



**SELECT BOARD MEETING SUMMARY - FY 2020**  
**(12 months beginning July 1, 2019 and ending June 30, 2020)**

**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 8, 2019:**

- **Administrative:** received a Pier Corp update, reviewed economic impact of recent film, discussed CVS parking situation, discussed rules and procedures, discussed status of Town Manager search, discussed Wampanoag Memorial
- **Action:** approved marijuana license fee at \$3k, appointed Select Board liaisons to a few boards/committees, approved prior meeting minutes

**July 22, 2019:**

- **Administrative:** swore in new police officer, listened to Cape Cod National Seashore presentation, reviewed quarterly police report, discussed criteria for 2 privately funded and 1 town funded scholarship fund(s), discussed HVAC problem at town hall event, listened to Camoin Study presentation with key goal recommendations from the study being:
  - Build & support entrepreneurship in Ptown Blue Economy
  - Promote collaboration among Ptown tourism, education, culture, arts, and recreation assets
  - Expand housing options through innovative programs and land use policies
  - Address ptown critical issues through inclusive consensus building and new financing models
  - Align infrastructure investments to community goals (transportation, increase water & sewer capacity)
- **Action:** approved sewer gallons for a B&B, appointed Planning Board alternate

**August 12, 2019**

- **Administrative:** listened to complaints primarily from Harbor Committee members in public statements (regarding suspension of Harbormaster), listened to Community Resiliency Building Workshop summary, listened to presentation from MA Office of Public Collaboration Civil Discourse Findings, discussed rules of procedure, discussed Wampanoag Memorial, discussed acquiring tablets for board members (they currently receive paper for all board packets)
- **Action:** approved Seashore Point Sale, appointed Louise Venden to represent Select Board at VFW working session on August 14, voted to refund \$1,200 fee due to AC issues at Town Hall, appointed Lise King to OPEB Committee, approved prior meeting minutes

### **August 26, 2019**

- Administrative: listened to presentation of Lower Cape Housing Initiative, again discussed scholarship criteria, discussed Wampanoag Memorial
- Action: approved Assessor recommendation for 25% residential exemption, approved gallons for east end business, approved prior meeting minutes

### **September 9, 2019**

- Administrative: held joint meeting with Harbor Committee and Pier Corp (lots of venting), held joint meeting with Animal Welfare Committee (rat issue), lots of public statements from Public Landscape Committee in opposition to proposal in the board packet regarding First Landing Park, discussed proposal for First Landing Park improvements from DPW, discussed draft film/videography policy, discussed criteria whereby “economic impact” applies for gallons, again discussed scholarship criteria, discussed Wampanoag Memorial
- Action: approved prior meeting minutes

### **September 23, 2019**

- Administrative: held joint meeting with Public Landscape Committee regarding First Landing Park project, reviewed status of Comcast Cable contract renewal with counsel and listened to public comments, listened to presentation on mental health/substance abuse case management, listened to an update on MacMillan Pier Wave Attenuator project from Pier Corp representatives, discussed Wampanoag Memorial, discussed delay in Town Manager search, discussed Fed’s initial denial of sewer project application and potential fallback response
- Action: approved gallons for 2 B&Bs, approved further negotiations on Comcast Cable contract, approved 2 fee changes related to sanitation and disposal system, approved prior meeting minutes
- Other: earliest adjournment yet...8:02pm...b/c Lise King was not present

### **September 30, 2019**

- Administrative: held joint meeting with Harbor Committee and Pier Corp (lots of complaining from Harbor Committee members regarding years of slights), held joint meeting with Economic Development Committee to discuss Comoin Study
- Action: none
- Other: Acting Town Manager reports that USDA has approved half of the town’s grant/loan proposal for a modest expansion of the sewer system

### **October 15, 2019**

- Administrative: held meeting with Finance Committee (3 members present) and listened to town Finance Director discuss 5 year plan (FY2021-FY2025), listened to charter proposal presentation by a Barnstable County Assembly representative (trying to eliminate elected Commissioners), listened to presentation by Community Development Partnership, listened to Public Landscape Committee proposal to prepare First Landing Park for 2020 celebration, listened to presentation by Visitor Services Bureau regarding grants and 5 year budget plan

(with numerous positive comments by board members of likely approval of a higher budget), listened to quarterly police report presentation, listened to Harbor Hill update (no good news, already above 5% contingency and only half way through renovations),

- Action: adopted financial policies for FY2021, approved Indigenous Peoples Day resolution, approved prior meeting minutes

#### **October 28, 2019**

- Administrative: held special meeting to discuss Route 6/Shank Painter redesign project, discussed a Memorandum of Understanding (MOU) with the National Seashore regarding emergency access to the N. Truro Air Force Base wells and held a joint meeting with the Board of Firefighter Engineers. Held a regular meeting to discuss a property owner's request for a curb cut (which was denied), had a presentation from former Select Board member (and possible future candidate) Cheryl Andrews regarding the Cape Cod Commission, met with representatives from Eversource regarding a new battery storage facility, held a joint meeting with the Harbor Committee, received an update on Harbor Hill, discussed a planned joint meeting with the Truro Select Board regarding short term housing solutions, discussed a petition to call a Special Town Meeting regarding the VFW site, listened to the acting town manager's update
- Action: Approved MOU with the National Seashore, approved an Energy Services Agreement and an access and utility easement for Eversource's planned battery storage facility, agreed to schedule an additional Select Board meeting on November 18, agreed to schedule a Special Town Meeting on December 2 and approved the October 15 minutes.

