

Town Administrator Report
October 23, 2018

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

- 1. Financial Update** -Attached please find copies of the summary revenue and expenditure reports for the period ending September 30, 2018, along with an analysis of the Local Estimated Receipts (LER) by month for fiscal year 2018 and fiscal year 2019 to date. I have also included a historical analysis of the LER annually from Fiscal year 2013 to the present to give you a five-year look back into the interesting trends which have evolved. This report is particularly important in that it represents the close of the first quarter of the year which serves the first key milestone in detecting the trends which will govern the direction of our financial year. Total expenditures for the period come in at \$8,670,384 for the quarter, which represents 28.2 percent of the budget through 25 percent of the year. This signifies a fairly good start to the fiscal year in that the front-loaded expenses of insurance, assessments and debt service toward the beginning of the fiscal year make it virtually impossible to have expenses stay exactly with the calendar. As an example, last year we had spent 32.4 percent of budget at this same period. This year represents an improvement. Revenue collections were strong for the period, coming in at 27.4 percent of budget for the year to date. Local estimate receipts give us a firm glimpse into the success of our summer season. Total LER for July, August and September came in at \$1,679,692, which is up from last year's strong collections by nearly 7%, primarily fueled by growth in harbor receipts and rooms and meals excise. This shows a strong summer season. We are in hopes that the shoulder season continues to grow as well and can assist the Town gain a strong financial performance for the remainder of the year.
- 2. Affordable Housing Conference Call.** –On Tuesday, October 16, representatives of the Selectmen, Planning Board, Affordable Housing Committee and I conducted a conference call with RKG Associates and Weston and Sampson Engineering to discuss the scope of work for the grant from MassHousing to conduct a feasibility study for the development of affordable housing in Oak Bluffs. Following the kickoff session at the joint meeting of the three boards there was some concern that the proposed scope of services and deliverables fell a little short of the concepts which were discussed at the initial conference call regarding the grant. Some of the major issues concerned the relationship of the study with the full parcel of land abutting Edgartown Vineyard Haven Road, including the parcel proposed to be transferred to the Town by the Land Bank through our upcoming property swap. There was also concern that the deliverables of the study would provide sufficient detail to allow the Town to proceed to the next steps for development. During the call Town officials expressed these concerns. Eric Halverson of RKG Associates took this feedback and forwarded the attached revised scope of work that provides more detailed baseline analysis of the entire parcel, including wastewater and development constraints, potential phased development, MEPA thresholds and site characteristics for the larger parcel, while conducting a more detailed financial proforma for development on the smaller front parcel. Attached please find the revised scope of work. Board members should review this material and submit comments through the

Planning Board for review.

3. **Energy Grant** -The Town received word this week that our application has been approved for a technical assistance grant to conduct a feasibility study for the location of a solar energy array at the site of the former landfill. The grant is through the Mass Department of Energy Resources Municipal Energy Technical Assistance Grant Program (META). This assistance is particularly valuable in that it will enable the Town to consider the creation of a micro-grid and storage facility at the site that is capable of storing energy to run the Town's wastewater facility. This would enable the Town to gain the largest financial benefit from the generation of energy at the site. I am also interested in using the technical assistance funding to perform a financial analysis comparing the development models for the Town of working through an RFP with a private developer vs. having the Town finance and develop the facility on our own.
4. **Ambulance Service Financing** – At the Thursday, October 17 meeting of the Finance Committee, Fire Chief John Rose gave the attached presentation regarding the status of financing for the Town's ambulance service. Several key trends are highlighted in his presentation that will require action by the Town. As an example, the data shows that call volume over the past five years has been relatively steady, with only minor variation from year to year. However, during that same period total revenues have decreased by approximately 28% for an annual reduction of \$574,586. This is primarily due to reduced allowances for Medicare and Medicaid transport calls off-island which represent almost 70% of the calls. This revenue decline needs to be addressed if the Town will continue to operate the ambulance service as we have traditionally in the past.
5. **Strategic Planning Session**—Congratulations to the Board of Selectmen for the completion of your Strategic Planning Session on Thursday, October 11. This is one of the Board's most important activities of the year in that it is an opportunity to consider all of the issues facing our community and for the Board to establish priorities to guide our efforts in the upcoming year. As our busy agenda unfolds throughout the year it is extremely important to have the priorities of the Board mapped out so that we can continue to use these as our guide to stay on track. This is particularly helpful for our staff who look to the Board for policy guidance and genuinely want to contribute positively to meeting your goals. In follow-up to the session I have prepared the attached initial draft of the priorities as established at the workshop. Please take the time to review these to ensure that they accurately represent the priorities of the Board. You have an opportunity now to make any adjustments to get the most meaningful document possible.
6. **Joint Meeting with Tisbury** – Congratulations again to the Board for your second shared services meeting held last Wednesday with the Selectmen of the Town of Tisbury. The Boards are moving forward with specific initiatives that could have a large positive impact on both communities. The shared management of Eastville Beach maintenance, regional discussions of Human Services management and funding and potential shared services with the Building Departments can all have significant benefits. We are also benefitting from the stronger relationships from collaborative problem solving.

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TOWN OF OAK BLUFFS
FY19 EXP THRU 9/30/2018

