



TOWN MANAGER

Memo

To: The Select Board
From: David Gardner, Acting Town Manager
Date: November 5th, 2019
Re: **Town Manager's Report**

This report is for the period October 22nd through November 5th, 2019

1. Meetings and/or Conferences
October 28th – Select Board Meeting
November 4th – Annual Traffic Hearing
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.

Items of Note

Special Town Meeting: The Town Clerk has begun preparations for the December 2nd Special Town Meeting. The last day to register to vote in order to be eligible to vote on Town Meeting Floor is Thursday, November 21st. Please contact the Clerk's office with any additional questions (*Town Clerk*).

Economic Development

Objective: Support and increase the year round population

Seasonal Updating: Water treatment staff will be performing plant maintenance on several membrane filtration modules, as well the chemical feed system associated with the filtration cleaning process. The distribution staff will be performing a new water service connection for a newly constructed home on Pilgrim Heights Road. DPW crews are cleaning out catch basins with the new vacuum excavator, with clogged storm drains

being jettied to restore capacity. The Town mechanic is leading a small crew working to winterize summer equipment and get snow operation equipment online for the season. Crews will be working on clearing and cleaning First Landing Park, preparing the cemeteries and monument areas for the Veteran's Day celebrations, and putting up holiday lights and decorations. Fall preventative maintenance will be performed on the HVAC systems at various town buildings as well as the repairs to the slate roof at the town hall (*Department of Public Works*).

Objective: Promote policies that encourage the development of year-round business, entrepreneurial opportunities and jobs

Economic Development Grants: The applications for micro and macro grants are now being accepted. The Provincetown Economic Development Committee seeks grant proposals for projects that meet their economic development goals to foster new business and year round economic development. The grant program is open to all individuals and businesses based in the Town of Provincetown. Applications are due on November 26th. For additional information, please see the Town of Provincetown's website (*Housing and Economic Development Division*).

Cape Cod 5 at 137 Bradford Street: Cape Cod 5 Bank has received their permit to renovate the building previously occupied by Tedeschi at 137 Bradford Street. Cape Cod 5 intends to start work in November, with focus on being open before the start of the 2020 summer season. The scope of work includes minor alterations to the front of the building and a complete outfit of the interior. The plans also include completion of the approved landscaping and site improvements along the Standish and Bradford Street property lines (*Community Development-Building Division*).

The Independent: The Town Clerk received an email from Teresa Parker of the Provincetown Independent regarding the possibility of the Town using the Independent for publishing legal notices as well as other notices and ads. An update on this opportunity will be provided as more information becomes available (*Town Clerk*).

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

Parking Update: The 2019 Parking Season has now come to a close, with free parking having started November 1st. Staff are posting and removing appropriate signs, gate arms, and meter heads. The Department is logging activities to create an intra-agency standard operating procedure for the 2020 season. Equipment removal and demolition has begun at the four parking booth sites in the MacMillan Pier and Grace Hall lots in preparation for the PARCS upgrade. The new booths will be delivered to town in the next two weeks (*Emergency Management and Transportation Coordinator*).

Objective: Support efforts of Provincetown 2020 Celebration

Bas Relief Update: The majority of the plantings are in the ground, with the sod and site furnishings forthcoming. A delay in the production of the benches has pushed back their

installation to mid-December. All other work is scheduled to be completed by the end of the month (*Housing and Economic Development Division*).

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

Cape Cod Regional Transit Authority (CCRTA): Planning has begun in conjunction with the CCRTA to better assess local transportation needs for area businesses and seasonal employees. Research and data collection will continue through January 2020 in preparation for April service changes as necessary (*Emergency Management and Transportation Coordinator*).

Housing

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

Harbor Hill: Construction continues with progress on the 2 new ADA units, windows, doors, and slider replacements. Renovation issues have arisen including additional remediation work, water heater replacements, and alarm system replacements. The current construction timeline will have some units coming online in January. As of November 1st, all 6 units in Building #5 are occupied (*Housing and Economic Development Division*).

Community Connectivity and Communications

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

The Provincetown Independent Newsroom: Once a month the *Provincetown Independent* holds an "Open Newsroom" at each of the Outer Cape libraries. Normally, it is held on the fourth Thursday of the month at the Library. The editors invite and welcome public participation in discussing what's new in the news in Provincetown. Please see the Library's website for additional information (*Library*).

Music at the Library: On Saturday, November 9th, Singer/songwriter Diana Di Gioia will bring her award winning music, along with her band, Out Late, to the Marc Jacobs Reading Room at the Library for a 3:00 pm concert. Ms. Di Gioia describes her songs as combining "word nerd lyrical skills with rock 'n' roll energy". Out Late with Diana Di Gioia has previously performed at The Cape Cod Women's Music Festival, Payomet Performing Arts Center, Provincetown's Writer's Voice Café, and Coffeehouse at the Mews, along with festivals, coffeehouses and First Night celebrations on Cape Cod and beyond (*Library*).

November Movie Nights: The Provincetown Library welcomes the community to participate in the November free movie month comprised of four of Hitchcock's worst films. Don't worry: film aficionado Professor Marc Strauss will explain why Hitchcock's "worst" are actually so good. The films start at 5:30 pm and will be shown in the following

order: November 6: *Secret Agent*, November 13: *Under Capricorn*, November 20: *Stage Fright*, November 27: *I Confess (Library)*.

