



TOWN MANAGER

Memo

To: The Select Board
From: David B. Panagore, Town Manager
Cc: Senior Staff
Date: February 6, 2019
Re: Town Manager's Report

This report is for the period January 14th, 2019, through February 6th, 2019

1. General

Contracts: \$278,600 Fender Pile Replacement Program Contract
Cape Cod and Island Water Protection Fund Update

2. Fiscal Matters

Select Board Budget Hearings:

- January 15th
- January 16th
- January 22nd
- January 23rd

Transmitted Select Board FY2020 Budget

Finance Committee FY2020 Budget Review Meetings

- February 4th
- February 5th

3. Meetings and/or Conferences

January 18th – MMA Conference in Boston

January 19th – MMA Conference in Boston

January 25th – Mass Housing Partnership: Housing at VFW

January 26th – Coffee Hour at the Library with Citizens

January 30th – Community Developers Conference Call regarding VFW and PBG Future Event Planning Meeting

February 1st – State Delegation Meeting with Sarah Peake and Julian Cyr on the Cape Cod and Islands Water Protection Fund

4. Personnel Matters

Open Positions:

- Emergency Management and Transportation Coordinator

- Local Building Inspector
- Fall and Winter Seasonal Operations Staff
- Pier Facilities Manager
- On-Call Telecommunicators
- Part Time Library Circulation Aide
- Seasonal Police Officers and Summer Community Service Officers

5. Department Update

This bi-weekly update provides an update of recent town department activity. Key items are highlighted in bold.

Special Election

Special Town Election: The last day to register to vote was February 1st for the February 21st Special Election. Early voting is now available at the Town Clerk's office. The polls to vote in the Special Election will be open on Election Day from 7:00 am until 7:00 pm (*Town Clerk*).

Goal 1-Economic Development

Support and increase the year round population

Seasonal Staff: Town Departments have begun putting together advertisements for seasonal employment. Departments that will be seeking applicants include Police, Parking, Harbormaster, and Public Works. All opportunities will be advertised on the Town Website and the Cape Cod Times (*Town Manager*).

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

Permit applications: The Building Division has seen a change in the amount of building applications. The effects of building material tariffs and general material cost increases have resulted in applicants reducing the scope of their renovation and improvement projects (*Community Development-Building Division*).

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

Funicular: The funicular project requires two building permits to be issued; one from the state elevator board, one from the Provincetown Building Department. The existing accessibility issues need to be resolved before building permits can be issued for the construction related to the funicular. The Architectural Access Board (AAB) has re-scheduled a hearing from February 25th to April 8th to review the status of the accessibility issues at the PMPM and their proposal for the funicular (*Community Development-Building Division*).

Support efforts to improve residential quality of life

Public Health: Winter Wednesdays 2019 begins February 6th, 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, for additional details (*Community Development-Health Division*).

Walk Massachusetts Challenge: Massachusetts Councils on Aging is sponsoring a walking challenge to encourage fitness and also offer an opportunity for the Senior Center to win \$250 to be used for fitness programming. Participants can walk in teams or individually for varying distances between April and October. COA staff will be participating, the program will be publicized in our March newsletter, and we hope seniors and volunteers will join (*Council on Aging*).

Local Building Inspector: Interviews have begun for the Local Building Inspector position. The Department is hopeful to select a candidate by the end of the week (*Community Development-Health Division*).

Public Health: Yoga for Addiction Recovery has changed date/time to Tuesday evenings, 6:45pm, at the VMCC. Posters and postcards have been distributed around town and to outer cape mental health clinicians. Yoga for Addiction Recovery is a shared program of the Provincetown Health and Recreation Departments (*Community Development-Health Division*).

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

Tourism Economy Report CY 2018: Statistics have been collected for calendar year 2018 from the Department of Revenue (DOR), Town Departments, Airport, and other available economic indicators to provide insight on the state of tourism in Provincetown. This report, which has been made available, is part of the Growth Management Report published on the Town Administration webpage (*Tourism Department*).

Tourism Website Navigation Workshop: The Tourism department's website developer, Bellweather, began work on the new site. They have scheduled a visit to Provincetown from February 7th-8th for boots on the ground research, and to meet with stakeholders, a group including the Chair of the Select Board, business owners, and non-profit groups. Part of Bellweather's research is a Navigation Workshop with the stakeholders to be held on February 7th to gather insight and expectations from Provincetown's business owners and managers (*Tourism Department*).

Goal 2- Housing

Enforce policies that create housing opportunities while maintaining Town character

Harbor Hill: Invitations for Bids for the renovations of Harbor Hill are due on February 28th. Habitat for Humanity's Re-Store picked up furniture left from the two yard sales. Progress continues on Building #5, with lease opportunities to be available in April/May.

An update on the project will be provided at the Town Topics Forum on Saturday, February 9th, from 10am-12pm (*Housing and Economic Development Division*).