#### **November 4, 2019 - Annual Traffic Hearing**

- Administrative: I did not attend/listen to this meeting.
- Action: Many individual requests from property owners were decided and a recommendation on parking fees from town staff was approved, including one that equalized parking sticker rates for full-time and part-time property owners...a small but welcome victory!

#### **November 12, 2019**

- Administrative: held a joint meeting with the Visitor Service Bureau Board (VSB). Held a regular meeting to interview a candidate for the Board of Health, listened to a proposal to build a 28 room dormitory (housing 112 people) + 5 studio, 9 one-bedroom and 1 three bedroom apartment for year round use, reviewed a request to add parking and a kiosk at the west end rotary, held a joint meeting with the Pier Corp, listened to a presentation by the Cape & Vineyard Electric Coop, discussed the December 2 Special Town Meeting and listened to the acting town manager's report
- Action: preliminarily approved an \$840k FY21 budget for VSB, approved Christopher Hartley as an alternate to the Board of Health, approved an Economic Development Permit for 9,150 gallons for a dormitory/workforce housing proposal, approved a new kiosk and additional parking at the west end rotary, directed the Pier Corp and Harbor Committee to meet within the next 60 days to iron out differences, approved the continuation of a small add-on to electrical bills, voted to recommend that full-time residents attending the December 2 Special Town

Meeting vote against designating the VFW site for use as future Police and Fire Stations and approved the October 28 minutes.

### **November 18, 2019**

- Administrative:
  - Received a report from the Town Manager Search Committee Consultant describing status of search process and 3 finalists.
  - Received a report from a Center for Coastal Studies staffer regarding a pending study on complementary shoreline strategies for 128 miles of coastline in Ptown, Truro, Wellfleet and Eastham.
  - Group discussion on housing solutions to be discussed with the Truro Select Board in early 2020.
  - Discussed pending Special Town Meeting scheduled for December 2.
- Action: Accepted a \$2,500 matching grant from the MA Office of Coastal Zone Management.

### **Special Town Meeting – December 2, 2019**

- Action: Vote to set aside the former VFW property on Jerome Smith Road for a new police station, fire substation and fire training ground failed by a surprisingly close vote of 176 against and 157 in favor.

### **December 09, 2019**

- Administrative:
  - Michael Trovato, Fire Department Chief, asks Select Board members to personally walk through all fire department buildings, advance the \$50k budgeted for FY2021 for a needs assessment for the fire department to allow immediate spending and request no contracts be signed for the VFW site prior to completion of the needs assessment. He was supported by 4 other speakers.
  - Two Select Board members assert “we can do it all” when saying the town can afford to address housing, fire and police needs as well as other priorities for the town. Reviewed 2 Economic Development Permits for higher sewer gallon flow.
  - Reviewed and discussed proposed rental rates submitted by the Recreation Commission for park at 387 Commercial Street.
  - Reviewed and discussed an access agreement between the town and Ptown Community TV.
  - Discussed reaction/feedback from the Special Town Meeting held on December 2, 2019. Significant concerns expressed about the Select Board’s ability to effectively communicate with citizens the towns priorities and steps taken to address them.
- Action:
  - Decided to submit a “special” request at the spring Town Meeting to permit spending of the \$50k for a needs assessment during FY2020.
  - Approved 2 permit request for higher sewer flow for Cape Cod Five Bank and Kabobelicious.
  - Approved proposed rental rates for the park at 387 Commercial Street.
  - Approved new access agreement between the town and Ptown Community TV.
  - Established ad hoc committee on communications with membership tbd.
  - Reappointed a large group of committee/board members for 2020.
  - Approved minutes for November 12 (2 meetings), November 18 and December 2.

- Other:
  - Discussed Monday, December 16 interviews for Town Manager (it will be taped but delayed broadcast so candidates can watch each other's presentations).
  - Agreed decision on who to hire will be made on Tuesday, December 17.

### **December 16, 2019**

- Administrative:
  - Interviewed three candidates for Town Manager:
    - Maria Broadbent
    - Robin Craver
    - Diana Prideaux-Brune (a part-time resident taxpayer)
- Action:
  - Swore in 2 new police officers.

### **December 17, 2019**

- Administrative:
  - Discussed Town Manager applicants
  - Discussed FY21 Capital Improvement Plan (CIP) requests for the General Fund of \$3.1 million, well in excess of the \$1.9 million in Free Cash that normally funds capital requests. The five-year forward-looking CIP requests for the General Fund was \$31.7 million, including the \$3.1 million requested for FY21 (excluding estimates for a Police Station and a Fire Station but including a \$14.0 million request for a new DPW facility).
  - Discussed FY21 CIP requests by Enterprise Funds of \$2.4 million in CIP requests by Enterprise Funds (all sewer and water related). These are funded from either Enterprise Funds or bonds issues by these funds. The five-year forward-looking CIP requests for the Enterprise Funds is \$5.4 million, including the \$2.4 million requested for FY21.
  - Discussed whether to specifically identify climate impact/resiliency expense in future CIP requests.
- Action:
  - Voted 5-0 to offer employment and negotiate a contract with Robin Craver for Town Manager.
  - Voted to specifically identify CIP items that link to climate impact/resilience in future CIP requests.

### **January 13, 2020**

- Administrative:
  - Discussed one consent agenda item – the proposed Eversource Battery Facility – separately.
  - Discussed T&E policy and how it applies to Select Board members.
  - Discussed a staff proposal to divert part of the payment-in-lieu funds paid by developers – estimated to be as much as \$250k in calendar 2020 – to support the trust that is responsible for Harbor Hill. The proposal would split funds 50-50 and thus help shrink the Harbor Hill deficit.
  - Discussed forming a Climate Action Committee. Note: according to the town's website there are currently 45 boards/committees.

