

Memo

To: Board of Selectmen
From: David B. Panagore, Town Manager
CC: Senior Staff
Date: July 5, 2018
Re: Bi-weekly Departmental Update

Finance and Administration

Finance

- FY19 Town Audit: The Town's FY19 financial statement audit has been finalized. Matt Hunt, Principal at CLA, will present an exit conference for the Select Board at the Board's July 23, 2018 meeting.
- FY19 PPPC Audit: The FY19 Provincetown Pier Corporation audit has been finalized and accepted by the PPPC Board.
- School Purchase Order Process in MUNIS: Munis Purchase order program is now up and running at the School. MIS and the Finance Department will work to get the Town purchase order system implemented by August 2018.

MIS

- Accela Mobile App: MIS is assisting Community Development with the integration of a mobile app for Accela. This app will be used in the field by building and health officials to perform on-site inspections. Workflows are being reviewed to allow real-time interaction with Accela during an on-site inspection.
- MUNIS: MIS continues to prepare our MUNIS environment for the introduction of the payroll module. Part of this process requires employee banking information to be transferred to MUNIS for the purposes of direct deposit.
- Rescue Vehicles: MIS is in the process of replacing the rugged laptops that are used in the rescue vehicles. The new units are 2-in-1 devices that have a detachable screen. This allows for greater portability, particularly when EMS crews are frequently in and out of the field.

Town Clerk

- Town Board Resignations: Resignation received from Robert Speiser of the Cultural Council, Scholarship & Trust Administration Committee and Charter Commission.
- 2020 Census: One more week to complete the LUCA Review. Town Clerk to submit to US Census Bureau by 7/10/18.
- September 4th Primary: Preparations beginning for the election. There will not be early voting, just absentee.

Community Development

Building Department

- Community Rating Service (CRS): It has been confirmed that all of the required information has been received and the review will be completed within the next two weeks. According to the Resource Specialist, it appears that we will maintain our rating of 9 for the coming year. This will maintain the 5% discount that all property owners with Flood Insurance can receive.
- 315-A-319 Commercial Street (The Surf Club): The activities are paused the week of 7/2 to 7/8/18. The second floor walls are up and the roof sheathing is on.
- Bradford Street Extension: The construction of the five buildings in the area of 168 Bradford Street Extension is in full gear. All of the buildings have their foundations poured and certified as to their locations. Fortunately, the area being developed does have off street parking that should facilitate all of the many construction vehicles.

Community Housing Office

- Harbor Hill: The Request for Proposals [RFP] for a management entity has been advertised and issued 6/13/18; a non-mandatory briefing session was conducted on 6/26/18 with attendees from 2 entities; proposals are due by 7/12/18.
- Economic Development RFP: A Request for Proposals [RFP] was distributed on 6/1/18 for Economic Development Planning Services; two proposals were received on 6/18/18; a contract was executed with Camoin Associates.
- Self-Sufficiency Local Voucher Program: Two new participants were added to this program that provides eligible tenants [income eligible and year round lease] with \$350 per month in rent assistance along with goal setting and case management. There are several other potential participants in the process of applying. The current number of participants is now four with total over time being seven.
- Housing Choice CIP Grants: The state has announced the opening of Capital Improvement Grant round for Housing Choice Designees; applications are due 7/27/18; maximum grant award is \$250,000. Awards will be announced in September, must be ready-to-go, and projects must be 100% complete by June

2019. Proposed project will be the construction of 2 new ADA units at Harbor Hill which would be a competitive application and fits the required timeline.

Planning

- Local Comprehensive Plan Events: The Planning Department held several small events on the Local Comprehensive Plan. Staff engaged residents on housing issues on the sidewalk outside of the library for two hours on 6/25/2018, ran a land use planning charrette with children in the summer recreation program on 6/27/2018, and engaged seniors on accessibility at the COA on 6/27/2018.
- Planning Board Reviews of Retail Marijuana Facilities: The Planning Board held its first two hearings on proposed Retail Marijuana Facilities on 6/28/2018. The proposals are for 44 Capt. Bertie's Way and 170 Commercial Street. Both hearings solicited input from the public and the hearings were continued for further hearings once additional information can be assembled by the applicants.
- Zoning Reform Roundtable: Staff attended a roundtable held by State Senator Julian Cyr to solicit input on proposed zoning reform bills on 7/3/2018. Staff lobbied for support of initiatives that would create housing and also stressed the need for codification of existing practices such as Site Plan Review and Inclusionary Zoning, both are which are not included in the current, outdated Zoning Act.

