

Town Administrator Report
January 22, 2019

The following is a summary of the major activities of the Office of the Town Administrator for the previous week.

- 1. Financial Report** -With amazing speed, it seems, we have reached the mid-point of Fiscal Year 2019, a perfect time to take stock of our financial performance for the year. With fifty percent of the year completed, our total expenditures stand at 50.7% of budget, or \$15,582,101.78, almost perfectly aligned with the calendar. This comes as welcome news for total expenditures given the fairly high number of front-loaded expenses that are made during the early part of the fiscal year. Last year at this same point we had spent nearly 55% of the budget, so keeping down to 50% is a very strong sign. With the bottom line in good shape, individual accounts and Departments will be followed to ensure that any pressure points are dealt with before the end of the fiscal year. On the revenue side, total revenue collection of \$14,447,695 represent 47.1% of budget. January property tax collections are expected to lift that number back ahead of expenses during this month. Local Estimated Receipts (LER), a strong measure of our local economy continues ahead of the previous year for the month of December with good fall numbers for the hotel and meals excise taxes. For the year LER collections stand at \$2,466,038, which is 6.1% ahead of the previous year's very strong collections. Overall, total expenditures are right in line with planned spending and revenue collections are slightly trailing with larger property tax collections poised to occur and LER coming in with excellent growth from the previous year.
- 2. Bikeway Committee**—We have a Bikeway Committee meeting scheduled for Thursday, January 24 at 1:00 PM in the lower level of Town Hall, and members of the Board are invited to attend. We have reached an important milestone in that the Committee will be receiving a briefing and report from our design firm of Greenman-Pedersen on the draft 25% design for the Oak Bluffs to Tisbury Bikeway extension. The next steps are for the Committee to receive and discuss the design which will be presented to the Selectmen for your approval, then recommended to the Massachusetts DOT for conducting a public hearing and then moving into full design and construction through the 2021 Transportation Improvement Program funded by the State. We are on schedule so far, and we look forward to conducting local outreach and demonstrating local support to the State to complete the project.
- 3. Active Listening Community Leadership Training** – On Tuesday January 15 I attended an active listening for community leaders training session conducted at the Oak Bluffs Library. The Training was sponsored by the Martha's Vineyard Public Schools and invited administrators and leaders from around the Island to participate in the program taught by Sarah-Elizabeth Anderson, a Restorative Circles Facilitator. The program was centered around the notion of a “Community Self-Care Process” where we

strive to address conflict in our communities by listening for meaning. Through this process we try to fully understand the viewpoints of others and develop a “multi-partiality” to take others concerns and feelings to heart as we tackle difficult problems and resolve conflict. I found the program remarkably refreshing and I learned a great deal. My special thanks go to Leah Palmer of MVPS who organized the session for community leaders in conjunction with additional training for school staff members. This was a very worthwhile training and would also be a great benefit for Board and committee members if the opportunity arises in the future.

4. **Harbor Choice Award** – I am very pleased to inform the Board that the Town of Oak Bluffs Marina has received a 2018 “Boaters Choice Award”. This prestigious national honor is designated by Marinas.com/Dockwa and is based on online reviews from boaters who have visited our marina. As a result of the outstanding reviews that have been received from boaters, the Oak Bluffs Marina has been designated to be in the top 3% highest-rated marinas in the United States. This is truly quite an honor and reflects extremely positively on the work of our Harbormaster, Todd Alexander, and his staff in managing and operating our marina. I am very proud of Todd’s efforts and not surprised to see us stack up so well in comparison with all other marinas.

5. **Massachusetts Municipal Association Annual Meeting**– As of the completion of this report I am heading off the Annual Meeting of Massachusetts Municipal Association where I will be briefed on all of the critical issues facing our local governments today. I will bring back information to share with the Board and provide a full report on any of the information shared at the meeting.