- Discussed the proposed contract with Robin Craver as Town Manager.
- Discussed midyear update on the status of the Select Board's FY20 goals.
- Action:
  - Approved numerous consent agenda items.
  - Approved a Memorandum of Understanding with Eversource to construct a Battery Facility near the town's transfer station.
  - Deferred the payment-in-lieu reallocation proposal until after the April Town Meeting and until after the full extent of the Harbor Hill deficit can be quantified.
  - Directed town staff to develop guidelines and structure for a new Climate Action Committee and report back later.
  - Approved contract for Robin Craver, new Town Manager, that includes:
    - \$190k base + 5 weeks vacation + 4 weeks of sick leave + \$9k annual housing stipend + health at 70/30 split + other normal benefits + supplemental life eligibility at her expense
    - 3-year contract with a 6-month probationary period and a 6-month notice period on the town should they decide not to renew at the end of the 3-year period. She must give 2 months notice if she chooses to resign.
    - Other:
      - ✓ Termination for other than cause triggers 8-month equivalent of compensation payout
      - ✓ Merit raise eligible starting in July 2020 and annually thereafter with a minimum pool of 4% available, based on merit
      - ✓ She can carry over 40 hours of vacation to subsequent year
      - ✓ She can accumulate sick time year-to-year but it doesn't seem clear to me if she would get paid out for sick leave if she exited...it would be a big boondoggle if she did get paid for unused sick given she gets 4 weeks per year.
  - Approved 6 sets of minutes for prior meetings.
- Other: Robin Craver was sitting in the audience during the meeting and thanked Select Board members from her seat after her contract was approved and noted she looked forward to starting her new role.

### January 14, 2020

- Administrative:
  - Discussed Acting Town Manager's FY21 budget message accompanying a \$31.1 million proposed expense budget for the town's Operating Budget, up \$1.5 million or 5.1% from FY20 budget. Budget deficit was still in flux due to several late arriving items but was estimated to be approximately \$360k or 1.2% of expense budget.
    - Note: the FY21 proposed budget made comparisons to FY20 budget. There were no forecast/projected year-end data for FY20 in the budget packet. So, the comparison for the proposed new budget is not linked tightly to reality. The FY20 budget is really just a piece of paper and, while it may have reflected the best thinking available when it was developed more than a year ago, it isn't a good baseline comparison marker...forecast/projected year-end results would be far more relevant.
    - The reason forecast data is not included is likely linked to the conservative budget approach taken by the town as they hope to generate a surplus (called "Free Cash" in municipal government terms for MA). The town staff/Select Board then use this Free Cash to plug budget holes and/or fund capital projects in future years.

- Discussed **General Government Department** budgets: Elections, Select Board, Town Manager, Legal Services, Administrative, Town Clerk, Airport and Arts Commission.
- Discussed **Finance** budgets: Finance Committee, Town Accountant, MIS, Assessor, Treasurer/Collector, Debt Service, Retirement/Benefits/Insurance
  - Note: the town does not allocate down to the unit level debt or retirement/benefits/insurance expense. Instead, they aggregate all of it in the Finance Department. This type of budgeting means taxpayers don't see the true cost of each department (e.g., police, fire, etc.) because at least 30% of the cost is not included.
- Discussed several **Public Safety** budgets: Emergency Management and Parking.
- Action:
  - None.

### January 15, 2020

- Administrative:
  - Discussed **Public Safety** budgets: Police (and Capital Improvement Program "CIP" budget), Fire (and CIP budget), Ambulance, Community Development, Building Department, Housing & Economic Development, Emergency Management, Harbor Committee, Marine-Harbor Master & Marine Coordinator (and CIP budget) and Shellfish Constable.
- Action:
  - None.

### January 21, 2020

- Administrative:
  - Discussed **Water Enterprise Fund** and CIP budget.
  - Discussed **Wastewater Enterprise Fund**
  - Discussed **Public Works** budgets: Buildings & Grounds, Administration, Highway, Snow & Ice, Solid Waste & Recycling Operations, Recycling & Renewable Energy Committee, Public Works CIP budget.
  - Discussed Public Services budgets: Recreation Department (and CIP budget), Human Services, Council on Aging and Library
  - Other **proposals NOT included in budgets** but to be proposed at Town Meeting (likely to be paid from Free Cash): Arts Commission (for some reason this was also included in the General Government budget), Harbor Committee, Veteran's Services, Animal Welfare, Bicycle Committee, Cultural Council and the Economic Development Committee.
    - Note: it is unclear to me why the items immediately above are not included in the town's Operating budget and are instead presented separately at Town Meeting.
  - **Education:** I am not sure why but there was no discussion of the Education budget. This budget includes a significant \$250k budget items apparently linked to one special needs student.
- Action:
  - None.

