

# Memo

**To:** Board of Selectmen  
**From:** David B. Panagore, Town Manager  
**CC:** Senior Staff  
**Date:** November 20, 2018  
**Re:** Bi-weekly Departmental Update

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*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.*

## **Conference Attendance**

On November 15th & 16th, I attended the Massachusetts Municipal Managers Association Fall Conference. The focus of the conference was on the manager's role in developing and delivering successful orientations for elected officials, and in holding retreats for boards of selectmen, councils, and citizen groups. The presenters recommended an orientation after annual elections outlining roles, responsibilities, key procedures, back ground information on on-going projects, the annual calendar, and so on and so forth. Once we have had time to delve into this further, we will report back to the Select Board with examples.

As to the second topic retreats, I learned many Select Boards use these annually as a means of organizing their agendas, and developing goals and working relationships. In this context, a retreat is recommended to be a less formal, but more focused discussion by the board members at a posted meeting led by a facilitator for 2 to 3 hours. As the conference description and presenters stated, planning and executing a board retreat is unique to each community. The board dynamics, town politics, and hundreds of other things come into play when organizing any kind of strategic session. Since the request was first made by Select Board Member Venden, it has taken me some time to identify qualified individuals. At this conference, I was introduced to two facilitators who are well experienced in municipal government and leading organizational and strategy sessions with Select Boards, and who I would favorably recommend to any community. I have attached the materials we received from one of the facilitators outlining the components, topics and other supporting documents used with such sessions. I believe this may be a useful time and cost effective tool (*Town Manager*).

## Charter Amendment Update

KP Law has completed the draft of the home rule petition, and under separate cover we are presenting that to the Select Board at the meeting of November 26<sup>th</sup> for their acceptance and submission. As well, please note that relative to setting the date of the annual town election, the deadline for passage by the legislature is March 11<sup>th</sup> if we are to have the earlier date recently adopted by Town Meeting.

To that end, Section 92 of the bill provides that if the act is passed within 64 days of the second Tuesday in May, 2019, then section 16 of the act, which relates to the date of the annual election, will not take effect until January 1 of the year following the effective date of the act. This provision is necessary because the date of the annual election must be established no later than 64 days before the annual election in order for the Town Clerk to comply with the statutorily prescribed election calendar. This means that unless the Act takes effect by March 11, 2019, the change in the date of the annual election cannot take effect until the 2020 annual election (*Town Manager*).

## Goal 1-Economic Development

### *Support and increase the year round population*

- Economic Development Planning: Conducting outreach for the return of Camoin Associates on November 28 & 29<sup>th</sup> for Focus Groups and the Forum on Wednesday, November 28<sup>th</sup> (*Housing and Economic Development Division*).

### *Support efforts to improve residential quality of life*

- Youth Sports: Youth Recreation Athletes finished up their soccer season on Saturday November 10<sup>th</sup> (extended to accommodate rescheduled games from inclement weather). The resiliency of these children was proven once again, pushing through cold temperatures and damp conditions. The end marked a really special event, as all recreation departments on the Cape were having scheduling conflicts due to Daylight Saving. Orleans Recreation Department was able to acquire Eldredge Park, for November 8<sup>th</sup> and 9<sup>th</sup> for all make up games to be played under the lights. This was a great way to end soccer, as all the kids were so excited to play their games under the lights (a new experience for all). With the soccer season over, we setting up a winter basketball season for the youth of Provincetown, which will start second week of December (*Recreation Department*).
- Holiday Breakfast: Mark your calendars: Santa is coming to town on Saturday, December 15<sup>th</sup>. From 9-11am, at the Veterans Memorial Community Center, a free holiday breakfast will be held for all families on the Lower Cape. As a joint collaboration between Provincetown PTA, Recreation Department, Conwell Lumber, and Police and Fire Departments, we are able to provide all those who wish to attend a complimentary meal, pictures with Santa, arts and crafts, and some good old Christmas caroling. In addition to those things listed, the PTA has done a tremendous amount of fundraising to be able to provide all children enrolled in Provincetown Schools a \$25 gift card to Conwell Lumber to

be used at Ace or Radio Shack. These gift cards are given to the children regardless if they attend the breakfast or not, and Conwell offers a percentage off all toys. If you are free on Saturday December 15<sup>th</sup>, please come by VMCC around 9:30 am, where Santa and his elf are expected to arrive by fire truck (*Recreation Department*).

