

Memo

To: Board of Selectmen
From: David B. Panagore, Town Manager
CC: Senior Staff
Date: January 8, 2019
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, with the first in front of the Select Board at the January 28th meeting. We have updated this memo to highlight in bold key items from staff.

Special Election Update

The deadline to submit nomination papers was January 3rd, 2019. Two candidates, Michela Carew-Murphy and John T. Golden, returned papers with at least 20 qualified voters of the Town. This position is for the remainder of Selectman Donegan's term (a four-month term from February 22, 2019 to June 18, 2019). The special election will be on Thursday, February 21st, 2019. Regarding voting, the Town Clerk anticipates that Absentee Ballots will be available the week of January 21st, when all deadlines have been met and ballots have been created and proofed. Absentee Ballot Applications may be filled out and submitted to the Town Clerk's Office. Those applications that are received will be mailed out automatically once absentee ballots are available (Town Clerk).

Conference Attendance

Michelle Jarusiewicz attended the Cape Cod Housing Institute wrap up session on December 17th, which included strategizing on next steps to develop affordable housing (*Housing and Economic Development Division*).

Beau Jackett attended The CATMAN group (Cape & Islands Technology Managers) meeting on January 3rd. Municipal IT Directors discussed several important topics, including the recent malware attack at Cape Cod Community College. This group will continue to

meet to share ideas and discuss best practices (*Management Information Systems Department*).

Goal 1-Economic Development

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

- **Economic Development Micro & Macro Grants:** The Economic Development Committee (EDC) received 21 applications for the micro and macro grants. The EDC began the review process on December 13th, and determined the process for review and recommendations to the SB (*Housing and Economic Development Division*).
- **Community Preservation Act (CPA):** 7 CPA applications were received for various housing, open space/recreation, and historic preservation activities. The Community Preservation Committee will begin review in January (*Housing and Economic Development Division*).
- **963 Commercial St. Beach Point Club:** Alterations have been proposed and approved for many of these 1950's single story cottages. Many are adding ½ stories, with one being rebuilt completely and in compliance with the FEMA elevation. The Beach Point Club parcel is partially located within the floodplain, and does not encompass all of the buildings (*Community Development-Building*).

Support efforts to improve residential quality of life

- **Winter Community Events: Winter Wednesdays 2019 begins February 6th and runs through February and March at the Provincetown Schools. This year, the program is run in partnership between four Provincetown departments: Schools, Health, Library, Housing and Economic Development, and with support from the Truro and Wellfleet Health Departments. For this first year that the program is offered, regionally we will be offering free transportation and free childcare for ages 5-12 (with advance registration) for residents of Provincetown, Truro, and Wellfleet. We've launched a website www.winterwednesdays.org, where details about the program can be found. Please share this information widely. Posters and brochures will be distributed soon (Community Development-Health Division).**
- **Holiday Programs:** Over 130 seniors attended this year's David Asher Holiday Dinner, with the COA bus providing rides and delivering meals to homebound residents. Much appreciation to the Lower Cape Ambulance Association, the Lower Cape Concert Band and all of the local chefs and crew of volunteers who make this such a special community event (*Council on Aging*).
- **Legal Services:** Beginning this month, WE CAN (Women's Empowerment through Cape Area Networking) will offer legal consultations to women of all ages regarding tenant/landlord issues and family law at the VMCC. This free service will be offered three times throughout the year. South Coastal Counties Legal Services will continue to provide free legal consultations with an elder law attorney to residents 60+ years of age

every other month at the Senior Center. These services are both are free and confidential (*Council on Aging*).

- **Youth Basketball Season:** Practices have been underway since the beginning of December, with games starting the week of January 7th. The Recreation department will be fielding five teams this year, from grades K-6th. The girl's teams will play on Monday nights, and the boy's teams will play on Wednesday nights, both in the VMCC gym. Each team will play for the duration of 10 weeks, and at the end of the season will have the choice of participating in the annual Billingsgate basketball tournament in Wellfleet. For an accurate game schedule please visit the recreation page on the town website. Fans are encouraged and welcome. (*Recreation Department*).
- **Movie Night:** The Recreation department will be providing a free movie night on Friday nights starting January 4th for ages 5 and older. This will be the seventh year the program has run, and it has been well received with high attendance. This program gives parents a much needed night out, while their children can hang out and watch their choice of movie and snack on popcorn while wearing their pajamas. It is free of cost to families and open to Provincetown school students and residents (*Recreation Department*).
- **Annual Street Listing:** Census forms will be printed and mailed out within the next couple weeks. Please submit these forms as soon as possible. Contact the Town Clerk with any questions or concerns regarding this form. (*Town Clerk*).