### January 27, 2020

- Administrative:

- Discussed the proposed \$5.2 million Education budget, which includes primary school, administration, fees for sending HS students to regional schools, special education/other out-of-district expense and the Early Education Center. Note: the town has very few students and that results in very programs with lots of overhead.
- Discussed a consultant’s report related to housing options at the VFW site (1.3 acres) and the current police station site (0.4 acres). VFW could offer 32-37 units while current police station might offer 26 units. [SVH: the density achieved on the smaller lot suggests more could be done to maximize the VFW site. If they are desperate for housing why not build as many units as possible?]
- Discussed proposals for Pilgrim’s First Landing Park with the Public Landscape Committee.
- Discussed Ptown Business Guild’s (PBG) proposal for pedestrian crosswalks in rainbow colors and concerns raised by Portuguese Festival leaders and DPW regarding the location of these crosswalks.
- Listened to Police quarterly report. [SVH: no other department reporting to the Town Manager does a separate report to the Select Board.]
- Discussed possible articles for the Warrant for Town Meeting and 6-month G&Os for the new Town Manager.
- Listened to Town Manager’s update on administrative matters.
- **Action:**
  - Approved consent agenda items (parade permits, appointments to non-regulatory boards, etc.).
  - Appointed a full-timer as an alternate to the Licensing board (a regulatory board).
  - Approved \$180k for the Pilgrim’s First Landing Park and noted that the Public Landscaping Committee was free to solicit additional funds from donors for the more expensive option they discussed with the Select Board.
  - Directed PBG, DPW staff and Portuguese Festival staff to meet offline to find a compromise on the proposed rainbow crosswalks.
  - Approved 6 sets of minutes.

**January 29, 2020**

- **Administrative:**
  - Discussed the revised \$5.4 million **Capital Improvement Plan (CIP)** budget for FY21.

Departments	FY21 Proposed CIP Budget
Airport	\$240,038
Comm Development	200,000
Fire	608,000
Pier	390,000
Parking	96,400
Police	130,400
Public Works	1,270,000
Recreation	50,000
Water	2,355,000
<b>Total</b>	<b>\$5,339,838</b>

- Discussed the revised \$29.6 million **Operating budget** for FY21.

Departments	FY 21 Proposed Budget
Div 1: General	\$983,484
Div 2: Finance	11,716,915



Div 3: Public Safety	7,281,368
Div 4: Public Works	3,914,900
Div 5: Public Service	995,985
Div 6: Education	4,731,244
<b>Total</b>	<b>\$29,623,896</b>

- Action:
  - Approved both the proposed CIP and Operating budgets for FY21.
  - Transmitted both the proposed CIP and Operating budgets for FY21 to the Finance Committee for their review.

## February 10, 2020

- Administrative:
  - In the Select Board opening statements section various members got into quite a discussion about Lise King’s sharing of information with the media related to a potential Cirque du soleil summer residency (since abandoned).
  - Discussed potential parking hearing changes that would provide free parking in all lots for people who serve on town boards.
  - Reviewed a poorly drafted Growth Management Report that was intended to be a decision paper relative to (1) confirming water withdrawals from the town wells complied with various agreements and (2) how sewer gallons are allocated given the “state of limited capacity” for the sewer system. The net of a very long and convoluted document was that town staff recommended that 5,000 sewer gallons allocated for “municipal” purposes (think new police station) be reallocated to the “public housing” category as the police station won’t be constructed prior to the modest sewer expansion completion date. This change is apparently needed because several housing projects will come online prior to the sewer expansion and they need the sewer gallon allocation to open.
  - Held joint meeting with the Cemetery Commission to discuss green burials.
  - Held joint meeting with the Economic Development Committee to review modest grants offered by the committee on an annual basis.
  - Discussed proposed fee schedule for rental of town properties (e.g., town parks, Town Hall lawn, Bas Relief lawn, etc.)
  - Discussed change to rules that would permit property owners who build accessory units to connect to the sewer system (if a line is available). Residential connections are currently prohibited as the sewer system is in a “state of limited capacity.”
  - Discussed a conflict of interest issue regarding the Zoning Court of Appeals, triggered by the limited number of active members on this board.
  - Discussed a series of articles that might be included in the Warrant for both the Special and Regular Town meetings scheduled for Monday, April 6.
  - Listened to the Town Manager’s update on administrative matters.
- Action:
  - Approved consent agenda items (parade permits, appointments to non-regulatory boards, etc.).
  - Confirmed the town complied with water withdrawal limits from town wells and agreed to move 5,000 gallons from municipal to the public housing category.
  - Approved changes to regulations to permit green burials.
  - Approved \$25k in proposed grants offered by the Economic Development Committee.

- Approved a public hearing that will discuss proposed fees that will be charged to 3<sup>rd</sup> parties who wish to rent town property, incorporating Select Board feedback into a revised fee schedule.
- Approved connection to the town's sewer system by residents if (1) they have access to an existing sewer line and (2) they build/rent an accessory dwelling unit to full time lessees (it cannot be used as a summer rental).
- Determined that there was no conflict of interest if an existing member of the Zoning Court of Appeals participates in a hearing related to the proposed construction of a hotel and restaurant at the Old Reliable site on Commercial Street.
- Approved 2 sets of minutes.

