudel, PhD**

Chair

## Planning Board

The Planning Board is responsible for the administration of the Subdivision Control Laws as granted by Massachusetts General Laws Chapter 41, and the development of recommendations on all matters concerning the physical, economic, and environmental development of the town. The Planning Board has focused its attention on reviewing and updating the zoning by-laws and dealing with applications that require site plan review or endorsement under the Subdivision Control Law, along with its other standard business.

In 2013, the board met on a regular bi-weekly basis and with the addition of Grace Ryder O'Malley in March, and Brandon Quesnell in October, once again has a full slate of members.

A significant event occurring just before October Special Town Meeting was the filling of the Town Planner position. The Planning Board appreciates that the Board Chair was fully included in the interview process for this important position. Gloria McPherson, our new Town Planner, takes on many duties as she joins the staff at Town Hall. Besides overseeing a number of Town boards, she will take on the writing of our new Comprehensive Plan, among other duties. We happily welcome her. We wish to thank Assistant Town Manager, David Gardner, and Permit Coordinator, Maxine Notaro, for their invaluable assistance.

In its course of business, the Board continues to hear multiple Approval Not Required requests, which allow lots to be divided provided they have sufficient frontage on a public way. The public is often concerned about such development and attends such meetings to take an active part in the decision making. In

the past year, the Board continued to work with the Town Manager's Ad Hoc Zoning Bylaw Revision Working Group on proposed amendments to zoning bylaws, which included:

\* **Lighting Bylaw:** The Planning Board decided to hold this bylaw for resubmission at Fall Town Meeting Warrant as a General Bylaw, not a Zoning Bylaw making it possible to have a conformity deadline. The purpose of the Bylaw will be to control light pollution in Provincetown that detracts from our natural beauty while maintaining public safety with proper illumination.

\* **Building Scale Bylaw:** The Board attempted to address a gap in the Scale Bylaw whereas a number of lots in town do not capture a structure to measure scale within the 250' radius used to determine neighborhood scale. Two versions were presented at April Town Meeting with neither passing leaving the loophole in place.

\* **Medical Marijuana Dispensary, Zoning By-law Article 1:** A proposal for the location of a potential dispensary in Provincetown was passed at Fall Town Meeting. The location would most likely be on Shank Painter Road or Harry Kemp Way. Currently, the two allowed locations in Barnstable County may have already been claimed by other towns.

\* **Parking Regulations, Article 2, Section 2470:** The Planning Board presented at Fall Town Meeting revised parking regulations for new development requiring 1 1/2 spaces per unit in most cases. This change will help reduce parking congestion on the streets. The measure was passed at Town Meeting.

\* **Site Plan Review Bylaw, Zoning Bylaw Article 4 Special Regulations, Section 4000:** After the April 2013 Annual Town Meeting, the Planning Board agreed that revising Section 4000 would be its top priority to bring to October Special Town Meeting. It was greatly satisfying, after months of weekly work sessions with the Ad Hoc Zoning Bylaw Revision Working Group, for the Planning Board to have the support of the townspeople for the amendments to our Zoning Bylaws that were brought forth. We now have a concise Site Plan Review Section to better regulate land usage of projects that have the potential to impact the Town. Provincetown is a unique and special place deserving of the best possible development that is respectful of its natural environment and the character of its neighborhoods.

Significant Site Plan Review items brought forth in 2013 included:

\* **Open Cape Tower Proposed Project:** Mr. Michael Scott of Nutter McClennan & Fish LLP and Mr. Gary Delius, Construction Coordinator for Open Cape to discuss the Open Cape Tower project located at 7 Captain Birdies Way, Provincetown, MA.

\* Mr. Scott explained to the Planning Board that Open Cape is a non-profit company tasked with building a Fiber Optic network on Cape Cod, as well as all of South Eastern Massachusetts. The project is funded by local and federal grants. Part of the Open Cape plan is to provide high-speed internet to local

cities and towns. Plans were submitted detailing the installation of the antenna proposed for the town's water tower with additional equipment proposed to be installed at the base of the tower. The Network will also be compatible with cell tower lines to increase 4G LTE services.

\* Application by Mr. Lester J Murphy, Jr. Attorney on behalf of Stanley Sikorski under the Zoning bylaws Article 2, Section 2320, High Elevation Protection district A: The applicant sought approval for the construction of a two-family residential structure on vacant land at the property located at 294 Bradford Street, Provincetown, MA. After many meetings and much discussion, the application was withdrawn without prejudice.

\* Application by William N Rogers II, P.E. & P.L.S. on behalf of Winslow Trading Co. under the Zoning Bylaws Article 4, Section 4100, Dwelling Units and Commercial Accommodations: The applicant sought approval to construct six buildings with eleven two-bedroom units with an 18' wide access drive at the property located at 44-48 Winslow Street, Provincetown, MA. (Res 3 Zone).

\* Application by Broadway Electrical Co, Inc under the Zoning Bylaws Article 2, Section 2320, High Elevation Protection District A: The applicant sought approval for the installation of 153.12 KW ground mounted photo voltaic solar array at the property located at 90 Race Point Road (Transfer Station), Provincetown, MA (Res M, Municipal Zone).

*Respectfully submitted,*

**Mark Weinress**

Chair

**Dorothy Palanza**

Vice Chair

## **Provincetown Public Pier Corporation**

The Provincetown Public Pier Corporation (PPPC) is pleased to submit its Annual Report to the Town of Provincetown and its citizens. Our work over the past year builds on our commitment to support our changing fishing fleet and other commercial uses of the Pier. We continue to focus our efforts on streamlining a solid rolling 5-year budget that is consistent with our 5-year Pro Forma Management Agreement with the Town. The continuation of our engineering assessment of the Pier aids in assuring a maintenance and remediation plan for the future as well as the economic development of the floating docks on the east side of the Pier. Like the Town, PPPPC's biggest challenge remains identifying new sources of revenue while endeavoring to trim our budget and expand opportunities for our tenants and the Town.

The following is a short summary of some of the main events of 2013:

We expanded our cooperative effort with Town departments with the second year of a pilot project with the Police Department to add a Marine Patrol Officer to assist with public safety and enforcement. While several benefits resulted

from the implementation of this project, including the resolution of a conflict between a Pier tenant and staff, an increase in cooperative efforts with the Coast Guard and Environmental Police in the areas of training and joint exercises and control of overnight recreational squid-fishing activities, they were outweighed by a myriad of problems that arose. These problems included confusion resulting from the creation of dual chains of command, coverage gaps of the Pier and an increase the workload of the Assistant Harbormasters due to the reduction of their number to accommodate police personnel and due to the difference between the training and experience of Assistant Harbormasters versus Police Officers.

The blizzard of February 8<sup>th</sup> and 9<sup>th</sup>, 2013 did significant damage to the floating docks, fender piles and transportation float. We have shored up the facility and applied for FEMA assistance. The current request is for \$1.9 million for the docks and \$2.9 million for a wave attenuator. These funds will require 25% local matching funds. Should it be necessary to finance the local matching funds with debt, we believe the cost of borrowing and loan principal repayment can be fully covered provided we are allowed to expand the floating dock system to accommodate additional seasonal slips for rental to recreational vessels. This would probably be best accomplished by incorporating the wave attenuation technology into the new elements of the docking system.

We are poised to install new mooring renewal and mapping software at the Harbormaster's Office. Once fully implemented, online mooring customers will be able to renew moorings, update information and pay fees online. This new system will allow staff to more accurately identify and track existing moorings and facilitate the ability to quickly access all mooring information.

In addition, a new security camera system, with related computer software that will allow the surveillance and recording of all activity visible from over twenty cameras situated throughout the Pier from not only the HM Office, but also the Police Dept. has been installed on the Pier. This system will increase and enhance not only public safety, but better protect Pier tenants and their property.

Several PPPC personnel changes occurred during the past year. We said goodbye to Director Rich Wood and Lee Ash. We thank both for their dedicated service to the PPPC and in addition, we thank Lee for her long term steadfast tenure as Chair. We also welcomed back former Director Kerry Adams, who has assumed the position of Chair, and welcomed aboard a new Director, Herbert Hintze. In other staff changes Connie Boulos left the Administrative position to become Town Treasurer and Ellen Battaglini has returned to that position.

*Respectfully submitted,*

**Kerry Adams**

Chair

## Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is charged with hearing and deciding appeals for relief from the Zoning By-Laws via special permits and variances, as well as appeals from those aggrieved by a decision or action of the Building Commissioner. The ZBA usually meets on the first and third Thursdays of the month for a work session and public hearing. The meetings are posted and open to the public, with the rare exception when the Board convenes an Executive Session, which did occur in 2013. A full board consists of five regular members and five alternate members. Zoning appeals are usually heard by five members and require a super-majority of four votes in favor to grant a special permit or variance. The ZBA makes every attempt to serve the community by hearing applications as scheduled, but this is not always possible, especially when there is not a full complement of members. A ZBA member may have a scheduling conflict from time to time, may be absent due to illness or may need to recuse themselves due to a conflict of interest. As a courtesy to applicants, the ZBA gives the applicants the option of waiting until a full complement of five members is assembled to hear the case. By right, the ZBA may proceed to hear the application with only four members, which is a quorum. The applicant is advised that in such cases any motion by the ZBA would require a unanimous vote for passage. There were a few occasions this year when applicants preferred to be heard by the full ZBA, requesting that their application be postponed until the following hearing, when it was expected that five members would be available to hear the case. It is an unfortunate inconvenience for all concerned when this happens and the ZBA and Department of Community Development (DCD) endeavor to minimize it as best they can by notifying applicants of the situation as soon as possible, giving them the option of postponement until the next scheduled hearing. This can almost assuredly be avoided by having a full roster of ZBA members.

The Board heard 87 cases during 2013. The majority were Special Permit Applications. The additional cases were outside displays Special Permits that needed to be brought up to date. The Board assisted the Building Commissioner to bring into compliance. The Board had additional meetings to accommodate the public.

The Zoning By-Laws provide specific criteria for the granting of a Special Permit. Namely, that the applicant must show (and the ZBA must find, in writing) that the benefits of the proposal to the Town or the neighborhood outweigh any adverse effects such as congestion, hazard, or environmental degradation. There are very strict criteria for granting a Variance: in part, a literal enforcement of the provisions of the by-law would involve substantial hardship, financial or otherwise, to the petitioner and must owe, among other things, to the soil conditions,

shape, or topography of the land. The ZBA considers each application on its own merits without any benefit of precedence. The ZBA strongly believes in the rights of property owners to use their property as they wish, but encourages them to do so within the confines of the Zoning By-Laws. The Board saw the resignation of Tom Roberts in 2013. He was a dedicated Board member and we will miss him. We also saw a new member appointed to the Board Jeffrey Haley and one member that moved up from an alternate position to a full time position. Leif Hamnquist. The Board also welcomed Town Planner Gloria McPherson. We look forward to working with her as staff for the Board. On behalf of the ZBA members Vice Chair, Robert Littlefield, Amy Germain, Joe Vasta, Leif Hamnquist, Harriet Gordon and myself, David M. Nicolau, Chair. The Board would like to thank our Permit Coordinator Maxine Notaro for her extraordinary commitment to the Board and the Town as staff and Building Commissioner Russ Braun for his ongoing assistance.



## Municipal Finance



## Municipal Finance Director

I want to thank the Board of Selectmen, Town Manager Sharon Lynn, Assistant Town Manager, David Gardner, Department Heads, Boards and Committees, citizens and my staff, Jim Denietolis and Marge McGloin for their support during the year. I am very fortunate to work with such a dedicated group of people. During the year we continue to work towards meeting the annual town-wide goals as set by the Board of Selectmen, specifically the first goal regarding fiscal management. The department has worked with the Board of Selectmen and the Finance Committee to refine and update of the five year fiscal plan and the capital improvement program, each of which are useful tools for planning the fiscal future of the town. The department continues to strive for complete transparency of the town's finances by listing additional financial information on the department's page on the town's web site. We encourage all residents to visit our web page. The department is working with the Management Information Systems (MIS) department to bring on-line payments to Provincetown. The goal is to have on-line payments available for our taxpayers by spring 2014. In accordance with the provisions of Chapter 41 §61 of the Massachusetts General Laws, I hereby submit the following as reported by the Treasurer and Town Accountant: Combined Balance Sheet; Report of Appropriations & Expenditures; Appropriations Balance as of 12/31/13; Summary of Receipts; Debt Schedule; Salaries and Wages. All reports are for the Fiscal Year ending June 30, 2013 unless otherwise stated.

*Respectfully submitted,*

**Daniel R. Hoort**

Director

**Town of Provincetown  
Combined Balance Sheet  
All Funds and Account Groups  
At June 30, 2013**

Description	Governmental Funds			Proprietary Funds	Fiduciary Funds	Account Groups	Total (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Project Funds	Enterprise Funds	Trust & Agency Funds	General Long-Term Debt	
<b>Assets</b>							
Cash & Equivalents	4,880,485	5,255,993	(1,065,670)	5,751,333	4,464,974	-	19,287,085
Receivables:	-	-	-	-	-	-	-
Property Taxes	769,951	-	-	-	-	-	769,951
CPA and LandBank	41,373	-	-	-	-	-	41,373
Deferred Property Taxes	67,269	-	-	-	-	-	67,269
Tax Liens	325,081	-	-	-	-	-	325,081
Excises and Other	101,071	-	-	-	-	-	101,071
Departmental	62,094	-	-	-	-	-	62,092
User Charges	-	-	-	332,104	-	-	332,104
Special Assessments	-	-	-	279,811	-	-	279,811
Special Assessments Not Yet Due	-	-	-	21,012,273	-	-	21,012,273
Less Allowance for Uncollect/Taxes	(321,106)	-	-	-	-	-	(321,106)
Due from Other Funds	-	-	-	-	-	-	-
Due from Other Governments	18,016	941,131	2,172,098	-	-	-	3,104,245
Other Accounts Receivables	-	-	87,522	-	-	-	87,522
Tax Foreclosures	62,097	-	-	-	-	-	62,097
Amounts to be Provided for Pay of Debt	-	-	-	-	-	-	18,704,030
Fixed Assets Net of Accum Deprec	-	-	-	31,730,361	-	-	31,730,361
<b>Total Assets</b>	<b>6,015,885</b>	<b>6,170,124</b>	<b>1,109,329</b>	<b>59,105,892</b>	<b>4,464,974</b>	<b>18,704,030</b>	<b>95,644,304</b>
<b>Liabilities</b>							
Accounts Payable	274,578	263,019	776,112	42,306	598	-	1,311,600
Accrued Payroll	382,510	-	-	-	-	-	382,510
Employee Withholdings	96,833	-	-	-	-	-	96,833
Tailings Payable	20,155	-	-	-	-	-	20,155
Other Deposits	19,400	-	-	308,339	-	-	327,739
Due to Other Funds	-	-	-	-	-	-	-
Due to Other Governments	-	-	-	-	-	-	-
Due to Student Groups	-	-	-	-	-	-	-
Encrowes and Deposits	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-
Property Taxes	447,130	-	-	-	-	-	447,130
Others	676,035	-	-	21,641,178	-	-	22,300,273
Notes Payable	-	-	5,433,653	-	-	-	5,433,653
Bonds Payable	-	-	-	30,862,611	-	18,704,030	49,566,641
<b>Total Liabilities</b>	<b>1,916,721</b>	<b>263,019</b>	<b>6,209,765</b>	<b>52,842,760</b>	<b>598</b>	<b>18,704,030</b>	<b>79,936,953</b>
<b>Fund Balance</b>							
Reserved for Carrtrized Capital	-	-	-	847,780	-	-	847,780
Reserved for Retained Earnings	-	-	-	-	-	-	-
Reserved	-	-	-	-	-	-	-
Unreserved	-	-	-	1,438,940	-	-	1,438,940
Fund Bal Reserved for Subse Yrs Exp	118,374	-	-	838,070	-	-	1,056,444
Fund Balance Reser for Debt Service	202,966	-	-	2,966,319	-	-	3,169,285
Fund Balance Reser for Encumbranc	1,675,091	-	-	112,012	-	-	1,787,103

**Fiscal Year 2013 Appropriations/Expenditures**

	<b>Orig Approp</b>	<b>Transfers Adjstmts</b>	<b>Revised Budget</b>	<b>FY2013 Expended</b>	<b>Avail Budget</b>
Election Town Meeting	11,690	579	12,269	12,086	183
Board of Stmen "A" Budget	53,640		53,640	51,846	1,794
Board of Selectmen	5,900		5,900	5,428	472
Town Mgr "A" Budget	292,889		292,889	290,124	2,765
Town Manager	11,800		11,800	10,765	1,035
Finance Cmt Exp	75,925	(2,979)	72,946	152	72,794
Town Acc "A" Bgt	169,640		169,640	169,640	-
Town Accountant	49,975		49,975	42,654	7,321
MIS Coord "A" Bgt	163,906		163,906	158,056	5,850
MIS Coordina	264,850	10,260	275,110	275,340	(230)
Board Ase "A" Bgt	173,653		173,653	171,940	1,713
Board Asses	37,297		37,297	36,679	618
Treas/Collec "A" Bdg	165,091		165,091	162,293	2,798
Treasurer/Collector	34,700		34,700	24,258	10,442
Legal Services	200,000	11,269	211,269	208,359	2,910
Adminstration	58,542		58,542	57,372	1,170
Land Bank	129,975		129,975	76,578	53,397
Town Clerk "A" Budget	111,382	(5,000)	106,382	97,513	8,869
Town Clerk	4,395		4,395	2,725	1,670
Licensing "A" Budget	40,821	(3,034)	37,787	36,776	1,011
Conservation Commi	8,000	232	8,232	8,232	-
Planning Board Exp	1,760	1,760	1,380	380	
Zoning Brd Appeals	2,800		2,800	2,083	718
Historical Comm	500		500	414	86
Historic Dist Comm	2,000		2,000	1,764	236
Building Committee	-	2,500	2,500	200	2,300
Bld & Gds Payroll	671,115		671,115	607,198	63,917
Bld & Gds General TH	102,600		102,600	115,450	(12,850)
Bld&GdsGraceGv	114,685		114,685	79,148	35,537
Buildings & G Library	72,200		72,200	85,382	(13,182)
Bld & G Cemetery	2,850		2,850	7,969	(5,119)
Bld & G Comfort St	66,700		66,700	40,297	26,403
Bld & G FreemanSt	25,308		25,308	8,795	16,513
Bld & G Other	5,100		5,100	2,939	2,161
Police "A" Budget	2,117,042		2,117,042	2,093,048	23,994
Police	145,406		145,406	145,287	119
Police Station	42,800		42,800	42,418	382
Fire "A" Budget	379,508	(25,000)	354,508	359,919	(5,411)
Fire	182,249	25,000	207,249	206,320	929
Ambulance Service	721,371		721,371	721,371	-
Inspect "A" Budget	167,286		167,286	161,636	5,650
Inspections	5,960		5,960	4,830	1,130
Dir Reg "A" Bud	114,470	(5,000)	109,470	100,923	8,547
Director Regulatory	18,500		18,500	12,895	5,605
Emergency Mgt	6,330		6,330	6,330	-
Harbor Committee	250		250	-	250
Hmaster MacM Wharf	115,378		115,378	115,378	-
Shellfish "A" Budget	49,206	300	49,506	50,483	(977)
Shellfish	5,550		5,550	5,401	149
Parking "A" Budget	343,051		343,051	332,855	10,196
Parking	75,300		75,300	74,313	987
Public Schools	3,266,892		3,266,892	3,194,957	71,935
Cape C Reg Tech	86,743		86,743	86,743	-
DPW Admin "A" B	159,878		159,878	132,496	27,382
DPW Adminstration	199,250	85,573	284,823	272,248	12,575
Highway "A" Budget	442,921		442,921	432,571	10,350
Highway	229,700		229,700	155,110	74,590
Snow & Ice "A" Budget	27,000	10,734	37,734	37,734	-

Provincetown

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	<b>Orig Approp</b>	<b>Transfers Adjstmts</b>	<b>Revised Budget</b>	<b>FY2013 Expended</b>	<b>Avail Budget</b>
Snow & Ice	140,700		140,700	123,605	17,095
Sol Wste Recy "A" B	450,532		450,532	440,254	10,278
Solid Waste Rec	122,300	6,619	128,919	128,919	(0)
Rec/Renew Egy Cmt	1,000		1,000	-	1,000
Waste Disposal Other	168,000		168,000	143,645	24,355
Airport	92,550	91	92,641	92,641	-
Pt Television	124,000		124,000	124,000	-
Health Ag "A" Bud	91,551		91,551	91,232	319
Health Conser Ag	6,650		6,650	3,989	2,661
Pub Health/Nrs "A" B	19,870	19,870	19,851	19	
Public Health/Nurse	27,624		27,624	26,171	1,453
Board Health	1,135		1,135	1,088	48
Coun on Ag "A" Bud	189,474		189,474	188,369	1,105
Council on Aging	11,799		11,799	10,636	1,163
Veterans Services	42,332		42,332	31,487	10,845
Disability Comm	5,000		5,000	5,060	(60)
Bicycle Committee	8,000		8,000	7,871	129
Library "A" Budget	206,856	2,000	208,856	208,462	394
Library	84,725		84,725	79,111	5,614
RecrDept "A" Budget	139,130		139,130	132,720	6,410
Recr Department	19,775		19,775	19,686	89
Art Commission	9,105		9,105	6,308	2,797
Cultural Council	200		200	-	200
Debt Services	2,012,136		2,012,136	1,934,305	77,831
Tax Title	20,000		20,000	11,899	8,101
Retirement Benef Ins	5,344,768	(114,144)	5,230,624	4,892,537	338,087
Prior Year Encumbr	266,309	266,309	240,009	26,301	
<b>Total (Gen. Fund)</b>	<b>21,701,507</b>	<b>0</b>	<b>21,701,507</b>	<b>20,626,005</b>	<b>1,075,502</b>

**Fiscal Year 2014 Appropriations/Expenditures  
Year to Date 12/31/13**

	<b>Budget</b>	<b>FY2014 Expended</b>	<b>Avail Budget</b>
Election Town Meeting	10,378	2,999	7,379
Board of Selectmen "A" Budget	52,769	19,745	33,024
Board of Selectmen	17,450	13,711	3,739
Town Manager "A" Budget	308,140	160,469	147,671
Town Manager	16,195	7,942	8,253
Finance Committee Expense	56,369	1,413	54,957
Town Accountant "A" Budget	176,263	78,563	97,700
Town Accountant	48,925	22,408	26,517
MIS Coordinator "A" Budget	173,140	85,570	87,570
MIS Coordinator	268,000	153,583	114,417
Board Assessors "A" Budget	177,944	90,258	87,686
Board Assessors	57,260	22,429	34,831
Treasurer/Collector "A" Budget	167,348	88,669	78,679
Treasurer/Collector	35,920	16,390	19,530
Legal Services	200,000	115,156	84,844
Adminstration	59,640	37,383	22,257
Land Bank	130,325	50,646	79,679
Town Clerk "A" Budget	106,104	52,576	53,528
Town Clerk	4,445	552	3,893
Licensing "A" Budget	42,498	21,249	21,249
Licensing	300	-	300
Conservation Commission	8,090	3,512	4,578
Planning Board Expenses	1,940	525	1,415
Zoning Board Appeals	2,700	763	1,938
Historical Commission	500	-	500
Historic District Commission	2,250	350	1,900

	<b>Budget</b>	<b>FY2014 Expended</b>	<b>Avail Budget</b>
Building Committee	5,500	-	5,500
Buildings & Grounds Payroll	674,696	352,990	321,706
Buildings & Grounds General	56,255	54,576	1,679
Building Grounds-Town Hall	102,600	39,483	63,117
Buildings&Grounds GraceGouveia	114,685	49,382	65,303
Buildings & Grounds Library	72,200	40,974	31,226
Buildings & Ground Cemetery	2,850	3,932	(1,082)
Buildings & Grounds Comfort St	66,700	25,907	40,793
Buildings & Grounds FreemanSt	25,308	3,187	22,121
Buildings & Grounds Other	125,185	34,472	90,713
Police "A" Budget	2,199,655	1,163,460	1,036,195
Police	164,641	98,460	66,181
Police Station	42,800	16,251	26,549
Fire "A" Budget	423,935	265,539	158,396
Fire	190,899	69,733	121,166
Ambulance Service	769,364	384,682	384,682
Inspections "A" Budget	170,485	82,096	88,389
Inspections	5,960	758	5,202
Director Regulatory "A" Budget	174,418	66,574	107,844
Director Regulatory	20,100	10,313	9,787
Emergency Management	7,830	4,810	3,020
Harbor Committee	250	-	250
Harbormaster MacMillan Wharf	118,263	49,276	68,987
Shellfish "A" Budget	49,978	25,439	24,539
Shellfish	6,100	1,267	4,833
Parking "A" Budget	344,275	188,248	156,027
Parking	84,300	39,812	44,488
Public Schools	3,367,784	1,318,292	2,049,492
DPW Admin "A" budget	130,879	60,146	70,733
DPW Administration	202,850	145,887	56,963
Highway "A" Budget	444,802	213,918	230,884
Highway	116,800	33,370	83,430
Snow & Ice "A" Budget	27,000	-	27,000
Snow & Ice	140,700	11,960	128,740
Solid Waste Recyc "A" Budget	455,356	209,468	245,888
Solid Waste Recycling	127,500	66,475	61,025
Recycling/Renew Energy Cmte	2,750	89	2,661
Waste Disposal Other	168,000	83,816	84,184
Airport	98,450	43,801	54,649
Cable Advisory Commission	126,500	63,250	63,250
Health Agent "A" budget	97,073	49,136	47,937
Health Conservation Agent	7,300	3,297	4,003
Public Health/Nurse "A" budget	20,060	9,477	10,583
Public Health/Nurse	27,600	9,494	18,106
Board Health	1,610	175	1,435
Council on Aging "A" budget	200,298	92,678	107,620
Council on Aging	12,050	4,063	7,987
Veterans Services	42,270	21,944	20,326
Disability Commission	5,000	-	5,000
Animal Welfare Committee	1,540	1,537	3
Bicycle Committee	8,100	-	8,100
Library "A" Budget	222,178	108,525	113,653
Library	82,150	40,207	41,943
Recreation Dept "A" Budget	144,496	83,932	60,564
Recreation Department	21,150	17,426	3,724
Art Commission	8,649	7,839	810
Cultural Council	200	194	6
Debt Services	2,085,977	1,014,970	1,071,007
Tax Title	26,000	3,830	22,170

	<b>Budget</b>	<b>FY2014 Expended</b>	<b>Avail Budget</b>
Retirement Benefits Insurance	5,689,725	3,600,330	2,089,395
Prior Year Encumbrances	199,681	171,734	27,947
<b>TOTAL EXPENSES</b>	<b>22,456,603</b>	<b>11,609,739</b>	<b>10,846,864</b>

## Board of Assessors

Fiscal Year 2013 was the triennial re-certification year conducted by the Department of Revenue. The total value of real property in Provincetown increased by +1.27% from Fiscal Year 2012. On December 27, 2012 the Department of Revenue certified Provincetown’s assessed values and on January 16, 2013, approved the fiscal year 2013 tax rate of \$7.34. Fiscal Year 2013 values by class were as follows:

<i>Class</i>	<i>FY13-Total Value</i>
Residential Class	\$1,888,428,961
Commercial Class	\$381,214,239
Industrial Class	\$1,610,900
Personal Property	\$24,907,050
<b>Total Value</b>	<b>\$2,296,161,150</b>

Following the mailing of the actual tax bills in April, the Board of Assessors received 23 real property and 3 personal property abatement applications. The Board granted 18 real property abatements and 3 personal property abatements. The Board also granted statutory exemptions and/or deferrals to 113 taxpayers as follows:

<i>ClauseDescription</i>	<i>Exemption</i>	<i>Number</i>	<i>Taxes Exempted</i>
Clause 17D Surviving Spouse/Elderly	\$269.00	6	\$1,614.00
Clause 22 Veteran	Varies	17	\$8,000.00
Clause 37A Blind	\$500.00	4	\$2,000.00
Clause 41C Elderly	\$1000.00	41	\$40,990.17 ****
Clause 5K Senior Work Credit	Varies	40	\$39,250.00
Clause 41A Tax Deferral	Deferrals	5	\$10,930.81
<b>Totals</b>		<b>113</b>	<b>\$102,784.98</b>

For Fiscal Year 2013, the Board granted Affordable Housing Tax Exemptions to 24 real property taxpayers as follows:

<b>Description</b>	<b>Exemption</b>	<b># of Properties</b>	<b># of Units</b>	<b>Taxes Exempted</b>
Affordable Housing				
Tax Exemption	100% **	24 ***	92	\$60,727.53.

