

Town Administrator Report  
September 10, 2019

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

- 1. Capital Improvement Program** -Attached please find copies of materials sent to the Town Departments to kick off our annual update of the Capital Improvement Program (CIP). By now we all realize that the CIP is a critical part of not only our annual budget process, but also our overall financial management of the Town. Each year we prepare from ground-up a six-year capital plan which is comprised of a capital budget for the upcoming year and a five-year plan for all of our capital needs for the next five years. By scheduling projects for the outer years, we are able to initiate the planning that is necessary to move projects along in their design and to develop strategies for funding them when the planning is complete. Each year affords a new opportunity to reevaluate priorities within the context of a comprehensive analysis of all of our needs and to make changes and adjustments to the long-term spending plan. The CIP, when completed, also incorporates an analysis of our long-term debt throughout the life of all bonds which serves as a planning tool for the management of long-term debt. Critical projects sponsored by the Selectmen which are due for consideration of funding in the upcoming year include downtown sidewalks, park and ride at County Ave. and Town Hall. Special thanks and recognition go to the Capital Program Committee members who will meet regularly throughout the fall to review the funding requests, meet with all requesting Departments and put together their recommendations for a six-year plan.
- 2. Comprehensive Permit Site Approval Application for 3 Uncas Avenue**—Since the Town received the MassHousing correspondence with respect to the site approval application for 3 Uncas Avenue on August 15, I have been in touch with that agency to discuss the logistics of their site consideration. Firstly, they have moved their site visit to September 12, 2019 at 2:00 PM at the site. Several officials from MassHousing will be visiting Oak Bluffs on September 12 to attend the Affordable Housing Feasibility Study Report discussion with RKG at 4:30 PM in the Library. This change enables these officials to participate more fully in both events given the travel required. As this change would interfere with the thirty-day time frame for local officials to submit comments on the site approval application, MassHousing has extended the local comment period to October 15. This will enable Board members to attend the site visit, then to discuss local comments at your two next meetings to formalize and submit before October 15. I have been asked and have inquired about the ground rules for the site visit. The purpose of the visit is for State and local officials to view the site and to receive information regarding the project. Local officials are encouraged to attend and may ask questions. Members of the public may also attend and ask questions. It is not a formal public hearing, so there may be some limits on questions, but they will try to accommodate everyone. After the site visit, we will reconvene at a posted meeting in the Library at 4:30 PM to discuss the feasibility study.
- 3. Oak Bluffs School Update**-I am very happy to report a smooth opening of the Oak Bluffs School for the 2019-2020 academic year. With the scope and scale of the renovations which have taken place at the facility this summer, this was no small feat to

accomplish. From day one on this project we were presented with huge scheduling issues that made it difficult to get the methodical, high quality of work we needed in a shortened time frame. It required extra vigilance from the entire project team from the designer to the project manager to our School Principal to stay on top of every detail. In the end our general and subcontractors made every attempt to commit the needed resources to the project to meet our deadlines and bring us to substantial completion in time for school. While we are substantially complete, there are a large number of punch-list items that require attention before we are fully complete. As expected, some of the edge metals and roof transitions are being buttoned up still. Inside the building there are a few annoyances our returning educational professionals are dealing with that are being corrected through this week. Their patience and professionalism are greatly appreciated as they deal with some annoying fan noises or an exposed duct pipe as these are finished up. With the punch-list being mopped up, one of our last big steps is the full commissioning of the heating system and controls which involves a third-party professional to certify to ensure that all components perform to specification. This work will be completed before we release the contractor. Special recognition goes to School Principal, Dr. Megan Farrell, for her conscientious, hard work to will this project to a successful conclusion to benefit the children of our community.