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FOR 2019 03

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND						
107 AHT SELECTMEN						
0.00	0.00	233.64	38.94	0.00	-233.64	100.0%
122 BOARD OF SELECTMEN						
501,028.67	501,028.67	127,788.54	59,523.55	0.00	373,240.13	25.5%
131 FINANCE COMMITTEE						
7,675.00	7,675.00	947.50	787.50	0.00	6,727.50	12.3%
132 FIN COMM RESERVE FD.						
55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	.0%
135 TOWN ACCOUNTANT						
94,117.28	94,117.28	16,227.78	5,449.60	0.00	77,889.50	17.2%
141 ASSESSORS						
126,308.00	126,308.00	33,278.52	10,839.60	0.00	93,029.48	26.3%
144 TREASURER (FIXED P/R COST)						
4,249,713.00	4,249,713.00	1,910,876.89	264,323.01	0.00	2,338,836.11	45.0%
145 TOWN TREASURER						
144,417.00	144,417.00	13,443.11	4,241.31	0.00	130,973.89	9.3%
146 TAX COLLECTOR						
143,824.13	143,824.13	36,690.57	11,152.10	0.00	107,133.56	25.5%
155 INFORMATION TECHNOLOGY						
345,000.96	345,000.96	152,183.89	21,161.90	0.00	192,817.07	44.1%
161 TOWN CLERK						
140,124.44	140,124.44	31,178.55	10,442.60	0.00	108,945.89	22.3%
163 BOARD OF REGISTRARS						
32,803.53	32,803.53	4,834.73	2,603.31	0.00	27,968.80	14.7%
171 CONSERVATION COMMISSION						
108,336.80	108,336.80	25,677.35	9,436.13	0.00	82,659.45	23.7%
175 PLANNING BOARD						
44,824.15	44,824.15	9,516.64	3,281.60	0.00	35,307.51	21.2%
199 UNCLASSIFIED (SELECTMEN)						
1,212,069.00	1,212,069.00	818,753.07	26,849.85	0.00	393,315.93	67.6%
210 POLICE DEPARTMENT						
2,421,788.97	2,421,788.97	612,400.74	189,185.05	0.00	1,809,388.23	25.3%
220 FIRE DEPARTMENT						
368,400.00	368,400.00	41,029.34	12,920.65	0.00	327,370.66	11.1%
231 AMBULANCE SERVICE						
359,501.20	359,501.20	84,660.64	26,945.81	0.00	274,840.56	23.5%
241 BUILDING INSPECTOR						
267,218.68	267,218.68	60,538.39	19,690.90	0.00	206,680.29	22.7%
249 SHELLFISH						
202,178.95	202,178.95	46,307.35	11,244.18	0.00	155,871.60	22.9%

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TOWN OF OAK BLUFFS
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FOR 2019 03

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
291 EMERGENCY MANAGEMENT 24,700.00	24,700.00	915.72	389.38	0.00	23,784.28	3.7%
296 MARINA MANAGER 258,899.36	258,899.36	106,356.38	23,689.66	0.00	152,542.98	41.1%
300 OAK BLUFFS SCHOOL 8,061,820.26	8,061,820.26	710,023.32	550,704.29	0.00	7,351,796.94	8.8%
301 MARTHA'S VINEYARD REG HS 5,033,791.23	5,033,791.23	1,258,447.80	0.00	0.00	3,775,343.43	25.0%
421 HIGHWAY-ADMINISTRATION 1,654,162.05	1,654,162.05	440,343.16	124,513.21	0.00	1,213,818.89	26.6%
519 BOARD OF HEALTH 190,043.00	190,043.00	31,420.42	10,899.80	0.00	158,622.58	16.5%
541 COUNCIL ON AGING 247,948.57	247,948.57	30,419.35	10,825.81	0.00	217,529.22	12.3%
543 VETERANS' SERVICES 70,500.00	70,500.00	14,512.52	4,904.96	0.00	55,987.48	20.6%
610 LIBRARY 529,739.08	529,739.08	130,194.44	36,052.01	0.00	399,544.64	24.6%
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	141,898.76	44,081.76	0.00	31,150.44	82.0%
710 MATURING DEBT-PRINCIPAL 2,048,729.46	2,048,729.46	1,520,193.26	0.00	0.00	528,536.20	74.2%
750 MATURING DEBT-INTEREST 472,690.58	472,690.58	176,277.65	0.00	0.00	296,412.93	37.3%
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	82,814.00	-2,381.00	0.00	1,018,203.00	7.5%
TOTAL GENERAL FUND 30,702,919.55	30,702,919.55	8,670,384.02	1,493,797.47	0.00	22,032,535.53	28.2%
GRAND TOTAL 30,702,919.55	30,702,919.55	8,670,384.02	1,493,797.47	0.00	22,032,535.53	28.2%

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

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TOWN OF OAK BLUFFS
FY19 REV THRU 9/30/2018

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FOR 2019 03

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	-127,022.24	-19,578.86	0.00	-747,977.76	14.5%
02 OTHER EXCISE						
-657,424.00	-657,424.00	-435,002.22	-434,866.75	0.00	-222,421.78	66.2%
03 PENALTIES & INTEREST						
-250,000.00	-250,000.00	-65,711.78	-25,486.23	0.00	-184,288.22	26.3%
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	-74,441.00	-16,801.00	0.00	-100,559.00	42.5%
09 OTHER CHGS						
0.00	0.00	-4.00	0.00	0.00	4.00	100.0%
10 FEES						
-103,500.00	-103,500.00	-21,342.00	-4,905.50	0.00	-82,158.00	20.6%
11 RENTALS						
-65,000.00	-65,000.00	-23,875.00	-5,625.00	0.00	-41,125.00	36.7%
13 DEPT LIBRARY						
0.00	0.00	-3,064.98	-576.55	0.00	3,064.98	100.0%
16 OTHER DEPTL						
-109,133.55	-109,133.55	-72,246.15	-35,519.41	0.00	-36,887.40	66.2%
17 LIC & PERMITS						
-442,500.00	-442,500.00	-61,385.86	-6,619.00	0.00	-381,114.14	13.9%
19 FINES & FORFEIT						
0.00	0.00	-5,665.85	-2,043.60	0.00	5,665.85	100.0%
20 INVMT INCOME						
-10,000.00	-10,000.00	-10,802.07	0.00	0.00	802.07	108.0%
21 MISC RECURRING						
-925,000.00	-925,000.00	-778,090.60	-130,188.55	0.00	-146,909.40	84.1%
30 CHERRY SHEET						
-1,460,717.00	-1,460,717.00	-98,613.00	-9,366.00	0.00	-1,362,104.00	6.8%
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	-139,774.45	-5,252.66	0.00	-360,225.55	28.0%
42 REAL ESTATE						
-24,014,387.00	-24,014,387.00	-6,350,263.42	-217,921.75	0.00	-17,664,123.58	26.4%
44 LIENS & OTHER TAXES						
0.00	0.00	-140,744.33	-92,699.59	0.00	140,744.33	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
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FOR 2019 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL GENERAL FUND							
	-30,702,919.55	-30,702,919.55	-8,408,880.23	-1,007,450.45	0.00	-22,294,039.32	27.4%
TOTAL REVENUES							
	-30,702,919.55	-30,702,919.55	-8,408,880.23	-1,007,450.45	0.00	-22,294,039.32	
GRAND TOTAL							
	-30,702,919.55	-30,702,919.55	-8,408,880.23	-1,007,450.45	0.00	-22,294,039.32	27.4%

