



**SELECT BOARD MEETING SUMMARY - FY22**  
**(12 months beginning July 1, 2021, and ending June 30, 2022)**

**Note:** In addition to agenda items, typical regular Select Board meetings include opening/closing statements by Board members, the opportunity for members of the public to make statements (3-minute limit) and a Town Manager's report.

**July 12, 2021**

- Administrative:
  - Separately discussed whether a 90-day review discussion was held with the new Town Manager and whether to amend the beach seating license for Sal's restaurant.
  - Listened to public comments from 14 different callers related to the proposed edit to the draft Housing goal to explore expanding the Residential Tax Exemption (RTE), a request to remove new signage blocking the view from a bench that was put in place to memorialize the passing of former citizen of Provincetown, inadequate number of openings at the school's wee care program and a request that online appointments be dropped, and business should return to normal at Town Hall.
  - Interviewed four candidates for three pending openings on the Harbor Committee.
  - Conducted a public hearing relative to various Building Department fee changes.
  - Listened to the Town Manager's report on various administrative matters.
  - Listened to a report by the State of Massachusetts' Division of Local Services regarding a follow-up to a 2008 audit.
  - Discussed the status of the Police Station project, including estimates on cost (estimated \$15 million) and completion dates (best case January 2024).
  - Discussed the marijuana host agreement and whether additional applications should be accepted.
  - Select Board members made opening and closing comments.
- Action:
  - Approved, among other things, a parade approval for Family Pride, appointments to several non-regulatory committees, approval of the sale of a deed restricted property and proclamation of a Somewhere Over the Rainbow week.
  - Approved 4-0-1 (Louise abstaining) confirmation that a discussion took place with the new Town Manager at 90 days.
  - Approved 4-1 (Louise opposed) deferring the appointment decisions relative to the Harbor Committee.
  - Approved 5-0 a \$150 fee for outdoor displays.
  - Approved 5-0 the continuance of the public hearing so electric and plumbing fees could be further investigated/revised.
  - Approved 4-1 (Louise opposed) to grant continuing authorization for the Town Manager to enter into marijuana host agreements and to address zoning compliance, traffic enforcement and consumption issues.

### July 19, 2021

- Administrative:
  - Emergency joint meeting with the Board of Health.
  - Reviewed Covid-19 Delta variant outbreak/cluster developments and discussed steps to address the situation.
- Action:
  - Approved a public health advisory urging residents and visitors to take precautions considering the uptick in Covid 19 cases.

### July 25, 2021

- Administrative:
  - Emergency joint meeting with the Board of Health.
  - Reviewed Covid-19 Delta variant outbreak/cluster developments and discussed steps to address the situation.
- Action:
  - Approved an update to the prior week's public health advisory that elevates the advisory guidance to a public health mandate, adopting an indoor mask mandate in the Town of Provincetown. The Town Manager was authorized to consider enactment of further restrictions based on continued infection surveillance and monitoring of public health data in consultation with local Health officials, the Barnstable County Department of Health & Environment and the Massachusetts Department of Public Health.

### July 26, 2021

- Administrative:
  - Listened to a Covid update from the Town Manager.
  - Listened to eleven public comments, including PPRTA President Pat Miller who discussed the need for improved broadband options for the town.
  - Interviewed one candidate for three pending openings on the Harbor Committee.
  - Interviewed one candidate for two pending alternate openings on the Licensing Board.
  - Interviewed one candidate for two pending openings on the Visitor Services Board (VSB).
  - Conducted a public hearing regarding a proposed fee schedule and regulations for rental of town properties. No public comments were received.
  - Conducted a public hearing for an Eversource request for a pole to complete electrical service to a property in town. No public comments were received.
  - Conducted a public hearing requesting a curb cut for a new multi-unit development at 286.5 Bradford Street. One public comment was received. That comment raised concerns about the type of shrubbery that were proposed for the public way.
  - Listened to the Town Manager's report on various administrative matters.
  - Listened to a presentation by Steven Johnston, President & CEO of OpenCape regarding broadband options for Provincetown.
  - Continued discussion of Town-wide goals for FY22.
  - Select Board members made opening and closing comments.
- Action:
  - Approved, among other things, the appointment of election workers, release of a deed to allow the sale of a property, the declaration of a piece of equipment owned by the Pier Corp as surplus so it could be sold and the appointment of two regular members and one alternate to various committees.

