



TOWN MANAGER

Memo

To: The Select Board
From: David Gardner, Acting Town Manager
Date: August 21, 2019
Re: Town Manager's Report

This report is for the period August 8th through August 21st, 2019

1. General
Contracts:
Jacobs Engineering Group Inc. - Invasive Species Management, ASMPT - \$74,000
2. Meetings and/or Conferences
August 8th – Stop the Bleed Training
August 12th – Select Board Meeting
August 14th – VFW/Police Station Housing Working Group
August 22nd – Carnival Parade
3. Personnel Matters
Open Positions:
Zoning Enforcement and Code Compliance Officer
Town Engineer
Seasonal Parking Department Positions
On-Call Telecommunicators
4. Department Update

This bi-weekly update provides an update of recent town department activity.

Meetings and Items of Note

Crop Swap Program: The Health Department is pleased to announce the launch of a new collaborative project with the Provincetown Public Library and Soup Kitchen in Provincetown (SKIP): *Crop Swap: Provincetown's Produce Swap Shop*. The premise of the Crop Swap is similar to the town's swap shop – people can drop off fresh, uncut fruits and veggies for others to take. A press release and promotional cards have been included with the Select Board packet. The fridge opens for produce swapping Tuesday, September 3rd, at 4 pm, with a launch party and opening remarks by State Senator Julian Cyr on the Library Lawn (*Community Development-Health Division*).

Environmental Health: On September 19th, starting at 6pm, the Board of Health is hosting *Raptors are the Solution: Eliminating Rat Poisons in Our Environment* at the Provincetown Public Library. Gary Menin of MASS-RATS, the Massachusetts state chapter of the Berkeley-based Raptors are the Solution, will have a discussion on the environmental effects of rat poisons and the dangers they pose to raptor populations (*Community Development-Health Division*).

Town Report: To get ahead of the curve, the Town Clerk has begun working on the 2019 Annual Town Report. Town Meeting Decisions and Elections results are being inserted, with Town Board and Department reports due in January. A memo will be sent out in November to all Town Boards and Senior Staff notifying them of these deadlines (*Town Clerk*).

Scale By-law Update: The lot at 294 Bradford has begun to be cleared for the construction of a single family dwelling. This lot caused the Town of Provincetown's Scale Bylaw to be challenged in court. The result was a new interpretation of the bylaw when there are two or less structures included within the 250' from the center of the parcel for a proposed new building (*Community Development-Building Division*).

Economic Development

Objective: Support and increase the year round population

Town Maps: The MIS Department continues to update structure and parcel information for the Town's maps. This involves collaboration between the Assessor's office, the Finance office, and PeopleGIS, where the Town's maps are hosted online. This process is repeated several times a year to keep up with changes that take place throughout the community (*Management Information Systems Department*).

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

American Art Collector: Each summer the magazine, *American Art Collector*, publishes a guide to collecting fine art in Cape Cod & the Islands. The Provincetown Office of Tourism has a full page advertorial in the section, as well as a full page *America's Oldest Continuous Art Colony* ad in the ad section at the beginning of the magazine (*Tourism Department*).

Summer Entertainment Social Media Campaign: The Social Media campaign has been updated to feature current shows and performers and demonstrate the full breath of entertainment throughout Town. This is a series of five carousels on Facebook, and albums on Instagram, highlighting the summer entertainment. The ads click through to a landing page on the ProvincetownTourismOffice.org website listing all the venues in Town with entertainment. It then allows the user to choose what they would like to attend, and goes directly to a venue's site to purchase tickets. As of August 1st, the campaign received 11,562 clicks (*Tourism Department*).

Travels of Adam: From August 3rd through the 7th, Adam Groffman came to Provincetown for a four-day familiarization trip (FAM Trip) to capture images to share on social media with the followers of his blog, *Travels of Adam*. His social media blog has a total of 350,000 followers. He will also be publishing a story, making a video, and writing a guide to visiting Provincetown to publish on *Travels of Adam* and on Provincetown Tourism's platforms (*Tourism Department*).

Incline Elevator: The building permit for the structures and the incline elevator serving the Pilgrim Monument on the lot adjacent to the Bas Relief was issued on Tuesday August 13, 2019 (*Community Development-Building Division*).