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TOWN OF OAK BLUFFS
FY19 YTD THROUGH DEC

P 1
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FOR 2019 06

JOURNAL DETAIL 2019 1 TO 2019 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND							
107 AHT SELECTMEN							
	0.00	0.00	1,051.38	428.34	0.00	-1,051.38	100.0%
122 BOARD OF SELECTMEN							
	501,028.67	501,028.67	247,849.27	35,841.89	0.00	253,179.40	49.5%
131 FINANCE COMMITTEE							
	7,675.00	7,675.00	1,467.50	0.00	0.00	6,207.50	19.1%
132 FIN COMM RESERVE FD.							
	55,000.00	51,500.00	0.00	0.00	0.00	51,500.00	.0%
135 TOWN ACCOUNTANT							
	94,117.28	94,117.28	33,082.55	5,449.60	0.00	61,034.73	35.2%
141 ASSESSORS							
	126,308.00	126,308.00	58,947.32	7,589.60	0.00	67,360.68	46.7%
144 TREASURER (FIXED P/R COST)							
	4,249,713.00	4,249,713.00	2,743,375.89	284,278.22	0.00	1,506,337.11	64.6%
145 TOWN TREASURER							
	144,417.00	144,417.00	26,837.72	5,163.09	0.00	117,579.28	18.6%
146 TAX COLLECTOR							
	143,824.13	143,824.13	73,700.37	15,228.60	0.00	70,123.76	51.2%
155 INFORMATION TECHNOLOGY							
	345,000.96	345,000.96	223,416.08	25,206.77	0.00	121,584.88	64.8%
161 TOWN CLERK							
	140,124.44	140,124.44	63,605.54	11,134.95	0.00	76,518.90	45.4%
163 BOARD OF REGISTRARS							
	32,803.53	32,803.53	17,220.86	4,147.61	0.00	15,582.67	52.5%
171 CONSERVATION COMMISSION							
	108,336.80	108,336.80	49,480.84	8,076.01	0.00	58,855.96	45.7%
175 PLANNING BOARD							
	44,824.15	44,824.15	19,361.44	3,281.60	0.00	25,462.71	43.2%
199 UNCLASSIFIED (SELECTMEN)							
	1,212,069.00	1,212,069.00	960,530.82	46,834.65	0.00	251,538.18	79.2%
210 POLICE DEPARTMENT							
	2,421,788.97	2,421,788.97	1,172,632.18	188,019.85	0.00	1,249,156.79	48.4%
220 FIRE DEPARTMENT							
	368,400.00	368,400.00	176,268.85	91,383.49	0.00	192,131.15	47.8%
231 AMBULANCE SERVICE							
	359,501.20	359,501.20	170,285.27	30,073.02	0.00	189,215.93	47.4%
241 BUILDING INSPECTOR							
	267,218.68	270,718.68	126,576.98	16,822.39	0.00	144,141.70	46.8%
249 SHELLFISH							
	202,178.95	202,178.95	93,199.95	12,761.50	0.00	108,979.00	46.1%

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TOWN OF OAK BLUFFS
FY19 YTD THROUGH DEC

