



TOWN MANAGER

Memo

To: The Select Board
From: David Gardner, Acting Town Manager
Date: September 18th, 2019
Re: Town Manager's Report

This report is for the period September 4th through September 18th, 2019

1. Meetings and/or Conferences
 - September 9th – Select Board Special Joint Meeting
 - September 9th – Select Board Regularly Scheduled Meeting
 - September 11th – 9/11 Remembrance Ceremony
 - September 17th – VFW and Current Police Station Housing Forum
2. Personnel Matters
 - Open Positions:
 - Zoning Enforcement and Code Compliance Officer
 - Town Engineer
 - On-Call Telecommunicators
3. Department Update

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

Items of Note

Pier Operations: The electrical issue that caused an electrical shock on Sunday, September 1st, around 3:14 pm, has been identified and corrected per recommendations from the Electrical engineer, BALA Consulting Engineers, and the Electrical Testing agents, American Electrical Testing (AET) Co., LLC. The results of their tests are as follows: The stray current that caused the electrical shock coming from the expansion plate covering the expansion joint came from a compromised wire inside of a nearby light bollard (the short light poles along the east sidewalk). This compromised wire sent stray non consistent electrical current down into the pier that then traveled to the metal expansion joint causing the shock. Direction was given to repair the compromised wire and light fixture, and it was recommended to bond and ground the metal expansion joint to remedy deficiencies and avoid any similar issues in the future. Both of these have

been completed, and the Department is awaiting the final sign off from the Electrical engineer (*Harbormaster*).

Economic Development

Objective: Support and increase the year round population

Maps: MIS 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 the many changes that take place in the community (*Management Information Systems Department*).

Objective: Support efforts of Provincetown 2020 Celebration

Bas Relief: Phase II of the Bas Relief and Park Restoration began on September 3rd. The landscape removals are complete, with upcoming work including the realigning the sidewalks due to encroachment concerns, landscaping, and site improvements such as new benches, trash cans, and bike racks. The anticipated completion date for this work is the beginning of November (*Housing and Economic Development Division*).

Objective: Develop a film and television policy and permit process that promotes economic opportunities for the town and local businesses

Film Policy: On September 9th, Anthony Fuccillo, Tourism Director, and Erin Ellis, Project Administrator, presented the first draft of a Film Policy and Application/Checklist. The Select Board provided constructive feedback, and recommended that a follow up with the Massachusetts Film Office be performed to explore additional economic incentives for production companies to select Provincetown. Lisa Strout, Director for the Massachusetts Film Office, suggested that while some financial incentives had been offered in other states, her office found it rare that an incentive created by a city or town had a significant return on investment. A final draft of the Policy and Application/Checklist will be provided for Select Board approval at an upcoming meeting (*Town Manager*).

Housing

Objective: Increase Community Housing availability

VFW & 26 Shank Painter Road Housing Development: On September 17th, the Town hosted its 2nd Forum at Town Hall to discuss housing development options for these sites. The 3rd Forum has been scheduled for November 13th. The end result will be a scope for a Request for Proposals for development, which then will be issued in the winter (*Housing and Economic Development Division*).

Harbor Hill: The initial work to lay the sewer line for buildings #4 and #7 has been completed, as well as interior work such as removal of carpets and prepping for new windows and doors. It is anticipated that a portion of the units available in the 3 remaining

buildings will come online in December/January. Out of the 6 total units available in Building #5, 5 are leased, and a verbal commitment has been received for the 6th (*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

Hoarding Support Services: Two support programs are being offered at the Veterans Memorial Community Center (VMCC) for those that are coping with hoarding, collecting, or cluttering issues. *Buried in Treasures*, a facilitator-led, 14-session, action-oriented workshop, will begin in October, and registration is required. *Clutterers Anonymous* is a self-help, 12-Step Recovery Program, with weekly meetings. Both are free, confidential, and open to all ages (*Council on Aging*).

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

Crop Swap: September 3rd was the Launch Party on the Library's lawn for the Crop Swap: Provincetown's Produce Swap Shop, with over 40 people in attendance. Senator Julian Cyr, Representative Sarah Peake, Select Board Chair Dave Abramson, and Select Board member Lise King were present to recognize this collaborative program between the Library, the Health Department, and SKIP. Donations keep the fridge stocked with free, uncut produce for residents. A great deal of gratitude goes to everyone who made this possible (*Library and Community Development-Health Division*).

