

Memo

To: Board of Selectmen
From: David B. Panagore, Town Manager
CC: Senior Staff
Date: October 16, 2018
Re: Bi-weekly Departmental Update

This bi-weekly report provides an update of recent town department activity. Progress on the overall Strategic Plan will be provided on a quarterly basis. We anticipate that this will be a bit of trial and error and look forward to your feedback.

Goal 1-Economic Development

Objective: Support and increase the year round population

- Post Road Cane: The ceremony honoring the oldest registered voter, Joseph Andrews, will be on October 26. At that time, Mr. Andrews will receive the Town proclamation and honorary pin, followed by a reception with family and officials (*Council on Aging*).
- Health Services: Outer Cape Health Services hired a new Provincetown Community Resource Navigator, Louise Klejna (*Community Development-Health Division*).

Objective: Promote policies that encourage the development of year round business, entrepreneurial opportunities and jobs while maintaining community character

- Community Development: The work to improve 132 Bradford Street, the CVS, is ongoing. The interior of the existing building has been stripped of the intermediate stalls, opening the space up to free unobstructed circulation. They will begin to layout and frame for new interior walls and partitions, with accompanying rough mechanicals to be installed (*Community Development-Building*).
- Economic Development Grant Cycle: Micro & macro-economic development grant applications are available with an info session on 10/18/18. They are due by 11/29/18 (*Housing and Economic Development Division*).

Objective: Foster and sustain programs that create economic opportunities, while maintaining Historic and Town character

- Economic Development: The kickoff event for the development of an Action Plan, called *Setting the Stage*, was conducted on 10/10/18 and 10/11/18, and included a community discussion social event from 5:30 pm – 7 pm for community discussion, roundtable discussion at Town Hall following, and 1-on-1 interviews with Camoin Associates. This was the initial visit which included a tour around town and focused on internal connections – staff, boards, and committees. Next site visit to be scheduled at the end of November to include a Forum and additional interviews for a broader audience (*Housing and Economic Development Division*).

Objective: Support efforts to improve residential quality of life

- Teen Night: 10/5/18 marked the start of our Teen Night program. This program was initially started last November after the Recreation Department polled some parents and children, and asked them for ideas on programming. The glaring need was something to be provided for our teenage population. Now, two Fridays each month, we reserve the Veterans Memorial Community Center for children grades 7th-9th, to come and hang out with their peers in a safe and friendly environment. During this time, teenagers can use the amenities of the Community Center, have dinner, and socialize amongst each other, while being monitored by staff. Last year's attendance averaged 6-8 kids per night. We are excited to announce that the very first one this year produced 12 participants. We feel attendance will grow from here as friends talk amongst each other about what they do on the weekends. I look forward to updating the board on the progress of this program, because this start is very encouraging (*Recreation Department*).
- Senior Center: The Senior Center fall programming is expanding to the point that, for the first time, the November newsletter will increase from eight to twelve pages to accommodate new programs. Highlights include a reception for veterans, special workshop for caregivers, weaving classes, and a series on alternative medicine (*Council on Aging*).
- Community Preservation Act [CPA] Grant Cycle: Applications are now available and are due by 12/20/18 (*Housing and Economic Development Division*).

Objective: Support efforts to improve the tourism economy to enhance the visitor experience

- New York Times Travel Show: The Tourism Department will be attending the NYTTS again this year. The dates are Friday, Saturday and Sunday 1/25/19-1/27/2019. The Friday is a Trade Business to Business day where we will have the opportunity to connect with Media and Tour Operators and Guides. The Saturday and Sunday are consumer days. The show attendance exceeds 30,000 and last year we collected 1,000 emails of Trade and Consumers combined. We are meeting with the Provincetown Chamber, Provincetown Business Guild and Pilgrim

Monument to join together to maximize our efforts and make a strong impact at the show in January (*Tourism Department*).

Goal 2- Housing

Objective: Promote policies and programs that encourage year round housing with income and age, racial and ethnic diversity

- Redevelopment: The final phase of the redevelopment of 19-35 Race Point Road (Stable Path) will commence this fall. The final phase includes the construction of 3 buildings, each containing 2 market rate dwelling units (*Community Development-Building*).

Objective: Increase Community Housing availability

- Harbor Hill: The Town received notice of \$250,000 grant award from DHCD under the Housing Choice CIP program for the 2 new ADA units at Harbor Hill. Estate sale #2 is scheduled for the weekend of 11/2/18-11/4/18, with Stem to Stern organizing and pricing 10/15/18-10/16/18. We are happy to report that the electricity is on. Town staff and architects are working on a plan for the renovation rebidding along with finalizing contract for management. DPW is working on getting the water turned on for building #5 (*Housing and Economic Development Division*).

