

Town Administrator Report  
August 27, 2019

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

- 1. Financial Report** -We are one month into Fiscal Year 2020, and our financial year is getting into swing without major surprises. As we see every year, expenditures are high right out of the gate owing to the front loading of several areas of expenditure. As an example, fixed costs for the retirement assessment have been paid for the year already to take advantage of the attractive discount for early payment. With one month completed, equal to roughly 8.3 percent of the fiscal year, expenditures stand at 15.8 percent of budget. This front-loading on expenditures typically evens out as the year progresses. Through the same one-month period revenues are totaling 18 percent of budget for a strong start to the year. A large piece of this consists of the strong harbor receipts for July, which is one of our biggest months of the year. Taking a closer look at the Local Estimated Receipts (LER) helps to give us a clearer picture of our revenue performance. As both revenues and expenditures are somewhat front-loaded, it is more useful to compare revenue categories with this period from the previous year. Total local estimated receipts for July are up a full 5 percent from the whopping numbers from the previous year to set a good trend for the start of the fiscal year. It should be noted that we have seen no receipts to date from the short-term rental tax which is expected to significantly impact the LER later in the current fiscal year. We will monitor both collections and our budget closely to report on any emerging trends moving forward.
- 2. Oak Bluffs School Update**—I attended the Oak Bluffs School project meeting today, so I am prepared to offer an up-to-date report on the progress of the construction project. The project is moving into its final punch-list stage and is approaching substantial completion. This means the facility will be ready for the start of school on Tuesday. Several categories of work are nearing completion, most important of which are the HVAC controls and final electrical connections. Tomorrow, controls will be completed and training on the control system will take place on Friday. Major roof work of the TPO flat roof and slope roof shingles is completed with work ongoing for the edge metals, transitions and downspouts. Specialty areas such as the greenhouse and skylight in the library were areas of concern and are wrapping up this week as well. I observed the new greenhouse panels and they look great. Refrigeration controls for the walk-ins are being completed this week as are the finish work of ceiling tiles and connection covers. This shifts major attention to the other projects of preparing for school such as a major final cleaning effort and also, staff will be setting up rooms this week. This is a tremendous accomplishment and I'm very proud of the team and the leadership of Dr. Farrell to bring this project in on time in a quality way.
- 3. Performance Evaluations** -Our Assistant Town Administrator, Wendy Brough, and I are working on an initiative to bring all of our performance evaluations up to date as well as to create a stronger alignment between the priorities of the Strategic Plan, additional Selectmen priorities, the Departmental goals of our comprehensive budget presentation and the individual goals of each Department Head. By our annual updating of the strategic plan as well as the creation of Departmental goals we are in a good position to

review our priorities and to have them flow directly into the performance appraisal system in a way that links the Selectmen's policy direction with Department Head goals with the annual budget. This is the best system for making changes to create better performance in meeting the goals of the Town and the Selectmen. In order to be successful, we will need the strong participation of the Selectmen as we evaluate both long-term goals and shorter-term goals to create the alignment with the Departments. We hope to have workshops with the Selectmen to identify shorter-term goals from the results of our summer season review and also to have the Board's assistance and participation in reviewing the goals set for major Town Departments. In this way I feel we can make the best progress in aligning everyone's expectations for the coming year.

4. **Town Hall Update**-The firm of ICON Architecture has taken full advantage of the extra time allotted to them during our busy summer period to put together a very comprehensive analysis of the building systems here at town hall, and what it will take to update them to meet the needs of the Town. They are in the draft report stage and are preparing to provide a report to the Town in the very near future. Their reports will provide various options for the Town to consider, but I have been cautioned that in any scenario major work will be required to bring the building up to code. I anticipate receiving their report by the end of the week, after which I hope to schedule a meeting of the Board for a presentation and review of the report. After meeting with the Selectmen, ICON worked independently to develop their concepts, so I hope to give them full flexibility in presenting the concepts and options.
5. **Oak Bluffs Energy Efficiency Day**-I have been working with the Cape Light Compact to plan for an Energy Efficiency Day for Oak Bluffs to be held on October 2, 2019. This project is being conducted in conjunction with the Main Streets Initiative of the statewide Mass Save Program. Cape Light Compact is signing up local businesses to meet with program representatives about ways to save energy and install energy efficiency measures in their local businesses. This very limited program is being rolled out in only three Towns statewide this fall, and we are lucky to have been selected to represent the Cape and the Islands. During this limited promotion, businesses will be eligible to receive enhanced energy conservation incentives of up to 90% on lighting refrigeration and other eligible energy efficiency upgrades. Homeowners will also have special access to enhanced incentives. The result is a huge boost for our Town and our local businesses. I have included the Oak Bluffs Association as a partner, and they have been instrumental in the outreach effort. More information will be available in the days ahead, and please save the date of October 2. The compact is also making a 6-foot banner that we would like to put behind the police station for the event. Anyone seeking more information should contact the Cape Light Compact or me directly.
6. **Beach Nourishment II**-Our Beach Nourishment project for the North Bluff is moving forward and we are preparing the specifications to bid for the transportation and placement of the sand that will come from the borrow sites in Sengekontacket and Edgartown Great Pond as dredged by the Edgartown Dredge. Permitting is coming together and I am confident the project will be completed by early 2020, before next summer season.