4. **Harbor Jetty Project Grant**-This week we have received news that the Town will be awarded another significant grant, this time for the protection of our major water-based resource, the Oak Bluffs Harbor. The Office of Coastal Zone Management has announced Statewide funding of \$2.4 million for projects to promote coastal resilience to climate change, including \$138,396 to support our efforts to improve coastal resiliency in the Oak Bluffs Harbor. This will enable the Town to conduct the studies we need to redesign and reconfigure the harbor entrance jetties in a way that will help better protect the harbor for the next fifty years. This is a major project that has been in the conceptual stage for many years and this grant will help us to develop the specific solutions we need to make this project shovel-ready to proceed to the construction stage. Matching funds have already been appropriated at the April 2019 Town Meeting which should be sufficient to move significantly through the extensive permitting phase for the jetty replacement. Special recognition goes to our Harbormaster, Todd Alexander, for his leadership in moving this project forward. I also want to acknowledge our Coastal Infrastructure Team comprised of the Conservation, Highway, Shellfish, Harbormaster and Town Administrator Departments, along with Selectman Barmakian who have aggressively pushed forward our grant-funding strategy for many critical coastal infrastructure projects.
5. **Landfill Solar Project**-I have been advised by the Cape and Vineyard Electric Cooperative that they need to rework the pro-forma analysis for the landfill solar project. As it turns out, the initial estimate of revenues of \$4.8 million over the twenty-year project period would require us to produce more electricity than we currently use. The good news is that it looks like this project will make the Town completely energy self-sufficient by fully meeting our demand for electricity with clean solar power. Amounts produced over our usage can be used to give local residents and other communities clean energy savings, but the Town can only benefit to our usage limit.



# TOWN OF OAK BLUFFS

Post Office Box 1327 • Oak Bluffs, MA 02557  
Telephone 508-693-3554 • Fax 508-696-7736

## Board of Selectmen

Brian C. Packish, *Chairman*  
Jason Balboni  
Gail M. Barmakian  
Gregory A. Coogan  
Michael J. Santoro

DATE: September 5, 2019

TO: All Department Heads

FROM: Robert Whritenour, Town Administrator

RE: FY 2021 CAPITAL IMPROVEMENT PROGRAM - PREPARATION OF CAPITAL REQUESTS

Robert L. Whritenour, Jr.  
*Town Administrator*

With the grand illumination in our rear-view mirror, it's time once again to shine our light on updating the Capital Improvement Program to plan and prepare for the major challenges that we have ahead. Our annual goal is to get this update accomplished before we move into next year's operating budget process. Attached please find the following materials necessary for the preparation of your Capital Improvement Program requests for fiscal year 2021, along with an update of the plan for the ensuing five-year period from fiscal year 2022 through fiscal year 2026:

1. A copy of the Town's Capital Planning Policy
2. The project summary spreadsheet showing all projects currently in the plan
3. Project Request Forms (3)
4. Capital Improvement Program Summary Form

As in previous years, we will be updating our plan to reflect any capital items that you feel will be needed *over the next six years*. This requires evaluating and updating the existing projects contained in last year's plan as well as identifying any new projects which should be added to the plan. I think that everyone understands by now that the Capital Improvement planning process is critical to the financial health of our Town. Just as we work hard on the annual budget process to fund direct services, the capital planning process allows us to keep up the condition of our buildings, vehicles and equipment that enable us to perform these services. No longer do we have two separate budgets, but we have been successful in merging both capital and operating into a single budget presentation that has been awarded a distinguished budget presentation award by the Government Finance Officers' Association. These two budgets go hand in hand to enable each Department to be as effective as possible.

As a group, our Town Department Heads have done a great job in highlighting our needs to give us adequate time to prepare and accomplish many of our most-needed projects. Please keep up the strong attention to your capital needs to enable the Town to fully anticipate what needs to be done to keep our infrastructure up to date.

Last year Departments did a great job of giving the Capital Program Committee detailed reports on the progress and status of all of the projects previously approved under the plan. This is a great practice to keep up, and it greatly helps to generate positive support for your projects, so if you have been funded in the past, please provide a status report for each project including completion dates and total amounts spent vs. budget.

**Please note that your CIP Project Requests and Summary Sheets are due back to me on Friday September 27, 2019.** If you have any special circumstances that will prevent you from meeting this date, please let me know and I will work with you.

Please remember that you must submit a capital request for all capital outlays, even those, which were approved under last year's program, but still require funding. A "capital outlay" is the acquisition of land or any purchase of \$10,000 or more for anything, which has a useful life of at least three years. A separate Project Request Form is required for each capital outlay, and a single Summary Form is required to list all projects requested. As an example, if you are requesting three separate capital outlays, you should submit three individual Project Request Forms and one single Summary Form. Please spend an adequate amount of time researching and preparing your Project Request Forms, and try to provide as complete a justification of each individual project as possible. Attach additional explanatory material to the Project Request Form as necessary to help the Capital Program Committee better understand your request.