\*\* For that part of a property that is rented year round to low-income tenants at affordable rents, as defined by HUD guidelines.

\*\*\* Represents number of real property taxpayers who received exemptions.

\*\*\*\* One (1) partial exemption granted due to statutory limitation on minimum tax liability threshold.

During the summer of 2013, the Assessors' Office continued its neighborhood-by-neighborhood inspection program concentrating on residential properties in Provincetown. The office was once again greatly aided in this effort through the Town's continued funding of temporary Property Inspector positions, the duties of which were once again very capably carried out by veterans Frank Pantano and Carol Bergen. Inspectors & staff completed 633 inspections consisting of new construction, additions, renovations, sales, abatement process & cyclical inspections from January 1, 2013 through December 31, 2013. On October 8, 2013, the Board of Assessor's elected Robert Sanborn as Chairperson to the Board of Assessors beginning January 1, 2014. Robert has been a member of the Board of Assessors since December 2009. The Board of Assessors and the staff in the Assessor's office would like to give special mention and extend our sincere appreciation to Patty DeLuca who served as Chairperson to the Board of Assessors for the past 3 years. Patty will remain on the Board as a regular member. Current board members: Robert Sanborn, Chairperson, DOR Certified; Patty DeLuca, Member, DOR Certified; Leslie Parsons, Member, DOR Certified; Greg Muse, Member, DOR Certified; Paul M. Gavin, MAA, Member, DOR Certified. Current assessing staff: Paul M. Gavin, MAA, Principal Assessor; Richard Faust, Assistant Assessor; Cheryl MacKenzie, Administrative Assistant. Please visit our web site at [www.provincetown-ma.gov](http://www.provincetown-ma.gov) (Assessors' Department) for Online Property Record Cards, Frequently Used Forms, Frequently Asked Questions, Real Estate Sales Reports, Board of Assessors Meeting Notes and much more.

*Respectfully submitted,*

**Robert Sanborn**

Chair

**Treasurer/Collector**

**REPORT FOR THE FISCAL YEAR 2012  
JULY 1, 2012 - JUNE 30, 2013 COLLECTOR REPORT FY 2013**

**COMMUNITY PRESERVATION ACT**

FY 2011	0.00
FY 2012	16,155.78
FY 2013	393,104.13
	409,259.91

**LANDBANK**

FY 2011	0.00
FY 2012	18,413.86
FY 2013	477,835.73
	496,249.59

**REAL ESTATE TAXES**

FY 2011	5,458.65
FY 2012	634,285.10
FY 2013	15,911,199.49
	16,550,943.24

**SEWER BETTERMENT**

FY 2011	0.00
FY 2012	54,911.45
FY 2013	1,566,231.72
	1,621,143.17

**SEWER LIENS**

FY 2011	0.00
FY 2012	6,917.95
FY 2013	19,656.69
	26,574.64

**SEWER USAGE SURCHARGE LIENS**

FY 2011	0.00
FY 2012	0.00
FY 2013	4,432.78
	4,432.78

**SEPTIC LOANS**

FY 2011	0.00
FY 2012	0.00
FY 2013	28,791.36
	28,791.36

**WATER LIENS**

FY 2011	0.00
FY 2012	11,937.61
FY 2013	63,175.80
	75,113.41

**PERSONAL PROPERTY TAX**

FY 2004	0.00
FY 2005	14.73
FY 2006	16.46

FY 2007	54.66
FY 2008	116.36
FY 2009	234.32
FY 2010	333.91
FY 2011	916.70
FY 2012	6,995.59
FY 2013	171,921.86
	180,604.59

**WATER RATES**

1,938,748.50  
1,938,748.50

**SEWER RATES**

1,008,247.89  
1,008,247.89

**MOTOR VEHICLE EXCISE TAX**

FY 2004	106.88
FY 2005	32.50
FY 2006	31.25
FY 2007	0.00
FY 2008	232.81
FY 2009	268.76
FY 2010	714.02
FY 2011	1,583.44
FY 2012	73,293.83
FY 2013	382,220.60
	458,484.09

**BOAT EXCISE TAX**

FY 2005	0.00
FY 2006	20.00
FY 2007	93.00
FY 2008	120.00
FY 2009	348.00
FY 2010	654.00
FY 2011	356.00
FY 2012	4,206.00
FY 2013	14,022.00
	19,819.00

**INTEREST, DEMANDS AND FEES**

REAL ESTATE TAX COLLECTIONS	110,089.25
PERSONAL PROPERTY TAX COLLECTIONS	7,832.98

MOTOR VEHICLE	8,013.36
BOAT EXCISE	1,992.00
WATER/SEWER USAGE RATES	19,373.45
	147,301.04

**TREASURY DEPOSITS FROM COLLECTOR** 23,689,479.40

**TOTAL TREASURER'S RECEIPTS FY 2013**

**TREASURY DEPOSITS FROM COLLECTOR** 23,686,479.40

**TAX REVENUE**

Allowance for Abatements/Exemptions 11	39,250.00
Municipal Lien Certificates	12,775.00
Tax Revenue	36,445.34
	<b>88,470.34</b>

**DEPARTMENTAL RECEIPTS TO TREASURER**

<b>GF Cash and Tailings Account Payable</b>	15,470.26
Airport	130,613.91
Building Department & Permits	262,728.10
Cemetery	18,491.24
Embarkation Fee Reserve	172,284.50
Fire Department	17,848.71
Harbor - Mooring, Docking & Ferry	434,613.64
Health Department	34,245.00
Library	26,444.66
Licenses	148,664.00
MIS Receipts	65,000.00
Planning Board Fees & Deposits	22,581.00
Police Receipts	217,385.34
Recreation	16,068.46
Rents & Commissions	193,594.21
Sewer Betterments & Usage Charge	5,069,539.18
Software Supplies and Education	3,193.27
Supplies	2,203.31
Tourism Fund	607,941.45
Town Clerk	29,495.12
Transfer Station - Recycling	266,164.56
Treasurer's Fees	438.07
Veterans Affairs	41,338.00
Water Enterprise fund	1,574,516.86
Dept Receipts under \$10,000	11,923.91
	<b>9,367,316.50</b>

**PARKING RECEIPTS**

Parking Meters/Lots/Stickers 1,814,850.45

Parking Violations	130,230.95
	<b>1,945,081.40</b>
<b>TOWN TREASURY - OTHER RECEIPTS</b>	
Administrative Consent Order Deposits	77,648.82
Bond Anticipation Notes	(816,726.62)
Bonds Payable	747,043.27
Cable Television Reserves	165,357.64
Employee Portion Benefits	348,262.93
Fuel/Gas & Oil/ Reimbursements	115,015.00
Historic Dist Comm Application Fees	18,429.66
Interest Revenues	29,094.82
Refunds/Reimbursements	31,396.99
Other Receipts under \$10,000	
	<b>715,522.51</b>
<b>GOVERNMENT GRANTS &amp; REVENUE</b>	
Airport	848,247.00
BulletProof Vest	4,635.00
ARFF Vehicle	7,500.00
ARRA	
Chapter 90 Harbor	30,740.00
CPA Funds	158,284.00
Community Incentive	
DEP WCG	
EA/FEIR	6,498.87
Education Job	3,458.00
Entitlement	14,026.00
Fish/Wildlife	5,282.74
Land	
Library	2,610.25
MPPF RD	
PILOT Provincetown	2,760.00
Pump Out Boat	1,235.75
PWED	878,325.20
SPED	142,875.69
Teacher Quality	
Title I	
Town Hall	
USDA - Sewer	934,724.00
USDA - Water	1,686,208.00
Taxi A Recon	650,018.00
Grants Over \$10,000	950,802.29
Grants Under \$10,000	26,761.55
	<b>6,354,992.34</b>

**SCHOOL RECEIPTS TO TREASURY**

Adult Education	2,795.00
Early Learning Exp - Elem	126,316.25
School Lunch	59,814.92
SPED Reimbursements	60,006.77
Student Activities Revolving	36,005.58
Truro Tuition	23,185.74
Other Receipts Under \$10,000	2,256.38
	<b>310,380.64</b>

**STATE RECEIPTS - CHERRY SHEET**

Additional Assistance	29,248.00
Meals Tax	511,705.53
Room Occupancy	434,243.89
Room Occupancy	468,983.41
School Aid - Chapter 70	65,710.00
State Owned Land	60,084.00
State Assessments	(38,073.00)
	<b>1,531,901.83</b>

**OTHER RECEIPTS**

Ins Proceeds under \$20K	18,633.72
Legal Settlements - Prior	
Pier	229,710.55
Trust & Gift Accounts	171,485.54
	<b>419,829.81</b>

**TOTAL TREASURER'S RECEIPTS FY 2013** 44,422,975.00

**SUMMARY OF TREASURY ACTIVITY  
7/1/12 THROUGH 6/30/13**

<b>Cash: July 1, 2012</b>	<b>20,501,200.00</b>
<b>Add: Net Receipts</b>	<b>44,422,975.00</b>
<b>Less: Net Disbursements</b>	<b>(19,518,695.00)</b>
<b>Cash: June 30, 2013</b>	<b>45,405,480.00</b>

**AUTHORIZED, SHORT TERM AND BONDED DEBT FY12**

General Obligation Debt - Miscellaneous	34074.00	
Mass Water Pollution Abatement Trust Septic-4	97-1157	<b>65,212</b>
Mass Water Pollution Abatement Trust Sewer-5	CW-98-19	<b>161,662</b>
General Obligation Debt - Miscellaneous	37330.00	<b>2,130,000</b>
Mass Water Pollution Abatement Trust Sewer-8	CW-01-31	<b>8,935,000</b>
Mass Water Pollution Abatement Trust Sewer-9	CW-01-42	<b>54,316</b>
General Obligation Debt - Miscellaneous	37926.00	<b>3,200,000</b>

130	Municipal Finance	Town of	
	Mass Water Pollution Abatement Trust Septic-10	97-1157-1	<b>109,050</b>
	Mass Water Pollution Abatement Trust Sewer-11	CW-04-18	<b>1,543,918</b>
	General Obligation Debt - Miscellaneous	38610.00	<b>6,255,000</b>
	General Obligation Debt - Miscellaneous	39036.00	<b>6,405,000</b>
	Mass Water Pollution Abatement Trust - Septic-10	97-1157-2	<b>122,654</b>
	Mass Water Pollution Abatement Trust Sewer-13	CW-07-01	<b>4,409,051</b>
	Mass Water Pollution Abatement Trust Sewer-14	CW-07-01-A	<b>659,070</b>
	General Obligation Debt - Miscellaneous	39979.00	
	USDA Sewer Bond FY11	40527.00	<b>2,846,152</b>
	General Obligation Debt - Miscellaneous	40558.00	
	USDA Water Bond FY11	41016.00	<b>2,401,105</b>
	General Obligation Debt - Miscellaneous		<b>7,869,500</b>
	General Obligation Debt - Miscellaneous		<b>1,385,000</b>
	General Obligation Debt - Miscellaneous		<b>1,035,000</b>
	<b>TOTAL BONDED DEBT BALANCE AS OF 6/30/12</b>	<b>\$</b>	<b>49,586,690</b>
	<b>SHORT TERM DEBT AS OF 6/30/12</b>		
	<b>TOTAL DEBT AS OF 6/30/12</b>	<b>\$</b>	<b>49,586,690</b>
	<b>AUTHORIZED AND UNISSUED DEBT</b>		
	<b>TOTAL AUTHORIZED DEBT</b>	<b>\$</b>	<b>49,586,690</b>

## Employee Earnings

### Fiscal Year 2013

Employee Name	Position	Annual Earnings
<b>ADMINISTRATION</b>		
Lynn, Sharon	Town Manager	147,881.00
Gardner, David	Assistant Town Manager	82,000.10
Hudson, Pamela	Sec'y to Town Mgr/Benefits Coord	50,738.56
Verde, Elizabeth	Executive Assistant to Town Manager	8,653.86
Jackett, Beau	MIS Director	73,440.90
Johnstone, Douglas	Town Clerk	61,699.90
Fults, Susan	Assistant Town Clerk (Resigned)	5,729.39
VanAlstyne, Darlene	Assistant Town Clerk	41,100.34
Porter, Vernon	Secretary to Selectmen	46,845.84
<b>AIRPORT</b>		
Lisenby, Arthur W	Airport (Seasonal)	2,205.00
<b>COUNCIL ON AGING</b>		
Hottle, Christeny A	Public Health/COA Director	58,700.02
Benjamin, Molly	On-Call Secretary	574.86
Delgizzo, Stephen	Cook/Aide/On-Call Van Driver	12,909.31
Fabbri, Diane	Van Driver/Aide	40,536.08
Hurst, Maureen	Administrative Assistant	51,338.56
Leonard, Susan	On-Call Secretary	2,223.78
Mancino, Carla	On-Call Van Driver	420.00

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Nezbeth, Theresa	On-Call Van Driver	180.00
Parris, Vincent	On-Call Van Driver	1,356.06
Peterman, David	On-Call Van Driver	954.00
Rapose, Jodi	On-Call Van Driver	72.00
Reilly, Katherine	Outreach Coordinator (Resigned)	41,797.34
Saunders, Pauline	Cook (Resigned)	6,307.56

**COMMUNITY DEVELOPMENT**

Battaglini, Ellen	Administrative Assistant	27,560.05
Braun, Russell J	Building Commissioner	73,285.94
Browne, John	Electrical Inspector	21,476.63
Fay, Sandra	Administrative Assistant	12,975.00
Flores, Darlene	Administrative Assistant (Former)	7,595.20
Hautanen, Henry	Plumbing Inspector	20,878.26
Hobart, Aaron	Licensing Agent	25,785.52
Howard, Anne	Building Inspector	23,605.84
Jarusiewicz, Michelle	Housing Specialist/Grant Administrator	54,215.68
Notaro, Maxine	Permit Coordinator	52,523.12
Post, Justin	Building Inspector (Resigned)	21,768.34

**DEPARTMENT OF PUBLIC WORKS**

Guertin, David	DPW Director	97,794.92
Waldo, Richard	DPW Deputy Director	67,422.84
Petterson, Jane	Administrative Assistant	30,384.26
Sparks, Olin	Head Mechanic	6,828.04
Roderick, Jill	Administrative Assistant	4,123.36
Hutchinson, Alan	Head Mechanic (Retired)	36,629.86

**Building & Grounds**

Lemme, Antonio H	Working Foreman	58,646.81
Andrews, Michael J	Custodian	51,094.91
	Revolving Account	12,336.58
	Total Earnings	63,431.49
Braddock, Kenneth	Attendant (Seasonal)	13,779.30
Braddock, Pricilla	Attendant (Seasonal)	10,021.48
Childers, James	Custodian	29,679.47
Costa, Anika	Beautification (Seasonal)	4,242.04
Costonis, Marc	Beautification (Seasonal)	1,734.08
Cote, Annette	Attendant (Seasonal)	14,828.22
Cowing, Brian	Custodian	49,018.74
Flowers, Natessa	Attendant (Seasonal)	14,306.78
Gonzales, Anthony	Laborer (Seasonal)	13,704.86

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Hadley, Steven	Laborer (Seasonal)	15,914.54
Joseph, Denise	Supervising Attendant	24,012.69
Kalantzis, Anthony J	Maintenance	51,074.14
Martin, Stephen	Maintenance	51,496.45
Micks, Richard	Laborer (Seasonal)	3,945.52
Peters, Carol	Attendant (Seasonal)	13,059.33
Reid Monts, Joan	Attendant (Seasonal)	5,682.22
Reis, Jada	Laborer (Seasonal)	982.16
Santos, Delanie	Attendant (Seasonal)	11,950.96
Santos, Scott	Laborer (Seasonal)	3,301.37
Sollog, Steven	Laborer (Seasonal)	3,273.60
Thomas, Bobbie Jo	Custodian	41,480.44
Whelan, Richard	Attendant (Seasonal)	7,728.02
White, Deborah	Attendant (Seasonal)	14,413.56
White, Steven D.	Attendant (Seasonal)	16,619.83
Wilhoite, Jackie	Maintenance (Resigned)	13,644.29
Wojtalak, Dennis	Custodian	50,650.68
	Revolving Account	6,342.25
	Total Earnings	56,992.93
Zeitler, Sandra	Maintenance	33,696.39
<b>Highway</b>		
Bronsdon, Scott A	Working Foreman	
Clancy, Thomas	Laborer (Seasonal)	10,476.12
Costa, David	Laborer (Seasonal)	5,041.08
Duarte, Ramao	Working Foreman	62,419.50
Gonsalves, David	Skilled Laborer	46,873.14
Jackett, Kyle	Laborer (Seasonal)	15,608.06
Martin, Craig	Skilled Laborer	54,295.84
Perry, Jeffrey	Skilled Laborer	55,752.96
Peters, Adrian	Skilled Laborer	48,516.16
Prada, Thomas	Skilled Laborer	48,116.91
Roderick, Paul	Skilled Laborer	56,240.05
Santos, Dennis	Skilled Laborer	56,222.00
<b>Sanitation/Transfer Station</b>		
Boutiette, Edward	Laborer (Seasonal)	
Bronsdon, Scott	Working Foreman	54,933.89
Cook, Peter	Skilled Laborer	49,772.15
Cox, Jeffrey	Skilled Laborer	50,792.70
Edwards, Phanarus	Custodian	43,151.50
Kluesener, William	Laborer (Seasonal)	<b>14,367.38</b>

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Reis, Arthur Jr.	Laborer (Seasonal)	15,060.16
Richmond, James	Skilled Laborer	53,939.48
Roach, David	Skilled Laborer	54,181.53
Roderick, Christopher	Skilled Laborer	52,539.40
Smith, Larry	Skilled Laborer	54,967.67

**Wastewater**

Prada, Sherry	Operations Director	<b>53,923.00</b>
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**Water**

Enos, Stephen	Skilled Laborer	50,438.24
Horner, Frank	Meter Reader/Repairman	46,309.38
Matrango, Bernard	Skilled Laborer	59,977.09
Michaud, Anna	Administrative Assistant	46,876.18
Morin, Donald	Administrative Assistant	42,968.38
Neylon, Margaret	Skilled Laborer	53,109.85
Rose, Glen	Working Supervisor	67,478.98
Salisbury, Cody	Skilled Laborer	50,399.16
Schmidt, Ryan	Skilled Laborer	23,424.53

**FIRE DEPARTMENT**

Trovato, Michael	Fire Chief	39,999.96
	Revolving	
	Total Earnings	
Mathews, Joyce	Department Secretary	51,038.56
Ainesworth, Victoria	EMT	966.24
Anderson, Michael	EMT	7,124.88
Avis, Matthew	EMT	1,878.32
Basine, Marcia	EMT	5,666.52
Brazil, Paul	EMT	10,085.04
Carr, Jordan	EMT	1,567.04
Cataldo-Roda, Julie M	EMT-P	5,304.28
Coelho, Michael Sr.	EMT	5,156.22
Coulter, Cynthia	EMT	360.94
Douglas, Christine	EMT	8,950.92
Elliott, Eric	EMT	3,187.18
Fallas, Edward	EMT	3,885.62
Felton, Alan	EMT	10,880.30
Gerlach, Michael	EMT-P	328.00
Giannelli, James	EMT-P	7,090.00
Gianelli, Lynn	EMT	351.36
Gordon, William	EMT	1,482.30

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Herrmann, Michael	EMT	351.36
James, Matthew	EMT	2,843.90
Menangas, Derek	EMT	9,944.07
Notaro, Daniel	EMT-P	9,654.00
Pelligrino, Rachel	EMT	8,035.56
Potter, Lisa M.	EMT-P	10,704.20
Rance, Othaine	EMT	22,640.60
Rego, Linda	EMT	1,351.28
Ricard, Shawn M	EMT	2,927.83
Russell, Denise	EMT	6,060.78
Russell, Lorne	EMT	4,734.60
Santos, Rodrigo	EMT	559.98
Simkins, Kyle	EMT	417.24
Smith, Bryan	EMT	9,231.26
Smith, Jennifer	EMT-P	1,570.24
Tarala, Brandy	EMT-P	11,240.56
White, Justin	EMT-P	1,305.44
Wildman, Laura	EMT	4,528.22
Willis, James II	EMT-P	3,630.00
Ainsworth, Kevin	Volunteer Firefighter	1,439.00
Ainsworth, Victoria	Volunteer Firefighter	250.00
Alexander, Warren	Volunteer Firefighter	2,200.00
Ayala, Jonas	Volunteer Firefighter	375.00
Brooke, Christopher	Volunteer Firefighter	375.00
Browne, John	Volunteer Firefighter	2,497.00
Bumpus, John	Volunteer Firefighter	750.00
Caldwell, Timothy	Volunteer Firefighter	750.00
Cataldo-Roda, Julie M	Volunteer Firefighter	750.00
Chute, Michael	Volunteer Firefighter	5,091.75
Coelho, Michael Jr.	Volunteer Firefighter	375.00
Coelho, Michael Sr.	Volunteer Firefighter	750.00
Douglas, Christine	Volunteer Firefighter	750.00
Enos, Christopher	Volunteer Firefighter	750.00
Enos, Scott	Volunteer Firefighter	1,988.50
Fallas, Edward	Volunteer Firefighter	804.90
Felton, Alan	Volunteer Firefighter	1,930.00
	Revolving	310.56
	Total Earnings	2,240.56
Felton, George	Volunteer Firefighter	1,155.00
Gonsalves, David	Volunteer Firefighter	2,155.00
Gordon, William	Volunteer Firefighter	1,000.00
Kerr-Hunter, Malcolm	Volunteer Firefighter	1,000.00

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Lambrou, Mark	Volunteer Firefighter	750.00
Leonard, Arielle	Volunteer Firefighter	156.25
Martin, Craig	Volunteer Firefighter	1,496.00
Martin, Roger	Volunteer Firefighter	1,300.00
Martinez, Elias Jr.	Volunteer Firefighter	3,339.00
Mathews, Joyce	Volunteer Firefighter	550.00
Meads, James Jr.	Volunteer Firefighter	914.00
Menangas, Derek	Volunteer Firefighter	750.00
Menangas, Gerard	Volunteer Firefighter	4,850.00
Menangas, Scott	Volunteer Firefighter	375.00
Motta, Brandon	Volunteer Firefighter	1,014.00
Notaro, Jeffrey	Volunteer Firefighter	1,498.75
Osowski, Carl	Volunteer Firefighter	375.00
Perry, Jeff	Volunteer Firefighter	1,250.00
Rance, Othaine	Volunteer Firefighter	1,360.56
	Revolving	310.56
	Total Earnings	1,671.12
Ribas, Luis	Volunteer Firefighter	1,255.00
Richmond, James	Volunteer Firefighter	539.00
Roda, Thomas	Volunteer Firefighter	2,750.00
	Revolving	155.28
	Total Earnings	2,905.28
Roderick, James Jr.	Volunteer Firefighter	5,919.00
Roderick, Paul	Volunteer Firefighter	2,562.50
	Revolving	75.00
	Total Earnings	2,637.50
Russell, Denise	Volunteer Firefighter	4,700.00
Russell, Lee	Volunteer Firefighter	3,268.75
Santos, Noah	Volunteer Firefighter	3,687.50
Santos, Rodrigo	Volunteer Firefighter	1,212.50
Silva, Paul	Volunteer Firefighter	1,600.00
Sinaiko, Jonathan	Volunteer Firefighter	750.00
Smith, Bryan	Volunteer Firefighter	1,750.00
Souza, Andrew	Volunteer Firefighter	750.00
Souza, John	Volunteer Firefighter	375.00
Stewart, Garth	Volunteer Firefighter	3,300.00
Swanson, Nancy	Volunteer Firefighter	750.00
Tarala, Brandy	Volunteer Firefighter	2,150.00
	Revolving	362.31
	Total Earnings	2,512.31
Trovato, Michael, Jr.	Volunteer Firefighter	125.00
White, David	Volunteer Firefighter	1,055.00

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
White, Jamie	Volunteer Firefighter	850.00
White, Ronald	Volunteer Firefighter	2,200.00
Wright, Dexter	Volunteer Firefighter	375.00
Zawaduk, Russell	Volunteer Firefighter	2,200.00

**HEALTH DEPARTMENT**

Carlson, Brian	Health & Environmental Affairs Mgr	63,189.10
Clark, Morgan	Public Health & Safety Officer	46,999.94

**LIBRARY**

Napsha, Cheryl	Library Director	62,106.68
Clark, Matthew	Library Marketg and Program Director	29,580.66
Levin, Rebecca	Public and Member Services Coord	31,274.10
Aull, Andrew	Relief Tech Asst (Resigned)	6,252.29
Cartwright, Ann	Circulation Aide	13,277.47
Cinnater, Nan	Circulation Aide	1,059.06
Hyams, Martha	Circulation Aide	5,437.07
Mitchell, Susan	Circulation Aide	7,546.21
Packard, Susan	Circulation Aide	9,025.28
Peters, Eric	Circulation Aide	11,441.38
Ruane, Thomas	Relief Tech Asst	15,152.42
Smith, Mary B	Relief Tech Asst (Resigned)	9,950.76
Veninger, Laurie	Circulation Aide	785.24
Wells, Mary Alice	Circulation Aide	6,410.87

**MANAGEMENT INFORMATION SERVICES**

Keyes, Tyler	MIS Technician	34,615.36
Kimball-Martin, Lynne	MIS Analyst	50,000.08
Sapinski, Marcin	MIS Technician (Resigned)	

**MUNICIPAL FINANCE**

Hoort, Daniel	Director of Municipal Finance	78,000.00
Bergen, Carol	Real Property Inspector (Seasonal)	3,929.35
Denietolis, James	Accounting Assistant	44,500.04
Duarte, Cheryl	Dept. Secretary/Collector	50,038.56
Faust, Richard	Assistant Assessor	53,582.07
Gavin, Paul	Principal Assessor	65,700.00
MacKenzie, Cheryl	Assessor's Admin Asst	46,876.18
Margaret McGloin	Assistant Town Accountant	47,140.08
O'Brien, Linda	Treasurer	52,334.10
Pantano, Frank	Real Property Inspector (Seasonal)	2,212.14