08/23/2019 09:58  
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TOWN OF OAK BLUFFS  
YTD EXP REPORT

P 1  
glytdbud

FOR 2020 01

JOURNAL DETAIL 2018 1 TO 2020 13

ACCOUNTS FOR: 01	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
107 AHT SELECTMEN								
1,500.00	1,500.00	214.17	214.17	0.00	1,285.83	14.3%		
122 BOARD OF SELECTMEN								
519,562.48	519,562.48	15,577.13	15,577.13	0.00	503,985.35	3.0%		
131 FINANCE COMMITTEE								
7,675.00	7,675.00	160.00	160.00	0.00	7,515.00	2.1%		
132 FIN COMM RESERVE FD.								
150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	.0%		
135 TOWN ACCOUNTANT								
100,806.66	100,806.66	3,096.07	3,096.07	0.00	97,710.59	3.1%		
141 ASSESSORS								
131,036.00	131,036.00	3,849.76	3,849.76	0.00	127,186.24	2.9%		
144 TREAS/COLL (FIXED P/R COST)								
4,376,919.00	4,376,919.00	1,533,060.27	1,533,060.27	0.00	2,843,858.73	35.0%		
145 TOWN TREASURER								
0.00	0.00	2.40	2.40	0.00	-2.40	100.0%		
146 TREASURER/COLLECTOR								
251,249.13	251,249.13	13,250.17	13,250.17	0.00	237,998.96	5.3%		
155 INFORMATION TECHNOLOGY								
357,909.72	357,909.72	60,692.71	60,692.71	0.00	297,217.01	17.0%		
161 TOWN CLERK								
143,158.21	143,158.21	4,219.63	4,219.63	0.00	138,938.58	2.9%		
163 BOARD OF REGISTRARS								
31,767.80	31,767.80	192.95	192.95	0.00	31,574.85	.6%		
171 CONSERVATION COMMISSION								
109,922.56	109,922.56	7,165.13	7,165.13	0.00	102,757.43	6.5%		
175 PLANNING BOARD								
44,466.51	44,466.51	1,700.16	1,700.16	0.00	42,766.35	3.8%		
199 UNCLASSIFIED (SELECTMEN)								
1,263,513.00	1,263,513.00	863,332.69	863,332.69	0.00	400,180.31	68.3%		
210 POLICE DEPARTMENT								
2,458,208.30	2,458,208.30	89,451.88	89,451.88	0.00	2,368,756.42	3.6%		
220 FIRE DEPARTMENT								
388,206.00	388,206.00	10,921.37	10,921.37	0.00	377,284.63	2.8%		
231 AMBULANCE SERVICE								
365,021.20	365,021.20	11,742.32	11,742.32	0.00	353,278.88	3.2%		
241 BUILDING INSPECTOR								
275,498.58	275,498.58	10,087.34	10,087.34	0.00	265,411.24	3.7%		
249 SHELLFISH								
208,031.04	208,031.04	1,872.96	1,872.96	0.00	206,158.08	.9%		
291 EMERGENCY MANAGEMENT								
24,700.00	24,700.00	1,356.98	1,356.98	0.00	23,343.02	5.5%		
296 MARINA MANAGER								
271,626.21	271,626.21	21,653.56	21,653.56	0.00	249,972.65	8.0%		

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TOWN OF OAK BLUFFS  
YTD EXP REPORT

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glytdbud

FOR 2020 01

JOURNAL DETAIL 2018 1 TO 2020 13

ACCOUNTS FOR: 01	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
300 OAK BLUFFS SCHOOL								
8,389,753.63	8,389,753.63	28,897.13	28,897.13	0.00	8,360,856.50	.3%		
301 MARTHA'S VINEYARD REG HS								
5,115,713.33	5,115,713.33	1,278,928.34	1,278,928.34	0.00	3,836,784.99	25.0%		
421 HIGHWAY-ADMINISTRATION								
1,685,103.64	1,685,103.64	87,719.57	87,719.57	0.00	1,597,384.07	5.2%		
519 BOARD OF HEALTH								
202,000.00	202,000.00	4,305.88	4,305.88	0.00	197,694.12	2.1%		
541 COUNCIL ON AGING								
249,177.77	249,177.77	3,506.54	3,506.54	0.00	245,671.23	1.4%		
543 VETERANS' SERVICES								
60,500.00	60,500.00	125.95	125.95	0.00	60,374.05	.2%		
610 LIBRARY								
551,913.35	551,913.35	44,021.57	44,021.57	0.00	507,891.78	8.0%		
612 ARTS COUNCIL								
2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%		
630 PARKS AND RECREATION								
182,690.72	182,690.72	52,456.58	52,456.58	0.00	130,234.14	28.7%		
710 MATURING DEBT-PRINCIPAL								
1,865,054.60	1,865,054.60	791,518.60	791,518.60	0.00	1,073,536.00	42.4%		
750 MATURING DEBT-INTEREST								
411,504.74	411,504.74	17,556.56	17,556.56	0.00	393,948.18	4.3%		
760 MATURING BAN-INTEREST								
50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%		
840 STATE/COUNTY ASSESSMENTS								
1,165,890.00	1,165,890.00	0.00	0.00	0.00	1,165,890.00	.0%		
TOTAL GENERAL FUND								
31,412,079.18	31,412,079.18	4,962,636.37	4,962,636.37	0.00	26,449,442.81	15.8%		

