



TOWN MANAGER

Memo

To: The Select Board
From: David Gardner, Acting Town Manager
Date: May 8, 2019
Re: Town Manager's Report

This report is for the period April 17th, 2019, through May 8th, 2019

1. General

Contracts:

AECOM Contract Amendment 16-2 for \$77,500
AECOM Contract Amendment 16-3 for \$75,000

2. Meetings and/or Conferences

April 18th – Select Board Meeting
April 19th – Provincetown Airport Reopens
April 22nd – Select Board Meeting
April 23rd – Blood Borne Pathogen Staff Training
April 23rd – NARCAN Staff Training
April 24th – MOPC Civil Discourse Dialogues with residents
April 25th – MOPC Civil Discourse Dialogues with residents
April 26th – MOPC Civil Discourse Dialogues with residents
April 26th – Select Board Meeting
April 27th – MOPC Civil Discourse Dialogues with residents
April 28th – MOPC Civil Discourse Dialogues with residents
April 29th – MOPC Civil Discourse Dialogues with residents
April 29th – Select Board Meeting
April 30th – MOPC Civil Discourse Dialogues with residents

3. Personnel Matters

Open Positions:

Police Records Clerk
Police Matron
Assistant Recreation Director
Seasonal Public Pier Corporation Positions
Seasonal Parking Department Positions

Seasonal Fire Department Positions
Seasonal Department of Public Works Positions
Summer Police Officers and Summer Community Service Officers
On-Call Telecommunicators

Meetings and Items of Interest

Parking: On May 1st, the rules, regulations, and paid parking went into effect. The two manned parking lots, MacMillan Pier and Grace Hall, are open with a flat rate of \$6 per day until May 15th. After May 15th, full price rates will be put into practice. If asked, parking permits may be obtained at the Parking office in the Police station, with additional information on parking permits available on the Parking Department website (*Parking Department*).

- Annual Town Election: Just a reminder that the Annual Town Election is Tuesday, June 18th. Ongoing preparations continue, with six of the seven nomination papers pulled returned and signatures verified. The last day to submit ballot questions is Tuesday, May 14th (*Town Clerk*).

New Police Station: A ballot question will remain on the June 18th Annual Town election to appropriate additional funding for the construction of a new police station. The project remains dormant until direction is given by the Select Board to the Building Committee or pending the result of the ballot question and the potential submission of a citizen petition to hold a special Town meeting (*Department of Public Works*).

Public Health: On Tuesday, April 23rd, the Health Department hosted Narcan training by the AIDS Support Group of Cape Cod for Town staff, of which 14 staff members participated (*Community Development-Health Division*).

Training: The Community Housing Specialist and Grant Administrator attended a Housing Coordinator Training for the Cape at the CDP in Eastham on May 3rd. As more communities hire housing coordinators, this training is an opportunity for all to receive education on this complex topic. It is part of the regional efforts for training, education, and sharing (*Housing and Economic Development Division*).

4. Department Update

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

Goal 1-Economic Development

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

CVS 132 Bradford St: The CVS remains on schedule to open May 12, 2019 at 132 Bradford St. The store will be opening under a Temporary Certificate of Occupancy due to lack of full compliance with Historic District Commission's requirement on the multi-paned steel

windows. All life safety requirements are in place and inspected for compliance (*Community Development-Building Division*).

Upcoming Trainings: The Health Department will be offering a variety of trainings in the upcoming months. If asked, please follow up with Morgan Clark, Health Director, or Eric Sussman, Emergency Management and Transportation Coordinator. The trainings are as follows:

- **FOG (Fats, Oils, Grease)** – a required training for restaurant owners May 8th at 10 am and 3 pm.
- **Stop the Bleed** – May 23rd at 10 am and 1 pm – OPEN TO THE PUBLIC, SPACE IS LIMITED. Sign up with Emergency Management & Transportation Coordinator Eric Sussman
- **Choke Safety** – required for restaurants that seat 25 or more people – June 4th at 1 pm and 3 pm, or June 6th at 10 am
- **Hands Only CPR** training on the Provincetown Library Lawn – OPEN TO THE PUBLIC June 6th from 12 pm to 5 pm
- **ServSafe** - June 10th and June 17th – advanced registration with Cape Cod Cooperative Extension required (*Community Development-Health Division*)

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

Economic Development Planning: On April 17th and 18th, Camoin Associates returned to Provincetown and conducted 4 focus groups and an evening forum to receive input on their proposed goals. Their proposed plan will be completed sometime in May, presented to the Select Board during an upcoming meeting (*Housing and Economic Development Division*).