As always, I invite you to see me any time for assistance or to review budget issues and concerns. Please, also, try to be as complete as possible and do not leave out projects which you feel will be required for the Town. It is very important our decisions are based on an understanding of all of the Town's needs.

Thank you in advance for your hard work and commitment to the capital planning process. Making a good case for our needs is a critical step to keeping up our strong progress. I look forward to working with all of you on the CIP.

cc: Selectmen  
Finance Committee  
Capital Program Committee

**TOWN OF OAK BLUFFS  
CAPITAL IMPROVEMENT PROGRAM FY 2020-2025 REQUESTS**

	PRIOR APPROPRIATION	BUDGET FY2020	PROPOSED FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FUNDS REQ'D AFTER 2025	TOTAL FUNDS REQ'D
<b>1. PROPOSED PROJECTS</b>									
<b>1. Assessing</b>									
1	Vehicle	\$13,000	\$13,000	\$13,000					
<b>2. Building Maintenance</b>									
	Library Exterior Paint	\$15,000				\$30,000			
	Police Renovations	\$25,000							
	Harbor Bathhouse	\$30,000							
2	Police Exterior Paint		\$30,000				\$30,000		
2	COA Exterior Paint		\$30,000				\$30,000		
	Kennebec Bathroom		\$25,000						
	COA ramp replacement					\$30,000			
<b>3. Conservation</b>									
	SCP Cottage Repairs - Electrical	\$25,000							
1	SCP Electrical Repairs		\$50,000						
	SCP Lower Level			\$50,000					
<b>4. Council on Aging</b>									
	Replace COA Van	\$30,000							

**TOWN OF OAK BLUFFS  
CAPITAL IMPROVEMENT PROGRAM FY 2020-2025 REQUESTS**

		<b>PRIOR APPROPRIATION</b>	<b>BUDGET FY2020</b>	<b>PROPOSED FY2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FUNDS REQ'D AFTER 2025</b>	<b>TOTAL FUNDS REQ'D</b>
	<b>5. Fire-EMS Department</b>									
	Auto CPR System	\$17,500								
	Radio System	\$100,000								
	Replace Fire Hose	\$30,000								
	New Engine For Rescue Boat	\$15,500								
3	Replace Radar/Navigation			\$26,300						
	Ambulance Computers				\$30,000					
2	Replace SUV		\$52,000							
1	Recondition Fire Truck		\$390,000							
	Purchase New Ambulance			\$275,000				\$280,000		
	Fire Rehab Unit				\$80,000					
	Replace Turnout Gear				\$125,000					
	Replace Scott Air Packs					\$195,000				
	Replace Fire Truck						\$750,000			
	<b>6. Highway Department</b>									
	Replace Pickup Trucks	\$43,000			\$45,000		\$55,000		\$55,000	
	Mower	\$12,000		\$25,000						
	Replace Full Size Dump Truck	\$92,000					\$150,000	\$175,000		
	Replace Street Sweeper	\$130,113	\$43,371	\$43,371						
	Replace Small Dump Truck					\$70,000	\$80,000			
	Replace Wood Chipper			\$40,000						
	Loader Tires (4)				\$15,000					
1	Replace Rubbish Truck		\$50,000	\$50,000	\$50,000	\$50,000				
	<b>7. Information Technology</b>									
2	Conference Room AV	\$13,000	\$13,500	\$13,500						