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Stephen, Barry	Collector	59,919.94
<b>PARKING DEPARTMENT</b>		
Rosati, Domenic	Parking Administrator	44,405.00
Asher-Best, Douglas	Attendant (Seasonal)	16,531.74
Bash, Daniel	Attendant (Seasonal)	4,467.90
Benatti, Patricia C.	Parking Clerk/Bookkeeper	29,759.52
Bollas, Mary A	Attendant (Seasonal)	15,928.40
Campbell Bonnie	Attendant (Seasonal)	9,424.19
Clinton, Renee	Meter Person	19,643.99
Cook, Marguerite	Attendant (Seasonal)	5,965.86
Costa, Cheryl	Attendant (Seasonal)	3,839.77
Gonsalves, Deborah	Meter Person/Assistant Clerk	33,040.00
Gutzler, Joell	Attendant (Seasonal)	13,132.45
Harpie, Michael	Attendant (Seasonal)	2,056.23
Luckhurst, Corinne	Attendant (Seasonal)	2,479.69
McGhee, Bonnie	Attendant (Seasonal)	11,276.23
Newmeister, Joseph	Attendant (Seasonal)	15,053.52
Perry, Katherine M	Attendant (Seasonal)	8,176.04
Perry, Kathy S	Attendant (Seasonal)	9,722.62
Power, John	Asst. Manager/Attendant (Seasonal)	17,023.34
Powers, Mary Ann	Attendant (Seasonal)	1,700.05
Reetz, Rodney	Attendant (Seasonal)	11,058.18
Riley, Lawrence	Attendant (Seasonal)	16,904.88
Santos, Cynthia	Attendant (Seasonal)	8,330.05
Seidel, Robert	Attendant (Seasonal)	12,157.05
Silva, Mildred	Attendant (Seasonal)	8,840.40
Stephens, Marie	Attendant (Seasonal)	1,714.10
<b>PIER CORPORATION / HARBORMASTER</b>		
McKinsey, William R	Pier Manager	54,613.60
Allen, Douglas	Administrative Assistant (Transferred)	11,625.00
Battaglini, Ellen	Administrative Assistant (Transferred)	13,194.38
Boulos, Constance	Administrative Asst./Asst. Harbormaster	6,221.25
Ribas, Luis	Assistant Harbormaster	55,685.00
DeGruttola, Daniel	Assistant Harbormaster (Seasonal)	18,903.75
Galineau, Pauline	Assistant Harbormaster (Seasonal)	16,983.75
Ross, Stephen	Assistant Harbormaster (Seasonal)	10,065.00
Silva, Richard	Assistant Harbormaster (Seasonal)	24,991.50
<b>POLICE DEPARTMENT</b>		
Jaran, Jeff	Chief of Police	132,544.57
	Holiday	6,404.16

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
	Revolving	0.00
	Total Earnings	138,948.73
Allen, Douglas	Dispatcher	21,249.03
	Overtime	2,910.93
	Total Earnings	24,159.96
Alves, Richard	Police Officer	70,656.45
	Overtime	21,859.58
	Revolving Account	10,414.07
	Total Earnings	102,930.10
Barone, Michael	Police Officer	33,128.14
	Overtime	5,847.39
	Revolving	12,850.93
	Total Earnings	51,826.46
Bartholomew, Sarah	Dispatcher	60,536.62
	Overtime	7,377.37
	Longevity	400.00
	Total Earnings	68,313.99
Catanese, Kathryn	Police Officer	46,590.56
	Overtime	1,186.42
	Revolving	3,143.48
	Total Earnings	50,920.46
Chovanec, Scott	Police Officer	74,158.73
	Overtime	8,060.80
	Revolving	0.00
	Total Earnings	82,219.53
Cook, Lisa	Dispatcher	56,469.73
	Overtime	4,741.00
	Longevity	400.00
	Total Earnings	61,610.73
Cowing, Ruth Ann	Animal Control Officer	53,315.67
	Overtime	718.46
	Revolving Account	2,419.81
	Longevity	700.00
	Total Earnings	57,153.94
Diab, Tara	Police Officer	21,596.19
	Overtime	2,178.66
	Revolving Account	4,369.64
	Total Earnings	28,144.49
Enos, Glenn	Sergeant	75,806.09
	Overtime	21,917.19
	Longevity	1,000.00
	Revolving Account	26,419.01
	Total Earnings	125,142.29

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Golden, James	Lieutenant	92,550.02
	Holiday	4,236.48
	Longevity	1,300.00
	Revolving Account	16,722.22
	Total Earnings	114,808.72
Green, Roger	Janitor / Jailer (Retired)	5,060.27
Hennick, Gregory	Police Officer	65,269.90
	Overtime	21,475.61
	Revolving Account	14,180.43
	Total Earnings	100,925.94
Kacergis, Aaron	Police Officer	27,689.53
	Overtime	237.94
	Revolving Account	13,624.50
	Total Earnings	41,551.97
Koumanelis, Thomas	Police Officer	79,796.36
	Overtime	18,733.23
	Total Earnings	98,529.59
Landry, Christopher	Police Officer	49,373.29
	Overtime	2,383.92
	Revolving Account	5,953.94
	Total Earnings	57,711.15
Lobur, Meredith	Police Officer	71,161.39
	Overtime	19,000.31
	Revolving Account	3,181.50
	Total Earnings	93,343.20
Lopes, Carrie	Sergeant	88,494.52
	Overtime	11,040.96
	Revolving Account	529.18
	Longevity	1,600.00
	Total Earnings	101,664.66
McConatha, Nathaniel	Police Officer (Resigned)	16,389.81
	Overtime	1,314.04
	Revolving Account	656.00
	Total Earnings	18,359.85
Metcalf, Alyssa	Dispatcher	50,851.85
	Overtime	5,891.82
	Total Earnings	56,743.67
Michael, Rachel	Dispatcher	54,201.65
	Overtime	8,796.58
	Longevity	400.00
	Total Earnings	63,398.23
Nolette, Jennifer	Dispatcher	47,541.86

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
	Overtime	2,606.31
	Total Earnings	50,148.17
Palheiro, Robert	Police Officer	65,710.47
	Overtime	3,529.15
	Revolving Account	328.00
	Longevity	1,600.00
	Total Earnings	71,167.62
Perry, Paige	Secretary to Police Chief	45,953.57
Peters, Rachel	Police Officer	67,368.50
	Overtime	10,215.55
	Revolving Account	0.00
	Longevity	1,900.00
	Total Earnings	79,484.05
Poulin, Andrea	Records Clerk (Retired)	46,511.56
	Longevity	700.00
	Total Earnings	47,211.56
Spoor, Kevan	Police Officer	58,453.87
	Overtime	16,804.55
	Revolving Account	17,698.83
	Total Earnings	92,957.25
Steele, Thomas	Police Officer	87,190.72
	Overtime	6,140.20
	Revolving Account	1,138.00
	Longevity	700.00
	Total Earnings	95,168.92
Sullivan, Jason	Police Officer	57,240.47
	Overtime	5,095.93
	Revolving Account	11,125.86
	Total Earnings	73,462.26
Beaulieu, Andrew	Summer Police Officer	10,238.81
	Revolving Account	1,693.50
	Total Earnings	11,932.31
Belinski, Thomas	Summer Police Officer	6,910.93
	Revolving Account	2,624.00
	Total Earnings	9,534.93
Boulos, Constance	Summer Police Officer (Transferred)	14,268.52
	Revolving Account	9,696.50
	Total Earnings	23,965.02
Cabral, Shirley	Matron	7,493.43
Coville, Andrew	Summer Police Officer	12,934.10
	Revolving Account	3,823.25
	Total Earnings	16,757.35
Cuddy, Michael	Summer Police Officer	11,132.41

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
	Revolving Account	16,525.25
	Total Earnings	27,657.66
Dow, Tyler	Summer Police Officer	11,649.04
	Revolving Account	2,999.25
	Total Earnings	14,648.29
Farrell, Joshua	Summer Police Officer	2,484.41
	Revolving Account	164.00
	Total Earnings	2,648.41
Foster, Ryan	Summer Police Officer	7,034.21
	Revolving Account	320.00
	Total Earnings	7,354.21
Good, Rebecca	Summer Police Officer	12,578.22
	Revolving Account	11,305.75
	Total Earnings	23,883.97
Guarino, Charles	Summer Police Officer	8,634.41
	Revolving Account	2,659.25
	Total Earnings	11,293.66
Harding, Sarah	Summer Police Officer	2,484.41
	Revolving Account	328.00
	Total Earnings	2,812.41
Hughes, James	Summer Police Officer	20,300.64
	Revolving Account	20,223.25
	Total Earnings	40,523.89
Koskey, Jarrod	Summer Police Officer	14,920.24
	Revolving Account	3,009.50
	Total Earnings	17,929.74
O'Malley, Brian	Summer Police Officer	2,467.68
	Revolving Account	328.00
	Total Earnings	2,795.68
Simon, Matthew	Summer Police Officer	2,501.14
	Revolving Account	881.50
	Total Earnings	3,382.64
Wright, Michael	Summer Police Officer	2,216.73
	Revolving Account	512.50
	Total Earnings	2,729.23
Ahlman, Jessica	Summer Police Officer	2,155.73
D'Andrea, Joseph	Summer Police Officer	648.56
Keyes, Brian	Summer Police Officer	2,133.62
Knop, Sarah	Summer Police Officer	2,070.97
Miles, Steven	Summer Police Officer	2,476.04
Rosata, Christopher	Summer Police Officer	2,581.71
Smith, Jeffrey	Summer Police Officer	2,133.62
Johnson, Chester	On-call Dispatcher	14,830.57

<b>Employee Name</b>	<b>Position</b>	<b>Annual Earnings</b>
Russell, Denise	On-call Dispatcher	1,829.94

**RECREATION**

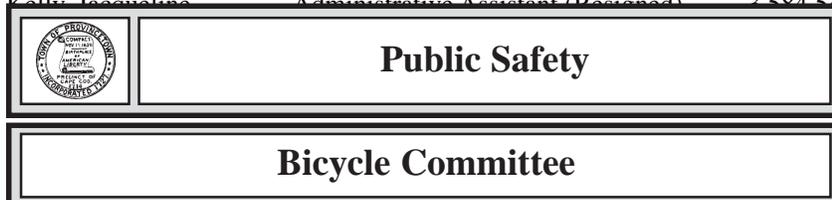
Motta, Brandon	Recreation Director	45,839.04
Jackett, Elizabeth	Assistant Recreation Director (Resigned)	37,456.39
Durkee, Nicholas	Summer Recreation Leader	4,291.55
Kaeselau, Dylan	Summer Recreation Leader	5,302.02
Kines, Stephanie	Summer Recreation Leader	4,210.32
Lammie, Angelina	Summer Recreation Leader	6,241.22
Lomba, Melissa	Summer Recreation Leader	4,523.54
Lomba, Samantha	Summer Recreation Leader	11,270.03
Nelson, Dylan	Summer Recreation Leader	4,685.78
Roderick, Chelsea	Summer Recreation Leader	6,339.07
Trovato, Kelsey	Summer Recreation Leader	4,530.16

**SHELLFISH**

Jackett, Anthony	Shellfish Constable	48,206.12
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**TOURISM**

Fuccillo, Anthony	Tourism Director	41,800.00
Sanborn, Robert	Tourism Director (Resigned)	12,872.25
Kelly, Jacqueline	Administrative Assistant (Resigned)	2,584.54



\* Bike Rack Installations: We have worked hard to install adequate locations for bicycle parking in popular areas of town in a partnership with local businesses.

\* Abandoned Bicycle Removal Procedure: Working with the Department of Public Works, we developed a policy for the removal of abandoned bicycles in town. Through a Facebook page (Bike Provincetown) we have also posted pictures of lost and found bicycles.

\* Existing State Laws Enforcement: A small state grant was partly used to help educate and lightly enforce bicyclists on the existing state laws. Part of the grant was returned when the large portion of the enforcement addressed motorists instead of cyclists.

\* Bicycling Roadway Signage: After repeated efforts to properly mark existing bike lanes, we were recently informed that Provincetown and Barnstable had complex issues with marking bike paths, but new yellow caution signs (Share the Road) will appear in 2014.

Education

\* Provincetown Bicycle Map and Safety Guide: This year we reedited the brochure to include the current bike laws, town map and the location of the bike racks.

\* World Fest Mass. Bike Week Education Effort: A concerted effort was made to educate International and local bicyclists on state laws via a quiz and conversations. Nearly 100 respondents were quizzed, and safety checks on bikes were conducted in the three-hour period. Bells, lights and reflectors were handed out to those who filled out the questionnaire.

#### Research

\* Evolution of the Rail Trail to MacMillan Pier: We have begun work of planning a dedicated Bike-Pedestrian location for the Rail Trail.

\* Lower Cape Joint Task Force on Bicycle-Pedestrian Pathways Master Plan: Long title for a forward thinking group working with the Cape Cod Commission and the Cape Cod National Seashore on a Master Plan that will cover all of Cape Cod.

\* Network of Lanes and Pathway Locations: Ongoing research and development on bike traffic on Commercial, Bradford & Conwell Streets & US Route 6 and means of protecting cyclists on the roadways. Also work of the interaction between cyclists and motorists.

\* Joint Meeting with Truro Bicycling Committee was held to address mutual concerns.

\* Participation in the Cape Cod Bike Summit at Cape Cod Community College.  
*Respectfully submitted,*

**Roger Chauvette**

Chair

## Department of Community Development

**What We Do:** The Department of Community Development (DCD) serves the citizens of Provincetown, in both a regulatory and planning capacity. Our purpose is to help ensure the life safety and well being of our citizens and our visitors. We do this without bias or prejudice toward any individual or group. We also strive to be appropriately funded by those parties directly benefiting from our services.

**Current Focus:** It is our role to help facilitate positive economic and physical development in the town while protecting safety and well-being of the public relative to the built environment. We realize that there can be a maze of regulatory approvals through which a project proponent might have to negotiate in order to get something done. In fact, regulation that we are required to enforce gets more and more complicated over time. DCD continues to try to create a more knowable permitting framework which will help engender positive economic development. We are working to achieve this by creating a work environment where information will flow more simply and by creating easier to understand

permits. We have instituted electronic document archiving and on-line building, plumbing and electrical permits. Citizens and contractors are able to apply for permits without coming to Town Hall. In the future we intend to add more features to this system by allowing applicants to electronically attach documents and to pay on-line. Two years ago we started electronically archiving all new permits. One of our challenges is to also electronically archive all of our street files and give the public access to these files via the Web. It is our hope that this will also lead to better permitting efficiency and transparency. Also, and we hope sooner than later, we are looking at a town-wide system for integrated permitting which would include all disciplines in our department.

**Regulatory Management and Planning:** Regulatory management includes zoning enforcement, permit review and issuance, building inspection (construction, life safety, energy, gas, plumbing, electrical), health (sanitary, clinical or public health) and licensing (food service, lodging, liquor, entertainment, business). Our planning function provides staff support to various boards, commissions and committees. Provincetown will continue to be challenged by the critical issues represented by limited land area, preservation of resources both natural and built. We endeavor to lend our expertise in regulatory issues and land use to engender positive economic development as well. We continue to look for ways to help streamline regulatory processes. Under the direction of our new Town Planner, Gloria McPherson, we intend to commence the work of updating the Local Comprehensive Plan.

**Zoning:** In addition to being a part of the plan review process, Zoning involves fielding complaints and investigating infractions on a daily basis. The Zoning Enforcement Officer makes visits to public establishments to check for compliance. This can result in incident reports and correspondence, including cease and desist orders and ticketing.

**Building Inspection:** This includes permit review and field inspections. The Department of Community Development has 4 inspectors on staff, plumbing/gas, electrical and building. The Building Commissioner and the Local Building Inspector is available on a daily basis and the Plumbing/Gas and Electrical Inspectors are available part time.

**Health and Conservation:** The Health department implemented high priority objectives such as improving public and environmental health, water testing and beach closures, food service establishment inspections, household hazardous waste collections, food handler training, rabies/disease surveillance, reporting and education. Planning and coordination with “first responders” and other departments and agencies to ensure preparedness in the event of an outbreak of infectious diseases continued to be a top priority. Health department continues to work on disaster preparedness and implementation of the new sewer system.

Another aspect of the Health team is liaison to Conservation Commission and emergency management. We continue to track and update for compliance with FEMA's Community Rating System, which ultimately affords town residents the opportunity to receive discounts on flood insurance. Another landmark has been the Town's acceptance to the State's Green Communities program.

**Licensing:** The Licensing Department has a full time Licensing Agent on duty daily to serve Provincetown's businesses. Licenses are issued in 5 general categories: alcohol sales, entertainment, lodging, food service, and miscellaneous business. The Licensing Department in conjunction with the Health Department is continuing its ambitious program of residential rental certification which requires all landlords who own full time, seasonal or transient rental dwellings to register those units and to have them inspected on a regular basis.

We at DCD would once again like to thank all of the citizens of Provincetown for their interest, cooperation, comments, support and suggestions.

*Respectfully submitted,*

**Russell Braun**

Building Commissioner

## Board of Fire Engineers

This year the Provincetown Fire Department answered approximately 157 calls. Once again, we consider ourselves very fortunate that all calls were answered safely. The Rescue Squad and the Lower Cape Ambulance crews continue to be extremely busy with all types of calls and hospital runs. Every year many more different types of affairs continue to happen in Provincetown all year round. These events have proven to be very successful and we are all pleased with the results, however, a longer season and more visitors do put more of a demand on this department. With the addition of Seashore Point to our community we find that this too puts more of a demand on our EMS service. This department answers as many calls as most full time departments and we have the farthest run to a hospital than any other town in the Commonwealth. We have teamed up with The Lower Cape Ambulance Association to make our ambulance runs to the hospital and to answer rescue calls for this department. The demand on our volunteers for this type of service became too much to handle. Our arrangement with Lower Cape Ambulance Association provides excellent advanced life support care to the town for a fraction of the cost of any other option available. This arrangement works well due to the ability to maintain our completely volunteer fire department. If it were not for the well-balanced mix between these two organizations we would be forced into a full time fire department. A full time fire department would cost a lot more and we would not have as many personnel on call when we need them. We continue to put one Paramedic and one EMT on call twenty-four hours a day in the Shank Painter Station from Memorial Day

through Columbus Day weekend, which is approximately 150 days. This coverage helps to take the load off of The Lower Cape Ambulance Association in our busiest time of the season.

In December of 2007 we added a third ambulance to our Rescue Squad. This third ambulance has helped to reduce our need to call for a mutual aid ambulance and it is nice to have a third ambulance handy when one or more of the ambulances are out of town or out of service. The mutual aid system is great but there are times when the closest mutual aid ambulance available may be coming from Orleans. We really have to have the personnel and equipment to be self-sufficient as it just takes too long to get help to Provincetown. We are extremely grateful to the community for their continued support. The Fire Department side of this department is always being called out for various types of incidents and it is also very busy. We are thankful for the state of the art equipment that we now have to work with. We have a fleet of custom built Ferrara Fire Apparatus that have worked out extremely well for our narrow streets.

We lost District Chief John Reis in August of 2012 . His sons Jada and Laytin have entered the FireFighter one-two class of 2014 at the Barnstable Firefighting Academy. This is a very extensive training program and it goes through May. I hope to report next year that they both completed this training safely and continue to serve the Provincetown Fire Department as their dad did. The Board of Fire Engineers was reorganized after the passing of District Chief John Reis. Warren Alexander served as my Deputy Chief for 21 years. Warren decided to step down as Deputy and become the District Chief of Engine Five. Warren replaced District Chief Reis at Engine Five. This is a position that Warrens dad held for many years. We have decided to have two Deputy Chiefs to help out the Chief. The Chief is on call twenty four hours a day seven days a week. When he is out of town there has to be someone available to answer the radio and respond to all types of calls. Jimmy Roderick and Gerard Menangas have been promoted to these positions. Having two Deputies has worked out well. It has been a year since we reorganized the board and it seems that we have made the right choice for this department. I think as time goes on the board should be reduced to three. One Chief and Two Deputies. The Captains of each District can handle the duties that the District Chiefs now are responsible for. Russell Zawaduk is the District Chief of District One, Ronnie White is the District Chief for The Provincetown Rescue Squad. Ronnie has been with us since 1956 and has served as Captain of Engine One and of the Rescue Squad. He was one of the towns first Paramedics.

We took delivery on November 16, 2011 of a new Rosenbauer ARFF Crash Rescue Truck for the Provincetown Airport. The Board of Fire Engineers worked with Airport Manager Butch Lisenby on a grant to get this new ARF Fire Truck for the Provincetown Airport. We have been working on getting everyone trained

on the operation of this high tech piece of equipment throughout this year. This is a state of the art piece of fire apparatus that will be stationed at the Provincetown Airport and will be available to The Town of Provincetown in times of an emergency. We are thankful to Butch for getting this Federal Grant from the FAA to purchase this \$650,000.00 apparatus. This apparatus will remain stationed at the Provincetown Airport and is in service. We have upgraded all three of our ambulances with new Life Pack Life Pack 15 Heart monitor/defibrillators. This piece of equipment is very important to give our citizens the best of Cardiac care on the long trip to Cape Cod Hospital. We are working on getting our new Power Stretcher in service This requires a lot of training before it can be put in service. We will be accomplishing this within the next month. . The new power stretcher will enable our personnel to lift heavy patients with less fear of back injury. If this piece of equipment proves to be beneficial to our personnel we will be looking to purchase two more for the other two ambulances.

Our goal has always been to operate as a volunteer department for as long as possible. This not only saves the town a lot of money, but it provides a large number of personnel to any type of incident when needed. If we had a full time department, you would get two or three firefighters on duty for that shift and most times that would not be enough personnel to handle the incident. To date our system works well. However, we have and continue to lose many members of this department due to lack of affordable housing in our town. Many of our dedicated members have moved from our community because of the lack of affordable homes or affordable year-round apartments. The time has come, if we are going to save this department, to find some kind of housing for our people. We need two and three bedroom homes and apartments that are available and affordable. The membership of this department has historically been made up of fishermen, carpenters, plumbers, electricians, and the folks from our local appliance company, gas company, oil company, insurance agency, basically the tradesmen and women of our community. When we answered any type of call we have an expert on the scene for any type of incident that we could possibly be called out to handle. That is what made this department so great. I can't think of any other department that could turn out to an incident with this many people with that kind of talent. Some of us are second; third and fourth generation firefighters and we would like to see this proud tradition continue for another one hundred years. However, the only way this can happen is if we find a way for our tradesmen and women to find affordable housing. We need to keep these people here for all of the services that they provide to our community. With the loss of our High School it is going to be more difficult to keep this tradition going. Without the High School and families living here I am afraid that we will lose the very people that have for so many years kept this department going and have provided many other services to this community. Our members give a great deal of their time for little or no compensation. This is a very dangerous business and all we have ever asked for is the proper equipment to protect us so

we can get the job done to better serve the citizens of Provincetown. Now we are faced with this housing situation and we are looking for some kind of solution to this problem. We are thankful for everyone's support of this department. We have to meet the same training requirements as full time departments. So, we have asked that our members are compensated for their time when taking these Commonwealth of Massachusetts mandatory classes. We will be starting our First Responder recertification classes on February 12, 2014. This will be the first time that our members will be compensated for their time to meet these requirements..

The Firemen's Association is continually thinking of ways to raise money. These funds are used to make improvements around the station, purchase equipment, maintain the Franklin J. Oliver Scholarship Fund and for many other projects. They purchased our thermal imaging camera and receiver monitor for \$12,000.00. Thermal imaging makes it a lot safer for fire fighters during interior fire attack and makes the chances of finding someone trapped in a fire and smoke filled building much greater.

Our 1936 American LaFrance Fire Engine is back on the road; however, we are still working on a few minor mechanical issues. This project has taken a lot more time and money than originally anticipated. This piece of fire apparatus is part of our firefighting history and the end result will be well worth it. A lot of time and effort have gone into this project. This is the oldest motorized piece of fire apparatus that we have managed to retain. With the help of Kevin Ainsworth we are trying to get all of the minor issues with this truck resolved. We have had the truck in the Fourth of July Parade and we are using it for funerals. Kevin continues to make improvements in our LaFrance and has been on the road for many events.

Deputy Chief Roderick continues to worked very hard on any grants for equipment that come available in the past he won a grant for \$125,000.00 to up-grade our self-contained breathing apparatus and another to replace our air compressor. This allowed us to replace our old air compressor that was purchased by The Provincetown Fireman's Association in 1994 and was in need of replacement. He has saved the town thousands of dollars by being successful with these grant applications. The Provincetown Rescue Squad Association has historically raised the money to purchase all equipment needed to keep the Rescue Squad operating. They used to even raise the money to pay for half of the ambulances. This effort takes a lot of time and effort by our members. We have added \$15,000.00 to our budget for supplies for the Rescue Squad. We think that due to the tough economic times we are experiencing that donations are just not coming in like they used to. The Association will continue to try and raise money to offset the cost to operate the Rescue Squad but at this time the money just is not there. Once again we truly appreciate the community coming together and supporting

us so we can make all of this work. It takes a lot of effort on the part of the members but without the support of the community it would not be successful.

We continue to plan for the future and are always looking for better ways to serve the citizens of Provincetown. Once again, I would like to thank everyone for their generous donations to the Firemen's Association and the Rescue Squad Association. Your donations make it possible for these organizations to purchase much needed equipment for our department. I would like to thank the dedicated Fire and Rescue members for always being there. We are sorry to see Town Manager Sharon Lynn leave her position. Sharon was always very supportive of this department and she will be missed. We would also like to thank the Board of Selectmen, our secretary Joyce Mathews and all other Town departments and the citizens of Provincetown for their continued cooperation and support.