Tech Help: Ed Terrill has returned to the Library to offer free weekly walk-in technology help to patrons. Mr. Terrill is at the Library to provide one-on-one instruction on Library online resources, device use, or other technological concerns (*Library*).

Museum Passes: The Provincetown Public Library provides passes that allow for free or reduced-price admission to museums and other places of interest. All of the following passes are available at the circulation desk at the library: Museum of Fine Arts, Pilgrim Monument & Provincetown Museum, Provincetown Art Association and Museum, John F. Kennedy Hyannis Museum, Isabella Stewart Gardner Museum, Cape Cod Maritime Museum, Cahoon Museum of American Art, Edward Gorey House, The Sandwich Historical Society Sandwich Glass Museum, Cape Cod Museum of Natural History, Cape Cod Museum of Art, and Massachusetts DCR Parks Pass (*Library*).

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

Special Town Meeting: On September 10th, the Town Clerk was presented the Petition received by the Select Board's Secretary during the Select Board's regularly scheduled meeting on September 9th. This petition, submitted by Mike Trovato, was

invalid as the incorrect petition was used, and the number of signatures obtained was less than the required amount necessary. Since this time, the Clerk has met with Mr. Trovato to give instructions on what is required, and the proper form to be submitted directly to the Town Clerk. Mr. Trovato plans to gather signatures and resubmit in order to call a Special Town Meeting (*Town Clerk*).

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 September 12th, the Rat Task Force held their initial meeting. The committee is comprised of representatives from the Board of Health, Animal Welfare Committee, Visitor Services Bureau, Open Space Committee as well as Health Department staff, DPW Operations Director, Environmental Planner, Animal Control Officer, and Dr. Stormy Mayo. This group will continue to meet on a regular basis met to discuss options and recommendations for the Town (*Community Development-Health Division*).

Waterfront Property at 387 Commercial Street: During the recent regularly scheduled meetings of the Recreation Commission, the group has discussed the interim use of the park at 387 Commercial Street while a master plan is in development for the site. The focus has been whether or not to permit the rental of this space for events. The Commission has decided to allow events on this property, but in a strictly regulated fashion. The Commission has drafted a Facility use request form and regulations for this usage, and on October 9th, starting at 6pm in the VMCC, will be holding a public hearing to hear feedback on their proposal. The Commission will be inviting boards, including the Select Board, along with abutters, with hopes of engaging the community in a constructive manner. The Commission wants public input before approving event usage on the site. The Commission's proposal will be available prior to the October 9th meeting to allow time for public review and submission of comments (*Recreation Department*).

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

Fall Maintenance: The Department of Public Works will be addressing catch basin and vegetation pruning throughout Town. The work being performed on the VMCC roof will be completed by the end of the month, and the Department is working on producing a Request for Bids for the painting of Town Hall (*Department of Public Works*).

Objective: Implement the recently adopted Harbor Plan

Provincetown Pier 5 Year Scheduled inspection: The Pier receives a full conditions survey and marine structural inspection every five years, scheduled for October of 2019. This year's inspection will include examination of all Utilities throughout the Pier. The review will include diving under and around the pier, with all Vessel tenants notified to be aware of diving flags and Harbormaster boats in diving areas (*Harbormaster*).

Floating Dock Reconstruction Project: The Production of the floating docks will continue through to the end of September. On-site mobilization is scheduled to begin at the end of September. The Department is exploring having a ribbon cutting ceremony to take place when the Wave attenuator and floating dock sections arrive in Provincetown Harbor. Additional information will be provided to the Select Board as it becomes available. At this time, the Department is still hopeful this project will meet the closeout schedule and be completed by mid-February (*Harbormaster*).

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

Sandbags: Since the annual hurricane season runs through November 30th, the Highway Department continues to have on hand sandbags for homeowners to fill and utilize during a storm event. Please contact the Department of Public Works with any additional questions on how to obtain them (*Department of Public Works*).

Climate Change Planning and Resilience

Objectives: Become certified as Municipal Vulnerability Preparedness community and pursue MVP action grant funding to implement mitigation measures identified in the MVP Community Resilience Building process

MVP Designation: The Environmental Planner has received formal notification of the Town's designation as a Municipal Vulnerability Preparedness (MVP) community from the Executive Office of Energy and Environmental Affairs. This designation caps a year-long planning process that included significant public participation in an 8-hour community resilience building workshop and three follow-up information sessions. This designation qualifies the Town to apply for MVP action grants to implement our priority climate change mitigation action items, and the Town will need to submit annual progress reports to EOEEA. The summary of findings will be posted to the website and broadcast on social media. The first round of MVP action grant opportunities is expected to open at the end of September (*Community Development-Conservation Division*).

