

# Memo

**To:** Board of Selectmen  
**From:** David B. Panagore, Town Manager  
**CC:** Senior Staff  
**Date:** December 4, 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, with the first draft in front of the Select Board at the January 28<sup>th</sup> meeting.*

## **Conference and Meeting Attendance**

The Town Clerk attended the Town Clerk's Annual Winter Meeting in Sandwich on November 27<sup>th</sup>, discussing recent Town Election successes and ways to streamline future voting endeavors (*Town Clerk*).

The Town Clerk and Assistant Town Clerk attended the Census, Campaign, and Political finance training in Holliston on November 28<sup>th</sup>. This mentoring workshop covered census preparatory work, procedures, best practices, formatting and printing forms, processing, confirmation mailings, and record retention requirements (*Town Clerk*).

The Health Director attended the Massachusetts Health Officers Association (MHOA) Annual Conference in Falmouth November 13<sup>th</sup> through November 15<sup>th</sup>. The conference was filled with information sharing and networking opportunities with other health agents throughout the state (*Community Development-Health Division*).

The Shellfish Constable and Harbormaster will be attending the 6<sup>th</sup> annual regional conference on December 4<sup>th</sup>-5<sup>th</sup>. Hosted by the Waquoit Bay National Estuarine Research Reserve and partners, this program looks at water quality, resource protection and economic issues of the region to inform better management and stewardship of our shared coastal resources. This year's themes are water quality and resiliency (*Harbormaster*).

The Council on Aging Director attended the State Office of Rural Health (SORH) and the Massachusetts Rural Council on Health's (MARCH) regional rural networking meeting for

local municipal departments and human services providers in November in Eastham. The one-time, day-long conference focused on aging services on the Outer Cape and included an overview of the SORH, a panel sharing best practices and innovative programming, and interactive sessions identifying issues and developing opportunities for local collaboration (*Council on Aging*).

## **Goal 1-Economic Development**

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

- Economic Development Planning: Camoin Associates returned to Provincetown on November 28<sup>th</sup> and 29<sup>th</sup>, hosting a Community Forum as well as Focus Groups. The five Focus Groups mirroring their five themes outlined in the Summary of Themes report issued in October. These themes were: Arts and Culture, Housing, Tourism and Conference Center, Blue Economy, and Education. Focus group discussions were held at The Commons with approximately a dozen attendees at each session. In addition, several dozen people participated in the Economic Development Forum on November 28<sup>th</sup> held at Town Hall. Camoin Associates will return in the Spring of 2019 to present their findings to the Select Board, as well as recommendations for the next steps the Town may take moving forward (*Community Development-Housing*).

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

- Provincetown Commons: A preliminary walk through in anticipation of receiving a final Certificate of Occupancy was conducted on September 22, 2018. Most of the repairs and renovations have been completed, and belongings have been moved into the building under a Temporary Certificate of Occupancy (*Community Development-Building*).

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

- Winter Community Class Opportunity: Winter Wednesdays 2019 is looking for instructors. This free community program offers courses from February through March on a variety of topics. Please tell your friends and neighbors about this great event. Apply via email to the Winter Wednesdays Coordinator, Shane Landry at [shanedlandry@gmail.com](mailto:shanedlandry@gmail.com) (*Community Development-Health Division*).
- Teen Night: October 5<sup>th</sup> marked the start of the Teen Night program. This program was initially started November 2017 after the Recreation Department polled parents and children asking for ideas on programming. The glaring need was something to be provided for our teenage population. As a result, two Fridays each month are reserved at the Veterans Memorial Community Center for children grades 7<sup>th</sup>-9<sup>th</sup>, 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.

The first one this year produced 12 participants, and feel attendance will grow as friends talk amongst each other about what they do on the weekends (*Recreation Department*).

- David Asher Holiday Dinner: The annual dinner for seniors will be held on Sunday, December 9<sup>th</sup>, at noon at the Senior Center. Hosted by the Provincetown Business Guild (PBG) in the past, it is now sponsored and staffed by volunteers through the Lower Cape Ambulance Association (*Council on Aging*).
- Cape Cod Regional Transit Authority (CCRTA): The CCRTA hosts bi-annual meetings with COAST (Cape COA Directors' group) to strengthen the partnership between CCRTA and COAs, and provides an opportunity to update new programs and services. At the November meeting, the COA Director learned that the COA will receive a new leased (free) bus in 2019 to replace the current vehicle, as well as a stipend, based on passenger miles, to be used for our transportation program (*Council on Aging*).

## **Goal 2- Housing**

### *Increase Community Housing availability*

- Harbor Hill: Town staff and architects continue to work on a plan for the renovation rebidding of Harbor Hill, along with finalizing the contract for management with the Community Development Partnership. The property management contract will be presented to the Year Round Housing Trust on December 4<sup>th</sup> for their approval. Progress has moved forward on Building 5 in the form of replacing water heaters, separating water lines, and replacing laundry valves, all heading toward achieving occupancy. The Year Round Housing Trust is paying the on-call vendors (plumbers, electricians, etc.) directly, and will be reimbursing the Town for the expenses done on DPW time (*Community Development-Housing*).
- Document scanning: The work to scan the archival files continues, with the files being scanned including the large format building plans stored in Fire Station #2. Several duplicate items have been identified, culled out of the street jackets, freeing up storage, with the goal of making this space available to the Community (*Community Development-Building*).