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FOR 2019 06

JOURNAL DETAIL 2019 1 TO 2019 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
291 EMERGENCY MANAGEMENT 24,700.00	24,700.00	4,916.46	3,000.00	0.00	19,783.54	19.9%
296 MARINA MANAGER 258,899.36	258,899.36	150,877.71	14,477.82	0.00	108,021.65	58.3%
300 OAK BLUFFS SCHOOL 8,061,820.26	8,061,820.26	2,938,763.54	752,431.05	0.00	5,123,056.72	36.5%
301 MARTHA'S VINEYARD REG HS 5,033,791.23	5,033,791.23	2,516,895.61	0.00	0.00	2,516,895.62	50.0%
421 HIGHWAY-ADMINISTRATION 1,654,162.05	1,655,877.64	854,000.31	149,025.70	0.00	801,877.33	51.6%
519 BOARD OF HEALTH 190,043.00	190,043.00	78,950.87	19,797.75	0.00	111,092.13	41.5%
541 COUNCIL ON AGING 247,948.57	247,948.57	59,846.44	9,602.80	0.00	188,102.13	24.1%
543 VETERANS' SERVICES 70,500.00	70,500.00	27,482.26	3,939.29	0.00	43,017.74	39.0%
610 LIBRARY 529,739.08	529,739.08	256,814.12	41,477.87	0.00	272,924.96	48.5%
612 ARTS COUNCIL 1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%
630 PARKS AND RECREATION 173,049.20	173,049.20	158,279.62	3,965.60	0.00	14,769.58	91.5%
710 MATURING DEBT-PRINCIPAL 2,048,729.46	2,048,729.46	1,655,193.26	0.00	0.00	393,536.20	80.8%
750 MATURING DEBT-INTEREST 472,690.58	472,690.58	241,872.77	46,018.75	0.00	230,817.81	51.2%
760 MATURING BAN-INTEREST 10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
840 STATE/COUNTY ASSESSMENTS 1,101,017.00	1,101,017.00	379,318.00	86,684.00	0.00	721,699.00	34.5%
TOTAL GENERAL FUND 30,702,919.55	30,704,635.14	15,582,101.78	1,922,141.81	0.00	15,122,533.36	50.7%
GRAND TOTAL 30,702,919.55	30,704,635.14	15,582,101.78	1,922,141.81	0.00	15,122,533.36	50.7%

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TOWN OF OAK BLUFFS
FY19 YTD THROUGH DEC

P 1
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FOR 2019 06

JOURNAL DETAIL 2019 1 TO 2019 13

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND						
01 MOTOR VEH EXCISE						
-875,000.00	-875,000.00	-172,655.40	-16,993.39	0.00	-702,344.60	19.7%
02 OTHER EXCISE						
-657,424.00	-657,424.00	-879,954.29	-444,952.07	0.00	222,530.29	133.8%
03 PENALTIES & INTEREST						
-250,000.00	-250,000.00	-96,672.57	-9,330.70	0.00	-153,327.43	38.7%
04 PILOT						
0.00	0.00	-831.28	0.00	0.00	831.28	100.0%
08 CHGS TRASH DISP						
-175,000.00	-175,000.00	-107,916.00	-14,080.00	0.00	-67,084.00	61.7%
09 OTHER CHGS						
0.00	0.00	-12.00	0.00	0.00	12.00	100.0%
10 FEES						
-103,500.00	-103,500.00	-49,353.50	-9,426.00	0.00	-54,146.50	47.7%
11 RENTALS						
-65,000.00	-65,000.00	-26,270.00	1,000.00	0.00	-38,730.00	40.4%
13 DEPT LIBRARY						
0.00	0.00	-5,195.57	-316.80	0.00	5,195.57	100.0%
16 OTHER DEPTL						
-109,133.55	-109,133.55	-117,468.71	-5,473.00	0.00	8,335.16	107.6%
17 LIC & PERMITS						
-442,500.00	-442,500.00	-196,866.30	-31,321.25	0.00	-245,633.70	44.5%
19 FINES & FORFEIT						
0.00	0.00	-10,780.53	-1,445.64	0.00	10,780.53	100.0%
20 INVMT INCOME						
-10,000.00	-10,000.00	-33,363.43	0.00	0.00	23,363.43	333.6%
21 MISC RECURRING						
-925,000.00	-925,000.00	-769,346.56	-1,057.79	0.00	-155,653.44	83.2%
30 CHERRY SHEET						
-1,460,717.00	-1,460,717.00	-424,451.00	-96,111.00	0.00	-1,036,266.00	29.1%
33 OTHER INTERGOV						
-6,992.00	-6,992.00	0.00	0.00	0.00	-6,992.00	.0%
41 PERSONAL PROPERTY						
-500,000.00	-500,000.00	-213,570.29	-2,023.58	0.00	-286,429.71	42.7%
42 REAL ESTATE						
-24,014,387.00	-24,014,387.00	-11,115,734.06	-141,872.25	0.00	-12,898,652.94	46.3%
44 LIENS & OTHER TAXES						
0.00	0.00	-227,253.80	5,542.82	0.00	227,253.80	100.0%
49 TRANSFERS IN/OFS						
-1,108,266.00	-1,108,266.00	0.00	0.00	0.00	-1,108,266.00	.0%