** 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	127,230
02 Other Excise	\$ 82	\$ 53	\$ 434,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	435,002
03 Penalties and Interest	\$ 24,198	\$ 16,028	\$ 25,486	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	65,712
04 Payments in Lieu of Taxes	\$ 831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	831
08 Charges for Services-Trash	\$ 35,305	\$ 22,335	\$ 16,801	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	74,441
10 Fees	\$ 8,627	\$ 7,814	\$ 4,906	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	21,346
11 Rentals	\$ 12,750	\$ 5,500	\$ 5,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	23,875
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 1,305	\$ 1,184	\$ 577	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,065
16 Other Dept. Revenue	\$ 21,814	\$ 14,913	\$ 35,519	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	72,246
17 Licenses and Permits	\$ 26,558	\$ 28,209	\$ 6,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	61,386
19 Fines and Forfeits	\$ 1,608	\$ 2,015	\$ 2,044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,666
20 Investment Income	\$ 4,712	\$ 6,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,802
21 Other Miscellaneous-Recurring	\$ 359,959	\$ 287,943	\$ 130,189	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	778,091
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 532,871	\$ 464,611	\$ 682,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,679,692
Cummulative Monthly Totals	\$ 532,871	\$ 997,482	\$ 1,679,692	\$ 1,679,692	\$ 1,679,692	\$ 1,679,692	\$ 1,679,692	\$ 1,679,692	\$ 1,679,692	\$ 1,679,692	\$ 1,679,692	\$ 1,679,692	

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%

Original in BOS reports

	FY13	FY14	FY15	FY16	FY17	FY18	LAST 3 YR AVG
MV Excise	\$626,779	\$ 684,485	\$ 723,005	\$ 867,825	\$ 890,023	907,648	888,498.61
Other Excise	\$684,614	\$ 667,682	\$ 716,108	\$ 809,481	\$ 878,408	916,023	867,970.91
Penalties and Inter	\$ 217,545	\$ 198,296	\$ 208,778	\$ 450,234	\$ 272,838	341,844	354,971.87
Payments in Lieu o	\$ 11,405	\$ 10,143	\$ 13,839	\$ 13,438	\$ 16,201	14,339	14,659.37
Charges for Service	\$227,230	\$ 222,605	\$ 213,500	\$ 214,935	\$ 205,355	196,330	205,540.13
Fees	\$ 96,528	\$ 121,420	\$ 120,505	\$ 117,190	\$ 125,988	110,204	117,793.95
Rentals	\$ 93,450	\$ 85,344	\$ 112,220	\$ 55,106	\$ 54,557	76,002	61,888.17
Dept. Revenue-Sch	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
Dept. Revenue-Lib	\$ 14,543	\$ 12,213	\$ 7,735	\$ 9,927	\$ 11,223	9,658	10,269.48
Other Dept. Reven	\$ 246,010	\$ 193,140	\$ 201,940	\$ 464,577	\$ 203,377	218,219	295,390.97
Licenses and Perm	\$ 306,094	\$ 340,232	\$ 348,714	\$ 352,315	\$ 466,995	429,954	416,421.58
Fines and Forfeits	\$ 29,629	\$ 28,530	\$ 21,633	\$ 16,468	\$ 19,293	23,018	19,592.92
Investment Income	\$ 7,082	\$ 12,523	\$ 17,625	\$ 15,976	\$ 16,682	19,427	17,361.74
Other Miscellaneous	\$900,617	\$ 906,252	\$ 961,345	\$ 1,032,477	\$ 942,107	1,077,769	1,017,450.72
Miscellaneous-Nor	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
	\$ -	\$ -	\$ -	\$ -	\$ -	-	4,287,810.42
Total	\$ 3,461,525	\$ 3,482,867	\$ 3,666,946	\$ 4,419,949	\$ 4,103,047	4,340,435	4,287,810.42
Tax Recap Actual	\$ 3,452,327	\$ 3,475,277	\$ 3,674,067	\$ 4,219,401			

Difference \$ 9,198 \$ 7,590 \$ (7,121) \$ 200,548

Other Excise	FY13	FY14	FY15	FY16	FY17	FY18	LAST 3 YR AVG
meals	\$0	\$ -	\$ 420,142	\$ 320,024	339,753.49	332,843.42	330,873.64
room	\$0	\$ -	\$ 286,679	\$ 484,808	525,639.90	578,435.80	529,627.90

SCOPE OF WORK – OAK BLUFFS MASSHOUSING GRANT

TO: Robert Whritenour
Town Administrator, Oak Bluffs

FROM: Eric Halvorsen, AICP, Vice President & Principal, RKG Associates

DATE: October 17, 2018

SUBJECT: Simplified Scope of Work - Oak Bluffs, MA

Based on the discussion between the RKG Team and Town staff, and members of the Planning Board, Board of Selectmen, and Affordable Housing Committee; RKG Associates created a more digestible scope of work to provide the parameters for which this study will be undertaken. This slightly revised and simplified scope reflects the Town's desires for a detailed study of the 8± acre parcel along Edgartown Vineyard Haven Road and a higher-level analysis and consideration of the opportunities and challenges for an adjoining 34± acre parcel the Town is working to acquire in a land swap. While the focus of the analysis will remain on the 8± acre parcel, the RKG Team will take into account the role the 34± acre parcel can play in a larger solution for things like stormwater retention/recharge, wastewater treatment, access/development, and ecological/natural systems.