Goal 3-Built and Natural Environment

Objective: Promote Policies and programs that protect and sustain the natural environment, and our community's way of life

- Winslow Street Tank Update: It is anticipated that the Winslow Street Tank maintenance project will be underway within the next two weeks. As such, water distribution and water treatment staff will be preparing to take the tank out of service. It is necessary to drain the tank in order to clean and properly repair areas on the interior of the tank walls. Additionally, distribution staff will continue preparing the Phase IV Commercial Street project area by marking curb valves in preparation for the contractor beginning construction. Finally, water treatment staff will be conducting routine monthly sampling, and performing miscellaneous repairs on treatment equipment (*Department of Public Works*).
- New Police Station: The Owners Project Manager (OPM), at the request of the Building Committee, has prepared a progress & recommendation memo that outlines the work that has been performed to date, the need for supplemental funding, and a recommendation to move forward. It is anticipated that the Building Committee will meet with the Select Board on 11/13/18 to present and discuss the proposed project (*Department of Public Works*).
- Building and Grounds: Town personnel will be working on regular maintenance tasks as well as completing the cleanup of the Harbor Hill Complex grounds, gutter

cleaning at Fire HQ, brick sidewalk repair at Town Hall, and ceiling tile replacement at the COA. Long range goals include moving forward with the COA kitchen ventilation and VMCC chimney repointing post Historic Commission hearing, Knowles Crossing Plant masonry repairs, Town Hall roof repairs, Library chimney repairs, and the 2020 B/G budget. In addition, staff will be working to switch the buildings over from AC to heat over the next several days (*Department of Public Works*).

- Fender Piles Invitation for Bids (IFB): The IFB for the next round of fender piles to be installed around the fixed piers of the dragger fleet (behind the HM office) is being advertised. Bids are scheduled to be opened 11/13/18. Funding source is ATM 2018 CIP Article 10-11 for \$200,000; this second of four annual CIP requests based on the engineers survey of MacMillan Pier. To date, 96 of 401 piles have been replaced with more durable greenheart wood or composite piles (*Harbormaster*).
- Open Space Update: The Open Space Committee held a public hearing on 10/9/18 and sponsored a public information session on 10/16/18 about the proposed acquisitions of the Dwyer property and the Hall property, using Land Bank funds, which are on the warrant of the Special Town Meeting (*Community Development-Environmental Planner*).

Objective: Promote efforts to improve our streetscapes and intersections for safety and convenience of pedestrians, bicycles, and vehicles

- Highway Department: Crews will be spending the next two weeks removing “No Parking” signs and replacing with “Snow Zone” signs. They will also be removing the beach mats from Town owned beaches. Just prior to Halloween, they will be out performing several patch paving jobs including correcting any deficiencies on Nelson Ave ahead of Trick & Treating. Our new Town Engineer will be keeping a close eye on the progress at CVS and the neighboring intersection. He will also be conducting pre-construction meetings pertaining to the water service improvements scheduled to begin soon on Commercial Street (*Department of Public Works*).

Objective: Continue conversation across relevant Boards and Departments regarding research on expanding municipal sewer system and partnering with Truro to address infrastructure issues such as bicycle and wastewater

- Wastewater Plant: The Board of Health conducted a tour of the Municipal Wastewater Treatment Plant on 10/18/18 to gain an understanding of the operation of and issues faced by the plant so that the Board may better support the plant (*Community Development-Health Division*).

Goal 4-Community Engagement and Communications

Objective: Develop and sustain existing programs and community forums that foster education on issues of public concern

- Town Meeting Forum: Town meeting forum, in advance of the Special Town Meeting on 10/29/18, was held on Monday 10/15/18. The Power Point Presentation is available on the Provincetown Town website under Town Meeting Forum Presentation (*Town Manager*).

Objective: Increase volunteer participation on Town committees and in public life (local nonprofits, etc.)

- Town Board Resignation: Francine D' Olimpio resigned from the Cultural Council on 10/9/18. Re-appointment for this vacancy is the Select Board decision until 12/9/18, when the decision moves to the Town Moderator (*Town Clerk*).
- Voter Registration: The last day to register to vote to be eligible for the 11/6/18 Election was 10/17/18, where the Clerk's Office was open until 8pm (*Town Clerk*).
- November Election 2018: Early voting for the November election begins 10/22/18 and continues through 11/2/18 in the Clerk's Office (*Town Clerk*).