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

David Asher Dinner: The annual David Asher Holiday Dinner for seniors will be held at the Lobster Pot this year due to the closure of the Council on Aging dining room/kitchen. Council on Aging staff will still take reservations, assist with set-up, serving, and clean-up, provide rides and make meal deliveries to those who are homebound. The Council on Aging greatly appreciates the help of the organizers and the Lobster Pot for offering an alternate site (*Council on Aging*).

COAST (Councils on Aging Serving Together): Cape Council on Aging directors meet monthly with a mission of working collectively to enrich the well-being of older adults and caregivers, and to promote a progressive and positive cultural perception of aging. Last month, the group met with the Cape Cod Healthcare Vice President of Strategy and Government Affairs to focus on their recent Community Health Needs Assessment Report and Implementation Plan, with a focus on behavioral health needs for older adults (*Council on Aging*).

Senior of the Year Luncheon: Seventy people attended the luncheon honoring Carol MacDonald in October. Carol received commendations from Senator Julian Cyr, Representative Sarah Peake, the Select Board, and the Town/COA. Ms. MacDonald expressed sincere appreciation for the honor (*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

Community Preservation Act (CPA) Grants: The applications for CPA funds for housing, historic preservation, and open space/recreation activities are available and due by December 19th. Please see the Community Preservation Committee's webpage for additional information (*Housing and Economic Development Division*).

Objective: Support efforts to bring forward a local comprehensive plan for the use of all Town owned land

Public Hearing on Interim use of the Waterfront Park: On October 9th, the Recreation Commission held a public hearing to hear comments and community input on a proposed interim rental policy of 387 Commercial Street. The commission presented a drafted policy and facility use form, and community members were given the opportunity to voice their comments and concerns. Invitations by mail were given to abutters within three hundred feet of the property, and all board chairs were invited via email. The Commission heard from a dozen people, all who brought valid concerns and suggestions for the policy. Concerns and suggestions varied from limiting hours of rental use, to the amount of days it would be allowed to be rented, to what would be permitted for a rental.

The commission will be reviewing these suggestions and comments at their November 6th meeting, adjusting the policy as they see that would be best fitting, and present them to the Select board at an upcoming meeting (*Recreation Department*).

Objective: Implement the recently adopted Harbor Plan

Floating Dock Reconstruction Project: The general contractor, ACK Marine, began unloading the sections of the wave attenuator and placed the 1st three sections in place last week as they continued to unload sections of the floating dock from the barge. The barge was able to leave the harbor and head back to Virginia on October 23rd. Work continues on the wave attenuator installation, with the contractor working on completing the installation of the last few sections of the attenuator and the driving the remaining 4 piles to be filled with sand. Next, the contractor will be installing a temporary bridge in order to utilize the new wave attenuator for temporary use to tie the fishing fleet to it while construction of the South Floats continues (*Harbormaster*).

Climate Change Planning and Resilience

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

Teacher of the Year: The Provincetown Schools are pleased to report that Richard Gifford, design and STEAM teacher for 6th through 8th grades, has been named Barnstable County science teacher of the year. Mr. Gifford is a certified climate teacher through EduCCate Global, and focuses his lessons on how climate change impacts an entire community. A ceremony honoring him as well as other award recipients will take place on December 6th in Marlboro (*Provincetown Schools*).

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***

Jim Nickerson Local Building Inspector: Mr. Nickerson is on schedule for the 2nd of 3 exams to be taken just before Thanksgiving in order to become a Certified Building Inspector. He has demonstrated excellent inspection skills along with very organized recordings of inspections. The inspections of common mean of egress exterior stairs and fire escapes is going well, with approximately 60 qualifying buildings having been looked at and the Code information provided to the owners (*Community Development-Building Division*).

Policies: The MIS Department has been compiling a draft set of IT Policies that cover important topics such as security, backup and retention, and remote access. These

policies, once adopted, will provide a framework of expectations of both staff and the MIS Department (*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***

Halloween Event: This Halloween marked the Recreation Department's 6th Annual Greet and Treat, Provincetown's version of "Trunk or Treat." Weather was forecasted to be rain and wind the entire week of Halloween, which resulted in the Recreation Department moving the event indoors to the Veterans Memorial Community Center. The Recreation Department was able to place everyone in great spots throughout the rooms and halls of the building to create a great "spooky" atmosphere (due to the Council on Aging's multipurpose room being under repair). The Department estimates that roughly 200 children plus their families attended this event. Many thanks to those who participated: Provincetown Police Department., Carlos Verde Construction, Seashore Point, Knights of Columbus, Seamen's Bank, UU Church, Glenn Perry Repairs, J&E Produce, Center for Costal Studies, Provincetown Monument, Lands' End Marine, North East Insurance, FA days, Funk bus, Sea Glass Inn, Provincetown Library, Bayside Betsy's, National Seashore Park Rangers, Egeli Gallery, and the Provincetown Fire Department (*Recreation Department*).

Finance

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

FY19 Audit: Clifton,Larson,Allen (CLA), the Town's audit firm, came to Town Hall last week to perform fieldwork related to the FY19 audit. Additional information on their process will be provided as it becomes available (*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-Accomplishment and develop or refine performance measure for each department.

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

FY21 Budget: Departmental budget requests are due to the Finance Director on November 8th. Similar to the Financial Forecast, the Town Manager's FY21 Budget will be a visual presentation in OpenGov. The Select Board will have access to the budget book on line for review before the demonstration (*Finance Director*).

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

FY21-25 CIP: FY21-25 CIP requests have been compiled. A draft of the CIP summary and departmental requests were shared with the Select Board the week of November 4th (*Finance Director*).