Task 1: Kick-Off and Base Line Conditions Analysis

1. Hold kick-off meeting with town and applicable boards/committees (**COMPLETED**).
2. Reviews existing/adopted plans and any Master Plan documentation to ensure consistency and collaboration.
3. **Baseline & Site Conditions Assessment**
 - a. Site walk
 - b. Review and evaluate all existing information related to wastewater and possible constraints.
 - c. Evaluate wastewater flows and phasing approach for the two subject parcels.
 - d. Evaluate MEPA thresholds and impacts associated with the proposed project. Note, a MEPA filing is not to be undertaken as part of this scope item.
 - e. Desktop modelling of soil and groundwater conditions relative to the potential for wastewater disposal. Desktop modelling would also include a look at ecological and critical habitat considerations for both parcels.

- f. As part of this effort, we would review the planned project phasing approach to establish total nitrogen impacts from the job and mitigation options.
4. Based on discussions with the Town, RKG will design and host a public meeting to discuss the site constraints and discuss possible housing options for the site with the public.

Task 2: Define Development Options

1. Based on public and Town feedback and market viability, RKG will identify 3-4 residential development options that may be appropriate for the site.
2. Identify the amount of new housing that could be supported for each of the development options based on site constraints such as wastewater treatment capacity and stormwater runoff. Will also create a future build-out for the site.
3. Complete a financial feasibility analysis for each of the site development options to determine what could be supported in the market today and what, if any, development subsidy may be required to help offset differences in revenues versus costs.
4. Present each of the development options and their associated costs and impacts to the Town boards for discussion and consideration, as well as to residents in a public meeting.

Task 3: Recommended Development Program

1. Provide the Town with recommendations for how best to treat stormwater, wastewater, and enhancing transportation connectivity to/from the two parcels.
2. Deliver a written report to the Town and MassHousing that includes a synopsis of the public process, housing options considered, and recommendations for the development program the Town should move forward with.
3. Final presentation to the Town boards with the recommendations for the development program and site level engineering considerations. We will refine the written report based on feedback from the Town and MassHousing.

Thank you,
Eric Halvorsen, AICP





I.COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: Town of Oak Bluffs (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Energy Resources MMARS Department Code: DOER-ENE	
Legal Address: (W-9, W-4,T&C): 56 School St, Oak Bluffs, MA 02557		Business Mailing Address: 100 Cambridge Street, Suite 1020, Boston, MA 02114	
Contract Manager: Richard Toole		Billing Address (if different):	
E-Mail: richardtoole@hotmail.com		Contract Manager: Paul Carey	
Phone: 774-722-1812	Fax:	E-Mail: paul.s.carey@mass.gov	
Contractor Vendor Code:		Phone: 617-626-7372	Fax: 617-727-0300
Vendor Code Address ID (e.g. "AD001"): AD001. (Note: The Address Id Must be set up for EFT payments.)		MMARS Doc ID(s):	
		RF/Procurement or Other ID Number: PON-ENE-2018-017	
<input checked="" type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach PON and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other</u> (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new Total</u> if Contract is being amended). \$12,500			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through <u>EFT</u> 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See <u>Prompt Pay Discounts Policy</u> .)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) This grant is to pay for a consultant's assistance with Solar PV, Resiliency, Storage, Microgrid projects for the Town.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>May 30, 2020</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (PON) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the PON and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended PON or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Robert Whritenour</u> Print Title: <u>Town Administrator</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Alexander J. Gill, Esq.</u> Print Title: <u>Chief Financial Officer</u>	

V. ATTACHMENT C – SCOPE OF GRANT AWARD

COMMONWEALTH OF MASSACHUSETTS SCOPE OF GRANT AWARD AGREEMENT

By and Between
Massachusetts Department of Energy Resources (DOER)
and
Town of Oak Bluffs (Grantee)

SCOPE OF GRANT AWARD

Overview

This contract is for the Municipal Energy Technical Assistance Grant Program in which to provide grant monies to municipalities to pay for a consultant's assistance with Solar PV, Resiliency, Storage, Microgrid projects for the Town.

Program Schedule

The following are milestones to ensure timely completion of the project. The Grantee will contact the DOER promptly if it cannot meet these milestones.

- (1) End of grant period—May 30, 2020

Disbursement of Funds

- Disbursements shall be made per receipt by the DOER of:
 - 1) A copy of signed contract with between the Grantee and the consultant (Consultant).
 - 2) Consultant invoices provided to the Grantee detailing the Consultant's services, tasks completed and charges for services provided.
 - 3) A REQUEST FOR PAYMENT FORM along with the Consultant invoices to the DOER.
- Final payment shall be contingent upon receipt by the DOER of a one- to two-page summary of all work provided by Consultant) and the progress of the project for which the Consultant is providing services.

Grantee Warrant to Keep Facility Open

For projects involving services or construction at facility(s) owned by or under the control of the Grantee, the Grantee hereby warrants and certifies that there are not present plans to close or sell the facility(s) for which the funds are designated, and that said facility(s) will not be closed within the next five (5) years.

Administrative Costs

No administrative costs are allowed for municipal grantees.

Publicity

The Grantee will coordinate with the DOER on all publicity regarding this project.

Reporting and Other Required Documentation

- A. Grantee shall have a program to combat fraud, waste and abuse of funds and shall incorporate into its program guidance provided by the Office of the State Comptroller.
- B. **Final Report:** The final report shall be submitted with the final invoice and Request for Payment Form. The final report shall be submitted electronically to Paul Carey, paul.s.carey@mass.gov.
- C. **Ownership of Reports and Other Required Documentation:** The deliverables shall be owned by the Commonwealth of Massachusetts and treated as public documents. Following the completion of the contract, both the Commonwealth and the Grantee retain the right to make further use of the deliverables.