- Approved 4-0 the appointment of an alternate to the Licensing Board (1 alternate vacancy remains).
- Approved 4-0 the appointment of an at-large regular member to the VSB (1 vacancy remains).
- Approved 4-0 a new fee schedule and regulations related to rental of town properties.
- Approved 4-0 a pole request from Eversource.
- Approved 4-0 a curb cut for 286.5 Bradford Street with restrictions on the ground cover on the public way.
- Approved 4-0 a motion directing the Town Manager to report back on findings and recommendations for broadband connectivity/improvements for Provincetown.
- Approve 4-0 the nine proposed town-wide goals for FY22, with changes as discussed.
- Approved 4-0, with changes noted, special meeting minutes for June 26, 2021 (5pm) and meeting minutes for June 28 (6pm) as printed.

### **August 9, 2021**

- Administrative:
  - Listened to a Covid update from the Town Manager.
  - Listened to three public comments, including PPRTA President Pat Miller who discussed the need for soon-to-be-released sewer gallons to be made available to homeowners who have waited patiently for connection to the sewer system.
  - Interviewed one candidate for one pending opening on the Visitor Services Board (VSB).
  - Interviewed one candidate for three pending openings on the Harbor Committee.
  - Conducted a public hearing regarding a curb cut request for 32 Bradford Street.
  - Listened to the Town Manager's report on various administrative matters.
  - Listened to a presentation from Select member Louise Venden regarding the Year-round Market Rate Rental Housing Trust.
  - Discussed the proposed Code of Conduct that would apply to the Select Board, appointments made by the Select Board, the Town Manager and appointments made by the Town Manager.
  - Select Board members made opening and closing comments.
- Action:
  - Approved, among other things, a grant application submitted with neighboring towns for housing and childcare subsidies and approved a bond to fund Ptown's portion of a modest sewer expansion.
  - Approved 5-0 the appointment of an at-large regular member to the VSB (no vacancies remain).
  - Approved 5-0 the appointment of two regular members and one alternate member to the Harbor Committee (no vacancies remain).
  - Denied 5-0 the request for a curb cut at 32 Bradford Street.
  - Approved 5-0 a Code of Conduct that will apply to the Select Board, appointments made by the Select Board, the Town Manager and appointments made by the Town Manager. The Town Manager was further directed to share the Code of Conduct with other elected boards and the Town Moderator with a request that they adopt it, so the town has a cohesive policy.
  - Approved 5-0 minutes from the July 12 (6pm) and July 19 meetings as printed and approved July 26 (6pm) minutes with changes as noted.
  - Approved entry into an executive session to discuss developments related to the Barracks project on Route 6 and litigation related to Sal's restaurant.

## August 23, 2021

- Administrative:
  - Listened to a Covid update from the Town Manager.
  - Listened to two public comments, including PPRTA President Pat Miller who congratulated the Select Board for adopting a Code of Conduct and questioned the Town Moderator's assertion and lack of caselaw/precedence for refusing to adopt the Code for her appointments as it would violate their first amendment rights.
  - Conducted a public hearing regarding renewal of the Residential Tax Exemption (RTE) for FY22. The town's Assessor and the Board of Assessors recommended the Select Board maintain the 25% exemption rate which would provide a \$192,949 reduction in taxable valuation for eligible property owners. The lost tax revenue resulting from the reduction in taxable valuation would be offset by an increase in the property tax assessed on part-time owners.
    - During public comments, three board members from PPRTA spoke against renewal of the RTE. If renewal was to be approved, the three recommended that special legislation be pursued to modify the RTE. They suggested that instead of providing tax cuts for property owners with homes valued above the town average the funds should be dedicated to a housing fund to help people purchase housing or provide subsidies for to allow renters to remain in their properties.
  - Listened to the Town Manager's report on various administrative matters.
  - Select Board members made opening and closing comments.
- Action:
  - Approved consent agenda items: the payment to a vendor that seal coated a recreational playing court from a gift fund, a parade permit for an annual pet parade on September 25, the evaluation policy and form for the Town Manager's one year performance review and approval to execute a \$2.2 million contract to replace disk filters, a UV System, the construction of a new effluent pump station and seven additional sewer connections in the collection system of the town's sewer system.
  - Approved 5-0 the renewal of the RTE at the 25% rate for FY22.
  - Approved 5-0 minutes from the August 9 (6pm) meetings as printed.