- Veterans Reception: In honor of Veteran's Day, the Senior Center held a reception for Veterans on November 16<sup>th</sup> to express our appreciation for their service and commitment. All enjoyed light refreshments, and each veteran received a thank you note with a star from an American flag, donated by the Town Veterans Agent Shawney Carroll, and a red poppy. This was the first time the Center hosted this event and it will be now be an annual tradition (*Council on Aging*).
- Human Services Round Table: The Bi-Annual Human Services Round Table was held on November 15<sup>th</sup>, offering health and human services providers the opportunity to meet together to introduce staff, share new programs, and discuss issues. There were 21 participants at the meeting representing 17 agencies and Town departments (*Council on Aging*).
- Human Services Committee: The Human Services Committee was pleased to appoint Donna Cooper as a new member last month. They are appreciative of her interest and willingness to serve (*Council on Aging*).
- Holiday Lighting: The Building and Grounds Division has completed the installation and testing of the Christmas lights around Town Hall and other locations. The crews continue fall cleanup of public spaces such as the parking lots, cemeteries, and park areas (*Department of Public Works*).

## **Goal 2- Housing**

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

- Housing Analysis: The Public Policy Center of UMass Dartmouth presented "Understanding the Housing Needs and Challenges Facing Provincetown" report at the BOS Roundtable on housing on November 7<sup>th</sup>, with members of the Community Housing Council, the Year Round Rental Trust, and the Housing Authority attending. This report is available on the Town Website under Spotlight (*Housing and Economic Development Division*).
- Housing Education & Training: The Housing Director attended a final Cape Cod Housing Institute session in Eastham on November 7<sup>th</sup>, and participated in the Fall Outer Cape Peer Group meeting held in Provincetown on November 14<sup>th</sup>. Both were fantastic opportunities for board and committee members, along with staff, to learn about housing and to share what each community is doing (*Housing and Economic Development Division*).

*Enforce policies that create housing opportunities while maintaining Town character*

- Harbor Hill: Provincetown DPW Building and Grounds crews are removing the laundry equipment from the Harbor Hill laundry room while the Trust continues the process to get building 5 at Harbor Hill ready for occupancy. DPW hours are being tracked (*Department of Public Works*).

### *Increase Community Housing availability*

- Harbor Hill: Town staff and architects continue to work on a plan to rebid the renovation of Harbor Hill, along with finalizing the contract for management. DPW had a ridge vent repaired that was damaged in a storm, and is working on getting the water turned on for building #5. New smoke detectors have been installed and plumbing repairs associated with water turn-on have been completed (*Housing and Economic Development Division*).

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

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

- Fender Pile Bid Opening: The 2018 Annual Town Meeting in April approved the next \$200,000 installment for replacement of fender piles surrounding the pier. Two qualified bids were received, with the low bidder being AGM Marine out of Mashpee (who had constructed the last round of pilings). The location of the work under this bid is the area of the larger fishing vessels on the fixed piers behind the office (*Harbormaster*).
- Shellfish Season Parking: Shellfish Constable Stephen Wisbauer has spoken with the owners of the Provincetown Inn to memorialize a long standing tradition of clambers being able to park in their parking lot. The Harbormaster will be on-site for the busy clamming days next month to assist with public education (*Harbormaster*).
- Winter Preparation: Contracted crews will complete the HVAC winter maintenance and spot repairs to the various heating systems. Other town staff will be performing lighting repairs at the Library. Highway Department crews are preparing all winter maintenance equipment for the upcoming season, including winterizing spring and summer equipment for storage. Sanding equipment is being overhauled and placed on trucks for use (*Department of Public Works*).
- Bradford and Commercial Street Construction: The work at the intersection of Bradford Street and Standish Street is proceeding, and we expect CVS to complete the sidewalk installation by the end November. Water service work continues on Commercial Street, as the crews are about a third of the way through the project (*Department of Public Works*).
- Water System Management: Staff will be performing repairs to existing service saddles within the Phase IV Commercial Street project area. This work, while unanticipated, will be done by the contractor and Town staff as a way to offset costs, as well as minimize the duration of service interruption to the specific area (Allerton Street to Conway Street). A total of seven service saddles are targeted for replacement, with the Town expected to complete three of the seven. It is anticipated that staff will perform a new water service connection on Ships Way Road for a newly constructed home. Water treatment staff will be performing pre-winter maintenance by winterizing the North Union Field observation well pumps and winterizing the distribution system sampling stations (*Department of Public Works*).