OAK BLUFFS FIRE- EMS

Financial Committee Presentation 2018

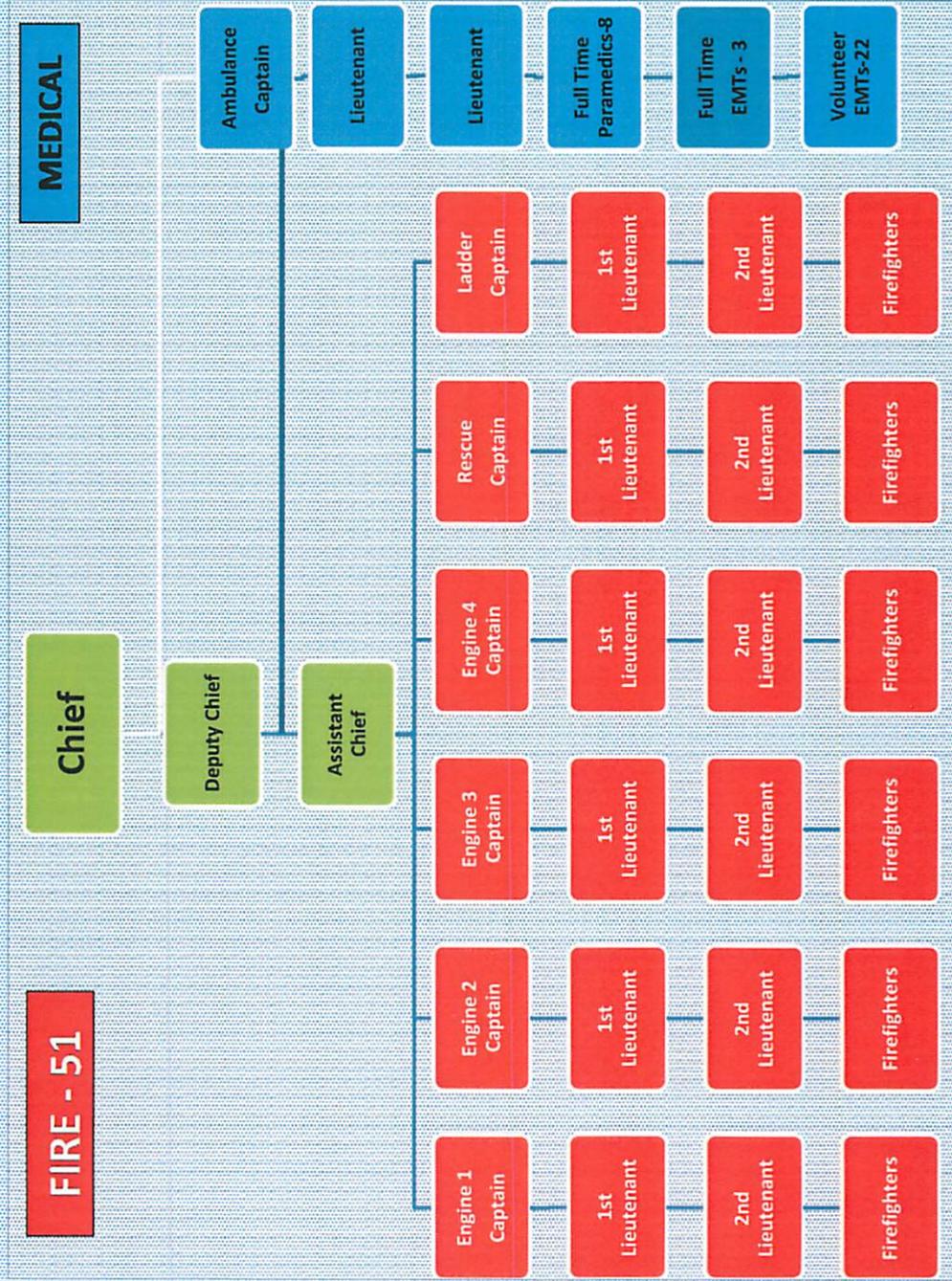


Mission Statement

Oak Bluffs FIRE -EMS is dedicated to safeguarding our community through the preservation of life, property and the environment.

We strive to meet our challenges with compassion, professionalism and integrity.

CHAIN OF COMMAND



Ambulance Billable Calls

911

Transports



Accident Is Called Into 911



Call Center Dispatches OB EMS Dept.



MVH Requests Ambulance
Off Island Transport

Ambulance Dispatches to MVH



Patient Transported To MVH



Ambulance Arrives
On Scene



Ambulance Picks
up Patient At MVH



Ambulance Transports
Patient to Mainland
Hospital/Facility



EMT - BLS (Basic Life Support)

EMT- BLS Level of Care:

Patient Stabilization

Oxygen, Blood Pressure And Pulse Rates

CPR

EMT Training Requires:

130 Hours Toward Certification

28 Hours Continuing Education

24 Hours DOT Refresher Every 2 Years

Paramedic - ALS

A Paramedic Performs All BLS Procedures In Addition To:

- Cardiac Monitoring, Sedation (Auto Vent), IV Medications And Distributing Medications
- Pediatric Life Support (PALS)
- Advanced Cardiac Life Support (ACLS)