Housing

Objective: Promote policies and programs that encourage year round housing with income and age, racial and ethnic diversity

VFW & 26 Shank Painter Road: On August 14th, a working group comprised of representatives from the Community Housing Council, Year Round Rental Trust, BOS, Planning Board, Acting Town Manager, Planner, and the Housing Specialist held their first session to discuss options for housing at each site. The second Community Forum to discuss Housing projects on site has been scheduled for Tuesday, September 17th, and a third on Wednesday, November 13th. Both of these Forums will seek public input, will be held in the auditorium of the Provincetown Town Hall, and will start at 5:30pm (*Housing and Economic Development Division*).

Objective: Increase Community Housing availability

Harbor Hill: The construction on this site began on July 29th. The initial work to lay the sewer line for buildings #4 and #7 has been done, with a 6-month construction timeline anticipated. A portion of the units will come online in November/December. Of the 6 units in Building #5, only one remains available (three-bedroom), and the remaining 5 leased. (*Housing and Economic Development Division*).

Community Connectivity and Communications

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

Emergency Services: Representatives from the Health and Police Department, as well as the new Community Support Liaison (MHSA grant recipient) met with a representative of Bay Cove, the MA-DMH contractor for emergency psychiatric services for Cape Cod, to discuss having Bay Cove build a regular presence in Town. The group is working on a set schedule and outreach plan (*Community Development-Health Division*).

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

PPL in the News: The Library was recently listed as one of the top ten libraries to visit in the United States by The Lonely Planet. A link to this article has been posted on the Town of Provincetown and Provincetown Library Facebook accounts (*Library*).

Crop Swap at the Library: The Crop Swap will be Provincetown's Produce Swap Shop that offers people direct access to fresh, uncut fruits and vegetables. The produce will be donated by local businesses and gardeners. A launch party is scheduled for Tuesday, September 3rd at 4pm on the Library Lawn (*Library*).

ARIS Report: In completing the ARIS (Annual Report Information Survey) report, a requirement in the Commonwealth, the Library is pleased to report that circulation increased by 9% since the previous fiscal year (*Library*).

Objective: Adopt means of creating public engagement with seniors, young adults, youths, people of color, and immigrants

Children's Soccer Clinic: The Recreation Department will be hosting a five-day soccer clinic August 26th through August 30th at Motta Field. As a way to help generate interest in soccer, two weeks before our fall youth Recreation soccer program, Challenger Sports will be coming to town to drill on basic skills of soccer. They will be integrating basic skills with competitive and fun games: a great opportunity for all children in Provincetown. Challenger will be bringing coaches from all over country, as well as overseas (England) (*Recreation Department*).

Built and Natural Environment

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

Bas Relief: Phase 1, the restoration of the Cyrus Dallin bronze tablet and the granite structure surrounding it, is now complete. Phase 2 will begin after Labor Day on September 3rd, and will include re-aligning the sidewalks, landscaping, the removal and replacement of trees and plants, and installation of new benches, trash cans, and bike racks (*Housing and Economic Development Division*).

Water Front Property at 387 Commercial Street: During their regularly scheduled meeting on August 7th, the Recreation Commission voted to look into an events policy for the former Hall property. At their next meeting on September 9th, the Committee will conduct a site visit to better understand the area, and develop a rental use policy and request for use form. The commission will schedule a public hearing to hear from the community, and will be inviting all boards, abutters, and the general public to come and gather input. After a public process, the commission would like to meet with the Select Board for their insight, and discuss fees that would be associated with the rental of this property (*Recreation Department*).

Solar Photovoltaic Leases: Cape and Vineyard Electric Cooperative (CVEC) has agreed to an assignment of its Round 3 solar photovoltaic projects, which include the projects at the VMCC and the Water Treatment Plant, to a management company based in Boston called Sunwealth Power, Inc. The construction company, Alliance Clean Energy (ACE), will stay on board as the Operations and Maintenance provider. The Town has acknowledged these assignments following review by Town Counsel (*Community Development-Conservation*).

