

Memo

To: Board of Selectmen
From: David B. Panagore, Town Manager
CC: Senior Staff
Date: November 6th, 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

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

- Provincetown Commons: A walk through in anticipation of receiving a final Certificate of Occupancy at 46 Bradford Street (Provincetown Commons) was conducted on September 22, 2018; a few items remain that thwart opening the doors to the Public. Repairs and renovations have been completed, and belongings have begun to be moved into the building under a Temporary Certificate of Occupancy (*Community Development-Building*).
- Economic Development Grant Cycle: Micro & macro-economic development grant applications are available and are due by 11/29/18 (*Housing and Economic Development Division*).
- Economic Development Planning: Camoin Associates will be returning November 28 & 29th to continue meetings with staff, boards, and committees. There will be a Forum on Wednesday, November 28th along with focus groups and additional interviews for a broader audience (*Housing and Economic Development Division*).

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

- Special Town Meeting: Town Clerk will be preparing a package to send to the Attorney General's Office for the Special Town Meeting approved Zoning By-Law Amendments (*Town Clerk*).

Support efforts to improve residential quality of life

- Public Health: The Yarmouth Health Director announced that the Town of Yarmouth has launched a Community Resource Navigator program in conjunction with Duffy Health. That brings the number of Cape towns to offer a version of the project envision and launched in Provincetown to 11 towns (*Community Development-Health Division*).
- Public Health: The pilot year report for the Health Department sponsored Crystal Free group conveyed that the program is growing its numbers. The report states that participants appreciate the harm reduction approach and the consistency of the weekly offering. This indicates that the program is meeting a previously un-served need and is worthy of continued funding (*Community Development-Health Division*).
- Senior of the Year Luncheon: The luncheon for the 2018 Provincetown Senior of the Year Hilde Oleson was held on November 1st. We were honored to have State Senator Julian Cyr, State Representative Sarah Peake, Select Board Chair Louise Venden, Select Board Vice-Chair Tom Donegan, Town Moderator Mary Jo Avellar, and Town Manager David Panagore in attendance, as well as over 70 guests. Thanks to Seashore Point for hosting the lunch and to the Friends of the COA for covering the cost (*Council on Aging*).
- Boston Post Cane: The ceremony honoring Joe Andrews as the Boston Post Cane recipient was held on October 26th. We appreciated Select Member Dr. Cheryl Andrews' presence and reading of the proclamation. It was amazing to hear stories about Provincetown from someone who has lived here for almost 100 years. This is a reminder of the vibrancy of our older residents and the contributions they make to the community (*Council on Aging*).
- MCOA Conference: The COA Director and Outreach Coordinator attended the annual MCOA Conference last month. The three-day conference offers eight workshops and one intensive session (with multiple choices for each), as well as plenaries with state and national speakers. Among the workshops attended: Reframing Aging, Unconscious Bias, Resiliency, Virtual Programming, Sexuality, and Brain Fitness. Both felt it was excellent and had several new ideas to share with staff (*Council on Aging*).
- Greet and Treat: October 31st was the 6th annual Greet and Treat at Motta field. The Recreation Department has historically held a children's Halloween costume parade, and the Department added the Trunk or Treat element six years ago as a safe but fun way for all families to trick or treat while getting the others in the community involved. This year we received 20 entries from local businesses and organization from Provincetown and Truro, giving candy out to approximately 150 children. As we continue to strive for improvement, this year's new element was fan voting. Families had the opportunity to vote for entries that they thought were the spookiest, funniest, and the

overall favorite. After tallying all the votes, the funniest went to the Provincetown Police Department with the Ghostbusters theme, Glenn Perry Mechanic won the spookiest with a grave digger theme, and J&E won the Fan favorite with the barn yard theme. Next year we look to improve our advertising and request additional participation from local businesses and organizations (*Recreation Department*).

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

- Digital Display Advertising: The fall digital display advertising campaign launched on August 8, 2018. Through October 17, 2018, 7 million impressions were delivered, and 34,853 clicks were received through to the PtownTourism.com website (*Tourism Department*).
- Social Media Advertising: On October 1, 2018, a new social media campaign was launched to promote the food scene, retail shopping, lodging, romantic getaways, families, and beaches for the Town of Provincetown. Through October 17, 2018, 321.8K impressions were delivered, 5.8K clicks were received through to the Facebook and Instagram pages, and 5.1K clicks (87.9%) through to the PtownTourism.com website (*Tourism Department*).