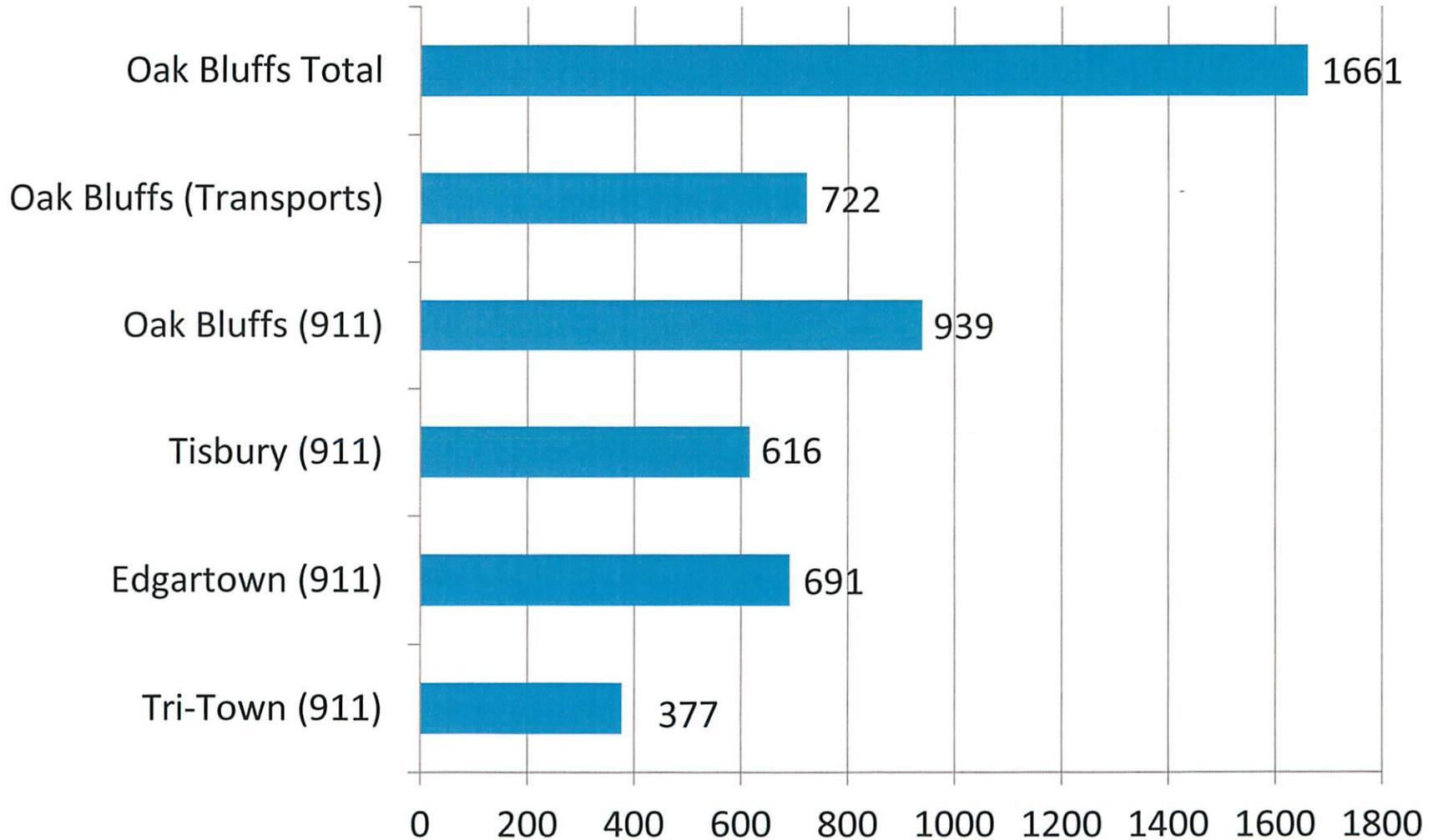
Paramedic Training Requires:

1,900 Hours For Certification

54 Hours Of Continuing Education Every 2 Years

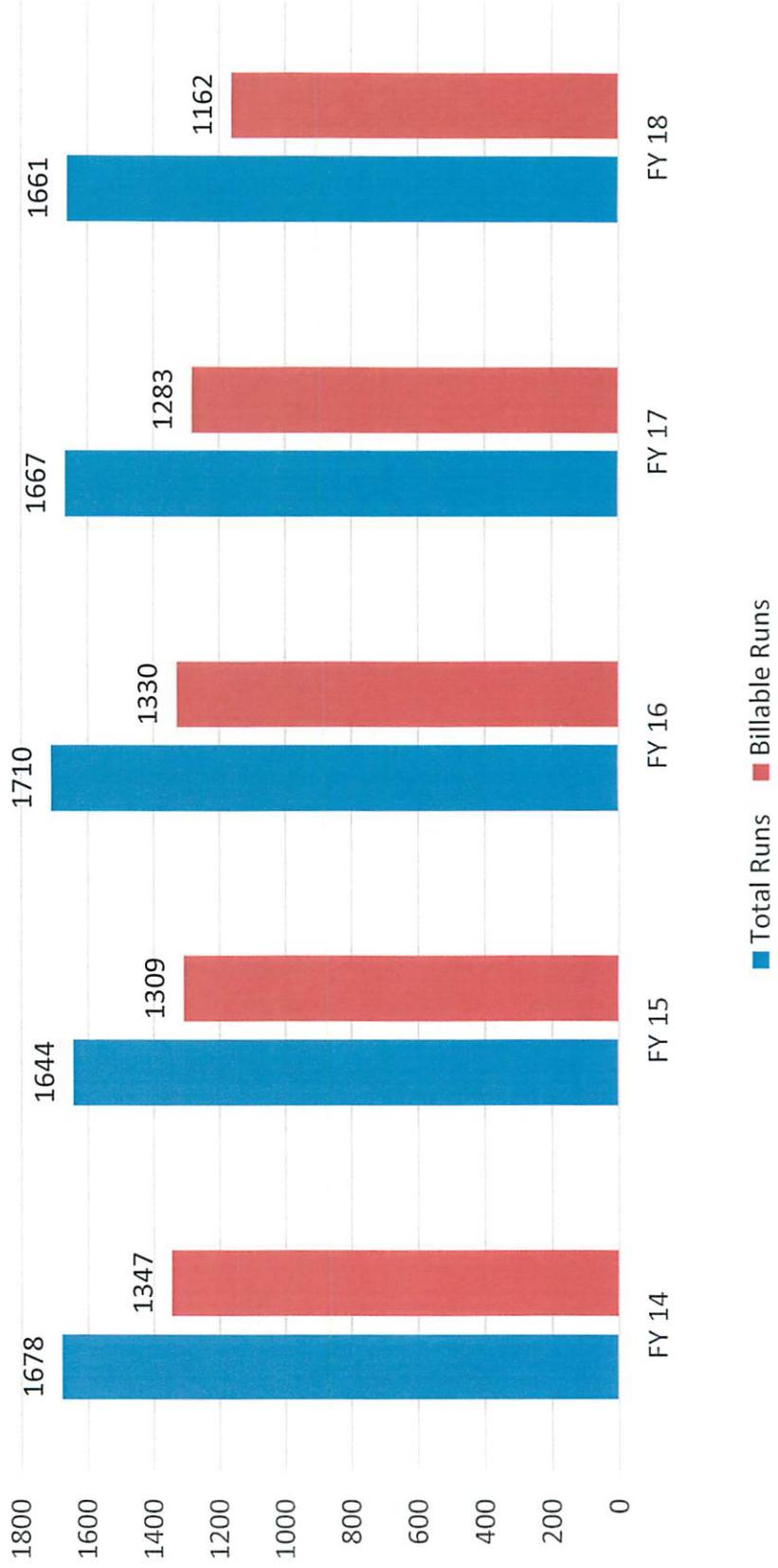
Oak Bluffs Paramedics Are Required To Do An Additional 60 Hours Of Critical Care Training

