



TOWN MANAGER

Memo

To: The Select Board
From: David B. Panagore, Town Manager
Date: April 4th, 2019
Re: Town Manager's Report

This report is for the period March 21st, 2019, through April 4th, 2019

1. General

Contracts:

- JW Dubis & Sons Sidewalk, Granite Curb, and Concrete Dispensing Pad installation for \$48,950
- JM Goldson LLC Consulting Services for Housing Development at the VFW Site for \$49,980
- Coastal Custom Builders Bas Relief Park and Restoration for \$616,000

2. Meetings and/or Conferences

- March 21st- Building Committee Public Forum on the Provincetown Police Station
- March 22nd – Communications Plan (Ad Hoc Committee)
- March 25th – Select Board Meeting
- March 27th – Town Meeting Forum
- March 28th – Building Committee Meeting on Police Station Bid Results
- March 29th – Coffee hour at the Town Library with residents
- April 1st – Annual Town Meeting
- April 2nd – Annual Town Meeting
- April 4th – Cape Cod Young Professionals Shape your Cape 2019 Summit
- April 5th – Cape Cod Chamber Shark Meeting

3. Personnel Matters

Open Positions:

- Full-time Assistant Recreation Director
- Seasonal Recreation Positions
- Entry Level Police Officer
- Seasonal DPW Positions
- Seasonal Fire Department Positions
- Seasonal Police Officers and Summer Community Service Officers
- On-Call Telecommunicators

Administrative Assistant Marjorie Sanson: For the past five years the Community Development Department has been supported by Marjorie Sanson. Her many talents and ability to go above the duties of her position enabled all of us to do our jobs better. On March 28th, Marjorie retired from her position; she will be missed by all. Amy White has taken over as the lead Administrative Assistant, and Linda Fiorella assumed the role of the 2nd Administrative Assistant (*Community Development-Building Division*).

4. Department Update

Reports and Items of Note

- Parking: On March 25th, the Parking Department opened with full time hours to serve the public. Residents may now purchase Parking Permits at their office in the Police Station. The Commercial Street parking ban between Johnson Street and Winthrop Street went into effect on Monday, April 1st, with paid parking for all Town-owned lots beginning on May 1st. If asked, information on parking permits is available on the Parking Department website (*Parking Department*).

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

Goal 1-Economic Development

Objective: Support efforts to improve residential quality of life

- SNAP Kiosk: Provincetown has been selected by the Massachusetts Department of Transitional Assistance (DTA) as one of several rural towns to pilot a new initiative to increase residents' ability to independently apply for SNAP (Food Stamps) and access information about their accounts. A self-services kiosk will be placed at the VMCC for residents' use, maintained by the DTA and listed on the mass.gov/dta website. The program will be under the supervision of the Department of Human Services Director, Chris Hottle. Council on Aging staff as well as local human services organizations will continue to assist clients in person with their SNAP applications and issue resolutions (*Council on Aging*).

Goal 2- Housing

Objective: Increase Community Housing availability

VFW: On March 27th, the Town Manager, Community Housing Specialist/Grant Administrator, and Project Administrator participated in a phone interview with JM Goldson and New Atlantic Development for the housing development and community engagement process for the VFW. (Reference checks of the company were conducted prior to the phone interview.) The contract with JM Goldson is listed in the contract motions. A draft preliminary due diligence report for the VFW site by Bohler Engineering was submitted by Mass. Housing Partnership to the Town for their review (*Housing and Economic Development Division*).

Harbor Hill: In accordance with the award by the YRRHT, LDa and the Town are proceeding with contracts with the lowest eligible bidder, NEI, for the renovation of Harbor Hill. Two “free item” community events were held on March 27th and 29th of items remaining from the previously held tag sales. Building #5 is making significant progress, including the installation of mini-split systems under the Cape Light Compact, plumbing, carpentry, and other work. Units in Building #5 are being offered to appropriate applicants from the lottery held on February 27th based on income, household size, etc. The goal is to begin move-in in May. Applications for the second round of rental units are now available. An information session will be held on April 30th at the VMCC, and the deadline for applications will be May 23rd (*Housing and Economic Development Division*).

Goal 3-Built and Natural Environment

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

Environmental Health: On March 26th, the Board of Health hosted the 3rd installment of Wastewater 3.0 Speaker Series – Contaminants of Emerging Concern in Wastewater by Dr. Laurel Schaider of the Silent Spring Institute. The event was attended by residents concerned about this matter. If asked, the Silent Spring Institute has a smartphone app called “Detox Me” with additional information (*Community Development-Health Division*).

Water Department: The Water Department staff will be repairing a leaking valve connection on the water main located at the Race Point bathhouse. The leak was discovered after it was discovered by CCNS staff seeing water coming to the surface in the area. The leak was isolated and only affects the bathhouse building which is not operational at this time. Staff will also be installing a dedicated water sampling station, used for routine bacteria sampling, in the vicinity of the Harbor Hotel. This location is an approved site by MassDEP (*Department of Public Works*).