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TOWN OF OAK BLUFFS
FY19 YTD THROUGH DEC

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FOR 2019 06

JOURNAL DETAIL 2019 1 TO 2019 13

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL GENERAL FUND						
-30,702,919.55	-30,702,919.55	-14,447,695.29	-767,860.65	0.00	-16,255,224.26	47.1%
TOTAL REVENUES						
-30,702,919.55	-30,702,919.55	-14,447,695.29	-767,860.65	0.00	-16,255,224.26	
GRAND TOTAL						
-30,702,919.55	-30,702,919.55	-14,447,695.29	-767,860.65	0.00	-16,255,224.26	47.1%

** END OF REPORT - Generated by Deborah Potter **

Preliminary Fiscal Year 2019 Local Estimated Receipts By Monthly Collections

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 35,122	\$ 72,529	\$ 19,579	\$ 20,691	\$ 7,948	\$ 16,993	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	172,863
02 Other Excise	\$ 82	\$ 53	\$ 434,867	\$ -	\$ -	\$ 444,952	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	879,954
03 Penalties and Interest	\$ 24,198	\$ 16,028	\$ 25,486	\$ 13,298	\$ 8,332	\$ 9,331	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	96,673
04 Payments in Lieu of Taxes	\$ 831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	831
08 Charges for Services-Trash	\$ 35,305	\$ 22,335	\$ 16,801	\$ 15,030	\$ 4,365	\$ 14,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	107,916
10 Fees	\$ 8,627	\$ 7,814	\$ 4,906	\$ 9,757	\$ 8,829	\$ 9,426	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	49,358
11 Rentals	\$ 12,750	\$ 5,500	\$ 5,625	\$ 3,000	\$ 395	\$ (1,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	26,270
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 1,305	\$ 1,184	\$ 577	\$ -	\$ 1,814	\$ 317	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,196
16 Other Dept. Revenue	\$ 21,814	\$ 14,913	\$ 35,519	\$ 12,730	\$ 27,020	\$ 5,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	117,469
17 Licenses and Permits	\$ 26,558	\$ 28,209	\$ 6,619	\$ 29,414	\$ 74,745	\$ 31,321	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	196,866
19 Fines and Forfeits	\$ 1,608	\$ 2,015	\$ 2,044	\$ 2,489	\$ 1,180	\$ 1,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,781
20 Investment Income	\$ 4,712	\$ 6,090	\$ 6,930	\$ -	\$ 8,062	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	25,793
21 Other Miscellaneous-Recurring	\$ 359,959	\$ 287,943	\$ 130,189	\$ (3,479)	\$ 400	\$ 1,058	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	776,069
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 532,871	\$ 464,611	\$ 689,140	\$ 102,931	\$ 143,089	\$ 533,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,466,038
Cummulative Monthly Totals	\$ 532,871	\$ 997,482	\$ 1,686,622	\$ 1,789,553	\$ 1,932,642	\$ 2,466,038	\$ 2,466,038	\$ 2,466,038	\$ 2,466,038	\$ 2,466,038	\$ 2,466,038	\$ 2,466,038	

