



Memo

To: The Select Board
From: David Gardner, Acting Town Manager
Date: October 22, 2019
Re: **Town Manager's Report**

This report is for the period October 8th through October 22nd, 2019

1. Meetings and/or Conferences
 - October 15th – Select Board Meeting
 - October 17th – Shark Mitigation Presentation at Nauset High School
2. Personnel Matters
 - Open Positions:
 - Town Manager
 - Administrative Assistant II
 - Town Planner
 - Town Engineer
 - On-Call Telecommunicators
 - On-Call Secretaries
3. Department Update

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

Economic Development

Objective: Support and increase the year round population

Mobile Pantry: Of the four Cape Cod Towns providing food through a partnership with the Family Pantry of Cape Cod's Health Meals in Motion Program, Provincetown continues to be the fastest growing site, with an average of 51 clients per visit. This program is managed by the Council on Aging's Outreach Coordinator and is open to residents 60+ years of age as well as families with children (*Council on Aging*).

Objective: Support efforts of Provincetown 2020 Celebration

Bas Relief: On October 17th, the contractor at the Bas Relief received delivery of the trees and plants for the site. Installation of these plantings started Monday, October

21st. Work on site is scheduled to be completed in November (*Housing and Economic Development Division*).

Objective: Support public transportation planning to provide more public transit options and mobility for visitors, workers, and residents

Parking Department Staffing: With the reduction in staff and alterations to post-season office hours, the Parking Department is looking to restructure responsibilities and communications to ensure citizens continue to receive optimal service regarding violation appeals and payments. The Department appreciates the public's support and patience through this time (*Emergency Management and Transportation Coordinator*).

Housing

Objective: Develop more affordable housing units for senior citizens and the disabled people

Harbor Hill: Construction continues on the remaining three buildings, with progress having been made on the two new ADA units, windows, doors, and slider replacements. Renovation issues have arisen such as additional remediation work as well as water heater and alarm system replacements. The construction timeline is such that some units will come online in January. As of Nov 1st, all of the six units in Building #5 will be fully occupied (*Housing and Economic Development Division*).

Community Connectivity and Communications

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

Public Health: The Crop Swap: Provincetown's Produce Swap Shop, is going very well. The effort has been well received, and the fridge is stocked with fresh produce. The program is seeking additional volunteers to ensure its success. Please consider volunteering to help out with this program (*Community Development-Health Division*).

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

Library's Strategic Planning Process: The Library is in the process of creating a new strategic plan. In addition to focus groups and interviews, the Library is seeking input through a survey accessed at: www.surveymonkey.com/r/ProvincetownLibrary. For those who are interested, print copies are available at the Library (*Library*).

Grant for Book Festival: The Library is a grateful recipient of a Massachusetts Cultural Council Grant of \$500 to be used for the 4th Annual Provincetown Book Festival. Funds from this grant will be used to offset the costs from the 2019 festival (*Library*).

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

November Programming: Special events will be held at the Senior Center in honor of Veterans Day, National Family Caregiver's Month and Alzheimer's Awareness Month in collaboration with the Veterans Administration, Elder Services of the Cape Cod and Islands, and the Alzheimer's Family Caregiver Support Center. Dates and times for these events will be posted in the Monthly Council on Aging newsletter, as well as on the Council on Aging's webpage (*Council on Aging*).

Built and Natural Environment

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

Storm update: The pier weathered the recent inclement weather. The majority of the floating dock fishing fleet took safe harbor and docked at the Provincetown Marina. The pier endured damage to the end of the North floating dock which broke off from the end of the main float. The float remains attached to the pile as well as tied off to ensure its security. Staff will have the Contractor for the wave attenuator remove this section during their demolition of the south floats (*Harbormaster*).

Environmental Health: On October 17th, the Board of Health approved the proposed changes to regulations by the Rat Task Force. These changes require all trash and recycling containers to be labeled with the property's address, and to require an Integrated Pest Management contract for any dumpsters, roll-offs, and the like in town (*Community Development-Health Division*).

Water Department: Field staff will be performing asphalt patch paving which had been postponed due to recent weather. This trench paving includes four water service installation trenches (one trench located in Truro). Water treatment staff will be replacing an air regulator on one of the filtration units, as the regulator has recently failed and has resulted in the filtration rack being shut down. Treatment staff will also be replacing several filtration modules on the same unit. Water and sewer bills are being prepared and placed in the mail on November 12th (*Department of Public Works*).

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

Parking Lot Upgrades: On October 10th, the Department received a conditional site plan approval from the Planning Board for the MacMillan Pier Lot exit booth replacement. The Town remains on schedule to begin the PARCS project demolition and systems install on October 28th, with a hard start for site construction work on November 4th. The Department does not anticipate having to close either lot for the duration of the project, nor does it foresee any substantial loss in revenue for

the final week of October. The Department will work with Town Staff to ensure a strong communications plan is in place for townsfolk to navigate any potential disruption to service (*Emergency Management and Transportation Coordinator*).

2019 Parking Season: With the impending conclusion of the 2019 Parking Season, the Department is shifting focus to policy and preparation for 2020. The staff continues to assess proposals and gather supporting documentation for the upcoming Traffic Hearing on Monday, November 4th (*Emergency Management and Transportation Coordinator*).