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

- **Fiscal Year 2020 Grant Review:** The VSB met on January 3rd to review and vote on Tourism Grant recommendations to the Select Board. The proposed budget for FY20 is \$200,000. There were a total of 51 grant applications and the VSB is recommending 49 grants. The SB and VSB will hold a joint meeting to review the grant recommendations to be approved by Select Board (*Tourism Department*).

Goal 2- Housing

Increase Community Housing availability

- **Harbor Hill:** The Housing Specialist, working with the Department of Public Works, continues to oversee plumbers, electricians, and others doing renovations on Building #5 to make it available in advance of the re-bidding for the balance of the renovation project. The renovation rebidding will begin in January, with bids due in February. The Trust awarded a contract with Community Development Partnership (CDP) for property management on December 4th. An initial start-up meeting was held December 14th at the CDP, followed by a meeting with the new property manager on January 3rd, 2019, with the transition to be completed by the end of February (*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

- **New Police Station:** The Building Committee will be holding a public forum on Wednesday January 9th, at 5PM in the Judge Welsh Room. Representatives from the architectural firm Flansburgh and the owner's project manager Environmental Partners Group will be in attendance to answer questions the public may have regarding the design, cost, and schedule moving forward. The Town brought the project before the Planning Board on December 13th. Minor comments regarding the proposed plantings and lighting were made by the Board, and requested the architect return with a traffic and stormwater report. The Planning Board continued their meeting to January 10th at 6:30pm in the Judge Welsh Meeting Room (*Department of Public Works*).
- **Environmental Health:** "Of Sawdust and Septic Systems," the second installment of Board of Health's Wastewater 3.0 series, will be held on January 15th, 2019, 5:30pm, at the Provincetown Commons. George Heufelder, Barnstable County Health Director, MS, RS, will speak about his search for a simple way to improve the performance of septic systems (*Community Development-Health Division*).
- **Winslow Street Water Tank:** Water Department staff will be busy conducting routine leak detection surveys throughout the month, as well as performing routine monthly meter readings. Staff will begin to re-filling the Winslow Street water tank mid-January. Temporary heat is currently heating the interior space allowing the epoxy paint to cure properly, and is expected to be completed mid-next week. Water treatment staff is performing maintenance on chemical injection lines at the Knowles Crossing plant, and also performing maintenance on the filter membranes on an individual filtration unit (*Department of Public Works*).
- **Buildings & Grounds:** Highway Department crews will be out picking up Christmas Trees over the next several weeks. General maintenance for the Building and Grounds crew including trimming vegetation along the property lines of the cemeteries. Staff will be removing Holiday lighting and decorations around Town. Administration is working on repairs to Town Hall slate roof and HVAC expansion, library electrical issues, Harbor Hill, and the VMCC generator/switch gear (*Department of Public Works*).
- **Green Communities:** The Environmental Planner, with the assistance of Cape Light Compact staff, prepared the Town's Green Communities report for FY18 and submitted it to the Mass. Exec. Office of Energy and Environmental Affairs on December 3, 2018. The Town's energy consumption in FY18 reflects a 17.9% reduction over our baseline year of FY09 (*Community Development-Environmental Planner*).
- **County Dredge Program:** Dredging work will begin in Provincetown within the next two weeks. This work, slated to be complete by the end of January, must be done prior to the installation of the wave attenuator. The invitation for bids for the Marine

Reconstruction, which includes the wave attenuator, will close on January 11th (*Harbormaster*).

- **Harbor Assessment Template:** The Cape Cod Commission (CCC) has a pilot program with Provincetown, Chatham, Dennis and Falmouth for a harbor economic assessment study. CCC Planners met with the Town Planner, Grant Administrator, MIS Analyst and Harbormaster to review existing data sets and the analysis tools for the Harbor economic assessment study. When completed, the reports and tools developed in this program will support our grant requests for dredging, nourishment and economic development. It will also provide a way for us to illustrate the value of our “Blue Economy” to the town as a whole (*Harbormaster*).
- **Stellwagen Request for Qualifications (RFQ):** The RFQ for the construction of the Stellwagen National Marine Sanctuary Visitor Center produced 14 applicants. The Executive Committee (EC) reviews the RFQ's, consisting of the Town Manager of Provincetown, Deputy Superintendent of Stellwagen Bank National Marine Sanctuary (a Federal employee), and the Director of the NOAA Office of National Marine Sanctuaries (a Federal employee). Until such time the current shutdown of the U.S. Government ends, the review of the RFP is on hold as Federal employees are furloughed (*Town Manager*).
- **Hall Property:** The Town has been awarded a \$400,000 grant from the state's Parkland Acquisition and Renovations for Communities (PARC) program for the purchase of Elena Hall's property at 387-395A Commercial Street for a waterfront park and public beach (total purchase price:\$1,400,000). Special Town Meeting approved the use of Land Bank funds for the balance of the purchase price (*Community Development-Environmental Planner*).