## **February 24, 2020**

- Administrative:
  - Pat Miller spoke on behalf of PPRTA in protest of the Town Moderator's and FinCom's failure to act on an alternate application by a part-time resident.
  - Laura Hood spoke regarding FinCom's decision to subvert the normal processes in their effort to bring the rainbow crosswalk and charter amendment to ban part-timers as alternates on FinCom directly to Town Meeting.
  - Louise Venden, in her opening statement, spoke of the need to improve communication with part-timers, noting we do not need more divisiveness in this town. Two select board members concurred with Louise's comments.
  - Held a "pole hearing" regarding a request from Eversource to add manholes and other infrastructure related to their new batter facility near Race Road.
  - Listened to an update from Cape Light Compact, a group that has been working to save money for consumers by lowering electric bills on the Cape since 2001.
  - Held a joint meeting with the Visitor Service Board (VSB) to review/approve \$179k in grant recommendations for FY20, with an emphasis on shoulder/winter season awards.
  - Held joint meeting with the Year-Round-Market-Rate-Rental-Housing-Trust (Trust) in which they attempted to pitch Harbor Hill as a successful project worthy of another large subsidy to be approved at Town Meeting on April 6. They revealed that in addition to an FY21 subsidy they would likely need an additional subsidy for FY20. They could not quantify the subsidy requests as they are still working with the Finance Department on the numbers.
  - Met with a representative of the Provincetown Business Guild to review the compromise rainbow crosswalk location approved in offline negotiations with DPW and representatives of the Portuguese Festival.
  - Reviewed a proposal for a "proper sendoff" for the VFW building before it is demolished.
  - Reviewed a draft MOU that will allow 4 towns at the end of the cape to jointly work on a shoreline management plan.
  - Discussed retaining a consultant and potential language for a paver to honor indigenous people at the Pilgrims First Landing Park.
  - Discussed articles that might be included in the Warrant for the Special and Annual Town Meeting scheduled for Monday April 6.
  - Listened to Town Manager update on administrative matters.
- Action:
  - Approved consent agenda items (parade permits, appointments to non-regulatory boards, etc.).

- Approved Eversource’s request for new manholes and other infrastructure to support the pending battery facility.
- Approved VSB grant recommendations for FY20.
- Approved a rainbow crosswalk near the pier.
- Approved a special sendoff ceremony for the VFW building.
- Approved a MOU related to a joint shoreline management plan.
- Approved hiring of a consultant and language for a paver at the Pilgrims First Landing Park to honor indigenous people.
- Approved 2 sets of minutes.

**March 03, 2020**

- Administrative:
  - Unusual 10:45am meeting to review Special and Annual Town Meeting warrants and to close warrant period for both meetings.
- Action:
  - Closed warrants for April 6, 2020 Special and Annual meeting (note: town meeting date was subsequently pushed back due to virus issues)

**March 09, 2020 – Joint meeting with Finance Committee and Year-Round Market Rate Rental Housing Trust (YRMRRHT) at 5pm**

- Administrative:
  - Asked for public comments on proposed FY21 budget, none offered.
  - Joint meeting with the Finance Committee and YRMRRHT. The new Town Manager tried to pitch Harbor Hill (HH) as a positive and wise investment for the town.
  - Only 1 Finance Committee noted that the original pitch for HH was for a \$179,000 annual subsidy and now the request has skyrocketed to \$595,000.
  - Town Manager’s proposal is to roll the HH debt into the town’s operating budget and have taxpayers fund it. The rents from HH will then theoretically cover operating and capital costs going forward.
  - Discussed how to explain HH proposal to taxpayers.
- Action:
  - Agreed to 3 public meetings in March to discuss HH funding (note: all subsequently cancelled due to coronavirus issues).

**March 09, 2020 – 6pm**

- Administrative:
  - Laura Rood from PPRTA read a letter from President Pat Miller opposing FinCom’s proposed amendment to the town charter to prohibit part-timers to serve as alternates.
  - A select board member and the Town Manager both attempt to stop calling the proposed \$595,000 town expense for HH a “subsidy.” That see it as an effort to “shame” those who live in the complex.
  - Public Hearing held to discuss (1) a curb cut proposal for a property on Harry Kemp Way, (2) aquaculture license applications and (3) public comments related to the Special and Annual Town Warrant Articles.

- Discussed proposal to create yet another town committee - #46 – related to Climate Change.
- Discussed the town’s emergency management response to coronavirus.
- Discussed a possible location film agreement with 21<sup>st</sup> Century Fox Television.
- Discussed proposed harbormaster municipal service agreement between the town and the Pier Corp.
- Listened to Town Manager update on administrative matters.
- Action:
  - Consent Agenda items approved, including approving the shift of a regular member of a town committee to an alternate position because she moved to North Truro and she has apparently shifted from a full-time property owner to a part-time property owner.
  - Approve David Quinn Taylor as an Alternate to the Zoning Board of Appeals, a regulatory board.
  - Approve Cass Benson as a regular member to the YRMRRHT.
  - Approved a larger than normal curb cut for a new development on Harry Kemp Way
  - Approved aquaculture licenses as proposed by Steve Wisbauer, the town’s Shellfish Constable.
  - Approved the town’s 46<sup>th</sup> committee: Climate Action Committee.
  - Approved Town Manager’s ability to finalize/approve a filming contract with 21<sup>st</sup> Century Fox Television.
  - Approved a 1-year harbormaster service agreement between the Pier Corp and the town (the prior agreement had expired years prior and continued to run on original terms despite its expiration).
  - Approved February 24, 2020 regular meeting minutes, as edited.

**March 23, 2020**

- Administrative:
  - First remote Select Board meeting due to coronavirus physical distancing concerns, very awkward and lengthy due to logistical issues.
  - Listened to coronavirus reports from Steve Katsurinis, Chair of the Board of Health, Morgan Clark, Director of Health and Town Manager.
  - Interviewed candidates for the Planning Board and the Pier Corp.
  - Reviewed decisions made at a prior emergency meeting relating to coronavirus.
  - Discussed delaying the town election until June 9 due to coronavirus.
  - Discussed temporarily expanding the Town Manager’s authority during the state of emergency period.
  - Discussed extending public hearing on the Town Meeting items and to defer the Town Meeting date.
  - Listened to Town Manager update on administrative matters.
- Action:
  - Approved consent agenda items.
  - Approved Monica Stubner as an alternate to the Planning Board, a regulatory committee.
  - Approved Jamie Staniscia as a regular member of the Pier Corp.
  - Reconfirmed and approved the prior vote to declare an emergency due to coronavirus and agreed to subsequently review and potentially edit the order considering the Governor’s recently announced declaration of emergency.