FY18 Call Volume Comparison By Town



+

EMS Total Runs vs Billable Runs FY 14 - FY 18



FY18 SALARIES/ ACTUAL

TOTAL EMS SALARIES	\$	1,053,296.33
HEALTH INSURANCE	\$	125,000.00
LONGEVITY	\$	1,600.00
EXPENSES	\$	1,179,896.33
Vehicle Maintenance	\$	26,443.85
Steamship	\$	2,239.00
Medical Billing	\$	63,789.64
Medical Expenses	\$	69,800.83
Capital Expense	\$	320,000.00
TOTAL	\$	482,273.32
TOTAL SALARIES AND EXPENSES	\$	1,662,169.65

BUDGETED - Transport Service Only

Salaries from the Revolving Fund		
Ambulance Chief	\$	83,791.44
PARAMEDIC	\$	67,233.60
EMT	\$	52,200.00
Overtime	\$	75,000.00
Per Diem	\$	44,496.00
TOTAL SALARIES	\$	800,455.44
Expenses		
Maintenance	\$	24,000.00
Supplies	\$	50,000.00
ComStar (medical billing service)	\$	40,000.00
Steamship Authority	\$	6,000.00
Medical Insurance (\$12,500 per full time employee)	\$	137,500.00
Fuel	\$	20,000.00
Capital Expenditures	\$	\$200,000.00
Longevity Pay	\$	2,800.00
TOTAL EXPENSES	\$	480,300.00
TOAL SALARIES AND EXPENSES	\$	1,280,755.44

ACTIVITY TRACKING REPORT FOR TRANSPORTS ONLY

# OF TRANSPORTS	TOTAL CHARGES	TOTAL ALLOWED	COLLECTED
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FY 2018

440	\$1,413,790.30	\$812,523.16	\$665,624.12
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$\$1,280,755.44 - \$665,624.12 = \$615,131.32$ Short Fall

911 AMBULANCE ONLY BUDGETED

FUNDED BY TAXATION OR OTHER SOURCE

Maintenance	\$	15,000.00
Supplies	\$	25,000.00
ComStar (medical billing)	\$	31,000.00
Capital Expenditures	\$	120,000.00
Total Salaries and Expenses	\$	1,034,457.95

ACTIVITY TRACKING REPORT BY PAYOR GROUPS

Company IS OAK BLUFFS AMBULANCE SERVICE; AND Trip Date IS BETWEEN 07/01/2017 AND 06/30/2018; AND Transport Priorities IS Emergency; AND All Ages

10/18/2018

1

OAK BLUFFS AMBULANCE SERVICE

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Blue Cross	95	\$371,478.39	\$351,291.04 4	\$309,305.06	88.05%
Medicaid	158	\$541,496.20	\$60,236.60 0	\$46,174.64	76.66%
Medicare	329	\$1,267,982.19	\$184,866.36 6	\$181,208.27	98.02%
Other Insurance	85	\$302,007.90	\$261,829.73 3	\$207,455.35	79.23%
Totals > 86.71%	667	\$2,482,964.68	\$858,223.73	\$744,143.32	
	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
100% Self Pay - Insured	23	\$68,881.49	\$59,923.13 3	\$15,197.17	25.36%
100% Self Pay - Uninsured	32	\$109,352.28	\$109,352.28 8	\$6,407.56	5.86%
Totals >	55 12.76%	\$178,233.77	\$169,275.41	\$21,604.73	
Grand Totals >	722	\$2,661,198.45	\$1,027,499.14	\$765,748.05	74.53%

$\$1,034,457.95 - \$765,748.05 = \$268,709.90$ Short Fall

FULL TIME COMBINATION 911 AND TRANSPORT SERVICE (BUDGETED)

Proposed Fully Staffed To Meet The Demands Of MVH

Chief	\$	129,748.23	EMT- Basic	\$	52,208.00
Office Administrator	\$	54,329.76	EMT- Basic	\$	52,208.00
Office Assistant	\$	41,582.52	EMT- Basic	\$	52,208.00
1st Lieutenant	\$	85,482.36	EMT- Basic	\$	52,208.00
2nd Lieutenant	\$	78,968.32	EMT- Basic	\$	52,208.00
Paramedic	\$	73,956.96	EMT- Basic	\$	52,208.00
Paramedic	\$	73,956.96	EMT- Basic	\$	52,208.00
Paramedic	\$	67,233.60	Per Diem Paramedics	\$	44,496.00
Paramedic	\$	67,233.60	Night Shifts	\$	94,900.00
Paramedic	\$	65,270.88	Longevity	\$	3,110.00
Paramedic	\$	59,737.68	Medical insurance	\$	200,000.00
Paramedic	\$	59,737.68	Capital Expenditures	\$	320,000.00
Overtime	\$	125,000.00			

