

# Memo

**To:** Select Board  
**From:** David B. Panagore, Town Manager  
**CC:** Senior Staff  
**Date:** January 22, 2019  
**Re:** Bi-weekly Departmental Update

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*This bi-weekly report provides an update of recent town department activity. We have updated this memo to highlight in bold key items from staff.*

## **Special Election Update**

**Absentee Ballots are currently available for the February 21<sup>st</sup>, 2019 Special Election. Registered voters may vote absentee in person or by mail from now until noon on February 20<sup>th</sup> (Town Clerk).**

## **Goal 1-Economic Development**

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

- **Commercial Street Winter Lighting Project: As part of our discussion with Eversource, the Town Manager, Environmental Planner, Project Administrator, and Town Engineer met with Richard O’Hearn from Siemens, on behalf of Eversource, to tour the central business district of Commercial Street to assess the feasibility of installing overhead lighting concepts, a potential Eversource project, as a business development measure to attract more visitors during the holiday season (Thanksgiving/Holly Folly through New Year’s). Siemens will be exploring options with Town staff (*Community Development-Environmental Planner*).**
- **Economic Development Micro & Macro Grants: The Economic Development Committee (EDC) received twenty-one (21) applications for the micro and macro grants totaling \$76,617, of which only \$25,000 is available. The EDC met on January 9<sup>th</sup> to review grant applications in order to make recommendations to the Select Board, with a public hearing to be scheduled by the end of March (*Housing and Economic Development Division*).**

- Community Preservation Act: Seven (7) CPA applications were received for various housing, open space/recreation, and historic preservation activities for a total of \$375,039. The Community Preservation Committee has started the review process, with a public hearing scheduled for February 11<sup>th</sup> (*Housing and Economic Development Division*).
- Human Services Committee: The Committee completed a thorough review of the Human Services Grant applications for FY2020 and voted to recommend funding in the amount of \$77,377 for 13 agencies, all of whom have previously received this grant. This is an increase of \$627 from the Town's previous grant recipients (*Housing and Economic Development Division*).

*Support efforts to improve residential quality of life*

- **Annual Street Listing**: **The annual census forms were sealed and mailed out by senior volunteers on January 18<sup>th</sup>, 2019. Please submit these forms as soon as possible. This information provides necessary demographic information to the state and helps to streamline state government processes. Contact the Town Clerk with any questions or concerns regarding this form. (Town Clerk).**
- Adult Dodgeball: Starting February 5<sup>th</sup>, the Recreation Department will be starting a co-ed adult dodgeball league. The program is free for all participants, and the Department is asking all interested community members to gather a team that consists of at least two women and two men/ maximum of 9 people to play against others. Matches will be played on Tuesday nights, with game results standings posted on the Recreation webpage. A playoff series at the end of the season will be held on March 26<sup>th</sup>. This will be the second year of this program, in which the first year brought 6 teams consisting of 46 players. The Department hopes to have more teams and players added to the league this year. The Recreation Commission has set a goal to try and ramp up adult programming, and while the Department recognizes that this might not cater to all adults, the hope is to provide a core base group of people that are interested in friendly competition. If successful, the hope is to build up programming for adults, and keep providing other non-typical sports opportunities in the evenings (*Recreation Department*).
- Toddler Programs: The Recreation Department is offering of Toddler Tumbling classes starting in February. This is part of an initiative by the Recreation Commission to offer a broad selection of programs to all demographics of the community. This program will help further the goal by offering programs to a younger age group. Tumbling class will focus on developing body awareness, motor skills, balance, coordination, and perception skills. There has been a lot of interest in programs for this age (*Recreation Department*).
- Parking Lot Improvements: The Invitation for bids for the removal and replacement of the Parking Access and Revenue Control Systems (PARCS) equipment will close on January 22<sup>nd</sup>. This effort, to be in place before the start of the season, will be an upgrade of the existing system for the MacMillan Pier and Grace Hall Parking Lots (*Parking Administrator*).