## Goal 4-Community Engagement and Communications

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

- 2019 Reading Challenge: The library will begin 2019 Reading Challenge in the New Year to encourage readers to add a little “fun” to their reading lists. Participants will read 12 books in 12 months fulfilling 12 different categories. Monthly, informal discussions will be held during coffee hours on the first Friday of the month. People are also encouraged to participate in Reading Challenge Facebook Group. Prizes will be awarded at the end of the challenge. More information can be found online at [provincetownlibrary.org](http://provincetownlibrary.org) (*Library Department*).
- Upcoming Film Series: “Rock On” movie series is set for December. This line-up of films, featuring “rocks” in one form or another, has been curated by Board of Library Trustee and film aficionado, Stephen Borkowski. Patrons are encouraged to bring their own snacks and refreshments. The films start at 5:30 pm and will be shown in the following order: December 5-*The Rock*, December 12-*Will Success Spoil Rock Hunter*, December 19-*Scorpion King*, December 26-*Magnificent Obsession* (*Library Department*).
- Museum Passes: The Provincetown Public Library provides passes that allow for free or reduced-price admission to museums and other places of interest. All of the following passes are available at the circulation desk at the library: Museum of Fine Arts, Boston, Pilgrim Monument & Provincetown Museum, Provincetown, Provincetown Art Association and Museum, John F. Kennedy Hyannis Museum, Isabella Stewart Gardner Museum, Cape Cod Maritime Museum, Cahoon Museum of American Art, Toad Hall Classic Sports Car collection, Whydah Pirate Museum, Edward Gorey House, Cape Cod Museum of Natural History, and Cape Cod Museum of Art (*Library Department*).

*Improve public access to Government through and updated Town website*

- MUNIS: MIS recently helped coordinate the deployment of the MUNIS Employee Self Service portal. This is a web-based interface that allows employees to view paystubs, W2s, and other payroll-related information. Part of the deployment required spinning up a new virtual server, and the portal will be available when the Payroll module goes live in January 2019 (*Finance/Management Information Systems Department*).
- Website Redesign: After attending several sessions with CivicPlus earlier in November, we approved a layout and navigation proposal. Insights gleaned from an online survey, as well as interviews with key board members, helped influence the decision. The next step in the process is to receive a hard-copy mockup of the home page which will be received in January (*Finance/Management Information Systems Department*).
- Barnstable County IT (BCIT): BCIT has everything it needs from the Town in order to present a formal proposal of services relating to disaster recovery and cloud computing. We expect to receive the proposal by the end of November (*Finance/Management Information Systems Department*).

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

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

- Floodplain Management: The Environmental Planner took the Certified Floodplain Management exam on November 16, 2018 (*Community Development-Environmental Planner*).

*Ensure that business continuity and system recovery plans are in place, so that recovery efforts can begin immediately after the emergency, ensuring return of normal activities*

- Eversource Community Battery Storage Project: The Environmental Planner continues to work with Eversource on the permitting requirements and a draft lease agreement for the proposed community battery project at the Transfer Station (*Community Development-Environmental Planner*).

*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*

- Ryder/Gosnold Dune Enhancement Project: The environmental planner presented the proposed Dune Enhancement project on the Ryder/Gosnold Streets beach on November 7, 2018. Approximately 15 people attended to ask questions, and response to the project was very positive. The slideshow and video of the presentation are posted on the Town's website and on Town Talk. There will be a second public in the spring meeting to get public feedback once the proposed design has been developed (*Community Development-Environmental Planner*).
- Ryder Street Dune Enhancement Public Outreach: The Harbor Committee joined other concerned citizens to hear the presentation by Town Staff with Woodard and Curran on the Dune Enhancement Project. The project will design and prepare for permitting a dune system to raise the elevation of the storm tide pathway at Gosnold Town Landing. The grant project design must be will be completed by June 30, 2019, with another grant application to pay for the construction of this project to follow (*Harbormaster*).

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

### **Government and Operations**

*Pursue policies that foster community education on issues of public concern*

- State Election: The November 6, 2018 Election has been certified and Return of Votes mailed to Secretary of the Commonwealth (*Town Clerk*).
- Special Town Meeting: The Town Clerk is preparing the package to send to AG's Office for approval of Zoning By-Law Amendments (*Town Clerk*).
- 2018 Annual Town Report: A memo has been sent to senior staff and Town Board Chairs regarding submissions for the Town Report. The Town Report will be published prior to the Annual Town Meeting (*Town Clerk*).

## **Finance**

*Pursue initiatives that properly allocate revenues and expenses to support and increase the year-round population*

- Residential Exemption PTV Segment: The finance team previewed the Assessor's PTV segment on the residential tax exemption. Our edits have been submitted, and we expect to review the edited version next week (*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*

- FY20 Budget: The FY2020 departmental budget requests have been submitted and our compilation has begun, with the budgets entered by departments in OpenGov (*Finance Department*).
- OPEB Trust: The OPEB (Other Post-Employment Benefits) Trust has a conference call scheduled on December 10 with the Pension Reserves Investment Management Board (PRIM) to discuss their portfolio (*Finance Department*).

### **Legal Update**

- 99 Commercial St. Sal's: The owners have been given notice of the concerns that the Building Department has regarding the deck that was constructed without a permit. The granting of the variance by the ZBA is being appealed and being further reviewed by DEP for potential violation of the Order of Conditions (*Community Development-Building*).