## September 13, 2021

- Administrative:
  - Listened to two public comments, including PPRTA President Pat Miller who noted the 911 ceremony in Ptown and its importance in reminding everyone that preservation of democratic principles is important and relevant even in Ptown. She also noted several successes of PPRTA including record high membership and offered PPRTA's assistance in supporting the effort to complete the town's sewer infrastructure.
  - Conducted a public hearing regarding a request for two curb cuts at a new 2-unit development at 40 Winslow. No public comments were received but there was extensive discussion and questioning from Select members.
  - Listened to the Town Manager's report on various administrative matters.
  - Listened to a presentation of the history and potential 20-year roadmap for the sewer infrastructure in Ptown. The immediate issue discussed was allocation of 30,000 gpd available thanks to a small sewer enhancement completed in Q4-2021. An additional 125,000 gpd will become available in Q4-2022 from a second small enhancement project. Select members expressed support for further investigation of longer-term steps to expand the sewer infrastructure by DPW and the Water and Sewer Board with reports expected in

Q1-2022. Investment to-date was estimated at nearly \$63 million and projected expense to fully complete the system was estimated at an additional \$64 million.

- Discussed whether there was a need to extend the probationary period for the new Town Manager. His contract required notice if such an extension was needed.
- Select Board members made opening and closing comments.
- Action:
  - Approved consent agenda items: the submission of paperwork to confirm Provincetown is a single district for voting purposes, the appointment of a regular member to the Building Committee, the declaration making September National Suicide Prevention Awareness Month and a location agreement to permit a unit of NBC to film parts of a movie in Ptown.
  - Agreed by acclamation to send thank you letters to nearby towns on the Cape that assisted with ambulance support related to the recent incident at the airport. Letters of thanks will also be sent to the town's police and fire personnel who responded quickly and effectively to the situation.
  - Approved 3-2 a request for two curb cuts at 40 Winslow.
  - Approved 5-0 town staff's recommendation on the allocation of 30,000 gpd from a recently completed sewer expansion.
  - Approved 5-0 a decision not to extend the probationary period of the Town Manager.

#### **September 27, 2021**

- Administrative:
  - Listened to three public comments related to the new public park on Commercial Street and the possible use of 63 Holland Street for a housing site.
  - Interviewed a candidate for the Visitors Services Board and discussed an appointment to the Pier Corp board.
  - Listened to the Town Manager's report on various administrative matters with the discussion that followed including mention of three town staff member resignations: Finance Director, Health Director and Parking Coordinator.
  - Listened to a presentation regarding options for the development of the East End Waterfront Park.
  - Listened to a presentation regarding town owned properties that might be designated for construction of low income or worker housing.
  - Select Board members made opening and closing comments.
- Action:
  - Approved consent agenda items: the appointment of a regular member to the Building Committee and a decision to suspend closures to the public shell fishing area.
  - Approved 4-0 minutes from the August 23(6pm) and September 13 (6pm) meetings as printed.

#### **October 12, 2021**

- Administrative:
  - Listened to one public comment requesting a commendation for a town volunteer.
  - Interviewed a candidate for the Pier Corp and discussed an appointment to the Pier Corp board.
  - Listened to the Town Manager's report on various administrative matters.
  - Conducted a public hearing for an Eversource request for a pole to complete electrical service to a property in town. No public comments were received.

- Listened to a presentation of a FY23-27 financial forecast by the town's outgoing Finance Director that showed deficits for four of the pending five fiscal years.
- Discussed approval of a "Complete Streets" policy developed and recommended by the Massachusetts Department of Transportation to be used by DPW in future street projects.
- Discussed a town survey of licensees of 2022 summer housing needs for their staff, identifying a need for approximately six hundred beds.
- Discussed the Town Manager's 6-month performance evaluation.
- Select Board members made opening and closing comments.
- Action:
  - Approved consent agenda items: the appointment of two regular members and one alternate member to the Recreation Commission and disbursements from two gift funds of less than \$500 each.
  - Approved 5-0 the appointment of Barbara Dyett to the Pier Corp.
  - Approved 5-0 a pole request from Eversource.
  - Approved 5-0 a new Complete Streets policy for future street projects.
  - Approved 5-0 a rating of 6.427 – on the high end of meets expectations – for the Town Manager at his 6-month performance review.
  - Approved 5-0 minutes from the September 27 (6pm) meeting with changes noted.

#### **October 18, 2021**

- Administrative:
  - Joint meeting with the Community Housing Council and the Year-Round Market Rate Rental Housing Trust board
  - Reviewed existing housing programs, discussed funding sources for these programs, reviewed survey results as to how the meeting participants would allocate Rooms Occupancy Tax revenue and discussed the Town Manager's recommendations as to how this tax revenue should be reallocated.
- Action: Agreed to meet again.