- Public Health: Winter Wednesdays 2019 begins February 6<sup>th</sup>, and runs through 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 free transportation and complimentary childcare for ages 5-12 (with advance registration) will be offered for residents of Provincetown, Truro, and Wellfleet. A website has been launched, with posters and brochures forthcoming. Please visit [www.winterwednesdays.org](http://www.winterwednesdays.org), for additional details (*Community Development-Health Division*).
- Public Health: Staff from the Health Department, Provincetown Schools, Homeless Prevention, and the Community Resource Navigator met on January 10<sup>th</sup> to make school staff aware of all potential resources available to Provincetown School's families (*Community Development-Health Division*).
- Age-Friendly Cape Cod: As presented during the Select Board meeting on December 10<sup>th</sup>, the community survey developed by the County as the first step in the Age-Friendly assessment is now available on Survey Monkey <https://www.surveymonkey.com/r/Aging-CapeCod-Regional>. Paper copies are also available at the Senior Center and Town Hall. Residents of all ages are encouraged to complete the survey and an announcement will be placed in the Banner (*Council on Aging*).
- Healthy Meals in Motion: The Family Pantry of Cape Cod released its 2018 statistics on the mobile pantry serving Provincetown and three other Cape towns. In 2018, 146,575 pounds of food were distributed to over 200 households with Provincetown having the highest number of new clients and number of clients per visit. This unique pantry allows participants to choose what they want, including dairy products, meats, bakery items and fresh produce. It is open to residents 60+ years of age and families with children in the Provincetown Schools. The COA Outreach Coordinator manages registration and monthly deliveries with the assistance of several volunteers, and it is one of four supplemental nutrition programs available through the COA (*Council on Aging*).
- Cable TV Survey: MIS and PTV, along with Experient UX Design, developed a cable television survey to gather feedback from Comcast cable television subscribers. The results from this survey will be included in a business plan that will be presented to Comcast during negotiations for the renewal of their license, which expires in November 2019 (*Management Information Systems Department*).

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

- **New York Times Travel Show (NYTTS)**: The Tourism Department will be exhibiting at the NYTTS from January 24<sup>th</sup> through January 27<sup>th</sup> at the Jacob K. Javits Center in New York City. The show opens with a Trade Day, open exclusively to travel industry professionals and writers. The Tourism Department has made appointments in advance of the show to meet a variety of writers. The Tourism Department has partnered with the Provincetown Business Guild and the

**Provincetown Chamber of Commerce, both of who attended and have a strong presence at the show (*Tourism Department*).**

- 2019 Calendar of Events: The Tourism Department has completed the first version of the 2019 Calendar of Events which will be distributed at the NYTTS next week. The calendar will also be distributed to the New England Tourism Center in Canada (*Tourism Department*).
- Bas Relief Restoration: The Select Board public hearing on January 14<sup>th</sup> directed staff to move forward with the invitation to bid the overall project while the Town continues working with members of the Wampanoag Nation to plan for the Memorial. Bid documents and specifications will be going out, with the goal of bids to be submitted by the end of February (*Housing and Economic Development Division*).

## **Goal 2- Housing**

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

- 35 Race Point Road: Two of the three foundations for the market rate units are set. This is the last phase of the Stable Path Project and will contain a total of six (6) market rate units in three buildings. These market rate units are allowed as part of the project that yielded 23 deed restricted affordable rental units to be constructed (*Community Development-Building Division*).

*Increase Community Housing availability*

- Harbor Hill: Bid documents and specifications will be going out, with the goal of bids to be submitted by the end of February. RISE Engineering, on behalf of Cape Light Compact, is seeking installers of mini-split systems in Building #5 that will upgrade the heating system and add air conditioning, with other buildings to follow, at no cost to the Trust. DPW continues to engage plumbers, electricians, and others to do some renovations on Building #5 in advance of the re-bid. The new property manager has been on-site, 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 held a Public Forum on Wednesday January 9<sup>th</sup> at 5PM in the Judge Welsh Room. Representatives from the Architect firm Flansburgh was in attendance to answer questions from the public regarding the design, cost, and schedule moving forward. The Building Committee will now participate in the Town Topics Forum held by Town Administration on February 9<sup>th</sup>. The design team will be before the Zoning Board on January 17<sup>th</sup> and Planning Board on January 24<sup>th</sup> (*Department of Public Works*).**