Buildings & Grounds: The Building and Grounds Department has completed the painting of the restrooms at the MPL and will continue working on the restrooms at Firehouse 2. Field maintenance has started and will continue at the parks and athletic fields, spring cleanup at the cemeteries is ongoing, and overall general building maintenance continues. Irrigation startups will begin in the weeks to come as the weather warms. Administratively, involvement in the Harbor Hill project continues, as well as working toward the start of repairs on the slate roof at Town Hall, the Automatic Transfer Switch (ATS) installation at the VMCC, and preparing for spring maintenance on our HVAC systems (*Department of Public Works*).

Bas Relief: An award notice was issued on March 21, 2019 for the Bas Relief Restoration Project. The contract, for \$616,000, will be executed by Coastal Land

Design, with work to start at the beginning of May (*Housing and Economic Development Division*).

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

Highway Department: The Commercial Street Reconstruction project continues, with curbing crews coming to Town next week to begin setting the new granite curbing. It is anticipated that this construction will be ongoing through the month of June. Bids have been received for improvements to the Standish Street / Bradford Street Intersection in front of the Gulf Station and Alden Street parking lot. The awarded low bidder, J.W. Dubis & Sons, is included in the contract motions and is expected to begin work soon. The Spring Pavement Management plan has been approved by the Select Board, with resurfacing several side roads to occur in the coming weeks. The roadways scheduled for spring paving includes the West end of Commercial Street, Freeman Street, Railroad Ave, Nelson Avenue, and Nickerson Street. If asked, additional information can be found by signing up for Town alerts on the Provincetown Town website (*Department of Public Works*).

Goal 4-Community Engagement and Communications

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

Public Health: The newest County Health rankings are available online. If you would like to see Barnstable County's ranking in health outcomes or health factors check out countyhealthrankings.org (*Community Development-Health Division*).

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

- Volunteer Recognition: April is National Volunteer Month. The COA staff will be showing their appreciation by hosting an annual volunteer recognition luncheon at the Senior Center on April 18th. The COA is fortunate to have 50 active, dedicated volunteers and could not offer all that we do without them (*Council on Aging*).

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

- 4th Annual Moby Dick Read Aloud Marathon: The Library is seeking willing readers for the 4th Annual Moby Dick Read Aloud Marathon. The Library would be pleased to welcome Select Board Members to sign-up to read a portion of the book. Interested parties please contact Brittany Taylor btaylor@provincetown-ma.gov. This is a special year for this event as 2019 marks the 200th anniversary of Herman Melville's birth (*Library*).

Mobile/Wireless Printing: In April the Library will be upgrading software to enable mobile (wireless) printing. Patrons will be able to print directly from their phone, tablet, or laptop. The Library is excited to offer this new service (*Library*).

Provincetown Book Festival: Planning is underway for the 4th Annual Provincetown Book Festival to be held on September 14th and 15th. The Library is assembling a stellar line-up of writers and coordinating a series of provocative panel discussions. Additional information will be provided as more details emerge (*Library*).

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

- Website: On March 18th through the 20th, Staff attended training sessions on utilizing the back end of the new website. The time was used to make final content adjustments prior to going live. If Select Board members are interested in reviewing the site prior to launch, please contact Erin Ellis, Project Administrator, to set up a time to meet with our consultant. We are expecting to go live on April 15, 2019 (*Management Information Systems Department*).

Goal 5-Emergency Planning and Management

Objective: *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*

315-A-319 Commercial St Surf Club: The building, as reconstructed, has complied with the reconstruction within 2 years of the fire event to enable the preservation of the pre-existing nonconforming footprint within the property setbacks. Items still remain regarding the Chapter 91 license and compliance with the FEMA substantial damage criteria, with determinations dependent on additional information being received (*Community Development-Building Division*).

Goal 6- Government, Operations, and Finance

Government and Operations

Objective: *Support organizational excellence*

- Town Report: Copies of the 2018 Town Report are now available. The books were available during Town Meeting, and can be obtained from the Clerk's Office. Many thanks to Town Staff and Boards for contributing to this year's report (*Town Clerk*).

Finance

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

- FY2018 Town Audit: Final audit reports for both the Town and Pier audits were received this week. Matt Hunt of Clifton, Larson, & Allen, the Town's audit firm, will present the FY18 audit highlights to the Select Board and Finance Committee at one of their regularly scheduled meetings in April/May (*Finance Director*).

Objective: 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

OpenGov On March 28th, MIS Analyst Lynne Martin attended an OpenGov work session in Barnstable. Members from several other Cape towns were in attendance. OpenGov presented new views that are available to towns using their portal. Provincetown plans on implementing these new views in the coming weeks, which will provide easier access to financial information for the public, boards, and staff (*Management Information Systems Department*).