Goal 4-Community Engagement and Communications

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

- **Civic Discourse Grant:** The Town Manager has submitted a grant application to the state for the UMass Boston Office of Public Collaboration study on Civic Discourse. We have learned that we have been awarded a grant, but details still to follow. The primary focus of this study is the nature of conversations among residents and/or town officials, especially on-line social media interactions (*Town Manager*).

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

- **Volunteers Needed:** The Planning Board, Zoning Board of Appeals, and Conservation Commission are in need of Board members; neither as well do they have any alternates appointed. Board membership on the Zoning Board, Planning Board and Conservation Commission are all at critical minimum levels to maintain quorums or conduct business (*Town Manager*).

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

- **Food (& Personal Care Products) or Fines:** Beginning in January and through February, the Library will continue one of its most well-received initiatives: the Food for Fines program. Food for Fines enables patrons facing overdue fines to get a fresh start and directly benefit members of our community by donating food or personal care items in place of Library overdue fines. This is an easy way to start the New Year off with a clean slate and help the community (*Library*).
- **New Online Resource:** Beginning this year, library patrons now have access to magazines in a digital format through Overdrive and the app, “Libby.” Fifty titles are currently available, from *Popular Science* to *Yoga Journal* to *New York* to *Clean Eating* to *Men’s Health* and *Elle* (*Library*).
- **Programming:** The Library is hosting a Cary Grant movie series on Wednesday evenings in January. The schedule of what will be shown is available on the Library website, and these free movies will start at 5:30pm (*Library*).
- **Library Wi-Fi:** MIS recently upgraded the Library’s Wi-Fi network. The upgrade consists of hardware and software improvements that will increase performance and reliability, as well as provide analytics to Library personnel for the purposes of state reporting (*Management Information Systems Department*).

Improve public access to Government through an updated Town website

- **BCIT Report** Barnstable County IT Director Bill Traverse will be meeting with Town administration this month to discuss the details of their report on the Town’s IT infrastructure. Several recommendations have been made by the County, and this meeting will clarify important elements including timing, funding, and the County’s potential role moving forward (*Management Information Systems Department*).
- **Tourism Website:** The development of the new tourism website is moving forward. Bellweather. The contract was executed on December 4th. The initial meetings are being scheduled with Bellweather, including the stakeholder workshop, tentatively scheduled for early February. The launch of the new website is targeted for June/July 2019 (*Tourism Department*).

Goal 5-Emergency Planning and Management

Implement a structure of command; retain staff for further development and implementation of the plan Develop and approve an Emergency Management Plan

- **Resilient Provincetown: the Town’s Municipal Vulnerability Preparedness (MVP) Plan:** The Town’s core team of staff who will be implementing the MVP planning process met on December 13th to discuss the Town’s goals, the state’s program requirements, and the significant community outreach for the workshops and information sessions. The team meets again on January 11th,

to finalize workshop dates and outreach strategies (*Community Development-Environmental Planner*).

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

- Winter Storm: Preparations are ongoing for potential winter coastal storms including clearing highway shoulders of sand build-up and removing sign poles where they obstruct sidewalk plow operations (*Department of Public Works*).
- Floodplain Manager Certification: Tim Famulare passed the exam of the Association of State Floodplain Managers on November 16th to become a Certified Floodplain Manager (*Community Development-Environmental Planner*).

Goal 6- Government, Operations, and Finance

Government and Operations

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

- **Senior Real Estate Tax Abatement Program**: We are now accepting applications from residents 60+ years of age as well as requests from Town Departments, Board and Committee Chairs interested in participating in the Tax Abatement Program in 2019. Residents can receive an abatement of \$750 for 62.5 hours/year or \$1,000 for 83 hours/year. In 2018, 49 people completed the program (*Council on Aging*).

Finance

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

- MUNIS Payroll: Previously, the Town used the Harper's Millennium software to process payroll. Millennium is outside service that does not communicate with the Town's general ledger software. The payroll process overall was time consuming and cumbersome and recording the payroll transactions in the Town's accounting ledgers (MUNIS) manually was inefficient. The Payroll & Employee Benefits Manager was required to perform numerous manual procedures including building Excel worksheets to produce a payroll warrant and record the warrant in MUNIS. The process was labor intensive and repetitive and did not allow for budget oversight for payroll processing. With implementation of the MUNIS payroll module, the payroll process is more efficient, manual entry has been eliminated, payroll reconciliations can be performed within MUNIS with positive pay validation, time and attendance is tracked within MUNIS and internal controls over payroll have improved. Kudos to Jody Hoffman, Lynne Martin, and Alex Williams, for working so hard to reach our targeted implementation date (*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: Administration has been working with OpenGov to finalize the Town Manager’s budget book and budget message for the past two weeks (*Finance Department*).