- Buildings & Grounds: Over the next two weeks, the Building and Grounds staff will complete the holiday light removals, trim the property lines of brush in the cemeteries, strip and re-wax the wood floor in the auditorium, and finish repainting the kick board on the stage. Administration staff will continue with the VMCC generator replacement, Harbor Hill activities, and procurement of the roof coating at the VMCC (*Department of Public Works*).
- Water Department: Due the entry hatch gasket leaking upon the initial filling of the Winslow Street Water tank, the re-filling, which began on January 15<sup>th</sup>, will include approximately four feet of drainage work to re-set the gasket. Distribution staff will also be continuing leak detection throughout the system, while treatment staff is revamping the water sampling cabinet located. Treatment staff will also be conducting monthly bacteria sampling for the system (*Department of Public Works*).
- Open Space Acquisitions – Hall and Dwyer properties: The Town has been awarded a Parkland Acquisitions and Renovations for Communities (PARC) grant, which will reimburse \$400,000 of the \$1,400,000 purchase price of the Hall property, as well as a Local Acquisitions for Natural Diversity (LAND) grant, which will reimburse \$400,000 of the \$1,000,000 purchase price of the Dwyer property. Closings on both properties are scheduled for January 31, 2019, but may need to be postponed to accommodate requirements of the grants (*Community Development-Environmental Planner*).
- Funicular: The Architectural Access Board (AAB) has scheduled a hearing for February 25<sup>th</sup> to discuss the accessibility issues at the PMPM and their proposal for the funicular. The funicular project requires two building permits to be issued. Until the accessibility violations have been resolved, building permits cannot be issued beyond the ones that are considered repairs for the maintenance of existing systems (*Community Development-Building Division*).

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

*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 programing*

- 2019 Reading Challenge: The theme for the 2019 Reading Challenge is “Fun.” It challenges participants to read twelve books in twelve months, discuss the titles with other readers (either monthly in person or anytime in the Facebook Group), and potentially win prizes for completion of the challenge (*Library*).

- Coffee (or tea!) with the Town Manager: The Library will host a coffee hour with Town Manager, David Panagore on Saturday, January 26<sup>th</sup> from 2:00-4:00pm. This is an informal way for the public to ask questions, voice concerns and casually interact with the Town Manager (*Library*).
- eResources: All Massachusetts residents are eligible for a Boston Public Library eCard. The eCard offers access to large number of downloadable eBooks and audiobooks, as well as digital magazines. Additionally, the eCard offers access to Hoopla which a streaming music and movie service. <https://www.bpl.org/ecard/> (*Library*).

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

- Website: The redesign committee has been working with CivicPlus on potential layouts. The design will include input from Select Board members Louise Venden and Cheryl Andrews, before being published online in a staging area, where data from the existing site will be migrated. This content migration will take approximately 30 days to complete, after which two to three weeks of extensive user training will be conducted with Town staff. We expect a launch of the new site this spring (*Management Information Systems Department*).

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

*Implement a structure of command; retain staff for further development and implementation  
Ensure that emergencies will be responded to effectively, minimizing the loss of lives and property damage*

- Highway Department: Highway Department continues to pick up Christmas Trees, which will last until Friday, February 8<sup>th</sup>. Staff has mounted plows and prepared batches of sand/salt mix for the winter storm season. Crews are performing in-house repairs to one of the message boards as it is showing signs of significant wear and tear (*Department of Public Works*).

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

#### **Finance**

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

- MUNIS: The payroll module went live in early January. The first paychecks generated from MUNIS included a printed paystub and instructions for logging into MUNIS Self Service (MSS). MSS is an online portal that allows Town employees to view paystubs, W2s, accrued vacation time, and other important payroll information. Beginning with paychecks dated January 25<sup>th</sup>, employees with direct deposit will no longer receive printed paystubs, increasing efficiency and reducing staff time distributing paper copies (*Management Information Systems Department*).

- 227R Commercial Street Tax Title: All outstanding taxes owed to the Town of Provincetown since 2013 have been paid for 227R Commercial Street. This amount, totaling \$184,964.77, included legal expenses and Board of Health fees incurred by the Town (*Finance Department*).

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

- Short Term Rental Tax: A panel from the Division of Local Services was present at the Town Managers' meeting last week and will also be attending the next Cape and Islands Accountants' meeting to provide updates and answer questions related to the short term rental tax. While this new law unfolds and more information is released by the state, the finance department will continue to attend workshops and meetings where this topic is discussed (*Finance Department*).