Preliminary Fiscal Year 2018 Local Estimated Receipts By Monthly Collections

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 22,719	\$ 52,243	\$ 11,129	\$ 28,678	\$ 12,623	\$ 21,667	\$ 10,548	\$ 356,077	\$ 189,012	\$ 90,479	\$ 59,473	\$ 53,002	907,648
02 Other Excise	\$ 2	\$ 145	\$ 406,590	\$ 3,183	\$ 2,797	\$ 389,730	\$ 496	\$ 817	\$ 59,090	\$ -	\$ 30	\$ 53,143	916,023
03 Penalties and Interest	\$ 21,673	\$ 21,690	\$ 41,663	\$ 21,575	\$ 21,878	\$ 18,705	\$ 27,666	\$ 44,319	\$ 38,443	\$ 13,220	\$ 25,787	\$ 45,225	341,844
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,339	\$ -	14,339
08 Charges for Services-Trash	\$ 32,535	\$ 28,710	\$ 16,905	\$ 9,610	\$ 14,595	\$ 10,170	\$ 7,955	\$ 9,525	\$ 8,315	\$ 8,685	\$ 19,350	\$ 29,975	196,330
10 Fees	\$ 5,058	\$ 9,034	\$ 7,012	\$ 6,365	\$ 9,748	\$ 9,190	\$ 10,642	\$ 12,106	\$ 5,269	\$ 18,585	\$ 8,386	\$ 8,160	109,554
11 Rentals	\$ 22,500	\$ 11,185	\$ 5,000	\$ 1,250	\$ 1,500	\$ 250	\$ 600	\$ 3,850	\$ 1,750	\$ 3,250	\$ 3,500	\$ 21,367	76,002
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 1,558	\$ 1,684	\$ 1,131	\$ 800	\$ 318	\$ 1,115	\$ 593	\$ 228	\$ 428	\$ 684	\$ 236	\$ 885	9,658
16 Other Dept. Revenue	\$ 12,313	\$ 9,382	\$ 26,489	\$ 50,863	\$ 7,211	\$ 13,256	\$ 14,855	\$ 9,725	\$ 5,145	\$ 13,332	\$ 15,507	\$ 40,197	218,273
17 Licenses and Permits	\$ 19,138	\$ 23,978	\$ 17,278	\$ 27,228	\$ 22,998	\$ 23,453	\$ 68,055	\$ 36,397	\$ 24,581	\$ 109,016	\$ 22,670	\$ 34,512	429,304
19 Fines and Forfeits	\$ 640	\$ 3,490	\$ 4,088	\$ 1,713	\$ 1,833	\$ 945	\$ 2,083	\$ 2,933	\$ 863	\$ 1,140	\$ 839	\$ 3,455	24,018
20 Investment Income	\$ 1,332	\$ 1,601	\$ 1,184	\$ 1,062	\$ 1,230	\$ 1,121	\$ 1,282	\$ 1,497	\$ 1,563	\$ 1,520	\$ 2,042	\$ -	15,436
21 Other Miscellaneous-Recurring	\$ 332,081	\$ 337,252	\$ 60,889	\$ 10,816	\$ 2,552	\$ 233	\$ -	\$ -	\$ 11,911	\$ 14,192	\$ 65,185	\$ 189,307	1,024,418
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 471,548	\$ 500,392	\$ 599,358	\$ 163,144	\$ 99,281	\$ 489,835	\$ 144,774	\$ 477,473	\$ 346,369	\$ 274,103	\$ 237,344	\$ 479,228	4,282,848
Cummulative Monthly Totals	\$ 471,548	\$ 971,940	\$ 1,571,298	\$ 1,734,441	\$ 1,833,723	\$ 2,323,558	\$ 2,468,332	\$ 2,945,805	\$ 3,292,174	\$ 3,566,276	\$ 3,803,620	\$ 4,282,848	

Percentage change from PY for same period

13%	3%	7%	3%	5%	6%	
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Agenda
Bikeway Committee
Town Hall Lower Level Meeting Room
January 24, 2019
1:00 PM

- 1. Update and Discussion of 25% Design of Bikeway (SUP) extension from Beach Road, Tisbury line to County Road.**

- 2. Review of State Comments and Martha's Vineyard Commission Comments on Bikeway Design**

