

# Memo

To: Board of Selectmen  
From: David B. Panagore, Town Manager  
CC: Senior Staff  
Date: October 4, 2018  
Re: **Bi-weekly Departmental Update**

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*Per recommendation of the Chair, this week we are providing an improved memo, which arranges the updates according to the Goals of the 5-year Strategic Management Plan, and notes in parenthesis after each update what staffer or department led the effort. I think this is a very beneficial improvement, will also assist us in further defining how our activities are expressed as part of the Strategic Plan. Moving forward, to further clarify each update we anticipate citing the relevant Objective under each Goal as well. We anticipate that this will be a bit of trial and error and look forward to your feedback.*

## **Goal 1 - Economic Development**

- Economic Development Planning: *Setting the stage* event is scheduled for October 10 & 11 including a community discussion social event from 5:30 pm – 7 pm on 10/10 for community discussion and roundtable discussion at town hall following, and interviews with Camoin Associates (*Housing and Economic Development Division*).
- Economic Development Grant Cycle: micro & macro-economic development grant applications info session on 10/18/18 and are due by 11/29/18 (*Housing and Economic Development Division*).
- 132 Bradford St. CVS: The activities to outfit the tenant space for CVS have begun at the old Durate Motors Building at 132 Bradford. The building is empty and the work will be ongoing over the winter. The scope of the work is not limited to the interior of the building, but also includes exterior site work both on the parcel and with our DPW for intersection improvements (*Community Development-Building Division*).
- Eastern States Exhibition: Attended the Big E in Springfield MA the week of September 24<sup>th</sup> to highlight Provincetown 400. Provincetown joined the Plymouth 400 booth to promote the 400 year commemoration of the Mayflower Pilgrims' First Landing, the Mayflower Compact and the Plymouth Settlement. We spoke with more than 1,000 people about the commemoration; each

of them received one of our promotional tote bags. Many people were surprised to learn about Provincetown being the first landing place (*Tourism Department*).

- Travel Influencer/Blogger: Aubrey Yandow, founder of The Coastal Confidence travel blog visited Provincetown September 24, 25 & 26. This is part of Red Thread's social media program. Aubrey has more than 63,000 followers on her blog. Here is the story *New Englander's Guide to Provincetown During Autumn* posted to the blog on September 29th and shared on our social media the same day. <http://the-coastalconfidence.com/> (*Tourism Department*).

### **Goal 2 – Housing**

- Harbor Hill: Estate sale #1 for the furnishings & fixtures [F&F] on 9/29 & 9/30 was a great success with most of the F&F from 2 of the buildings gone! Estate sale #2 will be the weekend of Nov. 2-4 [stay tuned]. Electricity is on! Town staff and architects are working on a plan for the renovation rebidding along with finalizing contract for management (*Housing and Economic Development Division*).

### **Goal 3 – Built and Natural Environment**

- Draft Regional Policy Plan Released: The Town Planner attended a Cape Cod Commission workshop on September 27<sup>th</sup> for planners from all Cape towns on the recently-released draft Regional Policy Plan. The Cape Cod Commission will hold a public hearing on the draft plan at 1:00pm on Wednesday, October 17<sup>th</sup> at the Truro Community Center. The Town Planner is analyzing the document and will be providing details to the Board on October 22<sup>nd</sup> (*Community Development-Planning Division*).
- New Police Station: The Building Committee along with staff met last week to evaluate options to reduce the police station costs to within the available budget. Given the economic demands for material and construction services there is no feasible option to reduce the project cost to within available budget unless we construct a building of smaller or close to similar size as the existing station. The building committee is working on a memo for the Select Board indicating that there is plans to proceed with design and permitting of the project knowing that supplemental funding will be required (*Department of Public Works*).

### **Goal 4 - Community Engagement and Communications**

- Town Board Resignation: Jennifer Rumpza resigned from Recycling & Renewable Energy Commission 9/20/18. Appointment for this vacancy is for the Select Board decision until November 20<sup>th</sup>, when the decision moves to the Town Moderator. Ted Jones resigned from the HDC (10/4/18). Appointment for this vacancy comes thru recommendation of two candidates by PAM per Select Board policy, with decision being made by the Select Board. (*Town Clerk*).
- 2018 State Election: Early voting for the 11/6/18 Election will begin 10/22/18 and continue through 11/2/18. Press Release re: Early Voting information to be published in in Banner. Absentee voting has begun for those who will not be in town on Election Day (*Town Clerk*).
- Recreation Greet and Treat: The 5<sup>th</sup> annual Greet n' Treat will be held on Wednesday, October 31st at Motta Field. This is another great community event, where businesses decorate their entry, which can be a car, bus, table or just a few community members, and hand out candy to children in their Halloween costumes. This event has seen moderate increased participation from local businesses and organizations from the first year, and we expect around 30 entries handing out candy this year. This event is also dependent on the weather, last year the event was met perfect weather conditions, resulting on the Recreation Department giving out 140