**TOWN OF OAK BLUFFS  
CAPITAL IMPROVEMENT PROGRAM FY 2020-2025 REQUESTS**

	PRIOR APPROPRIATION	BUDGET FY2020	PROPOSED FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FUNDS REQ'D AFTER 2025	TOTAL FUNDS REQ'D
<b>8. Library</b>									
3	Meeting Room Furniture	\$5,000							
	Book Drop		\$6,000						
1	Pacific Avenue ADA doorway	\$3,000							
3	Parking Lot Lighting	\$15,000							
1	AED machine	\$1,500							
	Enclosure for Teen Area				\$13,500				
<b>9. Marina</b>									
	Harbor Master Office	\$210,000							
	Harbor Electric Repair	\$40,000							
	Jetty Extension Design	\$110,000							
	East Chop Bulkhead				\$100,000				
	Jetty Construction		\$2,000,000						
	East Chop Landing Wall	\$50,000							
	Lake side Ave Bulkhead					\$3,500,000			
<b>10. Natural Resources Infrastructure</b>									
	Beach Nourish/Groin								
	Rehab, NB - Inkwell		\$1,000,000						
1	North Bluff Maintenance	\$10,000							
1	Seawall Maint. SV Ave	\$25,000							
	East Chop Bluff		\$20,000,000						
	Harbor Jetties			\$3,000,000					
	Beach Drainage					\$3,000,000			
	Seawall Rehab, SV Ave						\$2,500,000		
	Farm Pond Culvert - see Shellfish								

**TOWN OF OAK BLUFFS  
CAPITAL IMPROVEMENT PROGRAM FY 2020-2025 REQUESTS**

	<b>PRIOR APPROPRIATION</b>	<b>BUDGET FY2020</b>	<b>PROPOSED FY2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FUNDS REQ'D AFTER 2025</b>	<b>TOTAL FUNDS REQ'D</b>
<b>11. Parks Department</b>									
		\$30,000							
1	Replace stairs - Bayview Ave								
	Repairs to stairs - Vineyard Ave	\$30,000							
	Jet Ski and Rescue Board		\$27,620						
3	Bandstand repaint/repairs		\$25,000						
	Beach mat			\$15,000					
	Repaint statue		\$15,000						
	Niantic Park repairs			\$15,000					
2	Cutting deck for tractor	\$10,000							
<b>12. Police Department</b>									
	Replace Supervisor VEH	\$45,000							
2	Replace LT's VEH	\$42,000							
	Replace 3 Marked VEH		\$140,000						
	Replace Chief's VEH		\$42,000						
	Replace Sergeant's VEH			\$42,000					
	Replace Body Armor			\$19,000					
	Purchase 2 Segways				\$17,500				
	2 Portable Speed Trailers				\$12,000				
	Replace 3 Marked VEH					\$145,000			
	Replace Detective's VEH					\$42,000			
	Replace Chief's VEH						\$45,000		
<b>13. School Department</b>									
	Oak Bluffs School Roof Design	\$350,000							
	Oak Bluffs School Roof		\$7,790,270						
	Painting			\$90,000					
	Boiler Replacement					\$600,000			

**TOWN OF OAK BLUFFS  
CAPITAL IMPROVEMENT PROGRAM FY 2020-2025 REQUESTS**

	PRIOR APPROPRIATION	BUDGET FY2020	PROPOSED FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FUNDS REQ'D AFTER 2025	TOTAL FUNDS REQ'D
<b>14. Selectmen</b>									
Town Hall	\$9,879,000								
Town Hall		\$1,300,000							
Park and Ride			\$395,250						
Streetscape			\$955,647						
<b>15. Shellfish Department</b>									
Replace work skiff	\$25,000								
<b>16. Wastewater Department</b>									
Wastewater Planning	\$350,000								
Plant Optimization Design	\$400,000								
Infiltration and Inflow Study; Fiscal Sustainability Plan	\$100,000	\$ 40,000							
Ocean Park Repair	\$20,000								
Wastewater Planning (TWMP/CWMP) Design Initiation	\$ 1,000,000								
Wastewater Planning (TWMP/CWMP) Implementation			\$ 25,000,000						
Wastewater Planning (TWMP/CWMP) Future					\$ 5,000,000		\$ 5,000,000	TBD	
Plant Optimization Construction									
Hazard Mitigation Design (Duke's)	\$ 150,000								
Hazard Mitigation Construction			\$ 1,500,000						
Ocean Park Rehabilitation			\$ 300,000						
<b>TOTAL</b>	<b>\$12,027,113</b>	<b>\$11,253,641</b>	<b>\$51,917,688</b>	<b>\$3,589,000</b>	<b>\$5,458,000</b>	<b>\$8,382,000</b>		<b>\$55,000</b>	

TOWN OF OAK BLUFFS  
Capital Improvement Program

**Project Request Form**

(Please Type All Responses)