- 3. Discussion of next steps for moving forward**

- 4. Other Business.**

- 5. Adjourn**

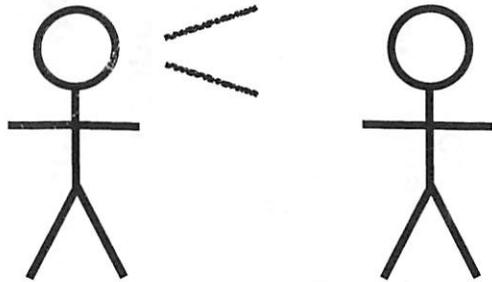
The listing of matters are those reasonably anticipated by the Chair, Which may be discussed at the meeting. Not all times may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law

Restorative Circle Process

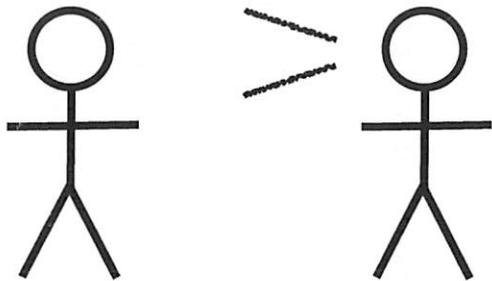
Adapted by:
Sarah-Elizabeth Anderson
Restorative Circle Facilitator
603 365-0852 cell
sarah_elizabeth@me.com
Concord, NH

How We Listen for Meaning

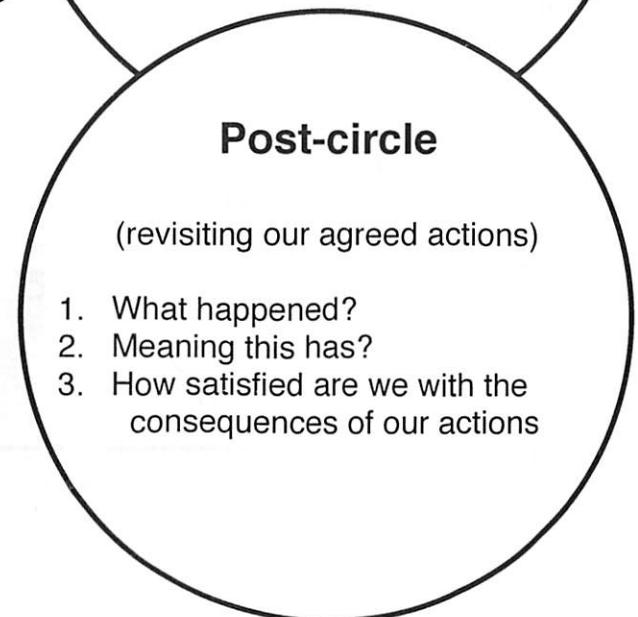
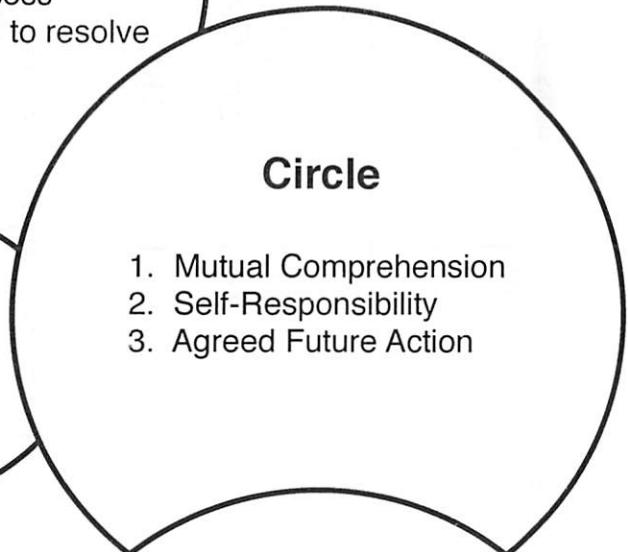
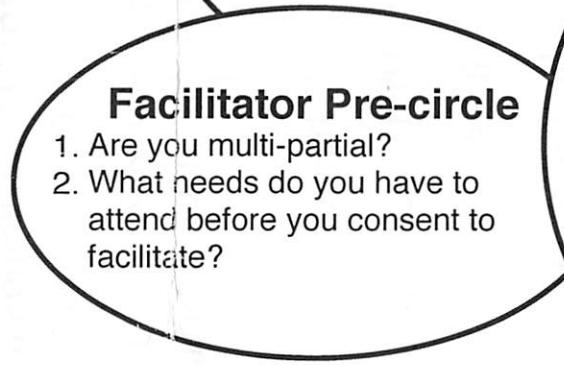
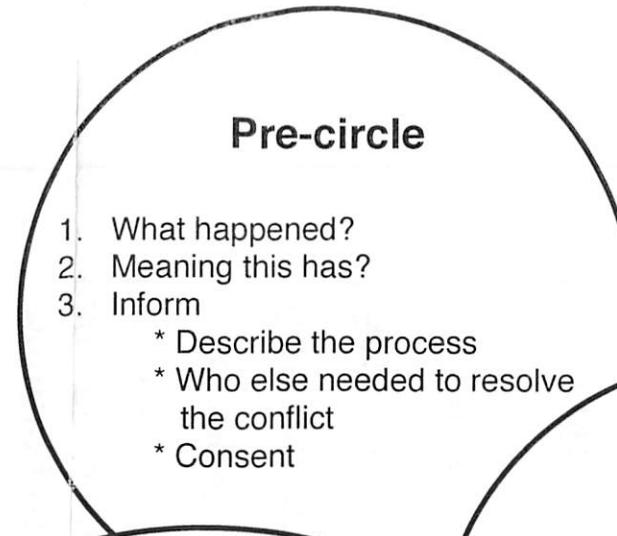
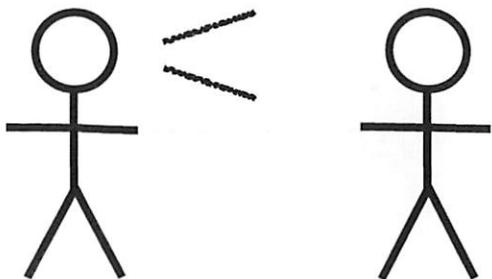
What do you want known and by whom?