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TOWN OF OAK BLUFFS  
YTD EXP REPORT

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FOR 2020 01

JOURNAL DETAIL 2018 1 TO 2020 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
31,412,079.18	31,412,079.18	4,962,636.37	4,962,636.37	0.00	26,449,442.81	15.8%
GRAND TOTAL						

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

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2020/ 1
Sequence 2	1	Y	Y	Print revenue as credit: Y
Sequence 3	2	Y	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y
	0	N	N	Print full GL account: N
				Double space: N
				Roll projects to object: N
Report title:				Carry forward code: 1
YTD EXP REPORT				Print journal detail: Y
Print Full or Short description: F				From Yr/Per: 2018/ 1
Print MTD Version: Y				To Yr/Per: 2020/13
Print Revenues-Version headings: N				Include budget entries: Y
Format type: 1				Incl encumb/liq entries: Y
Print revenue budgets as zero: N				Sort by JE # or PO #: J
Include Fund Balance: N				Detail format option: 1
Include requisition amount: N				
Multiyear view: D				
Amounts/totals exceed 999 million dollars: Y				

Find Criteria

Field Name	Field Value
Fund	01
Department	
Character Code	
Org	
Object	5*
Account type	
Account status	
Rollup Code	

Preliminary Fiscal Year 2020 Local Estimated Receipts By Monthly Collections

Thru 8/23

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 12,750	\$ 56,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	68,990
02 Other Excise	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	122
03 Penalties and Interest	\$ 24,651	\$ 15,772	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40,424
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
08 Charges for Services-Trash	\$ 33,698	\$ 15,035	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	48,733
10 Fees	\$ 6,885	\$ 2,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9,752
11 Rentals	\$ 1,500	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,750
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 786	\$ 620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,406
16 Other Dept. Revenue	\$ 46,872	\$ 3,083	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	49,955
17 Licenses and Permits	\$ 38,449	\$ 1,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40,404
19 Fines and Forfeits	\$ 1,998	\$ 1,034	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,032
20 Investment Income	\$ 14,839	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,839
21 Other Miscellaneous-Recurring	\$ 377,533	\$ 29,784	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	407,317
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 560,082	\$ 131,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	691,722
Cummulative Monthly Totals	\$ 560,082	\$ 691,722	\$ 691,722	\$ 691,722	\$ 691,722	\$ 691,722	\$ 691,722	\$ 691,722	\$ 691,722	\$ 691,722	\$ 691,722	\$ 691,722	

Preliminary Fiscal Year 2019 Local Estimated Receipts By Monthly Collections (Unaudited)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 35,122	\$ 72,321	\$ 19,579	\$ 20,691	\$ 7,948	\$ 16,993	\$ 50,046	\$ 402,905	\$ 133,198	\$ 80,458	\$ 41,942	\$ 64,270	945,474
02 Other Excise	\$ 82	\$ 53	\$ 434,867	\$ -	\$ -	\$ 444,952	\$ 3,952	\$ 1,994	\$ 63,340	\$ 395	\$ 143	\$ 58,326	1,008,103
03 Penalties and Interest	\$ 24,198	\$ 16,028	\$ 25,486	\$ 13,298	\$ 8,332	\$ 9,331	\$ 18,766	\$ 29,708	\$ 26,395	\$ 20,564	\$ 35,039	\$ 29,611	256,756
04 Payments in Lieu of Taxes	\$ 831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 831	\$ -	\$ 15,742	17,404
08 Charges for Services-Trash	\$ 35,305	\$ 22,335	\$ 16,801	\$ 15,030	\$ 4,365	\$ 14,080	\$ 3,695	\$ 13,030	\$ 2,950	\$ 14,814	\$ 16,395	\$ 28,018	186,818
10 Fees	\$ 8,627	\$ 7,814	\$ 4,906	\$ 9,757	\$ 8,829	\$ 9,426	\$ 9,544	\$ 13,705	\$ 90,081	\$ 11,957	\$ 35,537	\$ 10,650	220,830
11 Rentals	\$ 12,750	\$ 5,500	\$ 5,625	\$ 3,000	\$ 395	\$ (1,000)	\$ 6,450	\$ 1,400	\$ 4,650	\$ 1,550	\$ 24,309	\$ 7,400	72,029
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 1,305	\$ 1,184	\$ 577	\$ -	\$ 1,814	\$ 317	\$ 554	\$ 376	\$ 491	\$ 28	\$ 846	\$ 1,189	8,678
16 Other Dept. Revenue	\$ 21,814	\$ 14,913	\$ 35,519	\$ 12,730	\$ 27,020	\$ 5,473	\$ 14,772	\$ 6,060	\$ 17,521	\$ 7,112	\$ 28,632	\$ 17,459	209,024
17 Licenses and Permits	\$ 26,558	\$ 28,209	\$ 6,619	\$ 29,414	\$ 74,745	\$ 31,321	\$ 24,026	\$ 29,393	\$ 98,000	\$ 36,003	\$ 45,892	\$ 14,474	444,654
19 Fines and Forfeits	\$ 1,608	\$ 2,015	\$ 2,044	\$ 2,489	\$ 1,180	\$ 1,446	\$ 997	\$ 681	\$ 1,325	\$ 1,390	\$ 1,046	\$ 694	16,914
20 Investment Income	\$ 4,712	\$ 6,090	\$ 6,930	\$ 7,570	\$ 8,062	\$ 7,718	\$ 7,888	\$ 11,862	\$ 12,787	\$ 13,329	\$ 17,624	\$ 19,001	123,571
21 Other Miscellaneous-Recurring	\$ 359,959	\$ 287,943	\$ 125,926	\$ (5,939)	\$ 400	\$ 1,058	\$ (13,148)	\$ 250	\$ 15,412	\$ 16,102	\$ 119,806	\$ 73,290	981,058
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 532,871	\$ 464,403	\$ 684,877	\$ 108,041	\$ 143,089	\$ 541,114	\$ 127,541	\$ 511,363	\$ 466,149	\$ 204,533	\$ 367,211	\$ 324,380	4,475,572
Cummulative Monthly Totals	\$ 532,871	\$ 997,274	\$ 1,682,151	\$ 1,790,192	\$ 1,933,281	\$ 2,474,395	\$ 2,601,936	\$ 3,113,299	\$ 3,579,448	\$ 3,783,981	\$ 4,151,192	\$ 4,475,572	