Date: \_\_\_\_\_

Project No. \_\_\_\_\_

1. Department: \_\_\_\_\_
2. Project or Equipment (Short Title): \_\_\_\_\_
3. Description and Purpose of Project or Equipment: \_\_\_\_\_
- \_\_\_\_\_

4. Justification of Project: (Why is it necessary to complete this project? What is the benefit to the Town?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **STATUS OF PROJECT OR EQUIPMENT:** Estimate life of project or equipment \_\_\_\_\_ Years

- SITE:                     Secured                     Not Secured                     Not Required
- SURVEY OF NEED:     Under Study                     Completed                     Not Required
- PRELIMINARY PLANS  
OR SPECIFICATIONS:  Under Study                     Completed                     Not Required
- FINAL PLANS OR  
SPECIFICATIONS:     Under Study                     Completed                     Not Required

6. **PRIORITY**                    Urgent                     Necessary                     Desirable

7. **COST ESTIMATES**                     Preliminary  Final

- Land Cost                    \$ \_\_\_\_\_
- Construction Cost                    \$ \_\_\_\_\_
- Equipment Cost                    \$ \_\_\_\_\_
- Other Cost                    \$ \_\_\_\_\_
- Total Cost**                    \$ \_\_\_\_\_

8. **EFFECT ON ANNUAL OPERATING BUDGET:**

Operational (+)(-)                    \$ \_\_\_\_\_

Maintenance (+)(-)                    \$ \_\_\_\_\_

Total (+)(-)                    \$ \_\_\_\_\_

Revenue From Project                    \$ \_\_\_\_\_/YR

New Personnel Required                    \$ \_\_\_\_\_

9. **SOURCE OF FUNDS:**

Current Revenue                    \$ \_\_\_\_\_

Bond Issue                    \$ \_\_\_\_\_                    Years \_\_\_\_\_

Short Term Note                    \$ \_\_\_\_\_                    Years \_\_\_\_\_

Other (describe) \_\_\_\_\_

10. **YEAR PROPOSED FOR CONSTRUCTION OR ACQUISITION: FY** \_\_\_\_\_

11 **ADDITIONAL COMMENTS AND JUSTIFICATION** (Please attach a sheet or use this space to describe need in more detail, including any costs associated with not completing this project):

12 **SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

TOWN OF OAK BLUFFS  
Capital Improvement Program

**Project Request Form**  
(Please Type All Responses)

Date: \_\_\_\_\_

Project No. \_\_\_\_\_

1. Department: \_\_\_\_\_
2. Project or Equipment (Short Title): \_\_\_\_\_
3. Description and Purpose of Project or Equipment: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

5. **STATUS OF PROJECT OR EQUIPMENT:** Estimate life of project or equipment \_\_\_\_\_ Years

SITE:                     Secured                     Not Secured                     Not Required

SURVEY OF NEED:     Under Study                     Completed                     Not Required

PRELIMINARY PLANS  
OR SPECIFICATIONS:  Under Study                     Completed                     Not Required

FINAL PLANS OR  
SPECIFICATIONS:     Under Study                     Completed                     Not Required

6. **PRIORITY**            Urgent             Necessary             Desirable

7. **COST ESTIMATES**                     Preliminary  Final

Land Cost                    \$ \_\_\_\_\_

Construction Cost                    \$ \_\_\_\_\_

Equipment Cost                    \$ \_\_\_\_\_

Other Cost                    \$ \_\_\_\_\_

**Total Cost**                    \$ \_\_\_\_\_

8. **EFFECT ON ANNUAL OPERATING BUDGET:**

Operational (+)(-)                    \$ \_\_\_\_\_

Maintenance (+)(-)                    \$ \_\_\_\_\_

Total (+)(-)                    \$ \_\_\_\_\_

Revenue From Project                    \$ \_\_\_\_\_ /YR

New Personnel Required                    \$ \_\_\_\_\_

9. **SOURCE OF FUNDS:**

Current Revenue                    \$ \_\_\_\_\_

Bond Issue                    \$ \_\_\_\_\_                    Years \_\_\_\_\_

Short Term Note                    \$ \_\_\_\_\_                    Years \_\_\_\_\_

Other (describe) \_\_\_\_\_

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11 **ADDITIONAL COMMENTS AND JUSTIFICATION** (Please attach a sheet or use this space to describe need in more detail, including any costs associated with not completing this project):