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

Upcoming Carnival Preparation: The Highway Department will pay particular attention to any extra demands as a result of Carnival week. The Building and Grounds Department will be concentrating on bench repair/painting, open space mowing, planting bed maintenance, and trash/recycling pickup. Sanitation pickups will remain as scheduled, and the Water Department will be paving at various service locations, performing meter maintenance, hydrant painting, routine bacteria testing, and secondary containment testing as required by Mass DEP. They are prepared for service peaks associated with Carnival week. The Sewer Department will be operating as normal and is prepared for increased demand associated with this annual event. DPW Administration will continue as usual, and be ready to respond to any unforeseen problems (*Department of Public Works*).

Parking and Revenue Control System (PARCS): Westcor, the company under contract with the Town to upgrade the parking system, has provided the first round of shop drawings for the PARCS replacement project. Town Staff are assessing plans against existing parking lay-outs of parcel boundaries to ensure planning and zoning conformity for the upcoming work (*Emergency Manager and Transportation Coordinator*).

Objective: Implement the recently adopted Harbor Plan

Wave Attenuator Update: On August 1st, Doug Boulanger, MacMillan Pier Manager, conducted a site visit to the production plant in Norfolk, Virginia, to review production schedules, witness a concrete pour for one of the floating docks, and inspect the forms and rebar configuration. The wave attenuator sections are due to be completed by the end of August/first week of September. Demolition of the existing south dock facilities is to start by the end of October 2019, with an overall Project completion date of February 2020 (weather pending) (*Harbormaster*).

Emergency Planning and Management

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

Shark Mitigation and Stop the Bleed: The Emergency Manager and Transportation Coordinator is consulting with Fire Chief Anthony Pike of Orleans to further address

shark attack mitigation techniques for harbor-side beaches and town landings. Provincetown will be hosting free Stop the Bleed trainings in the Judge Welsh Room of Town Hall on September 5th. Stop the Bleed is a national campaign that educates, equips, and empowers bystanders to respond to bleeding emergencies before help arrives. Trainees will learn life-saving applied pressure techniques and proper tourniquet use to combat injuries resulting in massive or rapid blood loss. Additional information, including how to sign up, can be found on the Town of Provincetown Website (*Emergency Management and Transportation Coordinator*).

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

Community Rating Service (CRS) recertification: As a condition of continued participation in the Community Rating System (CRS) the Town is required to recertify their status on an annual basis. Participation in the CRS Program gives the community credits that are applied to the Flood Insurance rates offered to Provincetown flood insurance policy holders. 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. This task was completed and submitted in May of this year, and during the week of August 12th, noticed was received that everything was found to be in order (*Community Development-Building Division*).

Construction Flood Compliance: The building at 509 Commercial is located on the lot as it will remain, and now needs to be connected to the lowest structural horizontal member. This structural member will be at 17'1" above sea level, satisfying the FEMA requirement in the Velocity Zone of 2' above the Base Flood Elevation (*Community Development-Building Division*).

Government, Operations, and Finance

Government and Operations

Objective: Provide training and educational opportunities for staff and Board to improve operational effectiveness:

- **Create strategies to retain staff**
- **Pursue and promote 3rd Party accolades**

Laserfiche App: The MIS Department has deployed the Laserfiche app to building department tablets. This will allow building officials to access the Laserfiche document repository from the field, interacting directly with workflows, and eliminates the need to return to Town Hall to access this information (*Management Information Systems Department*).

Objective: Develop a collaborative process of youth initiatives to enhance their quality of life Support organizational excellence:

- ***Improve" community oriented" government and operations and communications***

White Board Upgrades: The MIS Department will be coordinating the replacement of several interactive white boards in preparation for the school year. This will bring the entire fleet of whiteboards up to date and will offer consistency among classrooms (*Management Information Systems Department*).

Finance

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-Accomplishment and develop or refine performance measure for each department.

FY2021 Budget Season: Town Departments will enter their FY2021 budgets in OpenGov again this year. Departmental Budgets are due to the Finance Director in early November. The operating budget will then be compiled and departmental budgets will be reviewed with the Town Manager. The draft FY2021 Town Manager's Budget is scheduled to be distributed to the Select Board in early January (*Finance Director*).

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

FY2021-FY2025 Financial Forecast: The Five Year Financial Forecast is in process and will be presented to the Select Board in September (*Finance Director*).

FY2021-FY2025 CIP: Department CIP requests are due to be submitted to the Finance Director in September. The requests will then be compiled and reviewed. The Select Board is scheduled to receive a draft of the FY2021-FY2025 CIP in October (*Finance Director*).