*Respectfully submitted,* **Provincetown Fire Department 2013**

**Michael S. Trovato** **Board of Fire Engineers**

Fire Chief	James J. Roderick Jr.	Deputy Chief A/District Chief L2/Std ARV
	Gerard Menangas	Deputy Chief B/District Chief #3 & #4
	Russell V. Zawaduk	District Chief # 1
	Warren G. Alexander	District Chief # 5
	Ronald White	Rescue Engineer
	Joyce Mathews	Administrative Assistant

**Engine Company #1**

Paul Silva, Captain #1 & Captain #3

David White, Lieutenant

Luis Ribas, Steward

Mark Lambrou, Regular

John Bumpus, Regular

Aubrey Gordon, EMT, Regular

Malcolm Kerr Hunter, Regular

Noah Santos, Regular

Derek Menangas, EMT, Regular

Scott Menangas, Auxiliary

Dexter Wright, Auxiliary

Layton Reis, Auxiliary

Jada Reis, Auxiliary

Jesse Medeiros, Auxiliary

Zachary Salvador, Junior

**Ladder Company #2**

E.J. Martinez, Captain/Air Officer

George Felton, Lieutenant

Paul Roderick, Ladder Steward

Tom Roda, EMT-P, Regular

John Browne, Auxiliary

Jamie White, Regular

Brandon Motta, Regular

Lee Russell, Regular

Kevin Ainsworth, EMT, Reg/Steward LaFrance

Carl Osowski, Auxiliary

Jonas Ayala, Auxiliary

Victoria Ainsworth, Auxiliary

**Engine Company #3**

Craig Martin, Lieutenant

Scott Enos, Steward

James Meads Jr., Regular

James Richmond, Auxiliary

Frank Horner, Auxiliary

Devyn Enos, Junior

**Engine Company #4**

Jeffrey Perry, EMT Captain

David Gonsalves, Lieutenant/Steward

Rodrigo Santos, EMT, Regular

Christy Douglas, EMT, Regular

John F. Souza III, Auxiliary

Christopher Brooke, Auxiliary

April Hatch, Auxiliary

Jeremy Peters, Junior

**Engine Company #5**

Roger Martin, Captain

Jeffrey Notaro, Lieutenant

Michael Chute, EMT, Steward

Chris Enos, Regular

Jonathan Sinaiko, Regular	Jeff Perry, EMT, Auxiliary
Michael Coelho, EMT, Regular	Victoria Ainsworth, EMT, Auxiliary
Garth Stewart, Regular	Molly Costa, EMT, Auxiliary
Michael Coelho Jr., Auxiliary	Rosemary Smith, EMT, Auxiliary
Shannon Hatch, Auxiliary	<b>Unpaid Auxiliary</b>
Dudley Salmon, Auxiliary	Michael Anderson, EMT-P
<b>Rescue Squad</b>	Glen Enos, EMT-I
Denise Parks, EMT, Rescue Captain/ Summer Stdby Coor	James Golden, EMT
Othaine Rance, EMT-P, Rescue Lt.	Zack Goldstein, EMT
Alan Felton, EMT-P, Rescue Steward	Daniel Notaro, EMT-P
Tom Roda, EMT-P, Regular	Lisa Potter, EMT-P
Brandy Tarala, EMT-P, Rescue Training Coord/DICO	Linda Rego, EMT
Nancy Swanson, EMT, Regular	Lorne Russell, EMT
Ed Fallas, EMT, Regular	Tom Steele, EMT
Julie Cataldo, EMT-P, Regular	Paul Brazil, EMT
	Bryan Smith, EMT

### 2013 Fire Report of Calls

<b>Fires</b>		Overheated Motor	1
Structure Fire	9	Breakdown of light ballast	1
Chimney, Flue Fire	2	<b>Service Calls</b>	
Brush, Grass Fire	2	Person in distress-Child stuck in tree	1
Cooking Incident	13	Water Problem or steam leak	4
Clothes Dryer Fire	2	Police Matter	1
Outside Trash Fire	1	Public Assistance - Defective Elevator	3
Generator Fire	1	<b>Good Intent Calls</b>	
Fuel burner/boiler Malfunction	1	Dispatched & Cancelled en route	10
Propane Tank Fire	1	Smoke/Odor of Smoke Scare	5
Passenger Vehicle Fire	2	Controlled burning	1
Pier Fire	1	Steam/vapor/fog or dust thought to be smoke	2
Water Vehicle Fire	1	<b>False Alarm &amp; False Calls</b>	
<b>Rescue/EMS Incidents</b>		Smoke/CO/ Heat Detector Malfunct.	7
Motor Vehicle Accident w Injuries	1	Alarm System sounded Malfunction	44
Motor Vehicle Accident no Injuries	6	Unintentional transmission of Alarm	11
Search for person in water	1	Sprinkler activation due to malfunction	2
Watercraft Rescue	1	Extinguishing system activation	1
<b>Hazardous Conditions (no fire)</b>		<b>Total Calls</b>	<b>157</b>
Gasoline or other flammable liquid spill	2	<b>Mutual Aid</b>	
Carbon Monoxide Incident	4	Mutual Aid given	1
Electrical wiring/equipment problem	8	Mutual Aid received	1
Arcing, shorted electrical equipment	4		

## Board of Health

On behalf of the Board of Health, it is my pleasure to submit the 2013 Annual report to the people of Provincetown. The goals of the Board of Health are to protect the public health of our citizens and visitors and to protect the health of

our environment. The Board acts under authority of the Commonwealth of Massachusetts and is responsible for ensuring that Federal, State, and local codes and regulations are enforced.

Now in its 10th year of development the Town-wide sewer system serves 42 percent of the properties in town. It is estimated that this number will increase to nearly 50 percent upon completion of Phase 4 of sewer installation. In 2013 the Board approved 6 ACO requests for future hook up. Among the smaller towns on the Cape, Provincetown is furthest along in sewer development thanks in part, to several USDA grants. The Board continues to monitor the quality of the Town's water in the harbor thru the Harbor Beach Water Sampling Areas. Of the 262 beach samples taken in 2013 there were 15 failures down from 20 failures in the previous year. The testing period is Memorial Day to Labor Day. In 2013 the number of geomean failures also dropped from 10 in the previous year to zero in 2013. Geomean failure means that town beaches remained closed until an average of their test results fell below the State's minimum standard. This is the third year in a row of declining failures. By these measurements Harbor water quality appears to be improving. It is believed that this is a result of the combination of additional properties hooked up to the sewer, new porous pavement of Commercial Street, and reengineering of out flow pipes from Commercial St to the harbor.

There have been no rabies cases on the Outer Cape since 2006. There were 122 Rental Certificates issued/renewed in 2013. Rental Certificates are renewed every three years. The Board issued new Tattoo regulations, extensively reviewed noise complaints against a community housing development, and shut down a summer camp due to lack of obtaining a license.

The Board would like to extend our sincere thanks and appreciation to the staff of the Health Department, Brian Carlson and Morgan Clark. Their hard work and dedication to the Town provide the Board with the necessary information needed to accomplish our work. In addition to working with the Board on the above they manage numerous other duties including health and licensing inspections, emergency preparedness planning, rabies and communicable disease surveillance, tattoo artists, food safety and harbor water quality. Thanks to our recording secretary, Susan Leonard, for her excellent minute taking and support. Much appreciation to Vice Chair, Laurie Delmolino; Clerk, Betty Williams; and members Ken Janson, Janet Whelan and Alternate Stephen Katsurinis and Alternate Paige Mansfield, who resigned in October. I thank all of them for their invaluable contributions of time and dedication to this Board. To all the citizens of Provincetown, thank you for your participation and community interaction with the Board of Health.

*Respectfully submitted,*

**Mark Lee Phillips**

## Health Department

Chair

I am pleased to present to you the 2013 Annual Report for the Provincetown Health Department. The Provincetown Health Department is charged with the protection of the public and environmental health of the community and with implementing and enforcing the State and Local health and environmental codes. The Department maintains its commitment to providing prompt and courteous services to all those who communicate with the Department and to provide a user-friendly environment where citizens and visitors can obtain services and information. The Department works closely with several other Town Departments and is involved in many Town wide initiatives, which include the following:

**Municipal Sewer System:** The Department coordinates activities with the Sewer Team and is responsible for generating Administrative Consent Orders, providing enforcement of the Provincetown Sewer Rules and Regulations, providing flow determinations, and planning for existing and future sewer connections and phases.

**Wastewater and Title V:** The Department continues to review septic system design plans, issue permits, conduct inspections of the newly installed septic systems, witness site and soil evaluations and percolation tests, and maintain accurate septic system pumping records. The Department provides staff support to the Board of Health and provides analysis and recommendations.

**Environmental Health, Disease Monitoring, and Inspections:** The Department continues to provide enforcement of health and environmental codes and regulations as well as inspections of food establishments, pools and spas, housing, rental certificate inspections, inns and motels, barns and livestock and all other licensed establishments under its jurisdiction as well as responding to complaints in a timely manner. The Department continues to monitor communicable disease threats and organize a response plan to potential outbreaks. The Department continues to monitor the 18 Town bathing beaches for water quality with sampling and testing provided by the Barnstable County Department of Health and Environment. Beach closures occur when the indicator bacteria *Enterococci* reaches a level that surpasses 104 CFU (colony forming units). The Department continues to work with state and local officials on approaches to reduce and prevent future beach closures.

**Animal Inspector:** The Department staff serves as the Inspector of Animals and conducts annual inspections of barns and livestock by taking the annual census of animals for the Department of Agriculture. The Animal Inspector

duties include investigating all reported cases of animal bites and diseases and issuing quarantines of animals and sending animal specimens for testing of Rabies, West Nile Virus and Eastern Equine Encephalitis. The Animal Inspector works closely with the Animal Control Officer and the Board of Health to monitor suspected cases of rabies within Town limits and administers the wild rabies vaccine program twice a year.

**Emergency Preparedness:** The Health Department staff working under the Town Manager (Chief Public Safety Officer), Assistant Town Manager, and the Chief of Police (Director of Emergency Management) to ensure compliance with Federal and State emergency preparedness mandates for planning, municipal employee trainings, and standardization of emergency preparedness procedures and protocol for public health and other emergency response. The Health Department works closely with the Massachusetts Emergency Management Agency (MEMA) and the Department of Homeland Security (DHS) to achieve required planning compliance and training. Health Department staff sit on the Regional Emergency Preparedness Coalition (REPC), coordinates the Local Emergency Preparedness Committee (LEPC), and takes part in emergency shelter planning with the Provincetown and Truro Police Departments and Health Departments.

**Conservation:** The Health & Environmental Affairs Manager also serves as the Town's Conservation Agent and performs administrative duties and enforcement of the State Wetlands Protection Act and the Provincetown Wetland Protection Bylaw.

The Provincetown Health Department staff is continuously searching for additional programs and funding which will benefit the community. We welcome and value your ideas and suggestions. We would like to express our appreciation to the Board of Health, the Board of Selectmen, the Town Manager and Assistant Town Manager, our fellow co-workers and especially to those who volunteer their time to serve on boards and committees. As we move forward into 2014 we will continue to work cooperatively with other departments to improve communication and the health and wellness of all Provincetown citizens, visitors and our environment.

*Respectfully submitted,*

**Brian Carlson, M.S., R.S.**

## Growth Management Report

The 2013 Annual Growth Management Report to the Board of Selectmen is prepared pursuant to Section 6600(3) of the Provincetown Zoning By-Law. The complete report and its exhibits are on file in the office of the Town Clerk. The annual report evaluates the effects of growth on our resources including but not

limited to potable water supply, solid waste disposal and wastewater disposal, as well as an update on the Town's affordable housing needs assessment and demand for Economic Development. The Board of Selectmen hold a public hearing on the report to make a finding that the Town is in compliance with its DEP water withdrawal permit and set the rate of growth for the upcoming year.

**Finding - Water - Average Daily Water Withdrawal:** Whereas DEP's permitted average daily withdrawal is 850,000 gallons per day (GPD) (with noncompliance at 950,000 GPD) water withdrawal will be recorded at 624,658 GPD, a figure below the permitted maximum withdrawal limit. The operation of the Water System was excellent during the critical summer peak period, due to the efforts of the entire Water Department staff. The North Union Field well site was completed and officially went on-line May 23, 2013. The well site averaged approximately .5 MGD during peak season and operated flawlessly. This is the first season in several years that the Department has not operated under a Declaration of Water Emergency and has utilized its own sources for peak demands. North Union Field is currently producing approximately 40% of the water for the system. This well site is an essential asset to the Water System as it is available for production on a year round basis and allows for flexibility in operations. Construction activities are nearly completed on the Knowles Crossing Water Treatment Facility and it is projected that the facility will be on-line in the beginning of 2014. This has been a milestone project and has remained on time and within budget due to superb execution by the Robert B. Our Company and Environmental Partners Group. Another improvement to the system includes the water main that was replaced on the west end of Commercial Street in conjunction with the Commercial Street Reconstruction Project. The Water Department will be continuing to replace service laterals in support of the pavement management program under funds approved at the October 2013 Special Town Meeting and this will further aid the Department in identifying water service or distribution system deficiencies. The peak season water production for 2013 (FY2014) showed a reduction, a trend indicating a potential decline in unaccounted for water. However, it is still projected that the UAW will be approximately 20%.

**Finding - Solid Waste Disposal/ Tonnage Shipped to SEMASS Decreased:** In 2013, the waste tonnage shipped to SEMASS was 2,898. While we have a license that allows us to handle to a maximum of 5,000 tons annually (at the Transfer Station), we have yet to exceed that threshold. The institution of new recycling strategies, as brought forward by staff and the Recycling & Renewable Energies Committee, has resulted in a noticeable decrease in waste tonnage and a corresponding increase in recycling. For 2013, we reduced our solid waste by nearly 100 tons while witnessing a corresponding increase of 100 tons in recycling. We currently hover around a 27 percent recycle rate which we hope to improve in 2014. This increase in recycling can be attributed to the new single stream hopper that was put into operations in August 2012. We are plan-

ning on making gradual improvements to our operation to capitalize on revenue generating opportunities at our Transfer Station. This will help offset the new solid waste contract that is set to begin January 1, 2015.

**Finding - Wastewater System Flow at the Plant:** When originally planned over ten years ago Provincetown's municipal sewer system was designed to serve about 350 properties with a combined Title 5 design flow of approximately 500,000 gpd.. With the new equalization tank at the Treatment Plant coming on line early in 2013, all of the remaining properties in the Phase 3 service areas will be able to hook up and the sewer system will now serve nearly 1,000 properties with a Title 5 design flow of approximately 1,000,000 gpd. This means that 42% of the properties in the town and 62% of the Title 5 design flow will now be served by the sewer system. Town meeting voters approved four borrowing authorizations in 2009, 2011 and 2012 for Phase 3 and a potential Phase 4 of the sewer system totaling \$13,300,000 in addition to a \$9 million ARRA "stimulus" Grant from USDA that was awarded in 2010. Including these borrowing authorizations, the Town has authorized the expenditure of nearly \$50 million over the past 12 years for the Provincetown Municipal Sewer System of which nearly \$11 million has come from three grants from the U.S. Department of Agriculture Rural Assistance Administration (USDA). A fourth grant request to the USDA is currently pending. As was the case with the earlier phases of the sewer system, all of the borrowing authorization for Phases 3 and 4 will be repaid from betterments from new users.

The first stage of the planned Phase 3 process modifications at the Treatment Plant were begun in 2013 and will continue in early 2014 prior to the summer peak flow period for 2014. These process modifications will allow the Town to increase the MassDEP Ground Water Discharge Permit (GWDP) limit in 2014 from 575,000 up to 650,000 gallons per day (gpd) for the maximum daily flow (MDF) and then to a new maximum limit of 750,000 gpd before the summer of 2016 once the second stage process modifications are completed. During 2012, the treatment facility received all of the other necessary approvals from the Cape Cod Commission, state agencies and the Town's Conservation Commission for the maximum flow limit and the disposal beds are already approved for this new limit. The additional Phase 3 collection system work completed before the summer of 2013 includes sewer extensions to Coastal Acres Campground and the new Cape Cod National Seashore Herring Cove bathhouse, as well as additional EDP flows and connections to the downtown vacuum sewer mains and improvements to the Central Vacuum System (CVS). The outreach programs undertaken in the summer of 2011 and the fall of 2012 generated additional interest for connections to the existing sewer system as well as interest from several other areas of town that would require a Phase 4 sewer extension. These include the provision of sewer extensions to serve several important Town priorities: Maushope Housing and Outer Cape Health and any new location for a

Police Station - in each of these cases, a Town Meeting decision will be needed and/or a Grant will be required in order to move forward with a Phase 4 sewer extension. In addition to the flow that may be allocated each year through Growth Management, there may be situations in the future when either a large municipal use exempt from Growth Management or a one-time public service use approved by Town Meeting adds flow to the sewer. However since a portion of the Plant's overall capacity including the new equalization tank will be held in reserve for plant operations, AECOM and the Sewer Team do not believe that any additional reserve would need to be set aside for planning purposes for such unknown Town priorities.

**Finding - Tracking Building Permits - per category:** The following represents the amount of gallons issued by growth management permits in each of the five General Use Categories (Description of General Use Categories available in Attachment A) as of December 31, 2013:

	Starting Balance	Gal.Added / Returned	Gal. Used	Remaining Balance
Category 1a	9326	550	0	9876
Category 1b	6243	550	0	6793
Category 1c	3121	550	0	3671
Category 2	5500	1100	0	6600
Category 3a	0	330	330	0
Category 3	8	1540	1540	8
Category 4	0	1250	840	410
Category 4a	3070	2500/0	0	5570

**Finding -Affordable Housing Needs Assessment Annual Update:** The 2013 Affordable Housing Needs Assessment Annual Update Report was prepared by staff with the following recommendation: The need to have a full range of affordability options in housing is a key component of any vibrant and diverse community. However fully achieving this is a very challenging undertaking that requires a long-term and ongoing commitment by that community. In Provincetown, our unique geographical location and the seasonal nature of our economy combined with an expensive housing market present us with significant challenges in housing. The Community Housing Council stands ready to work with anyone to move development forward for safe, decent, and affordable housing and as such will host a Community Housing Summit in January 2014. Based on the analysis of existing inventories within Growth Management for affordable housing and the anticipated demand from existing projects in the pipeline, the Community Housing Council recommends the full allotment of affordable housing gallon be placed as follows:

650 gallons to Category 1a (Low Income Affordable Housing)

500 gallons to Category 1b (Median Income Community Housing)

500 gallons to Category 1c (Middle Income Community Housing)

**Finding - Economic Development Assessment Annual Update:** In 2013, Commercial and Economic Development allocations were made equal to 840 gpd, compared to 3,102 gpd in 2012 and 4,199 gpd in 2011. Pending or anticipated demand for the upcoming year is estimated at 3880 gpd.

**Recommendation:** Based on the provisions of the Growth Management Zoning By-Law Article 6 staff recommends the following allocations to each category for calendar year 2014 as follows:

Category	1a	up to 650 gallons
Category	1b	up to 500 gallons
Category	1c	up to 500 gallons
Category	2	up to 1,100 gallons
Category	3	up to 1,870 gallons

## Licensing Board

In 2013 the Provincetown Licensing Board continued its mission assure compliance with the Licensing Board Rules and Regulations and to assist businesses through the licensing process. The Board continued to work closely with the Police Department and the Health Department on compliance issues. The Licensing Board and Department performed an audit of retail licenses and found approx. 40 businesses that had lapsed in getting required licenses. This issue was addressed via education and enforcement and businesses were brought back into compliance. The Licensing department and the Board also sponsored a very well attended TIPS training for alcohol servers and the Police department conducted on-site Doorman training. A communication program for education was implemented by the Licensing Agent as directed by the Board to increase communication, notification and education of licensees. This year increased licensing fees and enforcement fines added significantly to town revenue from this department.

Also in 2013, the Licensing Board recommended and adopted a change to the abutter notification process. Instead of requiring registered letters with a return receipt card, a simple Certificate of Mailing was adopted. This saved both countless hours in the preparation of the mailings, as well as savings of hundreds of dollars for some of the larger mailings. Other boards began using the same process.

Current Board Regular members are Kristin C. Hatch, Chair; Al Petras, Vice Chair, Scott Caldwell and Frank Thompson. Deborah Heller is currently serving as alternate and there is one alternate vacancy. The Board held 22 meetings in 2013 and, with the assistance of the Licensing Agent, processed over 550

licenses. Revenue to the Town through the licensing process totaled approximately \$304,630.

#### **Licenses Approved by the Licensing Board**

Alcohol – 79 Licenses	Art Gallery – 50 Licenses
Auto Sales – 3 Licenses	Common Carrier – 3 Licenses
Common Victualler – 66 Licenses	Entertainment – 78 Licenses
Fortune Teller – 2 Licenses	Inn Holder – 12 Licenses
Lodging – 60 Licenses	Outdoor Artist – 7 Licenses
Parking Lot – 16 Licenses	Pedicab – 10 Licenses
Pedicab Operator – 37 Licenses	Special Entertainment – 27 Licenses
Special Liquor – 20 Licenses	Special Parking Lot – 6 Licenses
Stables – 0 Licenses	Taxi /Livery – 23 Licenses
Taxi Operators – 54 Licenses	Transient Vendor – 1 Licenses
Transfers/Amendments – 6 Licenses	

#### **Licenses Processed Through the Dept Which Do Not Require Board Approval**

Camps Cabins and Motels – 32 Licenses
Corporation Retail or Year Round Retail – 262 Certificates
Food Service Permits – 247 Permits
Renters Certification - 122

#### **Code Compliance Incidents**

Letters of Violations sent by Licensing Agent - 11	
Noise Complaints – 208	Tickets Issued by Licensing Agent – 11
Bar Checks - 197	Show Cause Hearings/Discussions with Bd - 0

Our goals for 2014 will be to continue to provide excellent customer service to licensees and the public and fulfill the statutory duties and responsibilities of the board; to review, add and revise, as appropriate the Rules and Regulations of the Board; to endeavor to communicate and educate licensees as to Rules and Regulation that apply to their businesses; to provide access to continuing education programming opportunities for Board members; and to fill any vacant seats on the Board. We will continue to investigate allegations of licensee negligence, incompetence and unlicensed practice; impose fair and appropriate sanctions, based upon consistent findings of facts, practices, or omissions that are not in compliance with the statutes and rules regulating businesses working with en-

### **Parking Department**

The Provincetown Parking Department is responsible for managing the parking control system in Provincetown. This includes on and off street parking, meters, parking permits, regulation and enforcement generating \$1,814,102.25.

	MPL	GH	Meters	Permits	Totals
Mar.				\$16,535.00	\$16,535.00
Apr.	\$37,149.00	\$3,747.00	\$13,770.35	\$106,185.00	\$160,851.35
May	\$87,413.00	\$20,191.00	\$29,598.50	\$50,600.00	\$187,802.50
June	\$138,166.00	\$26,365.00	\$34,835.85	\$25,820.00	\$225,186.85
July	\$220,573.00	\$51,709.00	\$156,167.70	\$16,040.00	\$444,489.70
Aug.	\$227,777.00	\$51,152.00	\$65,165.21	\$5,275.00	\$349,369.21
Sept.	\$151,041.00	\$27,110.00	\$37,072.71	\$940.00	\$216,163.71
Oct.	\$79,297.00	\$16,572.00	\$24,328.93	\$220.00	\$120,417.93
Nov.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$941,416.00</b>	<b>\$196,846.00</b>	<b>\$360,939.25</b>	<b>\$221,615.00</b>	<b>\$1,720,816.25</b>

The department experienced a good and productive season in 2013. We are working on upgrading the equipment at Grace Hall and would like to thank the Department of Public Works for their assistance in the project. We will be installing new ticket dispensers and new gates. The fee computer will be replaced to accommodate credit cards. We are constantly working to accommodate our citizens and visitors to Provincetown. The Kiosk that you see around town has proven to be an asset to us with the increase in income at these machines. Thanks to the Highway Department, Department of Public Works, and the Town Hall staff for their corporation and support as we continue to improve the department and meet the needs of both residents and visitors. I also want to acknowledge my hard working and reliable staff. These are the dedicated employees who keep the parking office running smoothly.

*Respectfully submitted,*

**Domenic Rosati**

Parking Administrator

## Police Department

As Acting Chief of Police of the Town of Provincetown, I take great pride in our Police Department's effectiveness in working with our community. The members of the Provincetown Police Department are committed to providing the best possible policing services to our residents and recognize that successful policing cannot be done without the support of the community. On behalf of the Provincetown Police Department, I offer my admiration to our government leaders, residents, and business partners for their continuous support and understanding of our critical work and responsibilities. It is of no surprise to anyone who reads the paper that our department has been tested and criticized in recent months. I want you all to know that as a progressive department, I (we) take this scrutiny seriously. The truth of the matter is that no one is harder on the Provincetown Police Department than the organization itself. Our department has been built on a solid foundation and we have all the necessary tools to move forward in a positive direction.

**Police Station & Station Repairs:** Our current facility continues to hamper our effectiveness and hopefully there will continue to be movement toward a new site which best fits the department, residents and neighbors at a new site. We continued to move forward with minor building repairs to our 40 year-old police station. We replaced the heating and air conditioning systems as well as mold remediation on the ground floor. This work was made possible by a Finance Committee reserve transfer award and was sorely needed. This complex project took the better part of 2013 and once finished gave our employees both heat and hot water. At the end of 2013, the Building Committee listed the police station as one of the top needs. Attempts were made to find us space on Race Point Road, but that didn't work. Now we look toward a possible former VFW site project, which appears to be a promising possibility.

**Statistics:** It is my pleasure to present the 2013 Annual Report of the Provincetown Police Department. It is my intent that this report will provide the community with insight into the Department's successes in meeting the needs of the community and how it will continue to provide quality services in the forthcoming year. The total number of detainees saw a decline in 2013 with 130 arrests and 146 people held for being incapacitated by alcohol. This was a total of 276 people processed in our booking room or held in our jail cells. The number of 911 calls for 2013 was 1,946.

### **Calls for Service 2013**

911 General	330	Incapacitated Person	163
Aircraft	138	Keep the Peace	16
Alarm - Fire	134	Larceny/Forgery/Fraud	105
Alarm - General	411	Landlord/Tenant	37
Animal Call	515	Licensing Inspection	68
Arson	1	Lost/Found Property	926
Assault	25	Medical Emergency	516
Assist Citizen	522	Missing Person	37
Assist Agency / Mutual Aid	367	MV Accident	198
Bar Check	197	MV Breaking & Entering	1
B&E Burglary	29	MV Complaint	425
Bike Accident	15	MV Disabled	143
Bike - General	50	MV Hit & Run	67
Bike - Stolen	60	MV Observance/Assignment	1922
Building/Property Check	6711	MV Stop	2104
Boat/Harbormaster	211	MV Vandalism	9
By-Law Violation	51	Noise Complaint	208
Child Endangerment	3	Officer Injured	1
Complaint	443	Parade	8
Complaint-Street Performers	84	Park, Walk & Talk	893
Crowds/Overcrowding	5	Parking Complaint/General	309

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Disorderly	44	Phone Calls - Annoying	9
Disturbance	146	Property Damage	35
Domestic Disturbance/Assault	65	Rape	2
Drugs/Alcohol Mental Health	43	Serve Restraining Order	40
Escort/Transport	35	Serve Summons	47
Fire, Brush	4	Serve Warrant	38
Fire, CO Alarm	4	Service Call	300
Fire, Vehicle	4	Sex Offender Registration	5
Fire, Structure	20	Shoplifting	19
Foot Patrol	257	Stolen MV	2
Fire, Other	35	Soliciting	1
Fire System Test	62	Speed Dolly Assignment	82
Fire Vehicle In/Out Service	32	Station Coverage	239
Firearms/Weapons	4	Sudden Death	1
Follow Up	247	Suspicious Activity	127
General Info	212	Taxi Calls/Complaints	7
Harassment	106	Threats	29
Hazards	149	Traffic Control	116
Info Services - Lobby	372	Trespass	22
Info Services - Phone	7	Vandalism	28
Incapacitated Person	163	Wires Down	96
		<b>Total Calls for Service:</b>	<b>21,550</b>

It is my belief that your police officers have become more community focused, more proactive and more outgoing. In turn, the community will become more comfortable with police officers, making them more likely to call and ask for help from us for service calls, as opposed to only calling during criminal matters. This is the basis and the heart of community policing. It is to work closely with the community so that citizens become comfortable with the department and they are not hesitant to call us before something happens, rather than calling after it has happened. While many of the criminal offenses are slightly down this year, we still saw a rise in overall activity. This is due in large part to proactive policing. For example, nighttime security checks of businesses in town, proactive traffic enforcement posts, and community interactions like "Park, Walk & Talks" are all up this year. It is also due in large part, to an increase in service based calls. Calls to have us check out a suspicious person or vehicle and calls for us to do a "Well Being Check" on a neighbor or relative are all up this year. Simple calls for us to help, which may not be criminal matters like calls reporting stranded motorists, calls for funeral escorts, 911 calls, or general "service" calls where officers are simply called in to speak with citizens to help with a problem they are having are all up this year.