Increase Community Housing availability

Hensche Lane: The Community Housing Specialist received notice from the owner of their intent to sell a deed-restricted 3-bedroom unit at Hensche Lane, a property on the State's subsidized housing inventory (SHI). Resale price and process are subject to the existing restriction. The next step moving forward will be to establish the maximum resale price with the Department of Housing and Community Development. The resale will be advertised by the Town's Community Housing Specialist, who will seek eligible purchasers and be subject to final decision by lottery (*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

Water Department: Water Treatment staff will be repairing an airline leak on one of the filtration rack units that is utilized for filter backwash cycles. Additionally, treatment staff will be conducting the first round of Unregulated Contaminant Monitoring Rule 4, an EPA required test. This sampling investigates certain contaminants, and the data is used by the EPA to evaluate whether a drinking water contaminant regulation is needed. Water distribution staff is conducting leak surveying, as the cold weather pattern has caused an uptick in flow rates due to frozen water services and interior building pipes. Two members of the Water Department and two of the Highway Department will be joining a group effort with the Town of Orleans regarding trench safety procedures. The training will provide classroom based overview, as well as a competency based "hands-on" training session (*Department of Public Works*).

Buildings and Grounds: The Building and Grounds Department will be working on completing the floor work in the Town Hall auditorium, replacing the steel door at the Building and Grounds garage, trimming the perimeter growth along the cemetery property lines, painting the Municipal Parking Lot (MPL) restrooms, and other grounds maintenance. A new Automatic Transfer Switch for the generator will be installed at the VMCC shortly, and the generator quotes will be finalized. The quotes for the repairs to the slate roof at the Town Hall are to be completed, work scheduled, and the repairs to the clapboards in the front done (*Department of Public Works*).

Dredging: The dredging necessary prior to the installation of the wave attenuator is complete. Barnstable County Dredge will return in the winter of 2019/2020 for maintenance dredging around the floating docks (*Harbormaster*).

Contract: The Town Manager will be executing the contract for replacement of the floating docks and wave attenuator as outlined in 7C of the Select Board packet. Funding for this work is from a 2015 Town Meeting Article, with 75% reimbursement from FEMA. The Pier Corp held the first of several meetings to keep fishermen apprised of the project. Regular construction meetings with engineers, DPW, and contractors will start this spring (*Harbormaster*).

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

Highway Department: Highway Department is prepping to move forward with the fourth phase of Commercial Street Reconstruction. The Town Engineer will be updating the Board at their February 11th meeting on the project and the proposed schedule. Highway personnel are working on the maintenance of summer equipment such as the message boards which need to be overhauled because of rust and corrosion. Staff continues to serve the public with seasonal salt and sand operations (*Department of Public Works*).

Goal 4-Community Engagement and Communications

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

Town Topics Forum: The Town of Provincetown will host a Town Topics Forum on February 9th, from 10am to 12pm, in the Town Hall Auditorium. The presentations are Coastal Resilience and Climate Change Planning, the Provincetown Year-round Market Rate Rental Housing Trust update, Civic Discourse, and Police Station. An overview of the Town's Strategic Plan and how this year's topics fit into our overall goals and objectives will also be heard. Refreshments will be served (*Town Manager*).

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

Coffee (or tea!) with the Town Manager: The Library hosted coffee hours with Town Manager, David Panagore on January 26th from 2:00-4:00pm, with over twenty people in attendance. This new opportunity for casual civic engagement will be held monthly at the Library. The next meeting will be February 23rd from 2:00-4:00pm (*Library*).

Archives Grant Received: The Library received notification of \$1,000 grant award from State Historical Records Advisory Board for assistance in collections processing (*Library*).

Winter Programming: February is Foreign Film month at the Library. Films are shown on Wednesday's beginning at 5:30pm. Additionally, the Library is a proud collaborator and contributor to Winter Wednesday's program beginning this month (*Library*).

Goal 5-Emergency Planning and Management

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

Emergency Management: Emergency management and fire personnel will be meeting on February 6th with representatives of the local/state American Red Cross to discuss what Red Cross can offer to Provincetown for emergency and disaster response efforts (*Community Development-Health Division*).

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

Fire Suppression: Work has begun on the fire suppression systems in the datacenters at Town Hall and VMCC. Remediation involves transitioning to a dry system, so that in the event of a high-heat event, equipment won't be at risk of sustaining water damage from the existing sprinkler heads. Special insulation is being applied to the ceiling as a first step in this process (*Management Information Systems Department*).

Goal 6- Government, Operations, and Finance

Government and Operations

Support organizational excellence

Virtualization: MIS has recently migrated the deployment appliance to a virtual machine. The deployment appliance has been a staple in the MIS arsenal of tools, and centrally manages our desktop and laptop installations. Previously a legacy hardware device, the deployment appliance will now benefit from increased performance by residing in our virtual environment. A virtual machine is an emulated operating system that runs on top of a physical hardware host. A host can emulate several virtual machines simultaneously, each of which can emulate different operating systems and hardware platforms. The Town will see energy savings due to decommissioning the old deployment appliance hardware (*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

MUNIS: MIS has been working closely with the Water Department to get the Utility Billing module up and running in MUNIS. This requires the facilitation of activities among multiple parties, including the developers of the existing standalone utility billing application (*Management Information Systems Department*).

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

FY2020 Budget: The Finance Committee began their review of Department Budgets the week of February 5th. The school budget will be available on or before the budget reconciliation meeting (*Finance Department*).