Goal 2- Housing

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

- Community Development: Along with permitting of the construction of the 3 new buildings containing 6 dwelling units at 35 Race Point Road (Stable Path) (mentioned in the last update), 2 new single family dwellings were permitted for construction. Applications for solar array installations are also continuing to be presented, totaling 5 for the month of October (*Community Development-Building*).

Increase Community Housing availability

- Harbor Hill: Estate sale #2 occurred the weekend of Nov. 2nd-4th. It was a great success with the bulk of contents sold. Town staff and architects are working on a plan for the renovation rebidding, along with finalizing contract for management. DPW is providing administrative support working on getting the water turned on for building #5. New smoke detectors have been installed, along with some plumbing repairs associated with water turn-on (*Housing and Economic Development Division & Department of Public Works*).

Goal 3-Built and Natural Environment

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

- Water Department: Water distribution staff will be providing oversight of the water service replacement project currently underway on the Commercial Street East End (from Allerton Street to Howland Street). Additionally, staff is performing seasonal service shut-offs, will be repairing a fire hydrant located at 594 Commercial Street, and a hydrant repair on a hydrant on Commercial at Center Street. The Winslow Street Storage tank cleaning and maintenance project began on Monday, November 5th, with an expected (interior portion) completion date of December 5th. Water treatment staff will be performing maintenance on a chemical feed pump, and also performing well field water level monitoring at the Knowles Crossing and Paul Daley Well fields (*Department of Public Works*).
- Buildings & Grounds: Building and Grounds will be primarily engaged in fall cleanup of Town-Owned properties including pruning parking lots, general playground cleanup, and final field mowing. All irrigation systems have been winterized. Town Hall, VMCC, Tourism, and Library are in the process of having winter HVAC maintenance done. Transfer Station drainage/ catchment system was scheduled to be cleaned from November 5th to November 6th (*Department of Public Works*).
- Open Space Acquisitions: The Environmental Planner and the Open Space Committee are working on finalizing the Purchase and Sale Agreement for the Hall property. The Town has already executed a Purchase and Sale Agreement with the Dwyer family. The next step towards closing is for the Dwyers to submit an ANR (Approval Not Required) subdivision plan to create the rear lot which Town Meeting authorized to purchase (*Community Development-Environmental Planner*).

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

- Highway Department: Highway Department crews are out cleaning and clearing catch basins ahead of winter storms. They will also be out swapping “No Parking” signs with “Snow Zone” signs. The construction at the intersection of Bradford Street and Standish Street is going smoothly, and we expect the contractor to complete sidewalk installation in the next two weeks. DPW is waiting on the owners of Wave convenient store (137 Bradford Street) to set a construction schedule. Administration staff will be presenting the Shank Painter Road project to the Select Board at the November 19th Traffic hearing (*Department of Public Works*).

Goal 4-Community Engagement and Communications

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

- State Election: November 2, 2018 was the last day to Early Vote in the November 6, 2018 State Election. Election Day polls were opened from 7 am until 8 pm, with results posted on the Town Website (*Town Clerk*).

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

- Upcoming Book Reading: Join author Matthew Fitzpatrick, Massachusetts native and Cape Cod Resident, at the Library on Thursday, November 15 at 6:00 for a Free discussion and reading of his debut novel *Crosshairs*. Inspired by the author's own experiences and observations as a child and throughout adulthood, *Crosshairs* tells the story of the implosion of the traditional Boston underworld that created a vacuum for the players left at the table (*Library*).
- Upcoming Film Series: The line-up of films for the Free Documentary Series on Wednesdays in November has been carefully selected by Clayton Nottleman, Library staple, and film aficionado. The films start at 5:30 pm and will be shown in the following order: November 7 *Elaine Stritch: Shoot Me* (2013; 1 hours, 21 minutes), November 14: *Pina* (2011; 1 hour, 43 minutes), and November 28: *Gimme Shelter* (1970; 1 hours, 31 minutes) (*Library*).
- Walk-In Tech Help at the Library: Having trouble with your new device? Meet with the Library's tech guru, Ed Terrill, and he'll walk you through the basics on with iPad, Kindle, computer, or mobile phone. Basic "how to" questions (email, apps, etc.) are welcome. This Free group meets in the office by the public computers every Tuesday from 10:00-11:00 am, and every Thursday from 3:00-4:00 pm (*Library*).