Staffing: The Provincetown Police Department has undergone a massive transformation over the last three (3) years. Between a rash of retirements, transfers and a tough economy, we have been struggling with our manpower numbers

over the past years. All the turnover means there are many new faces in Provincetown and right now more than two-thirds of our officers have been hired in the last 3 years. In December, we completed an in-depth professional staffing analysis by the MMA Consulting Group. This report, which is available on our website, validates our belief that we are now at our ideal manpower goal.

**Grant Programs:** We have been receiving the E911 Grant from the State for several years now in order to update our communications center with the latest technology. This trend continued in 2013 and we received a total of \$25,664.84 for equipment and training expenses. Last year, a new law was enacted requiring all dispatchers that answer 9-1-1 to be fully trained in Emergency Medical Dispatch (EMD). This is a fantastic benefit for the Town of Provincetown, increasing the abilities and skills of our dispatchers in being the vital first link in pre-hospital emergency care; however, the training process is lengthy and costly. Once again a large portion of our training grant went toward getting, and maintaining, the EMD certifications for these crucial employees. All of our 9-1-1 call-takers are now required to maintain continuing education credits on a yearly basis to keep their certification and the grant from State 9-1-1 goes toward paying for this. The United States Department of Justice (DOJ) awarded us with a grant to pay 50% of replacing our bulletproof vests which were approved at last year's annual town meeting. We needed twelve (12) vests, meaning the grant totaled \$4,326.21. Our old vests (which have no commercial value) will be saved and eventually donated to a company that turns them in to ballistic vests for dogs tasked with serving in combat roles in support of the US armed forces worldwide.

**Special Assignments:** Since 1992, the Bike Patrol has escorted celebrations, parades and road races all over Provincetown. From the July 4th fireworks and the Carnival Parade, to the Halloween Parade, these specially trained and outfitted officers patrol on bicycles to ensure safe and successful events. The size and maneuverability of the bicycles makes them the perfect tool for crowded events, where the use of a police car would be impossible.

The primary responsibility of the Field Training Officer (FTO) Program is to complete the training process of new officers so they are ready to work patrol. New officers attend the full police academy for six (6) months and upon graduation they are put into the FTO program where they ride along, side-by-side, with specially trained veteran officers. The recruit officers are gradually integrated into patrol work by first simply observing how veteran officers handle situations. Then slowly their role is increased until they are handling the calls by themselves, and it is the FTO doing the observing.

The School Liaison Officer Program began a new last year with officers volunteering to visit the schools and work toward building a strong working relation-

ship. Officers visit the schools; speak at school events and work closely to build bonds with both student and staff. "School Mentors" (as they are often called) participate in a variety of programs with the schools. Sometimes they coordinate safety drills or talk about safety, help out with school events and just get to know the kids.

The Honor Guard is comprised of specially trained and uniformed officers and their goal is to proudly represent the Town of Provincetown during ceremonial events and services for fallen officers and members of the armed services. They are outfitted with special dress uniforms, flags, and ceremonial rifles and are a fixture at countless parades and ceremonies around town. Spots open up on the Honor Guard when there are promotions and retirements; however, the uniforms are expensive. We try to fill the openings with qualified candidates but they have to be the right size to fit the uniform because we do not have money for new. So along with some new faces on the Honor Guard in 2013, we started trying to raise some money for these uniforms. Hopefully during the coming year we can get the Honor Guard back up and running with properly uniformed officers.

The Provincetown Police Department has committed a detective to deal primarily with drug problems facing the Town of Provincetown. Since illicit drug organizations are so transient, these detectives work within a task force designed to infiltrate, disrupt and dismantle criminal organizations in the Barnstable County area. The Provincetown Police Department is affiliated with the Cape Cod Drug Task Force. The task force was originally established to facilitate a multi-agency approach to drug enforcement. Its mission was expanded to encompass violent crime, and fugitive apprehension; however, task force detectives spend the majority of their time conducting drug investigations. The task force detectives consist of officers from 10 of the 15 towns on Cape Cod and work in a multi-jurisdictional approach under the umbrella of a mutual aid agreement. They work on a daily basis with other agencies including State, County and all Federal law enforcement agencies.

The Motorcycle Unit is charged with monitoring traffic and enforcing the various traffic laws in an attempt to keep our roadways safe. They are issued motorcycle and hand-held laser radar units which offer them the freedom and maneuverability to observe traffic from a variety of locations. Their mission is to provide the highest level of safety for the residents of Provincetown, by proactively enforcing motor vehicle laws, often positioning themselves at problem areas where accidents occur. They also helped to serve as escort vehicles during funerals, parades and special events this year.

The Cape Cod Regional Law Enforcement Council (CCRLEC) was created in 2002 by the Chiefs of Police of the fifteen towns on Cape Cod. The purpose of the CCRLEC is to enable its member agencies to share resources during those

times that a single agency may not have sufficient resources to respond to unusual occurrences such as natural or man-made disasters, school or workplace violence, aircraft accidents, major police deployments during special events and other situations requiring exceptional police actions. We contribute personnel regionally to the Accident Reconstruction, SWAT and Motorcycle Units when needed. This allows us to access the same resources when needed here.

**Parades, Races and Celebrations:** The Provincetown Police Department helps dozens of special events each year with a variety of services including traffic safety, crowd control and special services. Your officers are assigned to these events ensuring the public's safety such as assisting with charity walks, manning the route of a road or bike race, concerts, fairs, parades and sporting events. We receive countless requests year-round for help with charitable events. With our commitment to safety and community relations, many of these positions are funded by the police department and we are proud to help. The larger events held in town require the creation of event plans drawn up and passed out to officers, who execute such duties as closing roads and detouring traffic. Event plans are constantly evolving and are evaluated during each event to ensure their effectiveness. All of the 2013 events were successful. The biggest event of the year, the July 4th celebration, being mid-week was also successful once again with only minor incidents to report.

**Drug Take Back Initiative:** The Provincetown Police received a grant from Barnstable County for a prescription drug drop box. This specially designed container was put in the lobby of the police station and offers a place for residents to safely discard their old prescription medications. The disposal of prescription medications is often a conundrum for citizens. They do not need the pills anymore but they are afraid to throw them in the trash and afraid to flush them down the toilet. They are also afraid to keep them for fear they may end up in the hands of the wrong person. This program has been wildly successful. In our first year, we collected and destroyed 70 pounds of pills that were dropped off by Provincetown residents. That is a lot when you think about the size of one pill. It is a great accomplishment to get that many prescription drugs out of people's bathrooms and away from the idle hands of children. All of the medications are securely stored here at the Provincetown Police Station, and then escorted by officers to a secure incineration facility approved by both the DEA and EPA. Once at the facility, they are safely destroyed in the presence of officers. This has been a great program which we are very proud of and hope for its continued success.

**Coffee-With-A-Cop:** During the next year, we will begin a community initiative we have created known as "Coffee-With-A-Cop". One of the big issues police must continually deal with is communication. We all know the contacts police have with the public are most often in emergency situations, some of which can

be adversarial or emotional. Let's face it, those situations are not always the best time for open communication and often lead to misunderstandings. Remember the old adage, "Speak when you are angry and you'll make the best speech you'll ever regret." This happens at times despite our best efforts. So how do we create opportunities where the community and the police can communicate openly in a comfortable atmosphere? We believe one of the easiest ways is to just sit down together over a cup of coffee, just like you would with a friend. The police department will set up a local meeting over coffee and refreshments. Citizens will have the opportunity to come by and chat with officers and the coffee is on us. It will be a great program. Please watch for it as it gives us a chance to engage our great community.

*In partnership with the community,*

**James F. Golden**

## **Public Health & Human Services**

The Department of Public Health's primary function is to promote health and wellness and to prevent disease. To this goal, a number of services are offered through a town contract with the Visiting Nurse Association of Cape Cod (VNA). The Director of Public Health and Human Services supervises the administration and utilization of these services, which include: Ask-a-Nurse office hours, blood pressure clinic, diabetes screening and education, flu clinics, annual health fair and wellness/prevention presentations. In addition, home-based services are available to uninsured and underinsured residents, such as frail elder home visits and child health services. The Department is the distribution site for vaccines and potassium iodide (KI) and is responsible for the ordering and storage of vaccines as well as communication with the Massachusetts Department of Public Health. As the Shelter Branch Deputy Director and Emergency Dispensing Site Coordinator, the Director continues to work with the Health and Environmental Affairs Manager and other town officials on Emergency Preparedness, particularly as it relates to special needs populations.

The Department of Human Services coordinates support services for town residents. As adviser to the Provincetown Human Services Committee, the Director supports the mission of the human services grant program by scheduling and attending Committee meetings, reviewing required agency reports and supervising the invoice and RFP processes. In conjunction with the Committee, the Director also administers and oversees assistance provided to Provincetown children through the John A. Henry Trust. In addition, the Director organizes regular round table forums with local health and human services providers to identify needs and gaps in services. Much appreciation goes out to the Human Services Committee for their dedicated service and commitment to enhancing the quality of life for town residents and to Charlotte Fyfe, Cape Cod Children's Place, for her capable management of John A. Henry Trust requests and her

strong advocacy for Provincetown children and their families. Maureen Hurst, Departments of Public Health and Human Services Administrative Assistant, is to be commended for her invaluable support and administrative services to both departments.

*Respectfully submitted,*

**Chris Hottle**

Director

## Rescue Squad

This year was a good year for the Rescue Squad. We have had a few new members join, including Victoria Ainsworth, Kevin Ainsworth, Jeff Perry, Molly Costa and Rosemary Smith. We responded to over a thousand rescue calls and we replaced one of our old Rescue trucks. April 2013 marked the one year anniversary date of the implementation of our computerized report writing system. Transitioning to the computers has modernized our ability to keep track of statistics, cut down on the use of paper and has helped organize our filing system.

The squad continues to provide EMS coverage to the Town in conjunction with Lower Cape Ambulance. In addition to responding to rescue calls, we also do blood pressure checks, provide lift assists and help out with safety-related educational events in our community. There is never a charge or a fee when and if the Rescue Squad comes to your aide. (There is only a fee if you are transported to Cape Cod Hospital). Often times, patients will say they waited before calling us because they “didn’t want to bother us,” or they “feel sorry” for making us come out. Our response to this is that it is never a bother and it is our job to come when you call. Please, don’t feel bad calling on us at any time of the day or night if you think (or know) you are having a medical emergency or if you just want to be checked out. It is better to be safe than sorry. In its simplest form, our job is ensuring the health and safety of our patients.

The Rescue Squad would like to thank Fire Chief Michael Trovato and the Board of Fire Engineers for their support and leadership. Additionally, we’d like to thank Joyce Mathews, Fire Department Secretary, for her constant assistance. We’d also like to thank those other agencies and organizations who worked with us all year: Lower Cape Ambulance Association, the Provincetown Police Department (special thanks to the Dispatching Staff), the National Park Service, United States Coast Guard, the Provincetown Harbor Masters Office, and the Council on Aging. A special thanks to the Swim for Life for benefiting us on their tremendous fundraiser and thank you to YOU - you all who continue to protect and look out for each other, family, friends and strangers. We may have the big truck with the lights and sirens and all the life-saving equipment inside, but often times it is the initial phone call and the help of caring bystanders

that really makes the difference to someone in need. Continue to stay safe and look out for each other.

*Respectfully submitted,*

**Denise Russell**

Captain

<b>All Provincetown Stats 2013</b>	<b>Totals</b>
Abdominal Aortic Aneurysm	0
Abdominal Pain/Problems	69
Airway Obstruction	2
Allergic Reaction	9
Altered Loc	31
Asthma	7
Back Pain (non traumatic)	13
Behavioral/Psychiatric Disorder	50
Bowel Obstruction	0
Cancer	0
Cardiac Arrest	8
Cardiac Rhythm Disturbance	29
Chest Pain/Discomfort	43
CHF (congestive heart failure)	3
COPD	4
Dehydration	11
Diabetic Hyperglycemia	8
Diabetic Symptoms (hypoglycemia)	11
Dizziness	13
Diarrhea	3
Electrocution	0
Epistaxis (non-traumatic)	2
ETOH Abuse	35
Fever	15
G.I. Bleed	13
General Malaise	15
Headache	12
Hemorrhage (non-traumatic)	6
Hemorrhage (traumatic)	15
Heat Exhaustion/Stroke	3
Hypertension	3
Hyperthermia	0
Hypotension	1
Hypothermia	1
Hypovolemia/Shock	0
Inhalation Injury (toxic gas)	1
Migraine	1
Nausea/Vomitting	22
Neuro/CNS Injury	0
No Apparent Injury/Illness	48
OB/Delivery	1
Obvious Death	1

Other	121
Other Abdominal/GI Problems	9
Other Cardiovascular Problem	4
Other CNS Problem	3
Other Endocrine/Metabolic Problem	1
Other G.I. Problem	2
Other Illness/Injury	54
Other OB/GYN	0
Pain	93
Patient Assist Only	3
Poisoning/Drug Ingestion	4
Pregnancy/OB Delivery	0
Respiratory Arrest	0
Respiratory Distress	34
Seizure	20
Sepsis	1
Sexual Assault/Rape	0
Smoke Inhalation	1
Stings/Venomous Bites	0
Stroke/CVA	12
Substance/Drug Abuse	10
Syncope/Fainting	38
Toxic Exposure	0
Traumatic Injury	103
TIA	2
Unconscious	3
Unknown Problem	2
Vaginal Hemorrhage	0
Weakness	22
Not Applicable	5
Not Known	1
Not Available	0
Not Reporting	5
Not Recorded	0
	0
<b>Total Monthly Calls</b>	<b>1062</b>
	<b>0</b>
<b>ALS Transport to CCH</b>	<b>567</b>
<b>BLS Transport to CCH</b>	<b>164</b>
<b>Transport to Other</b>	<b>0</b>
<b>Total Ground Transports</b>	<b>731</b>
<b>Transport by Medflight</b>	<b>2</b>
	<b>0</b>
<b>No Treatment Required</b>	<b>37</b>
<b>Treated and Released</b>	<b>136</b>
<b>Patient Refused Care</b>	<b>136</b>
<b>Treated, Transferred Care</b>	<b>3</b>
<b>No Patient Found</b>	<b>3</b>
<b>Standby Only - No Pt. Contact</b>	<b>0</b>

<b>Cancelled</b>	<b>1</b>
<b>Treated, Transported POV</b>	<b>9</b>
<b>Dead at Scene</b>	<b>6</b>
<b>Unable to Locate Patient/Scene</b>	<b>0</b>
<b>Totals (lines 86-95)</b>	<b>331</b>

## Shellfish Constable

In the fall of 2013 members from the Shellfish Committees from Provincetown and Truro, including chairmen Lory Stewart and Scott Lindell and I met with Department of Marine Fisheries (DMF) Director Paul Diodati and his staff at Rep. Sarah Peake's office in Boston. The State had imposed a temporary ban on floating gear in the recently permitted Aquaculture Development Area (ADA) and we wanted a forum to discuss our perspective concerning the potential for shellfish aquaculture in the Provincetown/Truro Aquaculture Development Areas. As a result DMF has considered a pilot program and will craft guidelines for growers addressing their longstanding concerns about the potential for whale and turtle entanglement in the ADA. They acknowledge there would be public benefits to allow the controlled development of the use of "Oyster-Gro" devices in the water column. This program will be conducted with requisite monitoring and permit conditions that will be adaptable. Only through research and monitoring, both the agency and the growers will learn about the operational realities of these devices in the environment of Northern Cape Cod Bay and this particular ADA. Conditions may be amended (or added) as we learn about the operational realities of these configurations. Currently both committees are discussing the proposed guidelines and are scheduled to meet with DMF officials as this goes to print. Our goal is to allow growers to deploy gear this spring.

In mid June of 2013 we received 200,000 juvenile quahogs from ARC in Dennis through the marine program at Barnstable County Extension. The quahogs were broadcast and planted in nursery trays under a small net at the west end side of the Breakwater.

On June 4th, 5th, and 6th we traveled to the Town of Somerset and under the supervision of the Swansea Shellfish Department we unloaded 104, 112, and 93 bushels of quahogs respectively caught in Mount Hope Bay from the F/V Ocean Rancher. We brought them back in a ten wheeler to the Highway garage in Provincetown and on each delivery we held them overnight and locked the doors and deployed them the next day. We had a total of 311 full bags.

With the help of the Highway Department and the Harbormaster and his staff the quahogs were all deployed in the west end of Provincetown from Captain Jack's wharf to the east side of the Provincetown Inn. Samples of shellfish and water were brought to the State Lab sometime in early October and tested with the

opening of the shellfish beds November 3rd. The purpose of this program is propagation to enhance surrounding town waters and water purification.

The harvest for 2013: 1187 buckets of quahogs: 45 buckets of soft shell clams: 65 buckets of mussels: and approximately 550 bushels of sea clams.

*Respectfully submitted,*

**Tony Jackett**

Shellfish Constable



The Provincetown Community Housing Council (PCHC) was created through Article 3 of the April 4, 2007 Annual Town Meeting to function as a 5 regular and 2 alternate member council charged with: overseeing the Provincetown Housing Office; assuming all of the roles and responsibilities of the former Local Housing Partnership; administering the Affordable Housing Trust Fund; and implementing the Selectmen's approved Housing Policy and Action Plan. The mission of the PCHC is to foster the development of community housing opportunities that support socio-economic diversity for residents of Provincetown through planning, resource identification and community outreach.

2013 was a settling in period for the new rental units that came on-line in 2012 at 83 and 90 Shank Painter Road. In response to the need to re-group and strategize for next steps to address the ongoing critical need for homes for the residents of Provincetown, the PCHC began to plan for a new Community Housing Summit. In the fall John Ryan of Development Cycles was hired, the same facilitator from the 2006 Housing Summit, to conduct an update of the 2006 Housing Needs Assessment and to conduct the Summit scheduled for January 10, 2014. After meeting with various interested parties, Mr. Ryan submitted the Housing Needs Update in December 2013. The PCHC also supported the applications for 2014 CPA funding for 2 new programs – 1) “the Little Fix” a volunteer based program to assist seniors, disabled, and veterans complete small home improvements and maintenance to enhance their safety, comfort, and quality of life while allowing them to remain in their homes; and 2) a local voucher program to provide gap financing for income eligible households to provide stable housing along with financial counseling to allow for graduation from the subsidy after 3 years.

The PCHC continues to oversee spending from the Affordable Housing Trust Fund (AHTF). In light of the recovering but still struggling economy the

Homeless Prevention Council continues to play a very critical role in helping Provincetown residents with financial assistance to help them stay in their homes. This program helps individuals and families who are struggling financially by providing direct relief that can prevent them from destabilizing and ending up losing their homes. The people helped through this program have no place else to turn and would become homeless without this assistance. The PCHC continued to approve AHTF assistance to support the work of the Homelessness Prevention Council in Provincetown. As part of an ongoing effort to maintain existing affordable housing, the PCHC also approved \$35,000 in AH Trust Funds for the rehabilitation of the Housing Authority property at 35A Court Street. The PCHC had previously approved \$31,000 for the HA property at 40 Pearl Street.

The PCHC is very pleased to have Michelle Jarusiewicz as the part-time Housing Specialist staffing the Town's Housing Office. Ms. Jarusiewicz is extremely knowledgeable and vigilant regarding new housing resources. Through her work the housing office has become an important place for people interested in developing or accessing community housing options within Provincetown. Ms. Jarusiewicz serves to clarify many aspects of affordable and community housing in areas such as marketing plans for new community housing units, refinancing and re-sale of existing deed restricted units, and the definition of local housing preference. The Housing Specialist continues to work to ensure that as many units as possible are included in the State approved count for affordable housing units in the Town's portfolio of community housing opportunities by working very closely with the state's Department of Housing and Community Development. With the addition of the new units on Shank Painter, we are at 8.91% on the Subsidized Housing Inventory.

The PCHC remains committed to the mission of increasing community housing units within Provincetown to ensure that we can sustain a socio-economically diverse community. Despite the addition of 2 new affordable rental developments on Shank Painter Road, Provincetown's stock of community rental housing still falls below identified need. The continued loss of rental units to condominium conversion, mostly used as seasonal rentals, needs to be addressed. The PCHC, working alongside the Housing Specialist, continues to look at ways to expand affordable options across a full range of incomes to meet the identified needs. In addition to looking at new housing production, we are addressing greater utilization of existing incentives, researching new sources of funding, and exploring creative approaches in housing options. Addressing the growing housing needs continues to be critical to the future of the town and our community.

*Respectfully submitted,*

**Ann Maguire**

Chair

## Council on Aging

Since 1972, the Provincetown Council on Aging (COA) has been a welcoming resource and activity center for seniors and their families. Our mission is to promote the well-being and independence of older adults by identifying their needs and interests, developing supportive programs, coordinating community services and advocating on their behalf. The most significant change in 2013 for the COA was the move in July into the Veterans Memorial Community Center (VMCC) at the site of the vacated elementary school. It is a pleasure to share space with our VMCC co-residents - the Recreation Department, the Department of Public Works (DPW), the school's Wee Care Program, other town offices and human services offices (the Veterans Agent, Cape Cod Children's Place, Gosnold, Independence House and the Visiting Nurse Association), and we look forward to continued collaboration in 2014. The COA would like to express our thanks to all who helped to make this move happen, including the Board of Selectmen, Town Manager, Assistant Town Manager, the DPW and all who voted at Town Meeting. We invite you to visit the VMCC if you haven't seen it already. We would be happy to give you a tour. The larger space has already allowed us to increase programming in order to keep up with the needs of a growing older adult population, with the number of new programs increasing 60% since the move. The COA will continue to expand in our new home. Last year, 700 people came to the COA and we offered almost 150 programs in the areas of health/wellness, fitness, nutrition, education, recreation, intergenerational programming and cultural outings. Twenty seven new programs were offered, including a walking program, qigong, line dancing, table tennis and special movie screenings, joining our many popular ongoing programs. Most programs are open to people of all ages, with Provincetown seniors having priority if space is an issue. Services include outreach to individuals and families (over 250 home visits were made), a Senior Real Estate Tax Abatement Program, legal aid, health insurance counseling, medical and dental clinics and social services assistance.

The COA provides regularly scheduled transportation to Hyannis, Orleans, Elder Services Senior Dining, COA events, the Provincetown Library, Stop & Shop, swimming, in-town appointments and up-Cape outings. In 2013, over 2,000 rides were provided. In addition, a grant from Elder Services of Cape Cod & Islands funds door-to-door rides to medical appointments Cape-wide. The Elder Services Nutrition Program is housed at the COA. Last year, they provided over 1,100 senior dining meals and 3,900 home-delivered meals thanks to the dedicated service of Elder Services Nutrition Site Manager Nancy Dooley and her wonderful volunteers. The COA also operates a year-round food pantry open to all and delivers food to residents through the USDA Food Distribution Program. Through PTV and WOMR, the COA is able to reach homebound

seniors through regular programming. COA events and interviews are televised on Channel 99 and 'Specially for Seniors, a radio show hosted by the Director, airs monthly on WOMR. Our monthly newsletter is distributed to 725 people and is available on the town website.

The COA received over \$14,000 in grant funding in 2013. In addition to the medical transport grant mentioned above, a grant from the Massachusetts Executive Office of Elder Affairs supports program and volunteer development. The COA continues to work with the Provincetown Police Department to promote senior safety in the community. A storm reassurance list is maintained to monitor the safety of seniors with special needs during major weather events or public emergencies. The Police Department continues to offer phone reassurance and lock-box programs. Special thanks to the Police Department for their many kindnesses shown to seniors.

The COA Director also serves as Director of Public Health and Human Services and on community boards, including: Cape Cod Healthcare Community Benefits Committee, Community Development Partnership Advisory Group, COAST (Councils on Aging Serving Together), Seashore Point Board of Directors. The COA Outreach Coordinator is a member of the Cape Cod COA Outreach Coordinators Council. The COA Administrative Assistant is on the Elder Services of Cape Cod & Islands Board of Directors, working on the Nutrition Committee. We couldn't do all that we do without the ongoing commitment and support of many. Sincere appreciation goes out to the COA Board (Chris Asselin, Gladys Johnstone, David Ketchum, Char Priolo), the Friends of the Provincetown COA (Ollie Ahmuty, Lee Ciliberto, Dorothy Clements, Greg Howe, Christine Martin, Mary McNulty, Paul Mendes, Mary Peres, K. Marge Perry, Vernon Porter, Dennis Rhodes, Vern Wilson) and to all of our amazing volunteers - you are the best! To the COA staff (Stephen Del Gizzo, Diana Fabbri, Maureen Hurst, Andrea Lavenets), your compassionate and unwavering service to seniors truly is exemplary. To Town seniors, it is an honor to serve you and we look forward to seeing you at the COA. Congratulations once again to the 2013 Provincetown Senior of the Year, Gail Browne!

*Respectfully submitted,*

**Chris Hottle**

## Disability Commission

The year 2013 continued to be a productive year for the Commission, including:

- \* Purchase of a new shed for housing the new floatable beach chairs, wheel chairs, mobi-mats, crutches and canes.
- \* Set up system with Police Department to track how many accidents caused by tripping on bricks.
- \* Attended several out-of-town education seminars and business summits on

disability.

- \* Outreach for donations of walkers, wheelchairs, canes, etc.
- \* Facilitated several productive meetings with Jeff Dougan, Assistant Director of Community Service, Massachusetts Office on Disability relative to the Town and businesses complying with Americans with Disabilities Act (ADA) accessibility during building and construction projects.
- \* Conducted site visits to various locations that service people with disabilities to inspect accessibility/needs for the disabled.
- \* Set up systems to work with Building, Licensing, Parking, Health and Police Departments; along with the Department of Public Works and the Town Manager to develop the first comprehensive list of all buildings and businesses that meet ADA Guidelines.
- \* Worked with Chamber of Commerce, Harbormaster and Provincetown Business Guild on ADA issues.
- \* Investigated complaints by residents and visitors.
- \* After our local press announced our new mobi-mats and floatable beach chairs – we received and fielded phone calls from all over the USA and Canada relative to disability access.

Future Goals include:

- \* Continue to secure additional mobi-mats for all Town beaches. Set up a welcoming booth on Ryder Street beach entrance. Secure disability bench and canopy for Ryder Street mats.
- \* Work with the Town to secure grants and other possibilities to secure funds to secure more mobi-mats and continue to produce educational publication(s) advising residents and visitors of what is considered a disability, and the resources available to them here in Provincetown.
- \* Contact all establishments to advise/help them with making appropriate decisions when it comes to providing services to people with disabilities.
- \* Establish a Disability Office in a downtown location in order to better serve our residents and visitors.
- \* Recruit new volunteers (with or without disabilities) to join our Commission.
- \* Continue to working closely with the Department of Community Development when it comes to rehabilitation of existing buildings and new construction in Town.
- \* Network with other communities on the Cape to enhance the awareness of people with disabilities.
- \* Conduct sensitivity/educational training workshops for all town employees concerning disabilities.
- \* Continue to outreach to our community to help meet the needs of people with disabilities, with special thanks to Paul Fanizzi, Chamber of Commerce, and David Bedard.