What did you hear?



Is that what you wanted understood?



A Community
Self-Care
Process

Empathy Blocks

- * **Advising:** "I think you should"
- * **Educating:** "This could turn into a positive experience if you just —"
- * **One-Upping:** "That's nothing, wait until you hear what happened to me!"
- * **Consoling:** "It wasn't your fault. You did the best you could."
- * **Sympathizing:** "Oh you poor thing." "I'm so sorry —"
- * **Story-telling:** "That reminds me of something I heard on the news --"
- * **Shutting down:** "Cheer up. Don't feel so bad." or "Come on, let's go (for ice cream, to the gym, etc...)"
- * **Interrogating:** "Then did this begin?"
- * **Correcting:** "That's not how it happened."
- * **Reassuring:** "It will all be OK."
- * **Denial of Feelings:** "Don't worry, It's silly to worry."
- * **Minimizing:** "This isn't so important."
- * **Diagnosing:** "Your problem is you're a compulsive worrier."



Congratulations!

We are pleased to let you know that your marina is a 2018 Boaters' Choice marina. Your marina has consistently received outstanding reviews from boaters and, as a Boaters' Choice Marina, that puts you in the top 3% highest-rated marinas in the United States. Thank you for your care and dedication; we hope you are able to celebrate this deserved win!

In this envelope, you will find your Boaters' Choice certificate to display at your marina. Be proud of your achievement and display it in a place where your boaters will notice it! The cardstock certainly holds up on its own, but if you're looking for affordable framing options for your certificate, we recommend checking out Framebridge.com - they ship for free and finish a mail-in frame job in 7-10 business days.

Thank you again for your service and we hope you enjoy the rest of 2018!

Mike Melillo, CEO
Marinas.com | Dockwa