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TOWN OF OAK BLUFFS  
Capital Improvement Program

**Project Request Form**  
(Please Type All Responses)

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4. Justification of Project: (Why is it necessary to complete this project? What is the benefit to the Town?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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SITE:                     Secured                     Not Secured                     Not Required

SURVEY OF NEED:     Under Study                     Completed                     Not Required

PRELIMINARY PLANS  
OR SPECIFICATIONS:  Under Study                     Completed                     Not Required

FINAL PLANS OR  
SPECIFICATIONS:     Under Study                     Completed                     Not Required

6. **PRIORITY**            Urgent             Necessary             Desirable

7. **COST ESTIMATES**                     Preliminary  Final

Land Cost                    \$ \_\_\_\_\_

Construction Cost                    \$ \_\_\_\_\_

Equipment Cost                    \$ \_\_\_\_\_

Other Cost                    \$ \_\_\_\_\_

Total Cost                    \$ \_\_\_\_\_

8. **EFFECT ON ANNUAL OPERATING BUDGET:**

Operational (+)(-)                    \$ \_\_\_\_\_

Maintenance (+)(-)                    \$ \_\_\_\_\_

Total (+)(-)                    \$ \_\_\_\_\_

Revenue From Project                    \$ \_\_\_\_\_ /YR

New Personnel Required                    \$ \_\_\_\_\_

9. **SOURCE OF FUNDS:**

Current Revenue                    \$ \_\_\_\_\_

Bond Issue                    \$ \_\_\_\_\_                    Years \_\_\_\_\_

Short Term Note                    \$ \_\_\_\_\_                    Years \_\_\_\_\_

Other (describe) \_\_\_\_\_

10. **YEAR PROPOSED FOR CONSTRUCTION OR ACQUISITION: FY** \_\_\_\_\_

11 **ADDITIONAL COMMENTS AND JUSTIFICATION** (Please attach a sheet or use this space to describe need in more detail, including any costs associated with not completing this project):

12 **SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_



## **Robert Whritenour**

---

**From:** Michael Busby <MBusby@masshousing.com>  
**Sent:** Thursday, August 29, 2019 3:08 PM  
**To:** Robert Whritenour  
**Subject:** RE: Site Approval Application for 3 Uncas Avenue, Oak Bluffs

Hi Bob,  
Please consider this request approved and we look forward to the site visit on the 12<sup>th</sup>.  
Mike.

**From:** Robert Whritenour <rwhritenour@oakbluffsma.gov>  
**Sent:** Thursday, August 29, 2019 3:03 PM  
**To:** Michael Busby <MBusby@masshousing.com>  
**Subject:** Site Approval Application for 3 Uncas Avenue, Oak Bluffs

Good Afternoon Mike,

I would like to formalize my request from our earlier conversation on behalf of the Town of Oak Bluffs relative to the Site Approval Application under MGL Chapter 40B for the 3 Uncas Avenue in Oak Bluffs. Firstly, in order to coincide with the scheduled feasibility study presentation for the Town's affordable Housing site located off of Edgartown-Vineyard Haven Road, I would recommend that the site visit be moved from September 5 to September 12 at 2:00 PM. That way MassHousing staff can more conveniently attend both important sessions. The feasibility study presentation is at 4:30 PM.

Secondly, given the revised site visit schedule and our coordination among the local Boards I respectfully request that the period for comments from the Town be held open until October 15. As the property is located in the historic district and there are wastewater issues this time will help strengthen the review process.

Thanks for your consideration. Please let me know.

-Bob

**Robert L. Whritenour, Jr.**  
**Town Administrator**  
Town of Oak Bluffs  
PO Box 1327  
Oak Bluffs, MA 02557



Massachusetts Housing Finance Agency  
One Beacon Street, Boston, MA 02108

TEL: 617.854.1000 |  
FAX: 617.854.1091 | [www.masshousing.com](http://www.masshousing.com)  
Videophone: 857.366.4157 or Relay: 711

August 15, 2019

Gail Barmakian, Chair  
Board of Selectmen  
Town of Oak Bluffs  
56 School Street  
Oak Bluffs, MA 02557



RE: TBD

Dear Ms. Barmakian:

The Massachusetts Housing Finance Agency (MassHousing) is currently reviewing an application for Site Approval submitted by Robert Sawyer. The proposed development will consist of 8 studio condominium units on a 7,405 square foot parcel of land located at 3 Uncas Avenue in Oak Bluffs.