Improve public access to Government through and updated Town website

- Website Redesign MIS recently facilitated several productive work sessions with staff and CivicPlus to identify areas for improvement on departmental pages. We have also engaged a third-party consultant to help us gather feedback from the public, focusing primarily on content and navigation. This included the use of a survey as well as one-on-one interviews. This feedback will help inform important decisions related to the website redesign, which is expected to be completed in April 2019 (*Finance/Management Information Systems Department*).
- Barnstable County IT: We signed an agreement the County's IT department for collaboration for disaster recovery efforts and cloud computing. We are expected to receive the findings and proposed recommendations after Thanksgiving (*Finance/Management Information Systems Department*).

Goal 5-Emergency Planning and Management

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

- Fire Department: The Provincetown Fire Department joined in the regional application of the *Barnstable County Fire Rescue Training Academy to FEMA's Assistance to Firefighters Grant Program (AFG)* for a state of the art Burn Building. A Burn Building is a structure used for fire fighter training that simulates a building fire. Barnstable County provides Cape Fire Departments with a centrally-located, Cape-based training center. Historically, the AFG program has provided local Fire Departments across the nation with much needed funding for firefighting equipment and gear, apparatus, basic and advanced training programs, fire prevention activities, health and wellness programs,

and other firefighter safety initiatives. In recent years, a portion of the AFG program was modified to allow Fire Departments to host a regional grant application to support multiple departments, in addition to submitting their own local application. Each application is scored independently, and a regional grant application does not impact a department's chances of receiving an award. The State Fire Academy is located in Stowe, MA, which, given the distance poses considerable challenges for us. The Town is under no fiscal obligation under the regional grant application, and the County has committed that they will provide any matching funds (*Fire Department*).

- Ryder/Gosnold Dune Enhancement Project: The Environmental Planner, the Public Works Director, and the Harbormaster held a public meeting on Wednesday, November 7, 2018, at 6:00 p.m. in the Judge Welsh room about the proposed Dune Enhancement project on the Ryder/Gosnold Streets Beach, 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*).

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

- Sinking of F/V Searcher: About midnight on Sunday, October 28th, a resident fisher's vessel, owned by Jack Clark, got its stern caught up under the pier and sank. Jack Clark had moved the vessel to opposite the Harbormaster's office for the storm on Saturday. Sunday night the wind shifted to the south setting up the accident as the tide came in. At first light, Winkler Crane was called by the owner and started mobilizing to the pier. Harbormaster staff brought the pollution control trailer to the pier and deployed hard boom and absorbents. Two divers were sent to get straps around the hull and, using the crane, the vessel was raised and pumped out. A number of other fishers and our staff assisted the owner with recovery. The motor has been started and run, and there is still work to be done by the owner to get the boat fishing again. There was no damage to the pier. Regulations and permits place all responsibility for vessels tied to the pier on the owner. The cost to remove the boat was submitted to FEMA as it was a storm covered event (*Harbormaster*).

Goal 6- Government, Operations, and Finance

Government and Operations

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

- MEMA contract to sign: We have received the paperwork to close out a grant award of \$17,344.13 for dredging in 2013. This was work done by Pier Corp from their reserves. This was the last of the small applications from 2013 (*Harbormaster*).
- Green Communities: The Environmental Planner is working on the Green Communities annual report to the Mass. Dept. of Energy Resources for FY18. The

Fire Dept. boiler replacement project, for which the Town received a \$35,000 Green Communities competitive grant, is scheduled to be installed December 2018 (*Community Development-Environmental Planner*).

Finance

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

- FY18 Audit: The audit fieldwork went smoothly. The PPPC audit has yet to be scheduled (*Finance Department*).

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

- MUNIS: MIS continues to prep our MUNIS environment for the payroll and utility billing modules. We have been working with our vendors to establish integration into MUNIS, such as the water meter reading software (*Finance/Management Information Systems Department*).

Provide a full revenue and expenditure summary for each department within the operating budget

- FY20 Budget: The FY2020 departmental budget requests will be submitted this week (*Finance Department*).
- FY20 CIP Process: Review and compilation of Departmental CIP requests continues (*Finance Department*).

Legal Updates

Town of Provincetown vs. Christiansen: The criminal trial against Christiansen relative to the costs the Town incurred to remove the remains of the Artemis was scheduled to commence on October 16th in Orleans District Court. Christiansen did not appear, and the judge issued a bench warrant (*Harbormaster*).