Objective: Develop a comprehensive shoreline management and beach nourishment plan, and in coordination with other Outer Cape communities, where appropriate

FY20 CZM Coastal Resilience Grant: The Massachusetts Office of Coastal Zone Management (CZM) has awarded a \$115,000 grant to fund a joint project of the Towns of Provincetown, Truro, Wellfleet, and Eastham to develop a comprehensive framework for managing approximately 35 miles of shoreline in a mutually beneficial manner. The project is a first step in addressing the complexities of inter-municipal shoreline management with the goals of maximizing and sustaining the resilience of Eastern Cape

Cod Bay through effective management techniques and consistent responses to the increased threat of coastal storms and climate change. The towns will contract with the Center for Coastal Studies (CCS) to perform this project; CCS has performed sediment transport studies of the Cape Cod Bay shoreline of each of the four towns. Provincetown's share of the cash match is \$7,500, which will be provided from the CIP for beach nourishment approved at the 2018 and 2019 Town Meetings. This collaborative project is the result of over two years regular meetings of the health and conservation staff of the four towns to seek ways to more effectively and efficiently address regional goals (*Community Development-Conservation Division*).

Objective: Identify and prioritize mitigation measures to maintain, upgrade, harden, and reinforce existing utilities from the effects of sea level rise and climate change

Floodplain information: Inquiries regarding properties in the Floodplain and the triggers and requirements for FEMA compliance have been on the increase. The Department attributes this renewed interest is due to the recent Hurricane activities that included Tropical Storm warnings for our area. Our State Coordinating Agency, the Department of Conservation and Recreation (DCR), has been very helpful in assisting and answering any questions as they arise (*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**

Local Inspector Jim Nickerson: Mr. Nickerson has been with the town for six months, and is scheduled to take his 2nd Building Inspector Certification test in early October. He is well within the prescriptive time required by the State to get the three required certifications to be a fully Certified Local Building Inspector (*Community Development-Building Division*).

Town Clerks Association: On September 17th, the Town Clerk attended the Annual Fall Meeting on in Oak Bluffs. Some of the topics that were discussed included Early Voting, the Presidential Primary, and Census 2020 (*Town Clerk*).

CATMan Cape Area IT Managers (IT/MIS Directors) continue to meet regularly to discuss common issues and to share best practices. A consistent topic has been the adoption of standardized IT policies. These meetings have been a valuable resource as the Town of Provincetown is in the process of drafting a set of these policies (*Management Information Systems Department*).

MMA Conference 2020: For those who are interested, registration is now open for the January 2020 annual conference. Josee Young, Finance Director for the Town of Provincetown, will be in attendance at this event (*Finance Director*).

Cape Cod and Islands Water Protection Fund (CCIWPF): The Finance Director continues to represent the Town at the CCIWPF meetings. The next one has been scheduled for September 26th. An update to the Select Board will be provided on this group's progress following this meeting (*Finance Director*).

Objective: Implement policies and programs that support year-round culture and economy

Human Services Committee: The Human Services Committee will begin review of the RFP for the FY2021 Human Services Grant Program funding cycle this month, voting on a final version following a Public Hearing on October 9th. For those who would like to apply for one of these grants, the deadline for submission of proposals will be December 4th, 2019 (*Council on Aging*).

Wi-Fi: MIS is in the process of upgrading the Wi-Fi at both Town Hall and the Fire Station. Staff will be replacing legacy equipment with the same access points used at the Public Library and the School. This will allow us to standardize policies and take advantage of better performance and reliability (*Management Information Systems Department*).

Data Compromise/Cyber Insurance: As recommended by Paul Silva of Benson Young & Downs Insurance Agency (BY&D), the Town will be adding a policy for data compromise and cyber insurance in FY20 (*Finance Director*).

Finance

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

FY20 Tax Bills: The FY20 Tax bills have been submitted to the printer and are scheduled to be mailed on October 1st. For those who are interested, payment options will include snail mail or through the Town of Provincetown Website (*Finance Director*).