#### **October 25, 2021**

- Administrative:
  - Listened to five public comments, one concerned about an abandoned boat in the harbor, two related to the reallocation of the Rooms Occupancy Tax and two concerned about a consent agenda item regarding a harbor walk grant application (that was pulled from the consent agenda).
  - Interviewed a candidate for the Harbor Committee.
  - Listened to the Town Manager's report on various administrative matters.
  - Listened to recommendations from the committee that vetted the applications to develop 3 Jerome Smith Road for a housing project.
  - Listened to recommendations from the Building Committee regarding the design choice for the Police Station.
  - Discussed the possibility of developing a policy for the Select Board related to proclamations, letters of support or appreciation and citations.
  - Listened to the Town Manager's recommendation regarding reallocation of the Rooms Occupancy Tax.
  - Select Board members made opening and closing comments.
- Action:

- Approved consent agenda items: the appointment of an alternate member to the Cape Cod Municipal Health Group, a parade permit and a monitoring agreement between Seashore Point and the Ptown Housing Authority
- Approved 4-0 Maria Marelli as a regular member of the Harbor Committee with a term ending 2023-06-30
- Approved 4-0 the selection of The Community Builders to lead the 3 Jerome Smith housing project.
- Approved 4-0 the 2019 design for the Police Station and authorized the Building Committee to move forward with the project, including updating relevant drawings.
- Approved 4-0 direction to the Town Manager to prepare a slate of draft Town Meeting articles on the housing topic, including a proposal to change the allocation of the Rooms Occupancy Tax for review/discussion a future joint workshop with the town's housing committees
- Approved 5-0 minutes from the October 12 (6pm) and October 18 (6pm) meetings as printed.

### **November 1, 2021**

- Administrative:
  - Conducted a Traffic Hearing which included sixteen requests from town citizens and four staff recommendations regarding various parking and traffic matters/regulations.
- Action: Specific decisions on each request/recommendation were made.

### **November 8, 2021**

- Administrative:
  - Listened to one public comment from Pat Miller, President of PPRTA. She spoke in favor of full completion of the town's sewer infrastructure so nearly 2,100 remaining homes with sewers and cesspools can connect to it. She noted the risk sewers and cesspools pose to the town's natural beauty and urged action, particularly for homeowners who have been paying betterments for years in anticipation of sewer expansion, but who are still not connected.
  - Interviewed an alternate candidate for the Harbor Committee.
  - Listened to the Town Manager's report on various administrative matters.
  - Listened to a request from Habitat for Humanity to name a bench in front of Town Hall in honor of volunteers who raised \$100k for housing on the Cape in recent years.
  - Further discussed a proposed Select Board policy related to proclamations and letters of support or appreciation.
  - Listened to a progress update on the Diversity, Equity and Inclusion initiative approved at the prior Town Meeting.
  - Select Board members made opening and closing comments.
- Action:
  - Approved consent agenda items: the release of gifted funds to various students enrolled in college or graduate school, a selective parking ban during the First Light event in late December, the proclamation of Senior Citizen Day on December 12, 2021, and approval of a contract for a water storage facility at Knowles Crossing.
  - Appointed 5-0 Martin Risteen to the Harbor Committee for a term ending 2024-06-30.
  - Approved 5-0 the naming of a bench in front of Town Hall for two volunteers who raised funds for housing on the Cape.
  - Approved 5-0 a new Select Board policy related to requests from citizens and official organizations for proclamations and letters of support or appreciation.

- Approved 5-0 minutes from the October 25 (6pm) meeting with changes so noted.