Objective: Implement the recently adopted Harbor Plan

Floating Dock Reconstruction Project: During the week of October 14th, the Wave attenuator and majority of the Floating Docks arrived early in anticipation of the storm. That being said, the Crane barge was delayed due to the inclement weather. Once the first (of two) crane arrives, the contractor will begin unloading the barge currently housing the materials, and placing the Wave attenuator in place. Pile driving began the week of October 21st, as well as Demolition of the South Floating docks with a second smaller crane. Once the contractor completes the wave attenuator install, work will begin on the installation of the south floating docks. The weather did not allow for the scheduling of a ground breaking ceremony (*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

October 16th Storm Event: On October 17th, a windshield survey was executed at daybreak for visual observation of damage to buildings after the overnight winds. The impairments observed were primarily nuisance damages to siding, roofing, and overturned jobsite port-a-potties. A partial seawall collapse made for an unsafe deck, and the loss of beach stairs observed. Despite having recently completed work in front of the south single story guest units at the Provincetown Inn, the site did suffer some damage (*Community Development-Building Division*).

Storm Damage Recovery: The Building and Grounds Department will be addressing the immediate needed post storm cleanup, clearing and pruning of the existing vegetation at First Landing Park in preparation for the scheduled improvements, pruning the vegetation and trees along the property lines at the town cemeteries, and general maintenance activities. The Highway department has addressed the storm damage by having crews clean up downed tree limbs, clearing leaves away from storm drains, and conducting beach maintenance. The Town mechanic is leading a small crew working to winterize summer equipment and get snow operation equipment online for the season. Administratively, work continues on fall maintenance of the various heating systems, slate roof repair at the town hall, and

bid preparation for painting and HVAC expansion at the town hall and generator procurement for the library (*Department of Public Works*).

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***

Treasurer Certification: Alexander Williams, Town Treasurer, recently passed the MA Treasurer's exam and fulfilled other requirements for designation as a Certified Massachusetts Municipal Treasurer (*Finance Director*).

Staffing Updates: Aaron Hobart and Linda Fiorella have started their transition into their new roles: Aaron as the Town's Code Compliance Officer and Linda as the Town's Licensing Agent. The Town has posted the Administrative Assistant position now available as a result of these transitions. A committee will be reviewing candidates for Town Planner, with hopes of conducting interviews at the end of October (*Acting Community Development Director*).

Cape Housing Institute: The Housing and Economic Development Director attended the first three sessions of the 6-week training program in Eastham covering the Lower Cape Housing Landscape, planning for shared community vision, and setting up our towns for success. This joint initiative between the Housing Assistant Corporation and the Community Development Partnership allows experts in the housing field to share their insight with municipal leaders. There are three additional sessions in this program, which will run through November 6th (*Housing and Economic Development Division*).

Barnstable County Managers and Superintendents Meeting: On October 10th, the Housing and Economic Development Director attended the Barnstable County Managers and Superintendents Meeting to participate in a discussion on housing. School Superintendents and Town Managers Cape-wide are wide are becoming alarmed at loss of students and families, and are exploring what different towns are doing about this matter (*Housing and Economic Development Division*).

Objective: Upgrade Town Human Resources capability to meet the functions set forth in the Charter, improves implementation of personnel policies, perform exit interviews to improve employee and board member satisfaction and performance

Employee Retention: The Acting Community Development Director is working with the Acting Town Manager and new Human Resources Director to implement

strategies to better support staff in an effort to retain staff and promote a better working environment. Strategies include structuring pre-application meeting times so that staff has time to research and respond to questions posed during the meetings, and clarifying and standardizing Community Development policies and practices (*Acting Community Development Director*).

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**

Library in the Community: The Library is excited to be participating in the Recreation Department's Greet n' Treat for the first time this year. This 6th annual event will take place in Motta Field following the children walking through Town in their costumes. For those who would like to register their vehicles, please see the Recreation Department's Website (*Library*).

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

Public Health: Winter Wednesday 2020 is looking for instructors. To apply, please email a brief overview of your proposed course including a syllabus and a short biography that highlights your qualifications to WinterWednesdaysCC@gmail.com (*Community Development-Health Division*).

Objective: Review and establish policies for Human Services grants

Human Services Committee: The RFP for the Human Services Grant Program FY2021 funding cycle is now available online or through the Town Manager's and Department of Human Services' offices. The deadline for proposals is December 3rd. Information on the grant program can be found on the Human Service's Webpage (*Council on Aging*).

Finance

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

FY19 Free Cash Certification: An email was sent to the Select Board certifying FY19 Free Cash as follows:

- General Fund \$1,893,674
- Water Enterprise Fund \$1,616,151

Wastewater Enterprise Fund \$1,140,778

(*Finance Director*).

Gasboy: The MIS Department helped coordinate a software upgrade to Gasboy, the Town's fuel management system. This tracking system for the fuel dispensary at the

Highway garage allows staff to better track fuel usage for Town vehicles. This upgrade allows for central management, rather than running on a single end user's workstation (*Management Information Systems Department*).

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.

OpenGov In preparation for budget season, MIS staff has been working with the Finance Department on making enhancements to OpenGov. These enhancements will make the process more efficient for department heads and the administration moving forward (*Management Information Systems Department*).