- Approved the suspension of all meetings of non-regulatory boards and the Finance Committee unless the Chair specifically requests a meeting from the Town Manager to conduct urgent town business.
- Approved delay of the town election until June 9.
- Approved the town manager's expanded authority to (1) accept grants to the town and (2) execute certain contracts, accept and expend funds from the town's gift funds and (3) approve parade permits.
- Approved continuation of public hearings and moved the date of the Special and Annual Town Meeting to April 22 (with a likely further deferral to late May or early June).
- Deferred discussion of proposed Harbor regulations until June 8, 2020.
- Approved minutes for March 6, March 9 (5pm) and March 9 (6pm) meetings, with edits.

### **April 13, 2020**

- Administrative:
  - Second remote Select Board meeting due to coronavirus physical distancing concerns, slightly less awkward than the first one but overly long due to technical issues (they should try zoom vs a conference line).
  - Consent agenda included (1) extension of property tax payments from May to June 1 and (2) extension of application deadline for the Residential Tax Exemption (RTE) from April 1 to June 1.
  - Listened to coronavirus reports from Morgan Clark, Director of Health and Steve Katsurinis, Chair of the Board of Health.
  - Listened to Town Manager update on administrative matters. After a very lengthy presentation (Select Board members had copies of what she read but the dial-in audience did not), it finally moved on to presentations from various town department heads.
    - She saw the financial challenge narrowly, focusing only on rooms/food and parking revenue and ignoring implications – short and long term – on property tax.
    - Under consideration: defer various capital improvement programs to generate more free cash, reallocate budget dollars from tourism, defer cost of living increases and an early retirement program.
    - Proposed creating a recovery commission to serve as a type of think tank for the town on how to move forward.
  - Listened to Finance Director Josee Cardinal Young address the town's financial challenge.
    - Suggested reprioritizing capital projects could generate \$1.2 million in additional free cash flow
    - Identified significant savings in Health Insurance expense due to both actual experience in the current FY20 and apparently new bids from vendors for FY21.
    - Saving upwards to \$225k by underspending various accounts in FY20
    - Potential savings by using bonds to fund capital projects that historically were paid with free cash flow
    - Saving \$100k by using less seasonal staff
    - Select Board members, particularly Louise Venden, were skeptical the Town Manager had accurately identified the scope of the financial challenge. Louise characterized the town's future financial posture to be much more dire and that more serious intervention would be needed.
    - Some amount of yet-to-be determined financial assistance from the state and federal government could help close the financial gap.

- The Town Manager acknowledged this is a work in progress and additional analysis is needed before town staff is ready to make recommendations.
  - Listened to Police Chief Golden read reports for Police, Fire and Emergency Management
    - The chief noted CDC protocols are important but, in response to several questions, he noted that police would not enforce recommendations such as wearing a mask in public.
  - Listened to David Gardner read a report on Community Development activity
    - He offered no guidance on the likely impact of the economic crisis other than to note that building permit revenue was down 12% through March.
  - Listened to an Economic Development report from Tony Fuccillo, the town's Tourism Director; Radu Luca, the ED of Ptown Chamber of Commerce and Bob Sanborn, the head of the Ptown Business Guild.
    - The town sees three phases in response to the tourism crisis: (1) go dark on advertising, (2) initiate a program – already begun – that shows “Ptown cares and stay safe out there,” and (3) when the time is right, offer an invitation to visit Ptown with a specific focus on the 70 million people who live within easy driving distance of the Cape.
    - Businesses are understandably concerned with the current situation, particularly given that its impact is most significant at the start of season.
    - They expect an erosion of savings, higher debt, a decline in valuation of businesses, a loss of workers and the loss of businesses who lack financial resources to survive.
  - Lise King sought a significant amount of speaking time throughout the meeting including an effort to direct the town to put specific messages on the “reader boards” at the town's entrance to alert drivers how to behave in town (which failed 4-1) and a very long and meandering opening statement that covered every topic imaginable, including pushing back against the Select Board Chair's rebuke of her prior actions to ward off part-time owners from using their residences. Other Select Board members were relatively direct in aiming barbs back at Lise, noting their priorities were with town issues not imagined offices Lise might seek or constituencies she might be trying to influence outside the town. Their responses make it relatively clear that Lise is not taken seriously by her peers.
- Action:
  - Approved consent agenda items.
  - Approved deferral of a public hearing related to a fee schedule for use of town hall properties.
  - Approved minutes for March 22 (7pm) and March we (6pm) meetings, with edits.

#### **April 27, 2020**

- Administrative:
  - 3rd remote Select Board meeting due to coronavirus physical distancing concerns.
  - Listened to 8 public statements, including Pat Miller, President of PPRTA discussing the importance of diversity, particularly geographic diversity as a resource to the Recovery Coalition and noting the big loss to the town in failing to include part-timers on that group. Other statements were mostly about wearing masks in public.
  - Diverted into a long discussion about mask wearing due to public statements and a strategy to discuss this topic by at least one select board member.
  - Held a public hearing on the topic of replacing an existing utility pole and to include a new small cell facility on it.
  - Listened to a report from the Cape Cod National Seashore (almost incomprehensible to the audience due to poor audio quality).