Town Infrastructure

Harbormaster

- Fireworks: The wedding fireworks were without incident, however, there were many comments on social media; primarily time of event, public notice and compensation to the Town. Staff will continue to work on the process and request forms for such events and may propose additional restrictions to address concerns. We may use a Pier Corp hearing scheduled for October to further vet staff proposals for private use of public airspace over the harbor.
- 4th of July Fireworks and Public Safety: This year a secure entry point to the pier will be used to limit public intoxication during the show. The new galvanized barricades we have used for the parades will be placed adjacent to the Waterfront Park. Our facility security plan allows us to screen people entering the facility. No alcohol will be allowed in backpacks or bags on the pier.
- Abandoned Boat Update: The owner of the Artemis has failed to remove the vessel as ordered. We have contracted with Winkler Cranes (low bid of two qualified bids) to remove the wreck. He was assisted by TowBoat U.S. The owner has an opportunity to reclaim the vessel by paying the obligated amount and removing it from the harbor. Otherwise decommissioning will start 7/10 and should take two days with the next day or two devoted to de-mobilization.

Public Works

- Highway Department: Highway Department crews are in maintenance mode for the next several weeks. They will sweep the streets, maintain beach mats, touch up some line painting and clean litter from highways. Road improvements on Province Road should be completed by the end of the week.
- Water Department: Water distribution staff is continuing hydrant painting throughout the system, and will be performing an asphalt patch from water service work located on Pearl Street. Staff is also in the midst of conducting Cross Connection surveys on all commercial establishments (required by MassDEP). Water Treatment staff will be conducting routine monthly bacteria sampling next week and also performing grounds maintenance at wellfields and pump stations.
- Buildings & Grounds: The Harbormaster's facility is operational. Work continues on the masonry repairs at the VMCC and should continue for another week. This work includes new flashing installation, the installation of weep holes, repointing work, and waterproofing the gable ends of the building. The structural repairs to the Town Hall fire escape are now complete. Field crews will continue to conduct routine maintenance and beautification projects. Bid documents continue to be developed for the server room fire suppression systems as well as the roof coating system at the VMCC.
- New Police Station: The Building Committee along with staff held a team meeting on Thursday, 6/21 to review the initial concept design plans. Positive discussion on the general layout with concepts plans being finalized in the next week. Next meeting is scheduled for 7/11/18.

Community Services & Public Engagement

Council on Aging

- Police/COA Cookout: The Provincetown Police will host their annual cookout for seniors at the Center on 7/19/18. This is a very popular, well-attended event and a great opportunity for residents to get to know the officers and staff. We appreciate the time and effort the Department puts in to making it special for all.
- CCRTA Presentation: For the first time this month, the CCRTA will offer a travel training for individuals who would like to learn how to use the public transportation system, including information on fixed route service, Dial-a Ride Transport, Boston Hospital Transportation, accessible services and summer transportation. The talk is free and open to all ages.
- Out & About Programs: Our Cape-wide excursions are year-round and we are offering several special outings this summer, including a seal cruise, whale watch, schooner sail and trips to the Heritage Museum gardens and the lavender farm in Harwich. These are in addition to monthly lunch and breakfast trips up-Cape and several local outings a month. We have offered these programs for many years but

have increased the number and variety of offerings as part of our mission to alleviate social isolation and fulfill our mission to be the “place to connect” for older adults.

Library

- The Heart Gallery Display: In collaboration with MARE (Massachusetts Adoption Resource Exchange), the Library is pleased to display The Heart Gallery. The Heart Gallery is a portrait exhibit of Massachusetts children awaiting adoption. MARE’s Heart Gallery plays an important role in raising awareness about adoption in the Commonwealth.
- Rose Dorothea Award: As part of the annual Provincetown Book Festival, the Library gives the “Rose Dorothea Award” to a writer who has had a profound and lasting impact on the Outer Cape. This year the Library is pleased to announce that Marge Piercy will be accepting the award on Friday, 9/14/18 at 7pm with a reading from her work.
- Art on the Lawn: Art on the Lawn is back for the 2018 summer season. Each Friday in July and August, the front lawn of the Library will be transformed into a creative space for kids to experiment with different materials, while exploring their own artistic imaginations. To showcase each child’s own artistic self-expression, kids will be encouraged to use different mediums, selected by the Library, to decorate a large blank canvas with their own creations. Potential mediums include paint, crayons, chalk, finger-paint, and markers. This is a fun and interactive arts and crafts experience for children of all ages.

Recreation

- Recreation Events During Portuguese Festival: The Recreation Department was on hand Friday 6/22 at MacMillan Pier for the annual Fishing Derby. Due to the extreme low tide, catches were limited, but participation and spirits were high. After the derby, we headed to the finger piers for the Crate Races, where we had 30 participants try and cross the 30 floating lobster crates. The high total for crates crossed was 17, which is a lot lower than previous years, probably because we spaced them out quite a bit more this year. Then on Saturday, it rained, but the department was so determined to get the Field Games in, we begged, pleaded, and acquired pop-up canopies and tarps to be able to provide the Field Games at Motta Field even though it was raining. We received a lot of great feedback from parents there about having the determination for proceeding forward through poor weather.
- Summer Program: We are seven days into the Summer Program and attendance numbers are higher than last year. The first week of the program, attendance was low, but this week of July is showing much higher attendance with over seventy children. The children are doing a lot of arts and crafts and physical activities that incorporate teambuilding. Here at “Rec”, we instill the approach that everyone

needs to be treating each other as one would like to be treated. I have the staff here act in such a manner, because it is vital to lead by example.