Percentage change from PY for same period

5%

**ARCHITECT'S  
FIELD REPORT**

AIA DOCUMENT G711

OWNER   
ARCHITECT   
CONSULTANT   
FIELD

PROJECT: #16111 OAK BLUFFS ROOF/HVAC      FIELD REPORT NO: 07  
CONTRACT: MARON CONSTRUCTION      ARCHITECT'S PROJECT NO: 16111

DATE 8-20-2019      TIME 12:30 AM      WEATHER SUNNY, CLEAR      TEMP. RANGE 85 DEG F  
EST. % OF COMPLETION 90% int/hvac,      CONFORMANCE WITH SCHEDULE (+, -) BEHIND  
WORK IN PROGRESS 80% roof/ext      PRESENT AT SITE DAVID COPPOLA, DAVID SISSON  
ROOFING - FLAT ROOFS      STEVE B, SURESH B, RON V.  
HVAC work at interior.      MEGAN F, ROOFERS, HVAC,  
CONTROLS WIRING      ELECTRICAL,  
CEILING REINSTALL, LIBRARY DECK      CONTROLS (ZYNERGY)

**OBSERVATIONS**

OBSERVED HVAC WORK AT INTERIOR. CONTROLS WIRING AND PANEL INSTALL UNDERWAY. MANY CEILINGS MOSTLY REINSTALLED. CONTRACTOR REPORTS THAT MORE CEILING TILES ARRIVING TODAY AND CEILINGS WILL BE REINSTALLED WITHIN 2 DAYS. ROOFERS ARE WORKING ON FLAT ROOF NEAR REAR OF BUILDING. MANY SLOPED AND FLAT ROOFS STILL TO DO, IN ADDITION TO METAL ROOF EDGES AND ROOFING DETAILS. OBSERVED WORK AT THE LIBRARY ROOF DECK. CONTRACTOR REPORTS THAT ONE METAL ROOF LADDER IS THE INCORRECT LENGTH SO NOT INSTALLED YET, WILL ADJUST HEIGHT AND INSTALL ASAP. OBSERVED CONDENSING UNITS FOR FREEZER AND WALK IN COOLER PLACED ON ROOF. THESE ARE BEING INSTALLED BY AN OUTSIDE CONTRACTOR HIRED DIRECTLY BY THE SCHOOL. OBSERVED THAT SOFFIT WORK IS UNDERWAY. OBSERVED THAT DRYWALL CEILINGS APPEAR COMPLETE AND PAINTED.

IN TERMS OF SCHEDULE, APPEARS THAT SIGNIFICANT ROOFING WORK IS YET TO BE COMPLETED, AND SKYLIGHTS HAVE NOT YET BEGUN, NOT YET ON SITE. CONTRACTOR AND I ARE DISCUSSING W/THE ROOFING/SKYLIGHT TRADES TO RECTIFY.