bags of candy. Businesses and organizations go all out in decorating their entries; trophies are given out to the three best decorated entries. It's a great community event, bringing businesses and organizations of Provincetown to the families. We would love to have a Select Board entry if possible; we just ask that you arrive at Motta Field between 2-3pm (*Recreation Department*).

- **Teen Night Program:** The department is in the beginning stages of developing a pilot program to serve 12 to 15 year olds that are Provincetown residents or Provincetown School students. We have identified a lack of activities for this age group, and are not incorporated into existing programs, creating a need for this particular age group. The department plans on providing two designated Friday nights for this age group to come to the Veterans Memorial Community Center and participate in a scheduled activity, such as floor hockey, basketball, movie night, babysitting course, or even cooking. The department will be providing these two Friday nights from October – December to assess the need of programming and to better plan for this age group in the future (*Recreation Department*).
- **Collaboration:** The Provincetown Library and Truro Library, as well as local schools, will be holding a "Mock Caldecott Award." Students from grades 1-5 will be led through the process of selecting a Caldecott Award winner and will choose their own. A ceremony announcing the winner will mirror the event held at ALA Mid-Winter Conference in January (*Library*).
- **Programming:** October brings Women's Week. The Library will be busy all week with over ten programs held by Bold Strokes Books and Bywater Books (*Library*).
- **Support Groups:** Through collaborative partnerships, we have been pleased to host two new support groups recently. A free, weekly grief support group offered by Helping Our Women will meet at the Senior Center October-April. In addition, *Savvy Caregivers*, offered by the Cape Cod Alzheimer's Family Support Center and Elder Services of CC&I, is concluding a 6-week program to support caregivers while providing on-site respite for care recipients (*Council on Aging*).
- **Senior Center Month:** Our ice cream/fruit bar celebration in September was very successful with almost 50 people in attendance. In addition to our information table and tours, we displayed a slideshow of writings submitted by seniors in response to "What the Senior Center means to me." The significant role of the Center in residents' lives was evident in these positive, heartfelt messages (*Council on Aging*).
- **Assistive Listening Devices:** Following staff trainings, we have begun using the assistive listening devices for our presentations and video programs. The response has been extremely positive from both seniors and instructors and we are appreciative of the Friends of the COA for purchasing this equipment (*Council on Aging*).

### **Goal 5 - Emergency Planning and Management**

- **Grant Funding Floating Docks:** We have received the contract from MEMA/FEMA to authorize 75% reimbursement of the replacement of the floating docks and a 600 foot wave attenuator to mitigate damage from future storms. Town Meeting previously approved 2015 ATM Article 18-11 for \$4.9million with the contingency of reimbursement from FEMA. The engineering for the project was approved by 2013 Special Town Meeting Article 11 for \$250,000. With funding commitments in place and the design and engineering specifications ready, we will go out to bid in the coming weeks and expect to install the system next year (*Harbormaster*).
- **Winter Preparation:** Highway Department crews are beginning to switch toward fall/winter operations. Miscellaneous pavement repair are scheduled and vegetation maintenance work will continue. Our catch basin truck is no longer operable so we will be looking to schedule vacuum cleaning of the catch basins by an outside contractor this fall. We have placed a CIP article for a replacement to the catch basin truck (*Department of Public Works*).