Objective: Improve regular reporting progress of the Strategic Plan and projects to the community

- Strategic Plan: Town Manager brought on board Erin Ellis, the new Project Administrator, among whose responsibilities includes creating a tracking system for the Goals and Objectives outlined within the Strategic Plan. An initial first step has been to reconfigure the bi-weekly reports (*Town Manager*).

Objective: Use the Town Library as a resource, continue to invite and encourage community engagement through outreach and programing

- Kanopy: Provincetown Public Library patrons now have access to Kanopy. Kanopy is a movie streaming service where films can be streamed anytime, anywhere, on a preferred device (phone, tablet, desktop, roku). Kanopy includes access to the Criterion Collection, documentaries, film festival award winners, feature films, training films, and films for children <https://provincetown.kanopy.com/> (*Library*).
- Paranormal Provincetown and Other Cape Cod Ghost Stories with Tim Weinberg: Tim Weisberg is the host of Spooky Southcoast, one of the world's leading radio programs on the topic of the paranormal. He is also a writer, researcher, and producer on television programs such as Haunted Towns, Ghost Asylum and Ghost Stalkers. He is also the author of "Ghosts of the SouthCoast" and co-author of "Haunted Objects: Stories of Ghosts on Your Shelf." When not working in the paranormal world, Tim is the Digital Managing Editor for two radio stations and a sports writer covering the New England Patriots. On Thursday, October 25 at 6:00

pm, Tim will be discussing the haunted history of Provincetown, and sharing other Cape Cod ghost stories as well (*Library*).

- Rose Dorothea: Many visitors arrive at the Library to see the Rose Dorothea. A talented and generous volunteer, Grant C. King, professionally designed the new brochure. An interactive version is on the Library's website <https://tinyurl.com/y6twoyr4> (*Library*).

Objective: Improve public access to Government through and updated Town website

- Town Website: We are in phase one of the Town's website redesign. At the end of this month, working with Civic Plus, there will be an opportunity for Select Board members to provide their input. Elizabeth Paine will coordinate scheduling. Staff committee members and community members will also be able to provide input. Please anticipate a follow up memo with additional details. Phase two will begin in early January after we approve the initial design proposal. The expected launch of the new site will be in the March-April timeframe (*Finance/Management Information Systems Department*).
- Cape Cod Commission: Dave Sullivan from the Cape Cod Commission continues to support local efforts with online permitting and licensing. He meets on a regularly scheduled basis with MIS and Community Development on new and existing workflows (*Finance/Management Information Systems Department*).

Goal 5-Emergency Planning and Management

Objective: Effectively prepare the community, through the use of emergency planning efforts and training

- Council on Aging Emergency Preparedness: From November through March, the Council on Aging shares information in their newsletter and on our Facebook page about emergency planning including: how to prepare; what to take to a shelter; signing up for alerts; a list of support programs available through the COA and Town Emergency Planning (*Council on Aging*).
- Life Saving Training: Two seasonal employees have completed the Ocean Rescue Systems training class sponsored by Cape & Islands Harbormasters Assoc. Christine Maxwell and Don German are already seasoned boat handlers. This course is designed to refresh and update on-the-water skills for lifesaving. We are expecting them to return to their stations next season (*Harbormaster*).
- Floodplain Manager Certification: The Environmental Planner and the Building Commissioner attended an Introduction to Floodplain Management Workshop offered by Barnstable County/Cape Cod Cooperative Extension on 10/11/18. The Environmental Planner will take the exam to become a Certified Floodplain Manager on 11/16/18 (*Community Development-Environmental Planner*).

Objective: Ensure that emergencies will be responded to effectively, minimizing the loss of lives and property damage

- Jon Boat Purchase: To improve our response to incidents behind the breakwater in the Moors (and potentially flooded streets), The Pier Corp purchased and equipped a 16' Jon boat for less than \$5,000.00. It is capable of being launched by hand. We assisted the Coastal Studies clean-up efforts in the Moors by providing this vessel and crew to transport debris from the collection sites to the rotary to be trucked out (*Harbormaster*).

Objective: Implement core elements of the Hazard Mitigation plan and Arcadis report in order to improve our community's resiliency to Coastal Inundation and the effects of climate change

- Dune Enhancement Project: The environmental planner is working with Woodard & Curran to plan a public information session for the first week of November about the proposed Ryder Street Dune Enhancement project for which the Town received a \$149,000 Coastal Resilience grant from Mass. CZM to mitigate coastal storm flooding in the Town Center (*Community Development-Environmental Planner*).