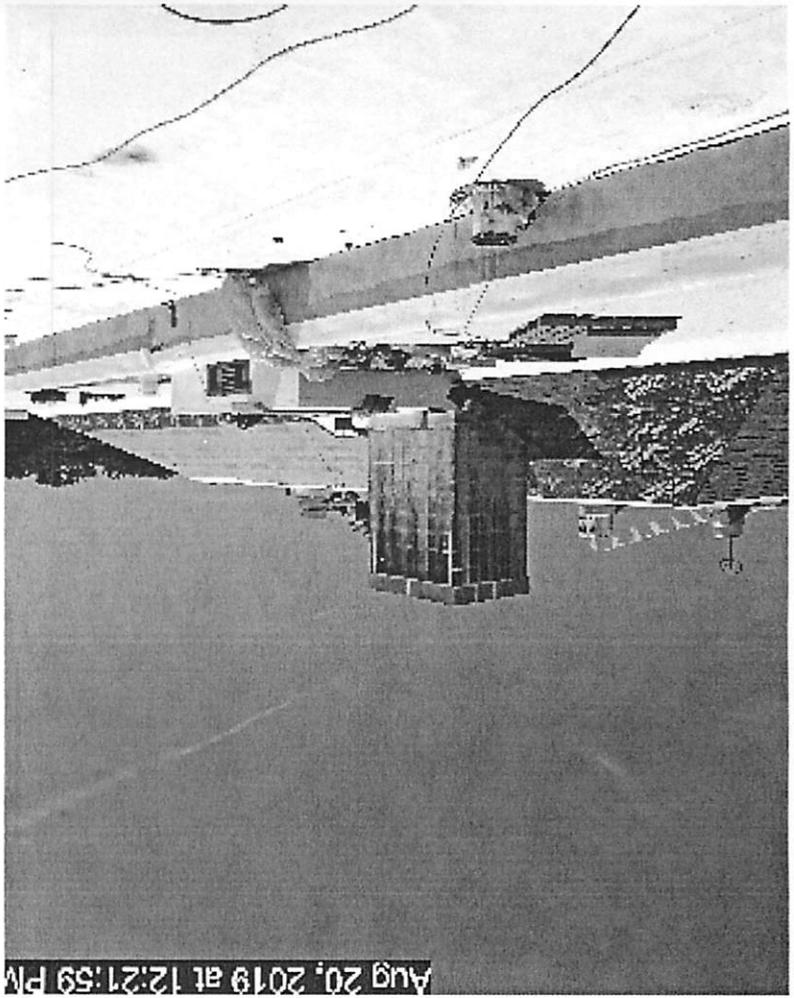
ITEMS TO VERIFY

**INFORMATION OR ACTION REQUIRED**

CORNER OF ROOF EDGE INSTALL. DAMAGED MASONRY COLUMN AT FRONT OF SCHOOL. DAMAGED LANDSCAPE WALL AND PAVEMENT AT REAR.

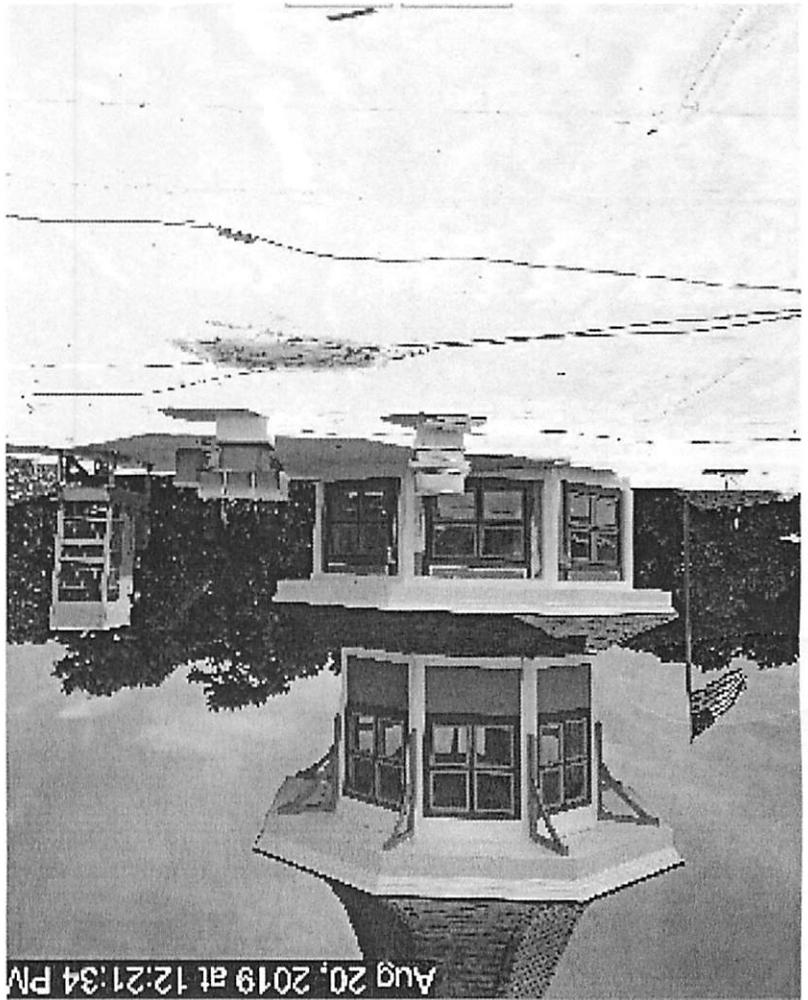
ATTACHMENTS      PHOTOS

REPORT BY:      DAVID SISSON



Aug 20, 2019 at 12:21:59 PM

PHOTO DESCRIPTION  
 PHOTO SHOWING  
 EXAMPLE OF REMAINING  
 ROOFING WORK TO  
 COMPLETE: SLOPED  
 ROOFS, TIE IN ON  
 VERTICAL WALL,  
 ROOF EDGE, METAL  
 FLASHING AT  
 CHIMNEY.