- Ryder Street Dune Enhancement Project: The Environmental Planner, the Harbormaster, and the DPW Director met with engineers from the firm Woodard & Curran on September 20<sup>th</sup> to begin design development for the Ryder Street Dune Enhancement Project. In August the Town was awarded \$149,000 in grant funds by the Massachusetts Office of Coastal Zone Management for the design and permitting of the project (*Community Development-Environmental Planner*).
- Dredging Rescheduled: The dredging and beach nourishment of Court Street landing that was delayed last February due to a winter flounder spawning closure is rescheduled for November / December this year. This project is for the inshore side of the wave attenuator and some maintenance dredging in the floating docks area (*Harbormaster*).
- Great White Shark Work Group: The Harbormaster has been attending the White Shark Working Group and other meetings to improve communications on the back shore, response times and public awareness. The White Shark working group first started meeting in 2012 and was awarded a Community Innovation Grant to improve public awareness with signs and brochures. The group includes all the outer cape and bayside towns, the National Seashore and other advocacy groups. These most recent meetings are reviewing messaging, response and what more can be done with additional funding (*Harbormaster*).
- CCNS Shark Incident Response: The Town Manager and Assistant Town Manager David Gardner has sat in in on two meetings, these included the Outer Cape town who are in the CCNS (Provincetown, Truro, Wellfleet, Eastham, Orleans and Chatham). Focus is on communication, supporting regional efforts for response time medical treatment and public awareness. Led by Truro and Wellfleet thru Rep Peake and with expressed support by Lt Gov. Polito, there is a regional effort to secure state funding (*Town Manager*).

#### **Goal 6 – Government, Operations and Finance**

- OpenGov: MIS is helping to prepare the Budget Builder module for budget season. This involves setting up access permissions so that department heads can submit their budget requests online (*Finance/Management Information Systems Department*).
- Barnstable County IT: We are close to entering an agreement with the county for them to furnish a formal proposal of recommendations for our IT infrastructure, including potential options for disaster recovery and cloud computing. We expect to have the proposal in time for budget season (*Finance/Management Information Systems Department*).
- Cable Contract: In preparation for upcoming negotiations for the renewal of the Town's cable contract in 2019, we are developing a survey to explore the community's interest in expanding local programming, among other things (*Finance/Management Information Systems Department*).
- Community Preservation Act [CPA] Grant Cycle: applications will be available next week and will be due by 12/20/18 (*Housing and Economic Development Division*).
- Open Space: Staff is working with the boards to develop outreach and presentation materials. The Open Space Committee will hold a public meeting on October 9<sup>th</sup> to take testimony on the proposed open space purchases, and the Planning Board will hold a public hearing on October 11<sup>th</sup> on the proposed zoning amendments. Additionally, the Open Space Committee will be holding an information session on the Hall property acquisition from 5:00pm-7:00pm on October 16<sup>th</sup> at the Library (*Community Development-Planning Division*).
- Buildings & Grounds: Building and Grounds 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, move 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 2020 B/G budget (*Department of Public Works*).

- Water Department: Water Distribution staff will be preparing for the water service replacements within the phase IV Commercial Street re-construction area by cleaning out valve water main gate boxes and marking out existing service valves. Distribution staff will also be performing miscellaneous asphalt patch paving related to various water service work recently performed. Treatment staff will be performing plant maintenance including filter membrane repair, and maintenance to the chemical feed systems (*Department of Public Works*).
- NESGFOA: The Finance Director attended the annual New England Governmental Finance Officer Association meeting in Mystic CT last week and found it very worthwhile (*Finance Department*).
- Financial Forecast: The FY20-FY24 Forecast was distributed to the BOS via email last week and will be presented at a joint meeting with the BOS and Finance Committee on October 9, 2018 (*Finance Department*).
- FY20 CIP Process: Review of Departmental CIP requests with the Town Manager and Assistant Town Managers began October 2 (*Finance Department*).
- PTV Residential Exemption Segment: The Assessor worked with PTV to create a segment on PTV related to understanding the residential exemption. We expect to preview this week and then post on the Town's website (*Finance Department*).
- Tax Bills: October 1 tax bills were processed without incident and mailed on September 28 as scheduled (*Finance Department*).
- State Aid to Public Libraries: The State Aid to Public Libraries Financial Report Application and Compliance Form has been submitted to Massachusetts Board of Library Commissioners. For the first time in many years the Library will not have to submit a waiver petition for certification as the Library has fulfilled the necessary state requirements to receive state aid (*Library*).
- Project Administrator: Erin Ellis started on 10/1/18 as the Project Administrator. Prior to working for the Town of Provincetown, she worked in the public sector as the Principal Clerk for the Conservation Department in the Town of Orleans, and in the private sector as the Administrative Assistant to the CEO at GFM Enterprises, Inc. (*Town Manager*).
- Town Engineer: Robert Capurso started on 10/1/18 as the Town Engineer. Prior to working for the Town of Provincetown, he worked in the City of Yonkers, New York, holding such positions in the Fire Department as, but not limited to Capital Improvement Officer to Chief of Operations. He also worked as a Construction Project Engineer in the Private sector (*Town Manager*).