Objective: Support efforts to improve residential quality of life

COA Art Show: The Council on Aging saw 75 people in attendance for their annual Art Show on May 2nd. The show highlights the work of the creative arts classes (painting, beginning and advanced drawing, weaving, writing group, poetry, and knitting). As a special addition, for the first time this year, the ukulele group performed. The students appreciate the support shown by guests and it is a great opportunity to showcase and thank our instructors (*Council on Aging*).

- Older Americans Month: May is Older Americans Month, with the Art Show being the inaugural celebratory event. This year's national theme is "Connect, Create, Contribute" which sums up the Senior Center perfectly. The Council on Aging continues to offer a myriad of opportunities for older adults, with information available on their website as well as by following their Facebook Page (*Council on Aging*).

Spring Celebration: For the third year in a row, on April 13th, four organizations came together and provide a great Spring Easter celebration for residents. First from 9am-10am, Seashore point offered a free breakfast in their dining room to all families, as well as picture

opportunities with the Bunny. After breakfast, families headed to the Monument for an egg hunt at the base of the building. Despite the inclement weather, 150 people attended this annual event. The team will continue to look at other options which are more weather sensitive to encourage additional participation for the following years (*Recreation Department*).

Goal 2- Housing

Objective: Increase Community Housing availability

Harbor Hill: Weekly/Bi-weekly meetings began on April 3rd with the contractor, NEI, the Architect, LDa, and the Property Manager, CDP, for the renovation of Harbor Hill. Start-up activities are underway with construction beginning in May. Building #5 is nearing completion with several tenants scheduled to move in in May (*Housing and Economic Development Division*).

- 8 Hensche Lane: Applications for this 3-bedroom deed-restricted home are available and due by May 20, 2019. If asked, contact Michelle Jarusiewicz, Community Housing Specialist, or check the Town Website for additional information. Applications are available both in Town Hall and online (*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

Water Department: The water distribution staff continues to perform maintenance flushing of the drinking water system. It is expected to be finished within a week, as the crew is currently ahead of schedule. Treatment staff has been assisting with diagnosing a SCADA (control system) communication problem between the main Knowles Crossing Treatment plant and the remote sites; it was found that the antenna on the Knowles Crossing plant was defective and replacement has been performed. Since that discovery, all communication to the sites has been restored. Administrative staff is currently working on spring water bills with our new utility billing software. As of now, it is expected that water bills will be mailed on May 13th (*Department of Public Works*).

Buildings & Grounds: The next two weeks for the Building & Grounds Department will primarily be focused on routine maintenance such as mowing, preparing planting areas, spring cleanup of playgrounds, and athletic fields. As weather permits, exterior repairs and trim painting at the MPL restrooms will continue, and the repairs to the roof at the Town Hall are on hold until the weather improves. The project of replacing the rear doors at the Harbormasters Facility and the emergency lighting at the Library have both been completed (*Department of Public Works*).

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

Highway Department: Commercial Street Reconstruction Project continues with installation of brick sidewalks and stone reservoir under the roadway. Initial placement of the binder course of pavement is tentatively scheduled to occur on May 8th. We anticipate this construction to be ongoing through the month of June. The Highway department has begun their annual line painting throughout Town. In addition to their usual areas, they will also address the roadways that have been recently paved as part of the Spring Paving Plan. The street sweeping crew has begun their 7-day a week schedule, which runs through October 19th, and after which it will be on an as-needed basis (*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

Human Services Round Table: The next bi-annual Provincetown Human Services Round Table will be on May 16. This is an opportunity for approximately 25 health and human services providers, Town Departments and the faith community to come together to introduce staff, share new programs and discuss issues and needs (*Council on Aging*).