Goal 6- Government, Operations, and Finance

Government and Operations

Objective: Pursue public-public partnerships with local, state and federal government to advance Town Wide Goals

- FEMA Award: As you recall, the Town of Provincetown was awarded \$3,392,648 from FEMA for the repair of damages to MacMillan Pier sustained during the 2/8/13-2/9/13 winter storm, and to provide mitigation measures to reduce the long term risk associated with similar events. Bid documents are under final review, and anticipated to go out by the end of this month (*Harbormaster and FEMA*).
- Collaborative Work Space Grant: On Monday, 10/22/18, at Provincetown's Commons (46 Bradford Street), the Town of Provincetown is expected to receive a Collaborative Workspace Grant from the State of Massachusetts, including a ceremony with State Secretary Jay Ash (*Town Manager*).

Objective: Pursue policies that foster community education on issues of public concern.

- Town Talk WOMR: On Friday, 10/12/18, Louise A. Venden, Select Board Chair, Jeffrey Ribeiro, Town Planner, and David Panagore, Town Manager, were on WOMR on the Town Manager's show "Town Talk," to discuss the upcoming Town Meeting Warrant (*Town Manager*).

Objective: Implement policies and programs that support year-round culture and economy

- Visitor's Service Board Joint Meeting: The Visitor Services Board, with the Tourism Department, has been reviewing the budget and working on the recommendation to the Select Board for fiscal year 2020. The Five-Year Plan joint meeting with the SB and VSB has been scheduled for Tuesday 11/13/18 (*Tourism Department*).

Objective: Hold monthly/quarterly Roundtables

- Housing Roundtable: A Housing Roundtable with the Select Board has been scheduled for 11/7/18 at 3pm. We anticipate a presentation by UMass Dartmouth on their housing study (*Town Manager*).

Objective: Support organizational excellence

- Laser Fiche: The Building Department continues to scan the street files into the Laser fiche program, and have begun to scan the old large format plans that are housed in the archival files in Fire Station #2. This is a critical first step prior to any reuse of this space (*Community Development-Building*).

Finance

Objective: Enforce strong financial policies and internal controls to improve transparency and to continue Provincetown on a secure and stable financial path

- The Assistant Town Manager for Finance and Administration is attending a six week Outer Cape Housing Institute interactive workshop that seeks to provide the knowledge and skills needed to develop a comprehensive housing supply strategy (*Finance Department*).
- The Town Assessor and Assistant Town Manager for Finance and Administration attended a conference hosted by the MA DLS for updates in Municipal Law. Both workshops have been very informative and worthwhile (*Finance Department*).
- On 10/18/18-10/19/18, the Assistant Town Manager for Finance and Administration and Project Administrator for the Town Manager are scheduled to attend the Annual Public Performance Conference at Suffolk University. The focus of this conference is use of data to improve efficiency and efficacy of public services (*Finance Department and Town Manager*).
- On 9/22/18-9/25/18, David Panagore attended the 104th International City Managers Association (ICMA) conference in Baltimore, Maryland (*Town Manager*).
- On 10/11/18-10/12/18, David Panagore attended a conference on Citizenship and Civil Disobedience at Bard College, New York, for the discussions regarding Civility, Community Dialogue, and the role of Community in acts of civil disobedience (*Town Manager*).

Objective: Provide budgetary and financial information that reflect the financial activity of each department including promoting the use of “Open Gov” as a tool for Financial Transparency

- Audit: The FY2018 audit began on October 15 as scheduled. The auditors expect to spend two weeks at Town Hall gathering audit information. Review of Departmental CIP requests continues (*Finance Department*).
- MUNIS: MIS continues to prep our MUNIS environment for the payroll module. Part of this preparation includes the integration of an employee self-service portal that will provide staff with the ability to view information such as leave, paystubs, and W2s. A new virtual machine is being spun up to accommodate this functionality (*Finance/Management Information Systems Department*).

Personnel Updates

Assistant Recreation Director: The Assistant Director, Angelina Lammie, has given her formal resignation letter on October 1st. “Angel” will be changing her employment direction to education in the state of Washington. In the short term, we are going to be hiring one additional part time personnel to help with afterschool programs. In the long term, we will be reviewing the position job description to ensure it reflects the needs of the Department going forward.

“Angel has been a staple of the department ever since taking over as Assistant Director in 2013. Continually striving for efficiency in our policies and procedures, there was never a task too big for Angel to complete. Angel took on a comprehensive task of overhauling our accounting system in our fee collecting programs making it more efficient, and a better way of tracking revenue. There is something to be said about chemistry in the workplace, but it’s very hard to describe it in words. The only way I can say it, is that we just complemented each other so well that it almost worked to perfection,” Brandon Motta, Recreation Director.