*Respectfully submitted,*

**Michelle DeMarco**

Chair

## Housing Authority

The Housing Authority Board of Commissioners and our Executive Director Patrick Manning, hereby submit this 2013 Annual Report to the citizens of Provincetown. In 2013 the Provincetown Housing Authority continued to manage and operate the following subsidized housing programs: *Maushope*, a 24 unit apartment complex serving elderly and disabled adults at 44 Harry Kemp Way; *Foley House*, a single site building located on Bradford Street which consists of 10 units for homeless persons with HIV; and 9 scattered site units for families.

This year was a busy one for the commissioners. Work continued in 2 major areas: to increase efforts to enhance the quality of life for all 43 of our tenants and to participate in the political process, both on the state and local level.

The Provincetown Housing Authority continued the process of selling its surplus property located at 951R Commercial Street and is pleased to announce that the property is now under contract. A small cash infusion from this sale becomes a possibility as this process continues and the board has discussed the needs of our tenants with the Tenant Association. One defined need is a reconsideration of how Maushope is heated. During last winter's storm, our building was without electricity for over 24 hours. While the building is served with a small generator, we are not able to fully heat the tenant apartments during a prolonged outage. Converting from electric heat to an alternate fuel may be the answer. We will continue to investigate this.

With the encouragement of the Housing Authority Commissioners, a small group of Provincetown citizens met and formed the "Friends of Maushope" in July of 2012. The mission of the *Friends* is to improve the quality of life for the residents of Maushope by providing increased awareness of their needs and to help meet those needs through fundraising and public involvement. The group met regularly this year and is applying for incorporation as a 501(c)(3) organization to enhance its ability to fundraise. The Housing Authority wishes to recognize and thank David Maxfield for his service as President.

The Board visited all of its properties in 2013, speaking with tenants and listening to stories of appreciation and creative suggestions for the future. Thanks to some quick action on the part of our Executive Director Patrick Manning, the Housing Authority was awarded a \$35,000 grant from the Massachusetts Department of Housing & Community Development's High Leverage Asset Preservation Program this year. The Provincetown Community Housing Council approved our request for the required \$35,000 matching funds. This grant is assisted by a \$7,000 award that will cover any upfront architectural or design

costs. Provincetown is one of only 2 Housing Authorities on Cape Cod that received this award. This funding will allow a rehabilitation of a 2-unit building with a 2-bedroom unit on the first floor and a 3-bedroom unit upstairs. Work will include kitchen, flooring, bathroom, painting and some exterior siding replacement.

The Board continued to monitor the legislation filed by Governor Patrick to regionalize Housing Authorities. We are very concerned that his vision to replace all of Cape Cod's elected Housing Authority boards with one appointed Regional board, possibly located off-cape, would not be a service to our tenants. In late September, we provided written testimony to the Joint Committee on Housing in support of House Bill 1094/1102 & Senate Bill 612. These bills were filed as alternatives to the Governor's, and have received strong support from MassNAHRO, the state chapter of the National Association of Housing & Redevelopment Officials. We continue to communicate with State Representative Sarah K. Peake on this important issue.

Lastly, Housing Authority members attended the Town-sponsored Housing Summit pre-meeting in December. Organized by the Community Housing Council, a full summit is planned for early 2014 to update the work done in 2006 and develop new ideas for increasing affordable housing in Provincetown.

Long time Commissioner Dr. Molly Perdue resigned from the Board of Commissioners in May of 2013. Molly served with us for 7 years, often juggling her Housing efforts with her very busy family life and professional career. We will always remember her contributions with respect and appreciation. Stephen Del Gizzo was elected in May 2013 to fill that position. The Commissioners chose Dr. Cheryl Andrews as Chairman and Diana Fabbri as Vice-Chairman of the Board following the Town-wide election. This year, Nancy Jacobsen continued to serve as the State Appointee to the Board of Commissioners. Kristin Hatch was appointed to represent the Housing Authority on both the Provincetown Community Housing Council and Community Preservation Committee.

Applications for the Authority's elderly, disabled, and family housing programs are available at the office at 44 Harry Kemp Way or by calling 487-0434. Applications for Foley House are available by calling 487-6440.

The Provincetown Housing Authority is committed to its role as advocates for affordable housing and supports the goal of the Provincetown Selectmen to address the housing crisis confronting the Town of Provincetown.

*Respectfully submitted,*

**Dr. Cheryl L. Andrews**

Chairman, Board of Commissioners

**Patrick J. Manning**

Executive Director

## Human Services Committee

The mission of the Human Services Committee is to identify human services needs for Provincetown residents. To that end, the Committee is responsible for developing the Request for Proposals process and funding strategy for the town's human services grant program. Working in conjunction with the Committee's advisor, Chris Hottle, Director of the Council on Aging, Public Health and Human Services, the Committee strives to ensure that human services needs are identified and addressed through the Committee meetings and two annual public hearings. The Committee also oversees the John A. Henry trust, which continues to distribute much needed funds throughout the community to families in need who have children from ages birth to eighteen years. Committee members include Kristin Hatch, Karen Kelly, Gabriela Villegas, Cynthia Franco, Donna Szecker and Jean Knee.

*Respectfully submitted,*

**Cynthia Franco**

Chair

## Board of Library Trustees

The Board of Library Trustees, having completed a more than ten-year renovation project of the historic building, focused its energies on fundamentals including policy development and fundraising. Our Director, Cheryl Napsha, and her staff infused the building with lively programming and our Library evolved into a true center for the community. In 2013, the Special Event Policy was entirely revised, enabling the Board of Library Trustees to promote rentals of the Library space for fundraising purposes. Rental fees for several different types of organizations, including non-profit, for-profit and private individuals were established. The Board expanded fundraising efforts this year to include The Mad Hatter's Tea Party, a costume ball produced by David Flower in June. The second level was transformed into a wonderland with a DJ, dance floor and full bar, portraying the library as a unique space for parties, weddings, and other special events. New board member Anne Packard once again offered her gallery and donated an original painting for auction for the 12th Annual Library Reception in September. These two fundraisers grossed nearly \$25,000. Along with the Annual Appeal and miscellaneous donations, the Board raised over \$60,000. Once again, the Board was able to provide the funds to honor its debt commitment which was incurred in 2007 during the initial stages of the historic building renovation. The Board has now paid off more than \$460,000, over half the debt originally acquired.

The historic Verdin bell was repaired and once again rings upon opening and closing of the Library. Around the same time, the light in the belfry was restored, becoming a beautiful part of the Town's night skyline. The board also estab-

lished a restricted account fund devoted to the painting maintenance schedule of the exterior of the library. Thanks to Steve Smith for his research and forward thinking in recommending this approach, and for establishing its funding.

On behalf of the Board of Library Trustees, I would like to thank the many generous donors who continue to support the Library and its mission.

*Respectfully submitted,*

**Lyn Kratz**

Chair

In 2013 the Provincetown Public Library continued to focus on its primary mission of enriching our community through innovative programming, services, and collection. Our efforts were recognized by several high profile feature articles including appearances in American Library Association Magazine, Publisher's Weekly, and the Library as Incubator Project, culminating with a Five Star ranking in the prestigious Library Journal 2013 Star Index. Our organization was ranked fifth in the U.S. among all Libraries with budgets between \$400,000 and \$999,999.

The year started off on a high note when in January long-time donor Robert Duffy made a contribution in memory of Suzie Fults that provided the funding necessary to launch the Provincetown Public Press, the first ever library-owned digital publishing company. In its first year, the Press published five original works by Cape Cod authors, working closely with them to develop their design and virtual presence. We continued to expand our physical collection, with Lucky Day books providing popular titles to Provincetown readers, new travel, art, and medal winning children's books complementing our already extensive selection. In response to patron requests we added a new Library Document Station, providing scanning, faxing, and b&w or color copying. The LDS, as well as the new color printing option on all patron computers has received great response from our local population. The LDS was provided through generous funding by the Friends of the Provincetown Public Library. The Library also purchased new online resources, adding a digital collection of films via IndieFlix and electronic magazines via Zinio. The latter is especially exciting as it allows us access to subscriptions such as Newsweek, which are no longer in print.

Programs this year involved everything from yoga to fitness, Bear Week to Fantasia Fair's transgender visitors, and a celebration of the anniversary of the Stonewall uprising. Ongoing offerings such as Free Movie Nights continued to be a gathering place for our community, while Tech Help provided patrons with the skills to stay current with the rapid evolution of electronic devices. A visit by Secret Service Special Agent Norman Katz was especially popular, filling the Marc Jacobs Room to capacity prompting a return visit this coming July. Our author series continued to bring diverse and wonderful speakers, while Open

Mic Nights attracted a diverse assortment of original poetry, prose and song. Fresh Paint, a June community-wide art opening hosted at the Library featured works from over twenty different galleries and artists with over 220 in attendance.

Library services don't end in our building, but extend throughout the community with offerings such as tech classes at Seashore Point and the Council on Aging, Seashore Point Book Club, and a multitude of on-site school programs including Math and Reading Nights. Successful collaborations with other organizations including the Provincetown Recreation Department, Provincetown Fitness Challenge, and PAAM were also a highlight of the year. The Library functioned as the official headquarters for Carnival, by far the biggest event of the Provincetown season. Food for Fines proved to be an amazing initiative, serving the community while allowing patrons to donate food as a way to absolve late fees. Library staff wrote a grant to participate in UMass Boston's Mass. Memories Road Show, collaborating with multiple community organizations to create a day long history event. Memories and mementos were scanned into the statewide history collection along with films of their stories. Many community members stayed at the event for hours, eager to see what others had brought and to hear their stories.

Our children's area received many compliments this year from visiting patrons. Thanks to the generosity of the Friends of the Provincetown Library, we added an assortment of learning puzzles, dress-up clothing, and softplay climbing blocks, making the area a rare indoor space for young people in town. New study tables and lounge chairs with moveable tablet arms made the Mezzanine an even more attractive location for study and writing.

Books and materials are really secondary in a library. The most important aspect is the human interaction. The library experience cannot be viewed as just an information transaction, but rather as an opportunity to touch and connect lives. This is where the Provincetown Library staff excels. Their kindness, willingness to extend themselves to help people find just the right book, correctly use the equipment they need, and leave the building feeling enriched is a fundamental value that is consistently exhibited by all of our staff.

## **Recreation Department**

2013 was a year that saw great improvement and changes for the Recreation Department and Community Center. The Recreation Department saw more additions and improvements with programming and facilities. The biggest improvement was the move into the new Veterans Memorial Community Center (VMCC). After many delays in the VMCC project, the Recreation Department finally moved into the new Community Center on Winslow Street in late June.

The Recreation Department was the first out of three departments to be moved into the building. Timing certainly was an issue, with our summer program starting less than a week after the move, but thanks to the Department of Public Works, the move was completed in less than two days. The transition from the Bradford Street building to our new one was flawless. The department had everything set up and ready to go for the summer program which started three days after the move. The new building was well received by all Recreation Department users, including children, parents, and adult program attendees. The new building has built a great relationship with two other town departments, Council on Aging and Public Works. It has brought a new sense of community, where the children have become so familiar with other town staff that they are known on a first name basis. Though the move into the facility went seamlessly, there was one glitch in the process. The department programs felt that the summer heat wave in July was overwhelming, with no air-conditioning in the program rooms. Thanks to Rick Murray, a fundraiser was put together for air-conditioning in the building. Rick solicited donations from local businesses and community members and we are working towards getting these rooms air-conditioned. Thank you Rick for organizing this and thank you to all that have donated!

Another significant change was at the change of the Assistant Recreation Director helm with Elizabeth Jackett resigning from her position in May. Elizabeth did a great job as Assistant Director and the department wishes her luck on her future endeavors. With the position open, the department was able to hire Angelina Lammie as Assistant Recreation Director in late June. Angel has experience with the department working as a lead summer program counselor for two years and has shown great skills in leadership, planning, and responsibility. Angel always shows enthusiasm, it especially showed when she first started work as Assistant Director. She took the reigns on the younger portion of our summer program by programming and supervising 25+ 4-6 year olds. Angel continues to exceed expectations and is a great asset to the Recreation Department. During 2013, we also said goodbye to Susan Cook, who had reached term limits on the Recreation Commission. The department would like to thank her for her dedicated service and wish her well.

Improvements to the Mildred Greensfelder Basketball Courts are currently under way. The department is in the process of seeking bids to restore the courts. The basketball courts are in disarray and it has become a safety issue. Town meeting approved funding through the Community Preservation Act, to retrofit the existing courts. Old tar, fence and basketball hoops will be replaced with new in the spring of 2014.

This past year has been another successful one for all the young athletes of Provincetown. Children from kindergarten through sixth grade participated in soccer, basketball, baseball, and softball throughout the school year. Youth sports

provide the children of Provincetown with a safe activity, where they can learn the fundamentals of teamwork and have friendly competition with neighboring towns, including; Truro, Wellfleet, Eastham, Orleans, Chatham, Harwich, and Brewster.

The summer events always start with the annual Portuguese Festival week in June. The Recreation Department hosts the annual Captain Manny Phillips Fishing Derby at Fisherman's Wharf, and the kids' field games at Motta Field. A lot of fun, prizes, and great food at these events helped to contribute to another successful Portuguese Festival. Thank you to the Portuguese Festival Committee, Cape Tip Fish, Penny Patch, Red Shack, Johns Foot Long, Nelson's Bait & Tackle, the Cabral family and the many volunteers that helped out that weekend. The Summer Program remains to be the department's most attended program. Due to the excellent work of the summer staff, our program has one of the best reputations on the Cape! This past Summer Program's attendance had a total of 85 total children registered, and 60 children per day on. During family week in late July, we received an additional 30 children which brought our daily attendance to nearly 90 children per day. The children loved the new facility, and the department was able to offer more activities with the new place. Again, the children were broken down into three age groups; 4, 5 & 6 year olds; 7, 8 & 9 year olds; and 10 & up. Each group was offered age-appropriate activities and field trips. Some of the field trips included: Cape Playhouse, Water Wizz, Laser Tag, Ropes Course, Fenway Park for a Red Sox game, Wellfleet Movie Theater, Bass River Sports, Eastham Visitor Center, Canoe trips, Beech Forrest, ice skating at Charles Moore Arena, and bowling trips. The 4th of July Parade was successful once again. The line-up included 24 parade floats accompanied by Provincetown and Truro fire trucks and rescue squads which were heard all throughout the town. We were honored to have the National Guard, U.S. Coast Guard and Provincetown Police Color Guard marching with us. Many thanks go to Bob Littlefield, for his expertise and time spent organizing the parade, as well as the parade marshals who helped organize the staging area and kept the parade running smoothly: Angel Lammie, Dylan Nelson, Nick Durkee, Sam Nyberg-Blake, Kelsey Trovato, Keith Delcourt, Mackenzie Keifer, Chelsea Roderick, Dylan Kaeselau, and Samantha Lomba. The department would also like to thank the Provincetown Police Department, with special thanks to Jim Golden and Ruth Ann Cowing. Jimmy Roderick also needs to be thanked for providing the Recreation Department with use of his truck for a few days for our float and a ride through the parade.

After the summer program ends in September, our annual After School Program offers child care to parents that have to finish their work day. This program was initially developed in September of 2007. During Afterschool, Recreation provides supervised activities for 4 year olds and up. Children do homework and complete their nightly assignments before participating in preplanned age-ap-

appropriate activities. Our 8th Annual Skate Competition, in coordination with the Knights of Columbus, was a success. This event, moved to Labor Day weekend, provided us with 20 participants. The contest provides a chance for Provincetown and surrounding towns' children to show off their talents in skateboarding, and brings the entire community together. I would like to thank Board Stiff (for the great prizes), Wesley Medeiros, Michael Medeiros, Jack Macara, Dwight Russell, Kerry Adams, Mike Roderick, Seamen's Savings Bank, the Truro Police Association, Mooncusser Tattoo, VFW, Pixy 103, the Highway Department, Provincetown Fire Department, Seashore Point, and the Provincetown Police Department for all their help in this fun event. The annual Halloween parade remains to be a popular event with little ghosts and goblins, as well as the many costumes worn by children and their families. The parade started at Seashore Point and then marched along Alden St. down to Commercial St. They went through the center of town to Atlantic St. and crossed Bradford St. to end up at the Community Center. This is where all the young monsters, vampires, firemen, skeletons, and ninjas had sandwiches and snacks and left with trick-or-treat bags stuffed with candy. A special thanks goes to the Provincetown Police Department who escorted the parade through town. We wish to thank everyone at Seashore Point for their assistance with the parade, especially Karen Thomas. In addition to the parade, we hosted our other popular Halloween event called the "Haunted Community Center". For one night only every year the Community Center transforms into a spooky ghouls' dungeon where children and their families "enter if they dare" and experience all the creatures of the night coming to life. A new event added to this year's calendar was the Battle of the Badges. The Recreation Department organized a charity basketball game between Police and Fire Departments in the VMCC gym. Squads from both departments faced-off in a nail-biting competitive game, ending with the Police Department squeaking out a one-point victory over the Fire Department. Added fun to the game was a chance to win two free turkeys, with a half-court shot contest, and a parent/child free-throw contest. Thank you to Stop & Shop for a generous donation of two turkeys! A grand total of \$1,403 was made from this event, which will be put towards the future air-conditioning in the VMCC. Thank you to Greg Anton, Stop & Shop, Provincetown Fire and Police Associations, participants, and all the spectators at the game. This game was such a success that more games between the departments is in the works.

Groups that have held meetings or events at the Community Center throughout the year include: National Seashore Ranger Training, Family Week Training-Collage, VFW, Provincetown PTA, Aids Support Group, AA, Al-Anon, CMA, OA, USCG Auxiliary, Outer Cape Health Services, Highland Fish and Game, American Legion Ladies Auxiliary, Cape Cod Theater, Counter Productions, Provincetown Players, Outer Cape WIC services, Recreation Commission, Harbor Committee, Provincetown Theater, "Offseason" Production Group, Provincetown Public Library, Massachusetts Rehab Commission, Community Development Partnership, Women of Color, Provincetown Business Guild, COLAGE, and Provincetown Dog Park Association.

I would like to extend my greatest gratitude for the continued support that the department has received from parents, community members, and fellow employees. The department would also like to extend thanks to all the volunteers, organizations, and community members for contributing to a successful year in 2013: Provincetown Schools, Seamen's Savings Bank, Department of Public Works, Far Land Provisions, Fannizzi's by the Sea, Angel Foods, Board Stiff, Provincetown Business Guild, James J. Roderick, Knights of Columbus, Nelson's Bait & Tackle, Portuguese Festival Committee, Council on Aging, Provincetown Fire and Police Departments, Greg Anton, Eddie Machado, Paul and Karen Silva, John Hanlon, Jon Sawyer, Rick Todd, Kate Burns, Carissa Silva, Cass Benson, Bill Jacobs, Joe Farroba, Glenn Enos, Chris Landry, Kevin Spoor, Evan White, Samantha Lomba, and Humberto Ortega.

I would like to end with an invitation for all to come by the new Veteran's Memorial Community Center located on Winslow Street. There are many activities for all to enjoy from ping-pong to dance class or one of our meetings. To get information on program descriptions and schedules, updates, the calendar of events, and newly added programs; go to the Recreation page on our excellent website: [www.provincetown-ma.gov](http://www.provincetown-ma.gov). Thank you to all.

*Respectfully submitted,*

**Brandon Motta**

Director

## Veterans Services

The following report is of the activities of the Department of Veterans' Services for the Town of Provincetown for Calendar Year 2013. Our duties are categorized in two basic areas: Benefits and Services.

**Benefits:** This program is covered and authorized under Massachusetts General Law Chapter 115. It provides financial assistance to honorably-discharged, veterans who establish need and worthiness and are residents of the Town of Provincetown. During the year the Town, through our office, handled more than 30 cases and extended benefits to qualified veterans totaling \$12,800 for housing, food, heat, medical and other related costs. The amount expended was reimbursed to the Town by the Commonwealth at a rate of 75% of total expenditures.

**Services:** We assisted veterans and their dependents in obtaining federal, state and local benefits under the broad umbrella of the Department of Veterans Affairs. These services included payments for service-connected disabilities, pensions, education, medical, burial, medals and records. During the year, this office assisted in obtaining over \$536,000 in cash payments for compensation and pensions for Provincetown veterans and their dependents. These federal funds

greatly reduce the demand on our local aid fund. Our objective is to be a one-stop center for all of the benefit needs of both veterans and their spouses and our staff works very hard to meet that goal. We are anxious and willing to assist with claims and information for the full range of available services. We encourage any veteran or dependent of a veteran to contact us at 1-888-778-8701 Monday through Friday from 8:30 AM to 4:30 PM. We can also schedule appointments at the VMCC (2 Mayflower Street) on Tuesday or Thursday mornings, at your home or any location that is best for you. Our phone number at the VMCC is 508-487-7099.

We would like to thank the Town Manager, Treasurer and Town Accountant for their outstanding assistance throughout the year.

*In the Service of all Veterans,*

*Edward F. Mariano*

### Visitor Services Board

During fiscal year 2013 the Visitors Service Board (VSB) met 24 times at the Tourism Office (former Provincetown Library building) to fulfill its mission and mandate: “to develop, coordinate and implement a long-term comprehensive plan to enhance tourism year-round and for the purpose of overseeing expenditures of the Tourism Fund.”

The 1997 Annual Town Meeting wisely decided to participate in a unique opportunity offered by the Commonwealth to generate local state aid by increasing state accommodations room tax to include a supplemental amount which could be returned to the Town. The ATM also created the Tourism Fund and the VSB to manage the Fund. Provincetown is the only Cape Cod town with a municipal Tourism Office funded by a Tourism Fund which is independent of local property tax revenue. In FY2013 the Town received \$1,736,976 in supplemental rooms tax revenue collected by the operators of guest accommodations in Provincetown and paid to the Massachusetts Department of Revenue (DOR). Room tax in Provincetown is levied at 11.7%; 5.7% is retained by the Mass DOR and the supplemental tax collected, 6.0%, is returned to the Town. Once the funding reaches the Town of Provincetown, approximately 65% goes the General Fund to help finance municipal projects such as the Municipal Water/Sewer system. The balance in FY2013, 35% or approximately \$600,000, was used by the Tourism Office to grow Tourism by reinvesting in the local tourism industry, primarily through marketing efforts, including advertising, trade show attendance and reaching out to regional and state tourism agencies like the Massachusetts Office of Travel and Tourism (MOTT). Having resource partners like MOTT and the Cape Cod Chamber of Commerce has proven beneficial to our local tourism time and time again. In FY2013 the VSB allocated the \$600,000 budget accordingly: **marketing** – 53.3% (\$320,000); **grants** to promote old and new tourism events – 18.3% (\$110,000); **municipal**

**projects** to enhance visitors' experience – 5.9% (\$35,000); **beautification funding** to the Town Beautification Committee – 2.5% (\$15,000); and **administrative overhead** – 20.0% (\$120,000).

The VSB published an updated Provincetown events calendar several times during the year and distributed them locally, on Cape and through distribution services, to Logan Airport, Boston hotels and Boston car rental agencies, as examples. It also publishes a Restaurant and Gallery Stroll guide for culinary events in the spring and fall; and produces advertising materials through its agency, Marmillion + Company, and Ellsworth Creative, to promote events designed to bring tourists to town, and increase overall visitation through marketing efforts. The VSB approves marketing efforts in print and digital media including publications such as Conde Nast, the Boston Globe, Yankee Magazine, Edge, SHE, boston.com, the Cape's Best Read Guide. Increasingly, as a matter of marketing strategy, spending on print ads must include web and digital advertising by those publications. Social media such as Facebook (some 20,000 Fans!) are exploited by the Tourism Office as well. During FY2013 the VSB/Tourism Office worked relentlessly with Marmillion + Company to develop a Provincetown smartphone tourism app with over 300 local businesses participating, called iPtown. The app launched in late spring as a free download from iTunes and Goggle Play. Try it! In FY2013 the VSB allocated two identical co-operative grants of \$20,000 each to the Provincetown Business Guild (PBG) and the Provincetown Chamber of Commerce to underwrite their marketing efforts on behalf of Provincetown businesses and attractions such as the Cape Cod National Seashore Park.

The VSB and the Town of Provincetown is indeed fortunate to have Tony Fuccillo, Director of Tourism, and Radu Luca, Assistant Director, leading the Tourism Office and implementing the policies developed by the VSB and the Board of Selectmen. Not only have they maintained the forward momentum of 14 years of development and growth of our local tourism industry, they have both brought innovation which will pay off in continued growth of our tourism industry and the role the town plays in supporting it as its most viable form of local economic development.

*Respectfully submitted,*

**Edward 'Mick' Rudd**

Chair

The Provincetown Office of Tourism/Visitor Services Board has been working on many projects to increase visitation, create awareness and improve our local economy. Our efforts are focused on all the different segments of business we offer to visitors. Over the past year we have developed and launched a Smartphone/Tablet application named iPtown, re-branded Provincetown as *America's First Destination*, redesigned collateral and tradeshow material to

reflect the new brand, identified new regional marketing opportunities, increased tradeshow and marketplace attendance to sell our destination to the public and tour operators, and we increased our exposure to the press through organized in-town media familiarization trips and multiple targeted news releases monthly. The Five Year Plan strategically supports the annual market exposure. We have also developed a strategic marketing plan to maximize opportunities leading up to and beyond 2020: the 400 Anniversary & Commemoration of the First Landing of the Mayflower Pilgrims at Provincetown and signing and sealing of the Mayflower Compact. All of these efforts were carried out with the support of the contracted public relations firm, Marmillion + Company and our contracted graphic design firm, Ellsworth Creative. The Provincetown Office of Tourism looks forward to growing and sharing more about the growth and success of our efforts each year.

*Respectfully submitted,*

**Anthony Fuccillo**



The Provincetown Airport Commission is pleased to report another successful year of airport operations. The airport's commercial operator, Cape Air, continued to build upon its newest route providing non-stop seasonal service between White Plains, NY and Provincetown. This enabled the airport to maintain the critical 10,000 passenger enplanements needed to qualify the airport for critical federal and state capital project funding. Without this important source of revenue, the airport would not be able to function in its present capacity. The airport also continues to serve the needs of hundreds of general aviation pilots and passengers who visit or live on the outer cape.

Thanks to Cape Air's traffic volume and barring any changes in federal and state policy, the airport continues to qualify for 90% capital project funding by the federal government and 7.5% funding by the state. This means that the Town will only be responsible for providing 2.5% of permitted capital improvement projects.

The Master Capital Improvement Plan continues to move forward and weave its way through the regulatory agencies. This has proven to be a long and tedious but unavoidable process. The Commission is working closely with the construction engineering firm Jacobs to obtain approvals from the Cape Cod Commission, Department of Environmental Protection, and the National Park Service.

We are now into the fourth year of negotiations with the various agencies to gain approval for safety improvements to the airport surfaces and navigational facilities, expansion of the terminal to regain needed space that was lost to the passenger and baggage screening area needed for TSA, security fencing around the airport, as well as other safety and security improvements.

The building infrastructure continues to show its age, and maintenance issues regarding HVAC, plumbing, and electrical systems are becoming more common. Most of these systems will be replaced as part of the long term Capital Improvement Project. The Commission was able to obtain approval to make needed capital improvements in the area of paving maintenance, replacement of the Wind Sock, Parking Apron upgrade, and security system retrofit, including new security cameras and DVR. This project is still ongoing and should be completed shortly. The bulk of the funding came from Federal and State grants. The Airport manager was instrumental in putting together the successful grant applications, one of which provided 100% funding for security monitoring and recording equipment .