### **December 13, 2021**

- Administrative:
  - Listened to six public comments with five of them linked to the failure to renominate John Dowd to the Historic District Commission (HDC). Pat Miller, President of PPRTA, spoke in favor of full completion of the town's sewer infrastructure, noting it is a key requisite to providing additional Housing, protecting the natural environment and meeting the town's obligations to property owners who have been paying betterments for years. She also posed several questions to Select Board members regarding the sewer project.
  - Interviewed three candidates for the HDC.
  - Held public hearings on two traffic Hearing follow-up matters, a Pole Hearing involving Eversource and three requests for additional sewer gallons via Economic Development permits.
  - Listened to the Town Manager's report on various administrative matters.
  - Reviewed the Visitors Service Board (VSB) 5 Year Plan and listened to their request for a \$1 million budget for 2022, later revised lower during the meeting to \$960,000.
  - Met with representatives of the Scholarship Committee to discuss the application process and the failure to assist two students whose applications for scholarship support were rejected due to technicalities.
  - Select Board members made opening and closing comments.
- Action:
  - Approved consent agenda items: the sale of certain surplus equipment, the extension for one year of a permit for the Barracks Project, a deed restriction on a housing unit, release of funds from a trust for various purposes, payment of bills for concrete work at the AIDS Memorial, reappointment of thirty-eight individuals to various committees/boards and the acquisition for Open Space purposes of two properties on Atkins Mayo Road.
  - Approved 3-0-2 a decision to make no appointment for the Pilgrim Monument and Provincetown Museum and instead return the appointing authority to the HDC.
  - Approved 4-0-1 the reappointment of John Dowd – without an interview – to the Provincetown Business Guild designated seat on the HDC with a term ending 2024-12-31.
  - Approved 4-0 a staff recommendation to do routine maintenance to a remnant portion of Point Street.
  - Approved 4-0 the denial of a request to remove a parking spot at 40 Pleasant Street.
  - Approved 5-0 an Eversource sponsored request for a pole removal and use of an adjacent pole after removal.
  - Approved 5-0 an additional 840 sewer gallons per day for the Crown Point Inn and Spa.
  - Approved 5-0 an additional 71 sewer gallons per day for the Provincetown House.
  - Approved 5-0 an additional 1,200 sewer gallons per day for a new business commercial laundry business named Spotless Cleaners.
  - Approved 5-0 a \$960,000 budget for the VSB for FY22 with a 2.5% increase annually thereafter for the duration of the 5 Year Plan.
  - Approved 5-0 a motion to direct the Town Manager to review eligibility qualifications for two student applicants who were denied scholarships for technical reasons by the Scholarship Committee.
  - Approved 5-0 minutes from the Traffic Hearing meeting on November 1, 2021 (6pm) meeting with changes so noted.



## December 15, 2021

- Administrative:
  - Joint meeting with the Community Housing Council (CHC) and the Year-Round Market Rate Rental Housing Trust board (YRMRRHT)
  - Reviewed eleven potential Housing Articles for the April 2022 Town Meeting. The most significant items related to a redistribution of the Rooms Occupancy Tax that would increase the allocation of this tax source from 0% currently to 26% effective in FY22. This would be accomplished by cutting the allocation to Tourism (-10%), the General Fund (-8%), the Capital Stabilization Fund (-5%) and the Sewer (-3%). If approved, the Select Board would make decide annually as to the best allocation of the funds, likely focused on the existing CHC and YRMRRHT committees.
  - All Articles need additional refinement and review at a subsequent meeting.
- Action: Agreed to meet again in January or February 2022 to review revised Articles.

## January 10, 2022

- Administrative:
  - Held a public hearing on an Economic Development permit requesting 174 gpd of additional sewer flow to open a hair salon.
  - Listened to the Town Manager's report on various administrative matters.
  - Listened to an update regarding new procedures being implemented for the town scholarship application process.
  - Listened to proposed changes to Cemetery Commission regulations and fee schedule.
  - Held a joint meeting with the Pier Corp to discuss YTD activities, review YTD financial results and the proposed FY23 budget.
  - Discussed potential USDA grant application to support the Police Station project.
  - Discussed draft Select Board sponsored Meeting Articles/Charter amendments.
  - Select Board members made opening and closing comments.
- Action:
  - Approved consent agenda items: appointed/reappointed two regular and two alternate members to various committees, agreed to the sale of surplus police equipment and agreed to the useful life of stormwater improvements approved at the May 1, 2021, Town Meeting.
  - Approved 5-0 an additional 174 sewer gallons per day for a new business (Station Row Salon).
  - Approved 5-0 the continuation until the February 28, 2022, Select Board meeting of two economic development permit requests for additional sewer gallons.
  - Approved 5-0 changes to Cemetery regulations and revisions to the fee schedule.
  - Approved 5-0 amendments to the Pier Corp MOU with the town that includes revised dates for filings/reviews due to the Pier Corp's transition from a calendar year entity to conform to the town's fiscal year period and other minor edits to the MOU and Marine Services Agreement.
  - Approved 5-0 minutes from November 13, 2021 (6pm) as printed and December 13 (6pm) meetings with changes so noted.