Aug 20, 2019 at 12:21:34 PM

PHOTO DESCRIPTION  
 PHOTO SHOWING  
 TRIM AND PAINTING  
 WORK AT TOWER

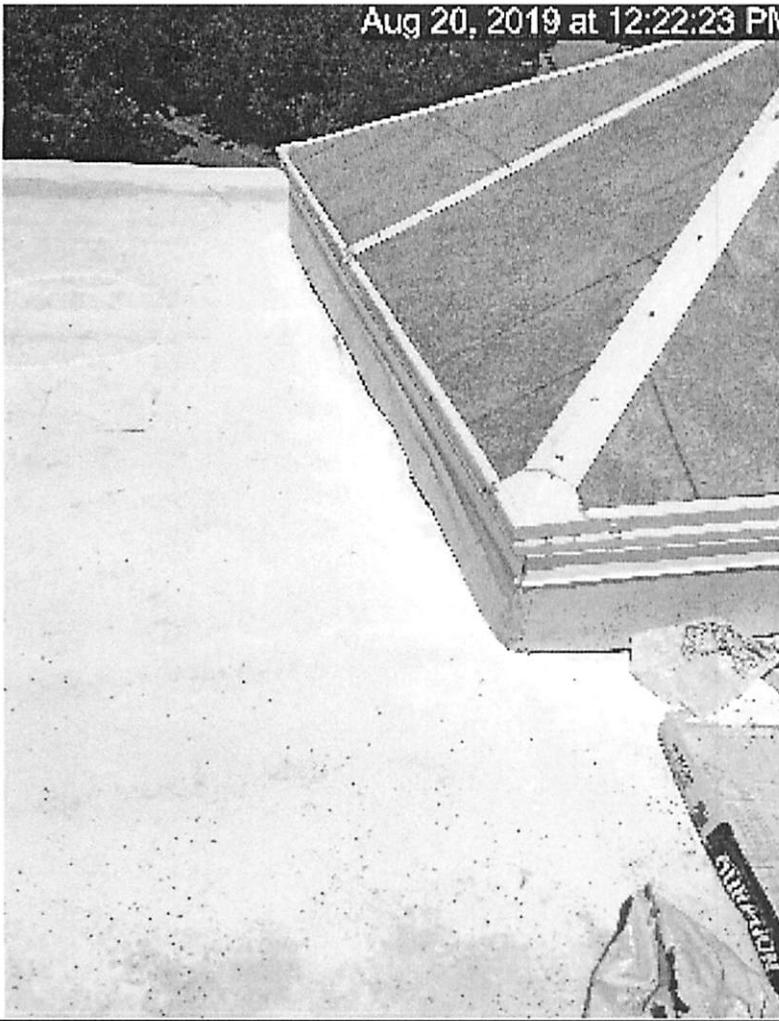


PHOTO DESCRIPTION

PHOTO SHOWING  
REMAINING  
ROOFING WORK:  
TIE IN OF FLAT ROOF  
TO CURB

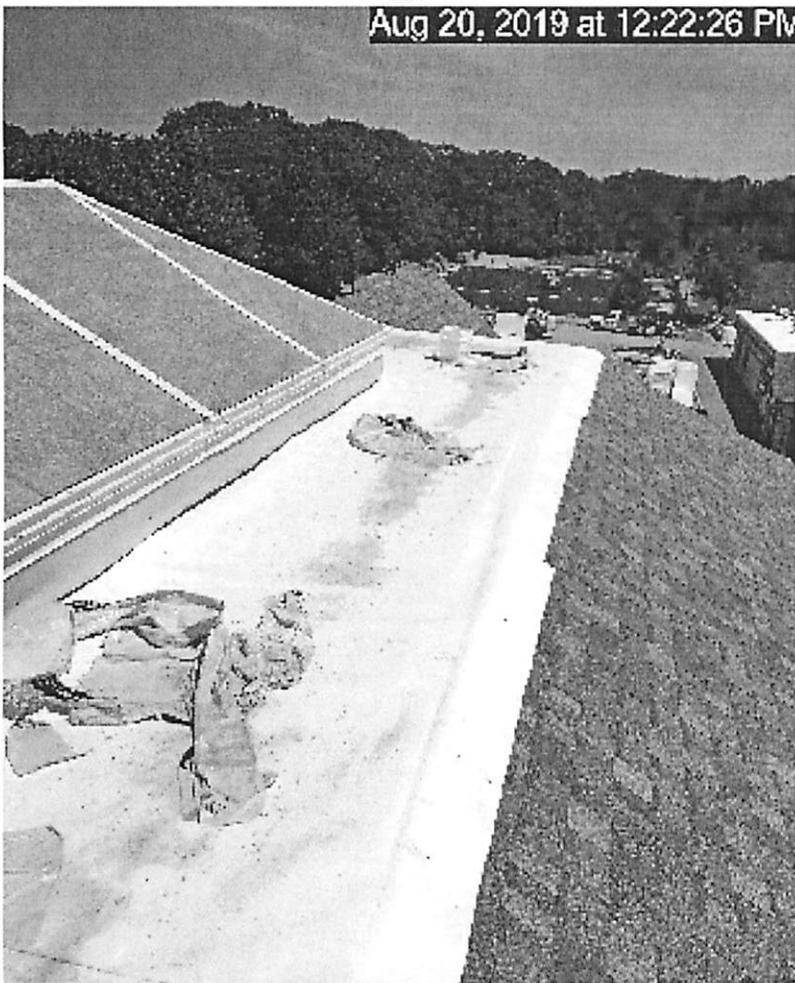


PHOTO DESCRIPTION

PHOTO SHOWING  
REMAINING ROOFING  
WORK: METAL  
ROOF EDGE



PHOTO DESCRIPTION

PHOTO SHOWING  
REMAINING ROOFING  
WORK: RIDGE  
SHINGLES

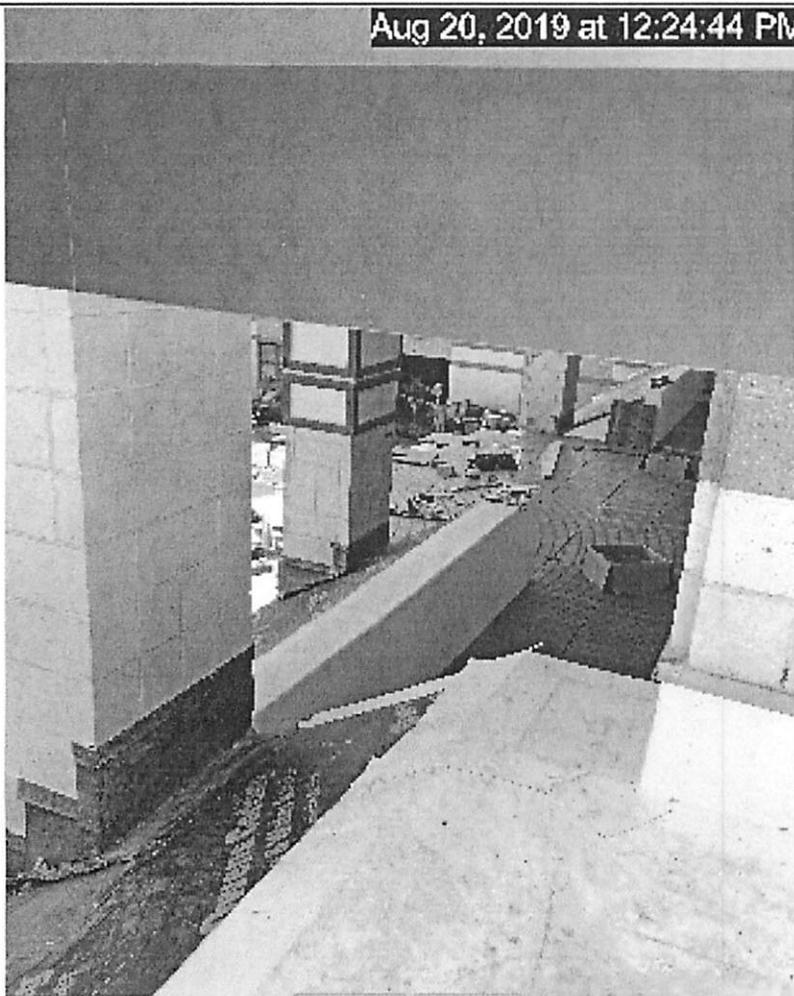


PHOTO DESCRIPTION

PHOTO  
SHOWING FLAT  
ROOF TIED INTO  
WALL AND  
LIBRARY ROOF DECK



PHOTO DESCRIPTION  
 PHOTO SHOWING  
 FLAT ROOFING  
 WORK UNDERWAY

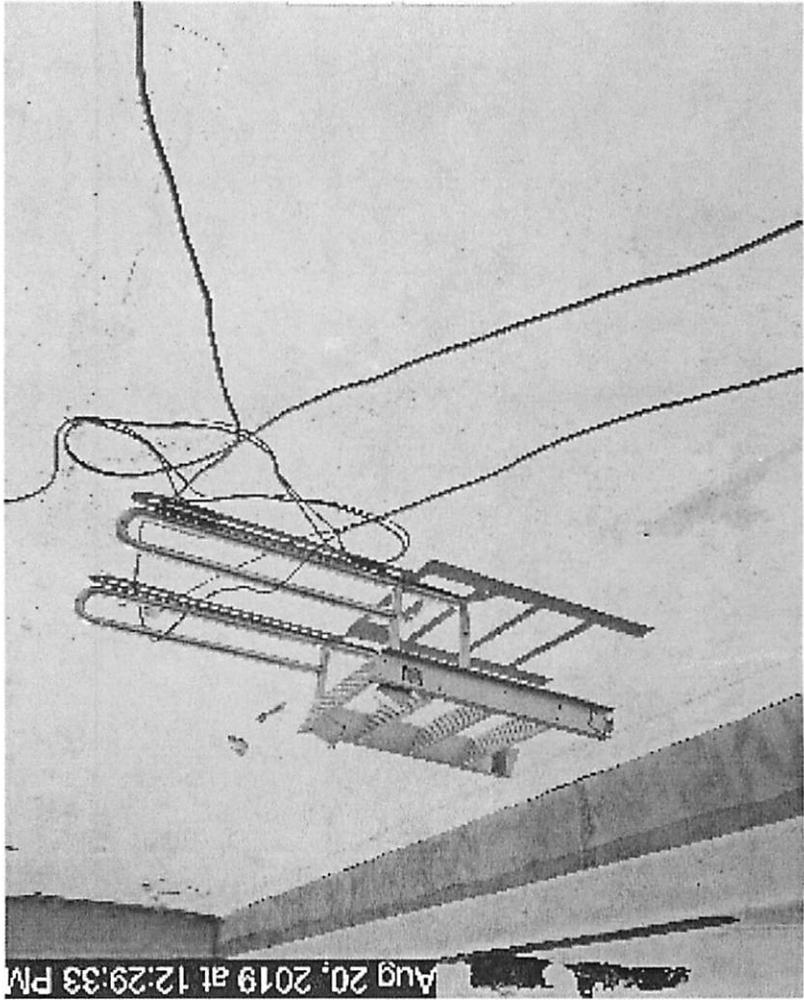


PHOTO DESCRIPTION  
 PHOTO SHOWING  
 METAL LADDER,  
 STILL NEEDS  
 TO BE INSTALLED



PHOTO DESCRIPTION

PHOTO SHOWING  
ROOFTOP  
CONDENSERS  
ON ROOF (BY  
OTHERS)



PHOTO DESCRIPTION

PHOTO SHOWING  
GENERAL ROOFING  
WORK AT  
FLAT ROOFS

Aug 20, 2019 at 12:45:03 PM



PHOTO DESCRIPTION

SOFFIT WORK  
UNDERWAY

Aug 20, 2019 at 12:45:35 PM



PHOTO DESCRIPTION

COMPLETED  
CEILING WORK  
INCLUDING  
DRYWALL AND  
PAINT

## Robert Whritenour

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**From:** Mario Marques <mmarques@capewayroofing.com>  
**Sent:** Tuesday, August 20, 2019 2:29 PM  
**To:** David Sisson; <davec@mccri.com>; Robert Whritenour; Dr. Megan Farrell  
**Cc:** David Maron; Tom Maron; Suresh Bhatia; Steven Boucher; rvotta@aconstructioninc.com; Walter Zaverucha  
**Subject:** RE: Oak Bluffs - completion roofing

David;  
Per my conversation with our crews this morning, the shingle work will be done this week.  