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

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

- Harbor Assessment Pilot Program: The Cape Cod Commission is following through on the request to provide data and analysis for the regional economic impacts of the harbors. They have selected Provincetown, Chatham, Dennis and Falmouth for this study. When completed, the reports and tools developed will support grant requests for dredging, nourishment and economic development. It will also provide a way for Provincetown to illustrate its value or our "Blue Economy" to the Town as a whole, and how these tools will be transportable to other towns (*Harbormaster*).

- Water Department: Water Department distribution staff will be performing several seasonal water shut-offs (as requested by property owners), as well as a service connection to a new property on Ships Way. Treatment staff are preparing for maintenance to the air compressor system used for the filtration process, as well as performing routine monthly sampling requirements. The Winslow Street water tank is still out of service, as the contractor is currently performing welding on the interior in order to repair spots of heavy corrosion. The contractor will be heating the interior space, since the epoxy coating and fillers must be cured at a minimum of thirty –five degrees (*Department of Public Works*).
- Buildings & Grounds: The Building and Grounds crew continues its general maintenance such as chimney work at the Library and Tourism buildings, generator work at the Veterans Memorial Community Center (VMCC), and plumbing work and estimating for Harbor Hill (*Department of Public Works*).
- New Police Station: The police station project is slated to be heard by the Planning Board on December 13<sup>th</sup>. The Building Committee meets on Tuesday December 4<sup>th</sup>, to discuss Select Board comments as well as public comments received since the November 13<sup>th</sup> presentation (*Department of Public Works*).
- Shark Advisory Group: Public safety officials from the Outer Cape, National Seashore (NPS), The Atlantic White Shark Conservancy, and Division of Marine Fisheries (DMF) continue to meet as a working group to address education, research, and review technologies that could help with detection or exclusion of sharks. In 2012, the group was awarded a Community Innovation grant to produce educational materials and signs for the beaches. This was in conjunction with the tagging program of DMF and the Conservancy. Since the death of the surfer on Longnook beach in Wellfleet, the public has been intensely interested in the subject. This fall, the group reviewed brochures, signs, and talking points, and is updating messaging to be more direct. The stop the bleed classes for staff and citizens are being promoted, and the group is working to improve communications and equipment on the ocean beaches. A report on the various technologies will discuss the benefits and drawbacks of each (i.e. clever buoys, drones, nets, etc.) (*Harbormaster*).

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

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

- First Light: The Library is hosting a Drag Queen Story Hour with Roxy Pops on December 30<sup>th</sup>, at 1:30pm. On December 31<sup>st</sup>, the Library and the Bicycle Committee will co-host a bicycle and helmet decorating event in preparation for the New Year's Eve Bike Ride (*Library Department*).
- Light up the Library: This year the Library is illuminated at night with holiday lights. These lights will remain on display through the New Year (*Library Department*).
- Library Databases: Through the Massachusetts Board of Library Commissioners (MBLC), the Library offers access to over nearly fifty databases ranging from

bilingual encyclopedias, small business resources, culinary arts, home improvement, and health information. More information can be found by following this link: <https://tinyurl.com/y845vnmu> (*Library Department*).

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

- MUNIS: The MIS Department has been facilitating sessions with MUNIS and Town personnel to ensure that the payroll module is properly prepared for a January 2019 launch. This involves training and aligning data sets between our legacy payroll system and the new MUNIS payroll module (*Finance/Management Information Systems Department*).
- Accela: The MIS Department has been working with the Cape Cod Commission to streamline the pre-application process in Community Development Department. This will provide an applicant, after an initial meeting with building officials, with a comprehensive list of necessary approvals for a particular project (*Finance/Management Information Systems Department*).

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

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

- Highway Department: Highway Department crews are preparing all winter maintenance equipment for the upcoming season, includes winterizing spring and summer equipment for storage. Sanding equipment is being overhauled and placed on trucks for use. Construction crews continue to work on the Commercial Street water service and Standish Street intersection improvements. Highway department staff is performing roadway patching, vegetation trimming, and other miscellaneous work ahead of the winter season (*Department of Public Works*).

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

#### **Government and Operations**

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

- Special Town Meeting: The package has been submitted to the AG's Office for approval of Zoning By-Law Amendments of the October 29<sup>th</sup>, 2018 Special Town Meeting (*Town Clerk*).
- Standardized Testing: School MIS is configuring an additional caching mechanism for standardized testing that will store test data locally. This will allow online testing to more efficiently move data back and forth between the Internet and the local network. MIS is also assisting school staff with changes to report card formatting (*Finance/Management Information Systems Department*).

## **Finance**

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

- FY20 Budget: The FY2020 departmental budget reviews with the Town Manager began the week of December 3<sup>rd</sup> (*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*

- Five Year Capital Improvement Plan (CIP): The Draft CIP was delivered to the Select Board via email on Monday, December 3<sup>rd</sup> (*Finance Department*).

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

- Departmental Revenue: The finance team revised the chart of accounts so that revenue can be tracked by department for FY19 and forward (*Finance Department*).

## **Staff Updates**

The Health Department has welcomed a new Health Agent, Lezli Rowell. Ms. Rowell served on the Wellfleet Board of Health for thirteen years and is a welcome addition to the Department. Outgoing Health Agent Laura Marin will be leaving in early January after almost four years of exceptional service (*Community Development-Health Division*).