- Listened to an update regarding the Recovery Coalition. General agreement with the strategy but frustration by certain Select Board members who seem to feel their roles in the pandemic are being usurped by this group.
- Discussed the town's healthcare infrastructure and whether additional focus is needed in this area.
- Discussed whether further calendar delays are needed in scheduling the 2020 Annual and Special Town Meetings.
- Listened to Town Manager update on administrative matters.
- Action:
  - Approved a resolution requiring masks be worn on Commercial Street between Bangs and Pleasant streets and in any businesses that operate in enclosed spaces.
  - Approved a replacement utility pole with a cell facility on it at 10 Freeman Street.
  - Approved a motion to conduct weekly meetings of the Select Board effective immediately, with additional every-other-week meetings focused on the Recovery Coalition recommendations.

#### **May 4, 2020**

- Administrative:
  - 4<sup>th</sup> remote Select Board meeting due to coronavirus physical distancing concerns. This is the first special meeting that focuses entirely on the work of the Recovery Coalition (Coalition).
  - Listened to the rationale for the creation of the Coalition and the results from their initial 2 meetings. Dave Abramson and Bobby Anthony are members of the Coalition.
  - Listened to Select Board members praise the purpose of the Coalition and its work thus far, tempered by concerns by at least 2 members as to its role and what that may mean in terms of the role of the Select Board.
  - Further discussion on the mask topic, where and when it applies.
- Action:
  - Approved a resolution supporting the Coalition created by the Town Manager and its role in collecting information from the community to supply input to the Town Manager on reopening issues.
  - Approved a motion approving the Governor's face covering order and further mandating mask wearing on Commercial Street between Bangs and Pleasant Streets between 9am and 9pm daily.

#### **May 11, 2020**

- Administrative:
  - 5<sup>th</sup> remote Select Board meeting due to coronavirus physical distancing concerns. The Town Manager swears there will be improvements in the audio quality in future meetings.
  - Listened to 7 public statements including Pat Miller from PPRTA who reported survey results that show 67% of respondents will return to town this summer, even if quarantine is required. She noted that part-timer's chief concerns were for businesses and their summer staff, not themselves.
  - Discussed delaying Special and Annual Town Meeting to September 21.
  - Discussed concerns about both the FY 20 (current) budget and previously approved FY 21 budget. The consensus was that changes would be required in the FY 21 budget due to significant change in revenue and expense items due to the virus.
  - Discussed delay in 2020 town elections to June 30.

- Discussed revoking town permits for remaining parade permits and rentals of the town auditorium and other town owned property.
- Discussed the need for community education on masks.
- Discussed status of the Coalition and efforts to harmonize activities with the Cape and Governor's task forces.
- Discussed Blue Economy Project Initiative.
- Listened to Town Manager update on administrative matters.
- Discussed a desire to have full regular Select Board meetings weekly, to meet live in Town Hall and to change the new Town Manager's goals and objectives considering the pandemic. All items were either withdrawn or defeated on voice votes.
- Exchanged increasingly barbed commentary toward fellow board members as the meeting progressed.
- Action:
  - Approved consent agenda items.
  - Approved delay of Special and Annual Town Meeting to September 21.
  - Approved delay in town elections to June 30.
  - Approved revocation of all permits for parade permits and auditorium and town-owned property rentals through the end of calendar 2020 with the caveat that applications could be resubmitted if they can restructure events to comply with physical distancing requirements.
  - Approved Blue Economy Project Initiative.
  - Approved April 2013 (6pm) Select Board meeting, with edits.

#### **May 18, 2020**

- Administrative:
  - 6<sup>th</sup> remote Select Board meeting due to coronavirus physical distancing concerns.
  - This is a special meeting with no public comments.
  - Listened to an update on the Governor's reopening plan from State Senator Julian Cyr and House Member Sarah Peake who also provided an update of the work of the Cape Cod Taskforce.
  - Received an update from town staff regarding the Covid-19 Recovery Coalition and discussed data the Board of Health will track to keep the town staff (e.g., # of cases locally, on the cape and state-wide, the number of health center clinicians that are sick/quarantined, the capacity of local hospitals, etc.)
  - Reviewed and discussed the survey of more than 200 members of the business community.
  - Discussed possible steps the town could take to address the pandemic.
- Action:
  - No action taken.

#### **May 26, 2020**

- Administrative:
  - 7<sup>th</sup> remote Select Board meeting due to coronavirus physical distancing concerns.
  - Listened to public comments from 20 different community members, including Pat Miller, President of PPRTA. She notes part-timers are here helping the town and playing by the rules. She also notes David Panagore has again applied for the Alternate role on FinCom and the Town Moderator is again ignoring qualified candidates for this role.
  - Conducted a joint meeting with the Board of Health.
  - Reviewed the latest update on the Governor's Guidelines for Municipalities.



- Reviewed the Recovery Coalition’s Final Report and recommendations and discussed possible temporary actions by regulatory boards to implement recommendations.
- Received a detailed report of the Social Services subgroup of the Coalition about a town-wide survey.
- Discussed the need for a communications plan for the town that discussed the reopening plan that builds public awareness, promotes tourism and anticipates possible crisis management responses if conditions deteriorate.
- Discussed potential enforcement mechanisms and pending decisions to control tourist numbers and physical distancing.
- Action:
  - Approved consent agenda items.
  - Discussed draft minutes, with potential edits, for May 4, 2020 (5pm), May 11, 2020 (6pm) and May 18, 2020 (5pm) meetings.