TOTAL SALARIES \$ 2,010,200.55

EXPENSES \$ 180,000.00

TOTAL SERVICE \$ 2,190,200.55

REVENUE/MEDICAL BILLING \$ 1,431,372.17

TAXATION \$ 359,501.20

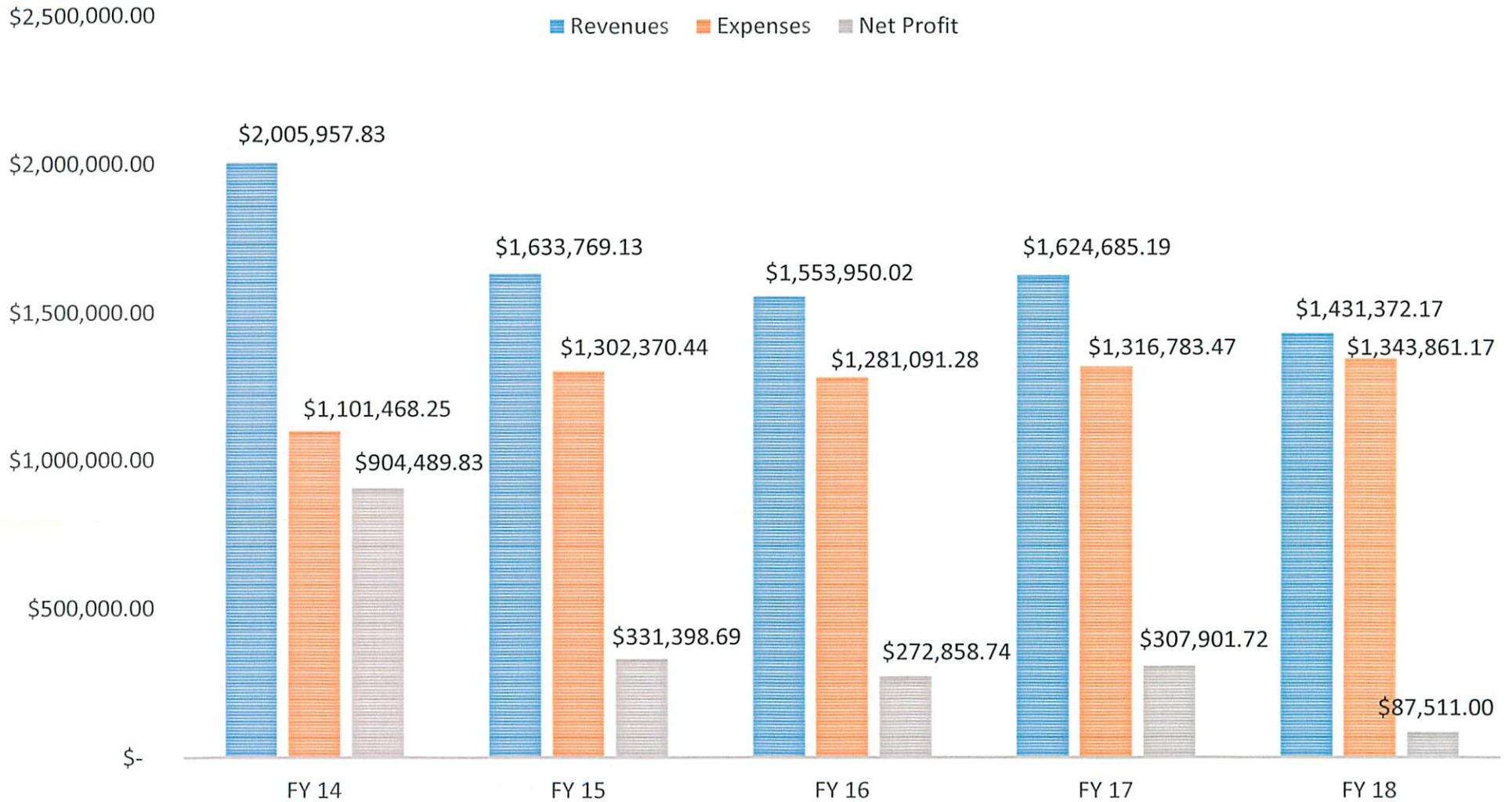
TOTAL REVENUE \$ 1,790,873.37

TOTAL SERVICE \$ 2,190,200.55

TOTAL REVENUE \$ 1,790,873.37

NET LOSS (\$399,327.18)

REVENUE VS EXPENSE STATISTICS



Fiscal Year 2019 Strategic Plan

FY 2019 Strategic Planning Priorities

Highest Priority Projects

1. Work with the Town of Tisbury on Regional and service sharing projects 5
2. Continue Development of a Park and Ride 5
3. Communication and Outreach with the public, including website and social media 5
4. Improve Bath Houses 4
5. Better Enforcement of Existing Town Bylaws 4
6. Repair/Rebuild harbor jetties, reform boat mooring system and beautification of marina and waterfront 4
7. Create and Improve Permit Processes, to include filming 3
8. Sidewalk replacement on Circuit Avenue 3
9. Improve two-way communications with Boards, Committees and Departments 3
10. Build a new Town Hall 3
11. Maintenance of existing Town facilities and properties 2

Fiscal Year 2019 Strategic Plan

FY 2019 Highlighted Projects

Additional Projects

1. Repair and Reopen East Chop Bluff 2
2. Improve Solid Waste Management to include composting and recycling
2
3. Improve parks and beaches 2
4. Advocate for equity in regional funding formulae 2
5. Continue to monitor and improve the Town's financial condition,
including improving revenue streams and examining PILOTs 2
6. Successful completion of the North Bluff gateway area project 1
7. Wastewater expansion to include improving coastal pond water quality
1
8. Pursue opportunities for expansion and growth in the downtown area to
include wayfinding signage and promoting year-round businesses 1
9. Work to improve drinking water quality and supply 1
10. Protecting residential areas near downtown for seasonal home owners 1
11. Improve Bicycle safety and expand bike paths 1

Fiscal Year 2019 Strategic Plan

FY 2019 Highlighted Projects

- 12. Facilitate redevelopment of the Island Theater 1
- 13. Support grant funding for coastal infrastructure projects 1
- 14. Attain Green Community status and examine possible green solutions
- 15. Improve resources for fishing and shell fishing
- 16. Implementation of pending legislation for short term rentals
- 17. Promote ADA accessibility for town facilities and services

MEETING NOTICE

BOARD/COMMITTEE: TISBURY BOARD OF SELECTMEN
OAK BLUFFS BOARD OF SELECTMEN

DAY/DATE: WEDNESDAY, OCTOBER 17, 2018

TIME: 5:00 p.m.

LOCATION: KATHARINE CORNELL THEATER
51 SPRING STREET
TISBURY, MA 02568

AGENDA

Call meeting to order
Joint Meeting of the Tisbury and Oak Bluffs boards of Selectmen
Community Services, Next steps *sheriff -*
Memorandum of Agreement – Building inspection services
Eastville Beach service management update
Future topics and shared services

Adjourn Joint Meeting

Oak Bluffs, MA
Town Clerk's Office
10-15 2018
Rec'd for Record
AT H M M

1115