The Commission continues to face increasing costs for the law enforcement officers (LEO Contract) required to be on-site when TSA personnel are active. The federal funding for this FAA mandate has decreased over the last few years and the burden to fund this mandate is increasingly a challenge. The Provincetown Police Department has been very supportive in finding ways to minimize the costs associated with this detail, but a long term solution has not been reached

The Commission wishes to thank airport manager, Butch Lisenby, for his continued oversight of daily airport operations. Finally, we want to thank the people of Provincetown for their ongoing support which keeps the airport open and operating as a vital transportation link for the Town's businesses and residents.  
*Respectfully submitted,*

**Michael Valenti**

Chair

### **Beautification Committee**

With the generous bequest of Neil Toelle and the strong financial support of the Visitor Services Board (VSB), the committee decided to improve the areas downtown around the Bus Stop, the Pumping Station and the Public Toilets, making a park. Bill Whitney drew up a plan with a walkway, Richard Waldo put that out to bid and Hal Winnard, a local contractor, installed a fifty foot walkway from Ryder St. into the park. Seven benches were ordered, assembled, painted and installed by the Buildings and Grounds workers, Tony Lemme, foreman, Anthony Kalantzis, Anika Costa, Steve Sollog, and Brian Cowing,

among others. One bench was donated in memory of Doris Ramos Zuromsky, PHS class of 1936, gifted by her daughters.

The Highway Department under Ray Duarte helped our projects at every point they could not have been done without their cooperation and help. They broke blacktop for planting, removed dead trees, used their equipment to move many trees, and installed curbing. One of the three Shademaster Honey Locusts that were removed across the street from the Post Office by the Commercial St. renovation was planted behind the Bus Stop, the other two were saved by Tony Lemme by mulching into the ground over the winter and were planted in the Grace Hall Parking Lot. Three Chinese Scholar Trees were also planted. They are big fast growing long-living trees with locust like leaves with white blossoms in August. Philly Alexander, our long ago Tree Warden, planted two 60 years ago, one across from Perry's Liquor at Franklin St. the other in the West Vine and Bradford St. island. B & G also planted 14 arborvitae, 16 Rose of Sharon, 10 yews, 8 Mugo pines, 28 Inkberry, 36 junipers, 14 Euonymus and 2 climbing Hydrangeas and ground cover. Four lattices, built by Tony Lemme, were installed on the south facing sides of the Pumping Station and the Toilet Building. With the advice and help of Robert Vetrick, 12 ever blooming red roses were purchased and planted. Additional plantings of 8 hollies for the Grace Hall Parking Lot fence were done. The West End Parking Lot got a donated bench in memory of Roz Garfield and Phyllis Temple, gifted by friends, with a Black Pine donated by Jane Kogan. A memorial bench for Bob Hendrickson, gifted by his son Bill Hendrickson, was sited at the Coast Guard Station on Commercial St. The Fishermen's Memorial (Waterfront) Park had 4 Japanese Black pine replaced, A Chinese Scholar tree in the Patricia Marie bed and another planted in the very south west corner of the MPL in memory of John Bennett. Trees for Town planted two Rose of Sharon in memory of Jacqui Mac and Suzie Fults and a Princeton American Elm at High Pole Hill Park, a replacement for the beech tree which died. Both Far Land and Bubala's also received a Chinese Scholar Tree, which they planted, paid for by Trees for Town. At the Harry Kemp and Conwell island a Princeton American Elm has been planted further away from Conwell St. The Tree for Frances (Euler), a cedar, had about succumbed and was removed. A Chinese Scholar tree was planted further south on that island at Bradford and Standish St. It is a new 'Tree for Frances'. The Seamen's Bank now has an American Elm 'Princeton' thanks to the Beautification Committee, Richard Waldo, Trees for Town, and the people who repaved Commercial St. Half barrels with flowers have been planted by Bill Docker and Dottie Freitas again this year: 12 at Lopes Square, 3 at the Bus Stop Park, 6 at Ryder St. and Bradford St. They have planted also at the traffic islands. Vincent Breglia has designed and planted the areas around the VSB, the flower beds and the planter on Freeman St. White hydrangeas are the main component. Cement paving stones were placed under the 7 benches in the Bus Stop Park and the 2 benches in the Fishermen's Memorial Park by the Building and Grounds. The Bus Stop

Park was mulched. Cigarette butt containers were placed at every bench with wire mesh covers to keep out trash. The cost of benches has risen. We decided to charge \$1000.00 for a 6-foot bench. Replacement slats for existing Town-wide benches were ordered for B&G. A splendid Grand Opening was arranged in September by Bill Docker and Dot Freitas. Sarah Peake cut the ribbon, Selectmen and Town Officials attended and workers Tony Lemme, Anthony Kalantzis, Anika Costa, Steve Sollag and Steve Martin received our thanks. Refreshments were served and all enjoyed a job well done. Although we didn't have the money, the Committee approved of Tracy Primavera's project of installing a ground-level labyrinth in Suzanne's Garden at 608 Commercial St. The Neil Toelle brass plaque, which reads "This park made possible in part by the generous gift of Neil Toelle to the Beautification Committee." was installed on the west side of the Bus Stop.

Late in the year, Vincent Breglia resigned, and Anika Costa has joined the Beautification Committee. Elizabeth Patrick, who had served as an alternate this year, giving us her time, level-headed judgment and years of experience, has become a full member and Dot Freitas now serves as an alternate. Many projects are planned for next year but many worthwhile ones have had to be put on hold.

*Respectfully submitted,*

### **Cemetery Commission**

In 2013 the Commission held eleven regular meetings and one special meeting, intended as a public forum. We have persevered in our mission both to provide for the Town's current and future needs for interment space and to provide for the conservation and preservation of our historic burial places and monuments.

As to current and future needs, the newly expanded portion of the Alden Street Cemetery has now been fully laid out, cyber mapped and set off with a split-rail fence from that portion of cemetery property further up along Alden Street that is restricted by the State conservation Authorities. In addition, our MIS Department and Town Clerk have completed cyber mapping the older sections of the Alden Street Cemetery, renumbering and properly recording all individual lots and their owners. In this process a number of remaining, available lots were identified: All totaled, these activities have added some 250 available burial spaces to our capacity.

In this connection, we have also considered creation of a columbarium, a structure or landscaped space for the reception of cremated remains, and commissioned a professional study and recommendations of alternatives. Our one special meeting was designed as a public forum to view and discuss these. The public did not turn out, so perhaps the interest is not there and, in any event,

the three proposed alternatives are all quite expensive. Our conclusion has been to improve the existing space where cremated remains are buried by shielding it from the adjoining Public Works facility and parking area with a line of cedar trees and bayberry ground cover.

Turning to our preservation efforts, the work at the historic Winthrop Street Cemetery has continued. The required bidding process for conservation of 92 fallen, broken or at-risk gravestones resulted in award of the contract to Monument Conservation Collaborative (MCC) of Norfolk, Connecticut, who had previously completed our assessment study and work on a number of most at-risk stones. Thanks to a further grant of Community Preservation Act funds, MCC has now completed this further phase and submitted its report showing 76 stones restored and attention to 16 stones found to be beyond restoration. A further Community Preservation Committee grant has been received to undertake Phases 3 and 4 of the Master Conservation Plan for Winthrop Street Cemetery, being engineering, dune support work, a proposed new entranceway on the Court Street side, and layout and landscaping of appropriate walkways. In all of this, we will seek input from the Conservation, Disability, and Historic Commissions as well as the general public.

It remains for us to move forward with needed preservation work at the Hamilton and Gifford Cemeteries, on the right-hand side of Cemetery Road going up from Alden Street, and at the Old Section of the Alden Street Cemetery on the left-hand side. We have previously awarded two small contracts (under \$5,000 each) for work on stones most urgently in need, but what remains to be accomplished will be a very considerable undertaking. First step will be award of a contract for a professional needs and costs assessment, which we hope to do soon.

Fund raising continues for creation of a memorial to the victims of smallpox epidemics in the 19<sup>th</sup> Century whose graves are marked only by flat, numbered stones in a remote part of the National Seashore lands. A design has been approved, based upon so-called "ledger stones," of which examples may be found in Boston's Historic Old Granary and King's Chapel Burial Grounds. We have reached the half-way point in this public subscription, with about \$2,500 remaining to be raised. Tax-deductible contributions may be made to the Cemetery Gift Fund c/o the Town Clerk's Office.

Our sincere thanks go, as ever, to Tony Lemme, Cemetery Superintendent, and to our Town Clerk, Doug Johnstone, who ably manages Cemetery affairs at Town Hall.

*Respectfully submitted,*

**Richard B. Olson**

Chair

## Conservation Commission

The Provincetown Conservation Commission's responsibility is the administration and enforcement of the Massachusetts Wetland Protection Act and the local Provincetown Wetland Protection Bylaw and local regulations. In addition, the Commission is responsible for the management of several Town-owned conservation and open space lands. Five Commissioners comprise the Provincetown Conservation Commission. During most of 2013 the Commission had one alternate vacancy. The Commission holds its meetings the first and third Tuesday evening at 6:30 p.m. at Town Hall. Meetings are posted and public comment is welcome before each meeting agenda.

The Commission's goals and objectives include; increased open space and conservation lands; encouragement of environmentally sound construction, smart growth, and use of "green" living principles; promotion of awareness, appreciation and understanding of the Wetland Protection Act, Provincetown Wetlands Bylaw and its regulations; promotion and participation in constructive interdepartmental communication; passage and implementation of effective definitions and regulations; effective management of Conservation properties; maintaining consistency in permitting and compliance; continued collaboration with the Open Space Committee and the Provincetown Conservation Trust on implementing land management plans; utilizing the important Land Bank Funds to maintain and enhance open space and conservation lands, continued growth in competence through education and training; continued assessment and expansion of conservation agent services to support the fulfillment of the Commission's mission; and to continue developing avenues of funding and grant opportunities to support the Town's conservation and natural resources program.

The Commission is very pleased to have the services of a part-time Conservation Agent. This position has allowed the Commission to expand its programmatic initiatives and to more efficiently address the conservation and natural resource needs of the community. With the expanded services provided through this position the Commission has been able to apply for and receive several grant awards in 2013. Most notable is a grant awarded for an AmeriCorps Individual Placement. This grant provides for the services of an AmeriCorps services member and covers two days a week through the end of the fiscal year. The member works with the Health and Environmental Affairs Manager and the Commission to implement various land management plans and several environmental projects and also works on emergency preparedness planning.

The Commission has had a very busy and successful year. Several projects have been completed and several new initiatives are underway. The B-Street Garden now has a total of 58 community garden plots. The B-Street Advisory

Group was reformed and is working hard to advance the protection and passive use of this conservation park and community garden. A solar power irrigation pump continues to be used at the garden and was made possible through the generosity of community members and local master electrician Bernie Piantedosi. The Commission will continue to seek funds to facilitate the construction of a storm water detention pond at the garden property to effectively treat storm water from the Brown Street area before it enters Shankpainter Pond. The Commission is also planning to replant the area with more native plants and increase the wildlife habitat of the area. Other existing projects that occurred in 2013 include the preservation of the Dune's Edge Campground through a cooperative initiative with the Trustees of the Reservation, Provincetown Conservation Trust, Town of Provincetown and the State of Massachusetts. Also, the purchase of the Sateriael conservation lands off Snail Road.

The Commissioners continue to attend trainings and seminars sponsored by the Massachusetts Association of Conservation Commissions to broaden individual knowledge of the Wetlands Protection Act and to gain experience in effectively managing and implementing their regulatory duties and to enhance the Commission's functionality at the local level. The Provincetown Conservation Commission looks forward to another productive year in 2014.

*Respectfully submitted,*

**Dennis Minsky**

Chair

### Harbor Committee

The operation of the beach rake has completed its second year of three required by the Conservation Commission. The beach has again been monitored by the Provincetown Center for Coastal Studies and we are waiting the report. After completion of the 2014 summer season and successful report and approval by the Conservation Commission we will seek to expand the area to be cleaned. Our proposal for funding the Beach Management Plan from the FY 2013 Massachusetts Bays Program Research and Planning Grant Program was rejected. We have committed monies from the Harbor Access Gift Fund for this project. This Management Plan will aid the town in allocating resources for various uses and identifying areas for conservation, protection and mitigation.

We now have a new mooring field software program installed which will list the owner, boat information, GIS coordinates of the mooring ball, etc. We will be reviewing the Harbor Regulations relative to boat winter storage on the waterfront beach, possible requirements for liability insurance, determine the need for helix type moorings, etc. We need to provide more kayak storage racks once the quantity, location, cost and construction have been determined. We

are also looking into the creation of a marked swimming lane to reduce the potential of boating/swimmer accidents as requested by some citizens. There is a need to review plans/deeds for public landings, cart paths and traditional beach access points. Also, the Chapter 91 data base needs updating in a format that's easily accessible. We are currently working with the Public Pier Corp. to resolve the problem of damage to the floating docks on the east side of McMillan Pier. We are trying to get an article for spring town meeting. We recommended to the selectmen to spend \$20,000 from our Harbor Access Gift Fund for emergency dredging in the area of McMillan Pier and Waterfront Park in the northeast corner of the town marina.

The committee would like to thank Christopher Brooke and long time member Mel Cote for their work on the committee.

*Respectfully submitted,*

**Jerry Irmer**

Chair

## Open Space Committee

The Open Space Committee is composed of a group of appointed volunteer citizens whose primary responsibility is the recommendation of expenditures from Land Bank funds, which result from a 3 % surcharge on Provincetown property taxes. These Open Space recommendations, which are presented to voters at annual and special town meetings, involve the acquisition of undeveloped land in Provincetown for the purposes of conservation and passive recreation. The Open Space Committee investigates undeveloped properties within the town, and evaluates their relative merits for acquisition. The criteria that the committee employs in these evaluations include the following: the wildlife habitat value of a given property, the adjacency of a given property to other conservation land, and the risk of development. The committee also attempts to achieve a balance of conserved land in terms of its location throughout the town, that is in both east and west ends of town. The Open Space Committee cooperates with other Town boards and related groups in its efforts, including the Provincetown Conservation Commission, the Provincetown Community Preservation Committee, and the Provincetown Conservation Trust. In particular, the committee works in conjunction with the Commission and the Trust in the stewardship and maintenance of land acquired with Land Bank funds; 3% of this fund (that is 3% of the 3% surcharge) each year is reserved for this purpose.

2013 saw the finalization of the Dune's Edge Campground project (17.3 acres), for which a Conservation Restriction was approved at the 2012 Annual Town Meeting, as well as the purchase of the Sateriale property (2.3 acres) on Snail Road, which was also approved at the 2012 Annual Town Meeting. The Town received a \$400,000 State PARC grant for the Campground CR (40% of the

total cost) and a \$342,385 State LAND grant for the Sateriale property purchase (52% of the total cost). The committee continued to investigate future open space acquisitions and protections and was also involved in the ongoing stewardship of existing Town properties, especially the B Street Community Garden, the 2.3 acre property off Browne Street, which was acquired in 2009, and the Hawthorne property, 3.0 acres off Aunt Sukey's Way, purchased in 2010. The Hawthorne property now has a system of trails, which was established with the assistance of Americorps Cape Cod.

The Open Space Committee looks forward to another productive year in 2014.  
*Respectfully submitted,*

**Dennis Minsky**  
Chair

## Department of Public Works

**Department of Public Works (DPW) Administration:** On November 1st, 2013, the DPW marked with much trepidation, the retirement of David F. Guertin, our long-standing Director of 15 years. We continue to this day, to benefit from David's accomplishments, which would be too many to list. Most notably, David was instrumental in getting our sewer system online and running. Congratulations to you David!

**Buildings and Grounds:** Under the direction of Foreman Tony Lemme, this division performs several hundred work tasks. The department can be seen in the spring sprucing our grounds for the upcoming tourism season. This past year the Transportation Center had undergone a tremendous facelift. The installation of a new boardwalk, several benches, and beautiful plantings allows many to enjoy a water view while waiting for the next flex bus. By summertime the ground crews are busy cutting grass and maintaining our historic cemeteries while custodians are keeping our buildings sparkling for the thousands of visitors that tromp through. In June, Provincetown residents got to enjoy a new Community Center at the location of the former Veterans Memorial School. The department oversaw the installation of a new heating system, painted several walls, installed handicap accessible doors, and restored the building for a habitable community space. The Veterans Memorial Community Center has become home to the Recreation Department and Council on Aging while serving as the headquarters for the Public Works Department. The remainder of the year the skilled staff undertakes a number of building projects keeping them conditioned for several more years of enjoyment.

**Highway:** The Highway Department consists of foreman Ray Duarte, seven skilled staff, one mechanic, and two seasonal staff. Ray brings 26 years of professional experience to his department and orchestrates many activities such as

road repair, street signage, storm-water maintenance, snow and ice removal, beach raking, and now porous pavement maintenance. The department is relied upon by many other departments for the care and maintenance of their vehicles. In 2013, Provincetown hired Town Mechanic Olin Sparks and his presence has been felt immediately. Olin has instituted many new technological advances to help extend the life of many Town-owned vehicles. He will target new advances in technology to extend the life of the of heavy duty machinery.

**Transfer Station and Sanitation:** Transfer Station Foreman Scott Bronsdon and Sanitation Foreman Chris Roderick display an ambitious character when it comes to waste handling and waste pick-up. Chris Roderick takes the helm of the Sanitation Department after the recent departure of Larry Smith who admirably performed the task for several years. With the recent purchase of packer truck the Town can now pick up curb side recycling in a single stream fashion, it all goes together with no need to separate items. The staff at the Transfer Station continues to provide remarkable service with the less-than-glamorous duties of waste handling. As the Transfer Station prepares for the installation of an array of solar photovoltaic panels which will help reduce the Town's energy costs, the staff can be seen tightening their operational space to allow for this "green" initiative.

While we have a license that allows us to handle to a maximum of 5,000 tons annually (at the Transfer Station), we have yet to exceed that threshold. The institution of new recycling strategies, as brought forward by staff and the Recycling & Renewable Energy Committee, has resulted in a noticeable decrease in waste tonnage and a corresponding increase in recycling. For 2013, we reduced our solid waste by nearly 100 tons while witnessing a corresponding increase of 100 tons in recycling. We currently hover around a 27 percent recycle rate which we hope to improve in 2014.

This increase in recycling can be attributed to the new single stream hopper that was put into operations in August 2012. We are planning on making gradual improvements to our operation to capitalize on revenue generating opportunities at our Transfer Station. This will help offset the new solid waste contract that is set to begin January 1, 2015.

YEAR	TONNAGE [to SEMASS]
2004	4,575
2005	4,340
2006	4,255
2007	4,129
2008	3,563
2009	3,351
2010	3,334

YEAR	TONNAGE [to SEMASS]
2011	3,069
2012	2,993
2013	2,898

**Wastewater:** When originally planned over ten years ago Provincetown's municipal sewer system was designed to serve about 350 properties with a combined Title 5 design flow of approximately 500,000 gpd. As soon as the Treatment Plant came on line in 2003 the interest in a sewer connection grew, necessitating both optimization of the downtown vacuum sewer and expansion of the collection system to serve additional areas in Phases 2 and 3. With the new equalization tank at the Treatment Plant coming on line early in 2013, all of the remaining properties in the Phase 3 service areas will be able to hook up and the sewer system will now serve nearly 1,000 properties with a Title 5 design flow of approximately 1,000,000 gpd. This means that 42% of the properties in the town and 62% of the Title 5 design flow will now be served by the sewer system. There is already a substantial amount of interest in further optimization and expansion to serve an additional 5% of the wastewater flow in Phase 4, in addition to the flow from approved Economic Development Permits (EDPs), affordable housing units, municipal facilities and other important Town priorities.

Town meeting voters approved four borrowing authorizations in 2009, 2011 and 2012 for Phase 3 and a potential Phase 4 of the sewer system totaling \$13,300,000 in addition to a \$9 million ARRA Stimulus grant from USDA that was awarded in 2010. Including these borrowing authorizations, the Town has authorized the expenditure of nearly \$50 million over the past 12 years for the Provincetown Municipal Sewer System of which nearly \$11 million has come from three grants from the U.S. Department of Agriculture Rural Assistance Administration (USDA). A fourth grant request to the USDA is currently pending. As was the case with the earlier phases of the sewer system, all of the borrowing authorization for Phases 3 and 4 will be repaid from betterments from new users.

The first stage of the planned Phase 3 process modifications at the Treatment Plant will be completed in early 2014 prior to the summer peak flow period for 2014. These process modifications will allow the Town to increase the MassDEP Ground Water Discharge Permit (GWDP) limit in 2014 from 575,000 up to 650,000 gallons per day (gpd) for the "maximum daily flow" (MDF) and then to a new maximum limit of 750,000 gpd before the summer of 2016 once the second stage process modifications are completed. During 2012, the treatment facility received all of the other necessary approvals from the Cape Cod Commission, state agencies and the Town's Conservation Commission for the maximum flow limit and the disposal beds are already approved for this new limit.

The Treatment Plant successfully processed a record 513,800 gpd MDF during

Carnival in 2013 and when the additional approved flow for Phases 1 thru 3 has been added to the system, the anticipated MDF will be approximately 600,000 gpd MDF. This means that the Treatment Plant will continue to have sufficient capacity to add flow for important Town priorities including municipal facilities, economic development and affordable housing, as well as to serve any areas that are approved for Phase 4 sewer extensions and “late comer” hook ups to the existing system. Based upon the historical data, a 10-year reserve of 5,000 gpd a year for Growth Management Zoning By-Law approvals on the sewer system has been established as described below, which will still leave approximately 200,000 gpd of Title 5 design flow capacity at the plant and for the Plant disposal beds that can be used for other Town priorities, sewer extensions and late comer connections.

This higher permitted limit at the Treatment Plant will allow the Town to serve approximately 80% of the flow and 50% of the properties in town. Since most of the remaining properties have newer Title 5 systems and are located in areas that are much less cost-effective to serve, it is not anticipated at this time that the approved MDF limit will need to be increased again until the Treatment Plant’s scheduled 20-year upgrade 10 years from now in 2023.

The additional Phase 3 collection system work that will be completed before the summer of 2014 includes sewer extensions to Coastal Acres Campground as well as additional EDP flows and connections to the downtown vacuum sewer mains and improvements to the Central Vacuum System (CVS). The CVS improvements will provide for future additional flow in the downtown area from economic development and other Town priorities. Once this remaining Phase 3 work is completed, the areas that will be served by the sewer system will include nearly all of the low-lying environmentally-sensitive portions of town along the waterfront and in the Shank Painter Basin and the area adjacent to Shank Painter Pond, including the major commercial users, areas with cesspools and older systems, and properties with small lots that would have difficulty replacing their system on site.

The outreach programs undertaken in the summer of 2011 and the fall of 2012 generated additional interest for connections to the existing sewer system as well as interest from several other areas of town that would require a Phase 4 sewer extension. These include the provision of sewer extensions to serve several important Town priorities: Maushope Housing and Outer Cape Health and any new location for a Police Station – in each of these cases, a Town Meeting decision will be needed and/or a grant will be required in order to move forward with a Phase 4 sewer extension.

In addition to the flow that may be allocated each year through Growth Management, there may be situations in the future when either a large municipal use

exempt from Growth Management or a one-time “public service use” approved by Town Meeting adds flow to the sewer. However since a portion of the Plant’s overall capacity including the new equalization tank will be held in reserve for plant operations, AECOM and the Sewer Team do not believe that any additional reserve would need to be set aside for planning purposes for such unknown Town priorities.

**Water Department:** The year 2013 marked a milestone event for the Water Department in that North Union Field, an additional supply source, officially began producing water in May of 2013. This was the first time in several years that the Water Department did not rely on the North Truro Air Force Base Wells under a Declaration of Water Emergency and was able to meet peak season demand with all of its own source supplies. The North Union Field site addresses the need for an additional water supply source while additionally offering operational flexibility. This site officially went on-line May 23, 2013 and averaged approximately .5 MGD during peak season and operated flawlessly. North Union Field is currently producing approximately 40% of the water for the system.

Construction activities are nearly completed on the Knowles Crossing Water Treatment Facility and it is projected that the facility will be on-line in the beginning of 2014. This project and has remained on time and within budget due to superb execution by the Robert B. Our Company and Environmental Partners Group. This state of the art facility will provide filtration capabilities and essentially remove Iron and Manganese from the drinking water prior to entering the distribution system.

Another improvement to the system includes the water main that was replaced on the west end of Commercial Street in conjunction with the Commercial Street Reconstruction Project. This water main was replaced from Good Templar Place to West Vine Street and approximately 40 water service laterals were renewed as a result. Additionally, the Water Department successfully replaced a number of water service laterals in support of the pavement management program including 15 services on Conwell Street, 3 services on Law Street and 8 services on Masonic Place. The Water Department will be continuing to replace service laterals in support of the pavement management program under funds approved at Fall STM 2013 and this will further aid the Department in identifying water service or distribution system deficiencies.

The peak season water production for 2013 (FY2014) showed a reduction, a trend indicating a potential decline in unaccounted for water. The Water Department is continuing the leak management activities by utilizing CIP funds of \$40,000, approved in FY2014, to install meter pits on non-compliant water services. These services, which were identified during the two year grant funded leak management program initiated in 2010, are being metered at the property

line effectively capturing all flow through the service piping and aids in identifying leaks. This work is expected to continue with the long term goal of installing 200 meter pits under the program. The Department is also continuing to replace water meters on a cyclical basis to ensure the most accurate recording of consumption in an effort to reduce unaccounted for water. Capital funds approved in FY2014 of \$70,000 to purchase water meters to replace the oldest ones allows the Water Department to meet goal of replacing meters every 15 years. The Department has also begun to install dedicated distribution system sampling stations. These sampling stations will be utilized for necessary Massachusetts Department of Environmental Protection mandated sampling procedures and are more representative of the water distribution network.

#### Monthly Water Withdrawals by Year

	2009	2010	2011	2012	2013
Jan	13,145,491	18,405,920	15,182,541	11,807,478	12,182,546
Feb	12,072,346	13,525,815	14,386,412	11,178,382	11,365,560
March	12,468,720	16,858,952	17,182,810	16,064,382	13,257,002
April	15,514,831	16,972,565	15,875,722	16,539,610	13,951,257
May	23,122,300	21,437,215	21,960,236	19,582,101	21,126,434
June	26,578,260	28,175,326	24,618,793	24,951,407	24,228,008
July	36,705,558	41,251,181	35,302,797	38,365,399	34,595,991
Aug	41,446,757	42,376,841	34,183,997	36,442,442	36,306,425
Sept	29,104,171	29,508,348	22,008,571	24,597,789	23,266,696
Oct	22,725,236	22,845,990	17,272,303	16,673,337	17,026,758
Nov	14,801,419	16,547,382	11,566,006	12,889,670	10,923,330
Dec	16,115,145	15,637,233	10,966,845	11,500,354	9,770,139
TOTAL	263,800,234	283,542,768	240,507,033	240,592,331	228,000,146

**The Mission of the DPW:** In addition to attending to all daily DPW matters, new emphasis will be directed toward: a) seeking new grant opportunities; b) improving the overall condition of our roads; c) investigating avenues for generating additional revenue at the Transfer Station; d) addressing of storm-water issues; and e) improving the overall efficiency of operations.