**May 28, 2020**

- Administrative:
  - 8<sup>th</sup> remote Select Board meeting due to coronavirus physical distancing concerns.
  - This is a special joint meeting with the Board of Health with no public comments.
  - Reviewed the many metrics items the Board of Health will monitor to keep the town safe.
  - Further discussed the community wide survey taken by 2,544 respondents
  - Discussed portions of a draft order with town counsel on topics ranging from outdoor dining to cruise ships and excursions, bus tours, street performers and initial discussions on the mask wearing issue.
- Action:
  - Approved preliminary items in the draft order.

**June 1, 2020 (5pm meeting)**

- Administrative:
  - 9<sup>th</sup> remote Select Board meeting due to coronavirus physical distancing concerns.
  - This is a special joint meeting with the Visitor Services Board with no public comments.
  - Received reports on the town’s initial “Care and Hope Campaign” and more recent “stay Strong, the Future is Bright Campaign” that began in May. Stressed that safety is the first priority for all parties.
  - Discussed the need to reinforce the message that the town is “open.”
- Action:
  - No action taken.

**June 1, 2020 (6pm meeting)**

- Administrative:
  - 10<sup>th</sup> remote Select Board meeting due to coronavirus physical distancing concerns.
  - This is a continuation of a special joint meeting with the Board of Health with no public comments.
  - Discussed the mask wearing issue and ultimately decided no expansion of the prior board decision was necessary (masks are required on Commercial between Bangs and Pleasant Street between 9am and 9pm and whenever physical distancing is not possible).

- Continued to discuss draft orders on topics including banning semi-public and public showers, banning indoor entertainment, shared bathrooms, food buffets and smoking in outdoor areas of bars and restaurants.
- Discussed use of town property for outdoor dining, possible closure of portions of Commercial Street to promote physical distancing.
- Action:
  - A lengthy draft order addressing a variety of public health matters was approved for immediate implementation. Items covered included:
    - Outdoor dining and outdoor display of merchandise
    - Banning of cruise ships but permission of special excursion vessels
    - Banning of bus tours
    - Restrictions on street performers
    - Confirmation of mask wearing guidelines
    - Banning of public and semi-public showers
    - Banning of indoor entertainment
    - Banning of shared bathrooms in hotels and B&Bs, except for families
    - Banning of food buffets
    - Banning of smoking in outside areas of bars and restaurants
    - Offering access to town property for eating and sanitation
    - List of enforcement steps to be taken if there is non-compliance.

## June 8, 2020

- Administrative:
  - 11<sup>th</sup> remote Select Board meeting due to coronavirus physical distancing concerns.
  - Listened to 16 community members make public comments including PPRTA members Melissa Falen, Steve Fossella, Pat Miller, Laura Rood and Scott Van Hove. PPRTA commentary was generally focused on the failure of the town moderator to appoint a part-timer to the Alternate role on FinCom.
  - Discussed the experiment to close Commercial Street to vehicular traffic on the prior weekend.
  - Received an update from the latest Visitor Services Board meeting.
  - Discussed funding requests stemming from the Social Services survey. A brochure and the development of a taskforce were funded by grant income. Requests for \$50k in funding for the rest of FY20 and FY21 were also discussed with the Town Manager directed to determine if some funds might be available for this purpose.
  - Discussed a proposal by Lise King to create an Advisory Committee to the Select Board on Economic Stabilization. In an often-testy discussion, it became clear there was not support for the proposal and it was withdrawn.
  - Discussed the pending June 30 Town Elections and the 1/12<sup>th</sup> Budget Plan for June, July and August. Shared news that the state would allow free cash from FY19 to be used in FY21 (\$4.6 million combined in the General Fund, the Water enterprise and Wastewater enterprise funds).
- Action:
  - Approved consent agenda items.
  - Authorized the Police Chief and the Town Manager to close portions of Commercial Street to traffic if the situation warrants for the balance of June between 6-10pm from Thursday through Sunday of each week.
  - Approved a 1/12<sup>th</sup> budget plan for Q1-FY21.

- Approved draft minutes, with potential edits, for May 4, 2020 (5pm), May 11, 2020 (6pm) and May 18, 2020 (5pm) meetings.

## **June 22, 2020**

- Administrative:
  - 12<sup>th</sup> remote Select Board meeting due to coronavirus physical distancing concerns. This is the final meeting of FY20.
  - Listened to public comments from 14 different callers.
  - Listened to FY19 (12 months ending 2019-06-30) audit presentation by audit partner from ClintonLarsonAllen LLP.
  - Listened to special steps being taken to allow the town to function financially (for operating budget and water and wastewater enterprise funds) despite not having received approval for the FY21 budget at Town Meeting.
  - Listened to Board of Health presentation as to status of Covid-19 pandemic and the town's ongoing response to the challenge.
  - Met new Town Clerk, Philip Gaudet, and listened to his report about how his office will handle the June 30 town election.
  - Listened to presentation from potential Indigenous people consultant and discussed whether this unbudgeted expense should be authorized.
- Action:
  - Approved consent agenda items.
  - Approved Stephen Hooper, co-owner of Carpe Diem, as the Provincetown Business Guild's (PBG) designated member on the Visitor Services Board (VSB) with a term expiring in 2023-06-30.
  - Rejected an application for more sewer flow on a conversion of a previously commercial space to residential claiming it did not qualify as an economic development exception (although prior approvals for this exact situation appear to have been granted).
  - Quasi-accepted the FY19 audit, although no vote was taken.
  - Decided to not fund the consultant contract for work on the Indigenous people project with town operating funds but, instead, to seek funding options from other groups interested in this topic.