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

Moby Dick Marathon: The fourth annual Moby-Dick Marathon was a success, with a total of 431 in attendance throughout the weekend. The Marathon's associated events, such as the Center for Coastal Studies Panel and the Herman Melville biographical performance, generated an additional 139 in attendance (*Library*).

- Wastewater Seminar: The Library will host a Wastewater 3.0 event entitled "Winter Hath Come: Nantucket Sewer Main Failure and Response" in collaboration with the Department of Health on Tuesday, May 14th, from 5:30-7:30pm. If asked, contact the Provincetown Health Department for additional information (*Library*).

Free Movie Series: The Library is excited to feature a new free movie series on Wednesdays during the month of May. The "Family, Family, Family" film series will feature portrayals of families of all kinds on the silver screen, including Auntie Mame, Little Miss Sunshine, and Hannah and Her Sisters (*Library*).

Goal 5-Emergency Planning and Management

Objective: Propose zoning and other regulatory bylaws to improve public safety and emergency preparedness

- Community Rating Annual Recertification: As a condition of continued participation in the Community Rating System (CRS) the Town is required to recertify annually. Participation in the CRS Program gives the community credits that are applied to the Flood Insurance rates offered to Provincetown flood insurance policy holders. This task was completed and submitted. Next year it will be a two-fold recertification process, one through the Community Rating System process and the other through the five year audit cycle of the Insurance Services Office (ISO). This audit will verify the community class rating or the purpose of providing a discount in the flood insurance premiums paid by those with flood insurance (*Community Development-Building Division*).

Goal 6- Government, Operations, and Finance

Government and Operations

Objective: Improve regular reporting progress of the Strategic Plan and projects to the community

Strategic Plan: As part of the on-going process for the Strategic Plan, in the packets for the May 13th meeting are the current Strategic Plan approved on August 13th, 2018 by the Select Board, an update of the first year's progress for the current Strategic Plan, and proposed modifications to the existing Strategic Plan, including achievements made in the existing Plan. Please send any comments to Erin Ellis, Project Administrator, at eellis@provincetown-ma.gov. A revised Strategic Plan, moving into the 2019-2024 time period, will be presented at an upcoming hearing for Select Board approval (*Town Manager*).

Objective: Support organizational excellence

Open Enrollment: May 1st begins the Town's open enrollment period for Health Insurance. The Treasurer who has assumed the payroll duties in the interim has prepared an open enrollment booklet explaining all the choices and new offerings to Town Staff (*Finance Department*).

Fleet Replacements: MIS has begun the process of the annual replacement of workstations throughout the Town. This spring's batch includes both desktops and laptops. In the lab, we build a standard configuration that is pushed out to each new machine, after which some additional customizations are performed. For example, the finance department will have the MUNIS client installed for access to financials, and the police department will have the IMC client installed for access to dispatch data (*Management Information Systems Department*).

Finance

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

MUNIS: After several months of preparation, the utility billing module went live on Thursday, May 2, 2019, just in time for the spring billing cycle. This was a major undertaking that

required the support of the water department, the finance department, and staff from all of the vendors involved. Special thanks to MIS Analyst Lynne Martin, who served as project manager for this initiative (*Management Information Systems Department*).

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

- Residential Exemption Update: Tax dollar amount of the exemption for FY2018 was \$887.86; Tax dollar amount of the exemption for FY2019 was \$1,181.41 (increase due to higher average Residential value and increase in percentage from 20% to 25%). For FY18, 705 properties received the Residential Exemption as part of the tax billing process. In FY19, 742 properties received the exemption as part of their bill. An additional 29 Residents applied for and were granted a residential exemption in FY19. There were 7 Expanded Residential Exemption granted (*Finance Department*).

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

FY18 Audit: Matt Hunt will present the FY19 audit to the Select Board and Finance Committee on May 13th at 5:00pm (*Finance Department*).