*Respectfully submitted,*

### Recycling & Renewable Energy Committee

Our Mission is to develop strategies for recycling as much of Provincetown's trash as possible and to support alternative sources of energy. We are a committee of 5 members with 2 alternates and in 2013 we met 25 times and discussed many agenda items. We are always looking for community members that are interested in recycling and alternative energy and who may have ideas about how we can proceed with accomplishing our goals. Becoming a Green Community was an accomplishment in 2011 and we need to continue to reduce our energy usage to maintain our designation. To that end, the Board of Selectmen

voted to accept a Cape Light Compact program to replace all sodium street lights with LED bulbs that will save the town more than \$20,000 in electricity and bulb replacement. Demo lights were installed around town and we notified the public as to the locations and asked for feedback. The original lights were 6,000 kelvin rate with no back light shields. After several demo installations, we were able to get a head style with a 3,500 kelvin rate and a back light shield. The light is dimmable and could eventually be solar powered. The replacements will begin in March 2014 and will be town-wide, including municipal parking lots. We also work closely with the Department of Public Works (DPW) in order to save the town money by increasing recycling. Less Solid Waste + More Recycling = \$AVING\$. DPW Director Rich Waldo has been a valuable source of information and the DPW is committed to reducing trash by increasing recycling. Rich made sure there were recycling bins at the town playgrounds and basketball courts. For Rich, the goal is, "Where there's a trash can, there's a recycling bin." Also, we work with the Provincetown school system educating and being educated by the students.

**New Recycling Truck and Bins:** A new recycling truck has been purchased and is in use by the DPW. It will facilitate lifting larger barrels of recycling materials and make it easier to increase recycling. As we segue into using the newer truck, we can increase the size of the curbside recycling bins. We decided it would be easier for residents that want to recycle more to use their trash can for recyclables as long as it is easily identified as a recycling can. To that end, we have ordered large recycling stickers. Two stickers would be needed for each can and they will be available for sale at the transfer station. The smaller blue bins will still be used but this will be an option for someone with lots of recyclables. We also plan to put stickers on Town recycling bins that will make it clearer to both residents and visitors what is recyclable.

**Education:** Brian Carlson and Morgan Clark from the Health Department have been extremely helpful and are committed to increasing recycling in Provincetown. Morgan has emphasized the importance of education. We created and continue to distribute information sheets about Provincetown recycling and trash, both residential pick up and at the Transfer Station. The information sheets can be found in Town buildings and on the Town website. They are also distributed to rental units through various agencies. We have had informational meetings for small businesses, coffee shops and to-go restaurants to uncover concerns and inform about potential changes in Multi-Stream Waste handling.

**Pay As You Throw (PAYT):** Early in the year, we considered the PAYT program. Working with DPW and looking at the unique Provincetown statistics, we decided that the program was not something we wanted to pursue at the moment. If we concentrate on education and people choose to recycle more, the solid waste volume will decrease. David Quinn of the Cape Cod Cooperative

Extension told us that PAYT can increase recycling by 70%. Presently, DPW estimates that we are recycling less than 30% of recyclable materials. Therefore, if we can increase to even 50% of recyclable materials we would meet the PAYT standard and we feel the town can do much better than that. For 2013, we reduced our solid waste by nearly 100 tons while witnessing a corresponding increase of 100 tons in recycling.

**Plastic Bag Ban:** Different recycling committees around the state are talking about bans, particularly communities near the water due to the ingestion potential by sea life. There is also a bill in the Mass legislature for a statewide bag ban. Our intention is to reduce risk of ingestion by birds and marine animals, to eliminate disposables in Provincetown and to encourage the use of re-usable products. Our ban would be for single use plastic bags, including biodegradable and compostable bags, and we would try to provide some options for businesses with re-usable bags. Tony Fuccillo, Director of Tourism, came to one of our meetings and he explained that one of the Visitor Services Board (VSB) focuses is "eco-tourism" which also aligns with the Green Community program. Currently the VSB gives out zippered bags at trade shows with the logo "Provincetown: America's First Destination." We are considering handing out bags at the bus station, ferry terminals and parking lot stations.

**Solar:** According to Luke Hinkle (MyGenerationEnergy), there have been only 5 solar installations in Provincetown since 2010, including the Center for Coastal Studies. That is the lowest on the Cape. This is unfortunate because Provincetown has very high solar potential. The Planning Board approved installation of solar panels at the Transfer Station which is another avenue of saving energy and getting returns on our utility bill and they will be installed before summer. Peter Petas is our new representative to the Cape and Island Electric Coop and we hope to learn more from him about alternative energy sources.

**Trash Can Project:** With help from the Local Cultural Council, the VSB and local artists, we are painting trash cans with designs and you will begin to see these newly decorated cans around Town this spring.

*Respectfully submitted,*

**Lydia Hamnquist,**

## Water & Sewer Board

This Board met 5 times; reviewed and acted on 32 abatement requests, approved 7 sewer flow revisions, approved 32 requests for Water Bill exemptions [Code MGL 41A Elderly Exemption] for those meeting this exemption as administered by the Board of Assessors, and certified the Peak and Off-Peak Billing Commitments to the Tax Collector. It remains the consistent policy of this Board that abatements will not be granted for fixture-related leaks.

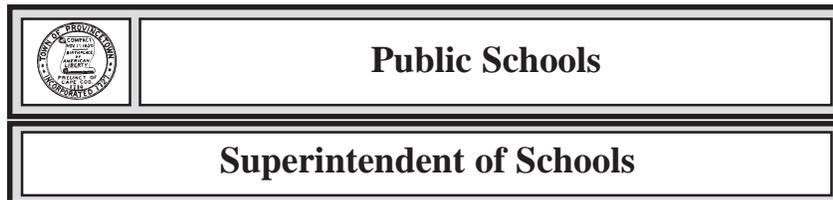
<b>Statutory Actions by the Water &amp; Sewer Board</b>						
<b>Abatement Requests</b>	<b>Water Approved</b>	<b>Water Denied</b>	<b>Sewer Approved</b>	<b>Sewer Denied</b>	<b>Sewer Flow Revisions</b>	
1/7/13	16	6	6	4	0	1
4/25/13	1	0	1	0	0	2
8/1/13	15	5	3	6	1	2
10/10/13	0	0	0	0	0	1
11/7/13	0	0	0	0	0	1

The year 2013 marked a milestone event for the Water Department in that North Union Field, an additional supply source, officially began producing water in May of 2013. This was the first time in several years that the Water Department did not rely on the North Truro Air Force Base Wells under a Declaration of Water Emergency and was able to meet peak season demand with all of its own source supplies. The North Union Field site addresses the need for an additional water supply source while additionally offering operational flexibility. Additionally, the Knowles Crossing Water Treatment Facility, which commenced construction in August 2012, is expected to be completed and on-line early in 2014. This state of the art facility will provide filtration capabilities and essentially remove Iron and Manganese from the drinking water prior to entering the distribution system.

*Respectfully submitted,*

**Jonathan Sinaiko**

Chair



2013 was filled with celebrations, nostalgia, and growth. The entire community joined Provincetown Schools in honoring the final senior class of Provincetown High School. Alumni gathered for the traditional Alumni Basketball and Hockey Games. The Class of 2013 traveled to Goat Island for a weekend of fun and spa treatments. Alumni and Senior events culminated with a fabulous multigenerational Prom at Town Hall following a very special Graduation, also at Town Hall.

2013 will also be remembered as the year we became an IB World School. The International Baccalaureate Organization recognized Provincetown's PYP (Primary Years Program) as worthy of acceptance into the IB network of more than 3600 schools in 146 countries around the world. The MYP (Middle Years Program) is currently involved in this very rigorous process and is expected to

be verified as well in 2014. Thus Provincetown Schools will be the first IB World School on Cape Cod for PYP and MYP students. IB is an approach to teaching and learning that aims to help children become citizens of the world. First they learn to be inquirers of the world, asking and thinking about BIG ideas. Next they begin to make connections between the real world and what they learn in the core curriculum. IB challenges students to excel academically and personally. Because IB affects everything we do from policy to practice, our Pre K through Grade 8 school is very different from traditional schools and what we used to be. Teaching and learning in Provincetown is inquiry based, project oriented, and technologically sophisticated with every student in grades 4-8 having an individual Mac book loaded with educational tools.

2013 marks the introduction of the National Junior Honor Society for students in grades 7 and 8. We had five inductees in 2013. In collaboration with the Recreation Department, our MYP students participated in interscholastic soccer competition and are anticipating an exciting basketball season. Students in grades 7 and 8 are planning an international educational journey to Costa Rica and have participated in several fund raising events throughout 2013 so all students can have this amazing opportunity. Students in all grades participated in a fabulous production of The Wizard of Oz and continue with instrumental music lessons, acquisition of Spanish, and a battery of enrichment opportunities.

The generous people of Provincetown voted to restore and repair the exterior of the Provincetown High School building. The original building, built in 1931, has a new roof with newly fabricated clock tower and penthouse over the stairwell as well as restored, repaired and replaced stonework and brick work all around the original building. Even the front granite steps have been restored. There should be no more water infiltration in PHS and the building once again looks beautiful.

We said good bye to long time employee, Larry Brownell, who retired after 38 years of service to the School District. And we greeted the new Head of Buildings and Grounds, Robert Noll. Beloved English teacher, Carol D'Amico also retired to take on Grandmotherly responsibilities and assistant cook Cindy Lambro retired. Nurse Kristen Shantz made a career shift into private work giving Donna Miskiv the opportunity to be Provincetown's School nurse. Additionally, we welcomed Carly Silva and Carolyn Jepsen to the staff as Paraprofessionals who work with children with special needs.

2013 was a year of growth. Our student population has increased by 25% since 2011. The MYP has seen the most substantial growth in enrollment with a 51% increase since 2011. Provincetown students are staying in Provincetown Schools more and more with a 37% decline in choosing to go elsewhere since 2011. Provincetown Schools now has a waiting list for fifth grade students from other

communities (fifth grade is the entry point for MYP). Provincetown Schools is very appreciative of our community partnerships with FAWC, PAAM, the Center for Coastal Studies and the National Seashore. Together we are educating global citizens.

*Respectfully submitted,*

**Beth Singer**

## Report of School Employee Earnings

Name	Began Service	Education	FY 2013-14 Salary
Superintendent of Schools/Special Education Coordinator			
Dr. Beth Singer	2009	Univ. of Toledo B.S. Central Conn.State Univ. MS Spec. Ed. Univ. of Mass. Ed.D. (Coordinator funded by SPED Entitlement Grant)	\$70,250.05
District Principal Kim Y. Pike	2009	Univ. of Vermont B.A. Lesley Univ. M.Ed. Worcester St College Ed Administration Certificate	\$103,119.12
District Social Worker Maryann Campagna	2002	Lesley College B.S. Rhode Island College MSW	\$42,459.39
School Psychologist Margaret Donoghue	2007	Boston College B.A., M.Ed., CAES St. Michael's College C.A.S.	\$36,162.50
Pre-School Teacher Kelly Lindsay	2006	Ohio State University B.S. Ashland University M.Ed.	\$67,863.62
Pre-School Teacher Sandra Bostwick	1979	Corning Community College A.A. SUNY @ Cortland B.A. Longevity	
Lisa Daunais	2013	Lesley University, B.A. University of MA, Lowell, M.Ed.	
School District Nurse Kristen Shantz	2009	Cochise College, A.S. R.N. Massachusetts	\$29,278.01
Donna Miskiv	2013	American International College, B.S. Cape Cod Community College, R.N.	\$12,604.24

Name	Began Service	Education	FY 2013-14 Salary
Superintendent's Office:		Administrative Assistant/Human Resources	
	Laura Grandel		2011
	\$40,168.05		
Administrative Assistant/Business & Finance			
Betty White	1986	Longevity	\$76,240.06
			\$2,700.00
Bldg. Based Adm. Assistant			
Judy Ward	1998	Cape Cod Community College	\$51,039.30
		Mohegan Comm College Longevity	\$1,400.00
Kindergarten Teacher/Assist to School Principal			
Elizabeth Francis	1994	Boston College B.A.	\$85,089.45
		Lesley College M.Ed. Longevity	\$800.00
Title I Math Specialist			
John Vosburgh	2010	Univ. of Delaware B.S.	\$69,848.81
		Gratz College, M.Ed.	
		( Partially funded Title 1 Grant)	
Teachers			
Judy Ainsworth	1983	Keene State College B.S.	\$65,471.47
		Longevity	\$2,400.00
Rebecca Yeaw	2008	Univ. of Rhode Island B.A.	\$53,633.39
		Rhode Island College MAT	
Michelle Carrera	2012	School for Interntl Training, M.Ed.	\$62,998.43
		Smith College, B.A.	
Helena Ferreira	2000	Smith College B.A.	\$65,711.36
M. Valerie Valdez	1999	Univ. College of Dublin B.C.L	\$73,951.64
		Lesley College M.Ed.	
Physical Education			
Lisa Colley	2002	Salem State B.S.	\$67,603.40
		Fitchburg State College M.Ed.	
Library Assistant			
Valerie Golden	2001	Longevity	\$29,419.85
District Cafeteria			\$1,000.00
Claudia Colley	2000	Longevity	\$25,476.32
			\$1,000.00
Brenda Costa	1984	Longevity	\$25,436.69
			\$2,500.00
Cynthia Lambrou	2002		\$13,046.19

206 Public Schools Town of

Name	Began Service	Education	FY 2013-14 Salary
Custodial Staff:			
Coordinator Buildings and Grounds			
Larry Brownell	1975		\$11,594.33
Jill Sawyer	1999		\$50,449.75
		Longevity	\$1,000.00
		Overtime:	\$682.86
Michael Smith	1977		\$50,729.75
		Longevity	\$3,075.00
		Overtime:	\$467.22
Robert Noll	2013		\$39,933.82
		Overtime	\$1,950.95
Provincetown High School			
Guidance Counselor			
Helen Niedermeier	2011	Georgetown Univ. A.B. Castleton State College M.A. Ed. University of Vermont Ed. D	\$20,802.56
Teachers			
John Hanlon, Jr.	2000	Cornell Univ. B.S., Boston Univ. M.Ed. Bridgewater State College, M.Ed.	\$24,846.40
Jessica Ceraldi	2012	Syracuse Univ. B.F.A	\$32,594.51
Nathaniel Bull	2003	State Univ. NY Coll.@ Oswego B.S.	\$36,051.59
Amelia Rokicki	1995	Univ. Mass. B.A. Simmons College M.S.	\$83,727.26
		Longevity	\$800.00
		Salem State College CAGS Ed. Leadership	
Carol D'Amico	1988	Emmanuel College B.A. Cambridge College M.Ed.	\$39,977.71
Nancy Flasher	1997	Lesley College B.S. Antioch New England M.Ed. Salem State College, CAGS Ed. Leadership	\$80,082.78
Peter Codinha, Jr.	1981	Yankton College B.A. Univ. of So. Dakota M.A.	\$7,681.50
David C. McGlothlin, Jr.	2006	Emory and Henry College B.A. George Mason University M.A.	\$61,175.55
Caryl Hernandez	2012	Columbia Univ.NY M.A. Pennsylvania State Univ. B.A.	\$28,022.29

Name	Began Service	Education	FY 2013-14 Salary
Brendan Dillon	2012	MA College of Liberal Arts B.A.	\$55,271.49
Technology Integration Specialist Scott Nagel	2012	Adelphi University M.A. University of Minnesota B.A.	\$42,166.67
District Music Teacher Eleanor Lincoln	2010	Univ. of Massachusetts BA Music	\$41,745.29
District Art Teacher Lisa B. Fox	1977	Univ. of Mass B.F.A. in Ed. and Art Longevity	\$36,065.41 \$3,200.00
Special Needs Department			
Special Needs Secretary/District Receptionist : Ben Williams	2011	Univ. of Massachusetts B.S.	\$25,261.47
Special Needs Teachers: Marcia Rose-Packett	1981	Lesley College B.S. Longevity	\$67,173.35 \$3,200.00
Judith Stayton	1998	Pennsylvania State Univ. B.S. Bridgewater State Univ. M.A. Longevity	\$70,598.81 \$800.00
Annemarie Chang	2012	Emerson College M.S. Merrimack College B.A.	\$43,215.47
Paraprofessionals			
Sheree Silva	1988	Cape Cod Community College Longevity	\$28,212.43 \$2,300.00
Mark Peters	2002	Wesleyan Univ. B.A. Longevity	\$28,450.86 \$900.00
Jill Lambrou	1996	Longevity	\$28,378.74 \$1,500.00
Veronica Londergan	2006	Univ. Bridgeport Connecticut B.S.	\$20,864.22
Carolyn Jepsen	2013	Franklin Pierce University, B.A.	\$12,440.67
Carly Silva	2013	Cape Cod Community College	\$7,264.00
School Bus Drivers: Regis Legnine	2005		\$21,021.51
Thomas Hayes	2011		\$15,643.01

Name	Began Service	Education	FY 2013-14 Salary
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## WeeCare Toddler Program

Nancy Gross	2012	Wheelock College M.S. Lesley University B.A. Cape Cod Community College	\$50,837.59
Amy Dinger	2012	Cape Cod Community College	\$30,360.00

School Committee Members	Term Expires
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Shannon Patrick	2015
Kerry Adams, Chairperson	2016
Cass Benson	2015
Jamie Kryszkiewicz	2014
Anthony Brackett	2016

**School Year 2013-14 Calendar**

Sep.2, 2013	Labor Day
Sept.3-6, 2013	Prof. Development Days
Sept. 9, 2013	School Opens for Students
Oct. 1, 2013	Prof. Development 1/2 Day
Oct. 14, 2013	Columbus Day
Oct. 23-24, 2013	Parent Conferences-1/2 Day
Nov.5, 2013	Prof. Development 1/2 Day
Nov. 11, 2013	Veterans Day Observed
Nov. 27-29, 2013	Thanksgiving Recess
Dec. 2, 2013	School Re-opens
Dec. 3, 2013	Prof. Development 1/2 Day
Dec. 20, 2013	Close End of School Day
Dec. 23rd-1/1	Christmas Recess
Jan. 2, 2014	School Re-opens
Jan. 7, 2014	Prof. Development 1/2 Day
Jan. 20, 2014	Martin Luther King Day
Feb. 4, 2014	Prof. Development 1/2 Day
Feb.14, 2014	Close End of School Day
Feb. 17, 2014	Presidents' Day
Feb. 17th-21st	Winter Recess
Feb. 24, 2014	School Re-opens
March 4, 2014	Prof. Development 1/2 Day
April 1, 2014	Prof. Development 1/2 Day PK-8
April 18th, 2014	Close End of School Day
April 21st, 2014	Patriot's Day
April 21st-25th	Spring Recess
April 28, 2014	School Re-opens
May 6, 2014	Prof. Development 1/2 Day
May 7&8, 2014	Parent Conferences-1/2 Days
May 26, 2014	Memorial Day
June 3, 2014	Prof. Development 1/2 Day
June 19, 2014	8th Grade Commencement
180th School Day: June 23, 2014	
185th School Day: June 30, 2014	

Enrollments:		Projected Enrollments:	
	2013-2014		2014-2015
Pre-K	26	Pre-K	24
Kindergarten	12	Kindergarten	14
Grade I	6	Grade I	12
Grade II	6	Grade II	7
Grade III	14	Grade III	6
Grade IV	7	Grade IV	14
Grade V	16	Grade V	7
Grade VI	7	Grade VI	17
Totals:	94	Projected :	101
Grade VII	9	Grade VII	7
Grade VIII	6	Grade VIII	10
Grade IX	0	Grade IX	0
Grade X	0	Grade X	0
Grade XI	0	Grade XI	0
Grade XII	0	Grade XII	0
Totals:	15	Projected:	17
Grand Totals:	109	Projected:	118

#### Cape Cod Regional Technical High School Enrollments

1996-97: 4	2001-02: 4	2006-07: 10
1997-98: 4	2002-03: 3	2007-08: 9
1998-99: 4	2003-04: 2	2008-09: 5
1999-00: 5	2004-05: 4	2009-10: 3
2000-01: 2	2005-06: 9	2010-11: 5
2011-12: 5	2012-13: 5	2013-14: 6

## School Committee

2013 was a most exciting year for Provincetown Schools! We received our certification as a Primary Years Program International Baccalaureate school and expect to be certified shortly this year as a Middle Years Program International Baccalaureate (I.B.) school as well! This prestigious certification is the culmination of a great deal of effort by our staff who have worked tirelessly to see this program implemented. The level of commitment and enthusiasm they have shown toward this I.B. model is worthy of praise! Our students are now receiving a world renowned education that is second to none! Our enrollments are rising as parents learn of the new I.B. educational model we have adopted, to the point that we have a waiting list for 5<sup>th</sup> grade students.

The Provincetown school building received a face lift this year with a much needed exterior renovation project that addressed the unintended consequences wrought by Mother Nature and Father Time. We believe that these renovations will allow us to continue to keep this valuable Town asset in the best possible condition while ensuring that the building remains viable for our current and

future students. This project is expected to be completed on time and under budget.

The School Committee recently adopted our budget for 2015 which, while very lean at only 1.5% over last year, we feel it will most adequately address our school's needs as we go forward. Provincetown taxpayers have always been vociferously supportive of our School budget and for that, we are truly grateful.

Our 7<sup>th</sup> and 8<sup>th</sup> Grade student classes will be going to Costa Rica this year as part of their global education. These students have worked diligently to raise the funds for this trip on their own. The overwhelming generosity and support they have received from the community is amazing! We are all very thankful to those of you that have supported this exciting opportunity for these students.

We look forward to 2014 and beyond with eager anticipation. We expect our I.B. programs to attract students seeking a high quality education that will ensure them a bright future. On behalf of the Provincetown School Committee, thank you for your support of our school, its delightful students and amazing staff.

*Respectfully submitted,*

**Kerry L. Adams**

Chair

## Cape Cod Regional Technical High School

Cape Cod Regional Technical High School (CCRTHS) was established in 1973 as a public technical high school and provides an opportunity to acquire high quality technical, academic, and social skills preparing students for success in our changing world. The CCRTHS district draws students from 12 towns extending from Mashpee to Provincetown. For school year 2012-2013, we had 656 students enrolled in 17 different technical programs and with an operating budget of \$13,138,859. The town of Provincetown had 4 students enrolled on October 1, 2012. The assessment for Provincetown in FY13 was \$86,743.

### **Highlights from Cape Cod Tech:**

- Graduated 157 seniors in June 2013.
- CCRTHS students meet the same academic standards required by the state for all of the sending schools.
- 38% of the graduating class (41 students) received John and Abigail Adams Scholarships.
- The Social Studies Department, in coordination with the Principal, has developed a U.S. History Advanced Placement Course to be implemented next academic year.

- Students were offered the first Advanced Placement course in English at CCRTHS.
- CCRTHS received a STEM Grant to introduce biomedical classes.
- A new record of 43 members of the National Technical Honor Society graduated in 2013.
- Improved community relations by servicing the public in our shops at the school.
- SkillsUSA State\_level competitions results: one student received a gold medal in Diesel Equipment and will be competing in the national competition; six students won silver medals in Marine Service Technology, Prepared Speech, Employment Application, and Career Pathways Arts and Communication; three students won bronze medals in Marine Service Technology, Career Pathways Natural Resources, and Career Pathways Arts and Communication.; one student won Best of Show in TECHSPO – Metal Fabrication and Welding, and is going to the nationals; one student selected as a National Voting Delegate.
- SkillsUSA District level competitions results: three students received gold medals in Diesel Equipment, Dental Assisting, and Marine Service Technology; three students received silver medals in HVACR, Computer Maintenance, and Marine Service Technology; three students won bronze medals in Dental Assisting, Commercial Baking and Marine Service Technology.
- Massachusetts 2013 FFA State Convention results: two students won first place for Power, Structural and Technical Systems Division IV, Agri-Science Fair; four students won third place Team for Nursery, Landscape Career Development Event; one student won third place for Environmental Services/Natural Resource Systems Division II, Agri-Science Fair; two students won FFA Chapter second place for Chapter Exhibit; one student received State Convention Courtesy Recognition.
- In the Cosmetology Department, eight seniors earned 1000 hours and were eligible to take the state board exam. All eight students passed the exam.
- The Auto Collision Department increased Co-op opportunities with local employers.
- At the Mass Auto Dealers competition, one of our students won first place.
- The Carpentry department was very involved with the addition on the Crosby Mansion in the town of Brewster.
- Culinary Arts provided the food service for the Cape Cod Chamber of Commerce Home and Garden Show as a shop fundraiser for the newly established Jean Gage Memorial Scholarship.
- All seniors in Dental Assisting participated in a 5-week internship alongside staff in local dental offices. We continue to receive very positive feedback about the students in this program.
- The Early Childhood Education Department received commendations for the shop program during the NEASC process. The ECE shop also finalized

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an articulation agreement with Cape Cod Community College at the end of the 2012 school year.

- CCRTHS received health site approval for CNA Program by the Department of Public Health.
- The Horticulture Department received accolades for landscaping the Cape Cod Museum of Art. Other community organizations Horticulture served were Barnstable Senior Center, Harwich Family Pantry, Harwich Historical Society, Camp Lyndon YMCA, Harwich Garden Club, and Orleans Conservation Trust.
- The Plumbing /Heating Department was commended for starting the Tri-Tech Consortium.
- Seventy-four students did Co-op Internships.

Please encourage students to take advantage of the opportunities our public technical school provides at CCRTHS. Visit our website: [www.capetech.us](http://www.capetech.us) for more information.

*Respectfully submitted,*

**Christopher Enos**

Provincetown Representative,

Cape Cod Regional Technical High School District

## Town Directory

**Airport - Manager**  
508-487-0241

**Assessor - Principal**  
508-487-7017  
pgavin@provincetown-ma.gov

**Board of Selectmen**  
508-487-7003  
mtimmons@provincetown-ma.gov

**Building Commissioner**  
508-487-7020  
rbraun@provincetown-ma.gov

**Conservation Agent**  
508-487-7020  
bcarlson@provincetown-ma.gov

**Council on Aging Director**  
508-487-7080  
chottle@provincetown-ma.gov

**Fire Department**  
508-487-7023  
ptfire@provincetown-ma.gov

**Health Agent /Inspector**  
508-487-7020  
bcarlson@provincetown-ma.gov

**Housing Authority Executive Dir.**  
508-487-0434  
pha@capecod.net

**Housing Coordinator**  
508-487-7087  
mjarusiewicz@provincetown-ma.gov

**Human Services Director**  
508-487-7080  
chottle@provincetown-ma.gov

**Library Director**  
508-487-7094  
cnapsha@provincetown-ma.gov

**Licensing Agent**  
508-487-7020  
ahobart@provincetown-ma.gov

**Marine Superintendent**

508-487-7030  
rmckinsey@provincetown-ma.gov

**MIS Director**  
508-487-7000 ext.538  
bjackett@provincetown-ma.gov

**Municipal Finance Director**  
508-487-7010  
dhoort@provincetown-ma.gov

**Parking Department**  
508-487-7050  
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**Permit Coordinator**  
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**Public Works Director**  
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**Tourism Director**  
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**Town Clerk**  
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**Town Manager**  
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**Treasurer**  
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