Also; the flat roof work will also be done this week other than some incidental flashings and terminations.  
Edge metal continues this week and into next week. However, we should achieve substantial completion even though the metal will not be complete.  
Next week we should be working on collector boxes and downspouts along with flashings and edge metal stripping.  
Where do we stand with roof davits and the Library Skylight?  
Please advise.  
Thank You



**Mario Marques**  
Project Manager  
Capeway Roofing Systems, Inc.  
O: 508-674-0800 x 18  
F: 508-678-2670  
M: 508-962-9139



**From:** David Sisson <dave@ds-arch.com>  
**Sent:** Tuesday, August 20, 2019 1:29 PM  
**To:** David Sisson <dave@ds-arch.com>; <davec@mccri.com> <davec@mccri.com>; Robert Whritenour <rwhritenour@oakbluffsma.gov>; Dr. Megan Farrell <mfarrell@mvyps.org>  
**Cc:** David Maron <dmaron@mccri.com>; Tom Maron <tmaron@mccri.com>; Suresh Bhatia <sbhatia@aconstructioninc.com>; Steven Boucher <oakbluffopm@gmail.com>; rvotta@aconstructioninc.com; Mario Marques <mmarques@capewayroofing.com>; Walter Zaverucha <wjz@commercialmasonry.com>  
**Subject:** Oak Bluffs - completion roofing

All-met on site today. Observed that there's significant amounts of roof work to do, especially edge metals, rain leaders, and roof tie ins, as well as shingle and TPO roofs remaining to do, and other details such as drain sumps.

Our completion date is next week, 30th. We need this work done on time. We cannot have the work incomplete, as the operation and look of the school is impacted.

Please respond back with a completion plan from Capeway.

Dave Sisson  
David Sisson Architecture PC  
345 Taunton Avenue  
East Providence RI 02906  
Tel: 401-595-7070  
dave@ds-arch.com  
www.ds-arch.com

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Fiscal Year 2019 Strategic Plan

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*FY 2019 Strategic Planning Priorities*

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*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

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Fiscal Year 2019 Strategic Plan

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*FY 2019 Highlighted Projects*

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- 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

# Save the Date!

Cape Light Compact is celebrating **Energy Efficiency Day** with a Main Streets initiative to help small businesses save energy and money.

Cape Light Compact will be on your street October 2nd to meet with businesses about ways to save energy and **install energy-efficiency measures.**

Plus, for a limited time, the Compact is offering enhanced incentives\* – **up to 90%** on select lighting, refrigeration and other eligible electric energy-efficiency upgrades!

October 2nd

save energy

save money

Learn more and let us know your business is interested:

Call 1-800-797-6699 or visit [CapeLightCompact.org/MainStreets](http://CapeLightCompact.org/MainStreets)

IN PARTNERSHIP WITH:



\*Qualifying businesses must use less than 1.5 million kWh per year and be located on Cape Cod or Martha's Vineyard.