The site approval process is offered to project sponsors who intend to apply for a Comprehensive Permit under Chapter 40B. MassHousing's review involves an evaluation of the site, the design concept, the financial feasibility of the proposal, and the appropriateness of the proposal in relation to local housing needs and strategies. As part of our review, we are soliciting comments from the local community and we would appreciate your input. You also may wish to include in your response, issues or concerns raised by other Local Boards, officials or other interested parties. Pursuant to the new Massachusetts General Laws Chapter 40B regulations (760 CMR 56.00) your comments may include information regarding municipal actions previously taken to meet affordable housing needs such as inclusionary zoning, multifamily districts adopted under G.L. c.40A and overlay districts adopted under G.L. c.40R. Your comments will be considered as part of our review.

We have been informed by the Applicant that the town has received a copy of the application and site plans. Please inform us of any issues that have been raised or are anticipated in the town's review of this application. We request that you submit your comments to this office within 30 days, so we may process this application in a timely manner.

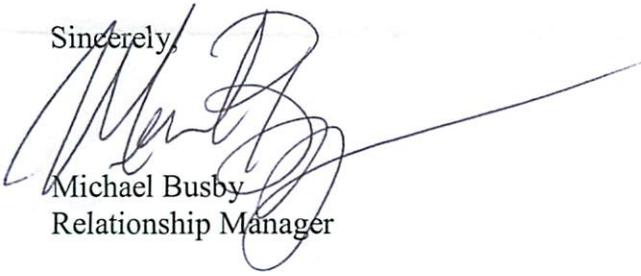
During the course of its review, MassHousing will conduct a site visit, which Local Boards, as defined in 760 CMR 56.02, may attend. The site visit for this development has been tentatively scheduled for September 5, 2019. Please notify Michael Busby, MassHousing Relationship Manager, at (617) 854-1219 promptly if any representatives of your office or of other Local Boards plan to attend the scheduled site visit.

Please note that if and when an application is submitted for a Comprehensive Permit, assistance is available to the Zoning Board of Appeals (ZBA) to review the permit application. The Massachusetts Housing Partnership's (MHP) *Ch. 40B Technical Assistance Program* administers grants to municipalities for up to \$15,000 to engage qualified third-party consultants to work with the local ZBA in reviewing the Chapter 40B proposal. For more information about MHP's technical assistance grant visit MHP's web site, [www.mhp.net/40B](http://www.mhp.net/40B) or e-mail MHP at [pcrean@mhp.net](mailto:pcrean@mhp.net).

If you have any questions, please do not hesitate to telephone me at (617) 854-1219 or email me at [mbusby@masshousing.com](mailto:mbusby@masshousing.com).

Thank you for your assistance.

Sincerely,



Michael Busby  
Relationship Manager

## Robert Whritenour

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**From:** Oak Bluffs Marina <obmarina@comcast.net>  
**Sent:** Thursday, September 5, 2019 11:36 AM  
**To:** Robert Whritenour; Elizabeth Durkee; 'John Breckenridge'  
**Subject:** FW: FOR IMMEDIATE RELEASE: Baker-Polito Administration Awards \$2.4 Million for Projects Promoting Coastal Resilience to Climate Change  
**Attachments:** Group photo Sept 4 Kingston.jpg

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**From:** Bowie, Patricia (ENV) [mailto:patricia.bowie@state.ma.us]  
**Sent:** Thursday, September 05, 2019 11:31 AM  
**To:** toshea@thetrustees.org; rprocaccino@townofmarshfield.org; massard@town.duxbury.ma.us; obmarina@comcast.net; mguiney@kingstonmass.org; jstruzziery@town.hull.ma.us; ckrahforst@town.hull.ma.us; gcademartori@gloucester-ma.gov; kphelan@braintreema.gov; Hillary.lemos@wellfleet-ma.gov; frankv@ipswichma.gov; rebeccac@marblehead.org; kboyd@scituatema.gov; gcampinha@wareham.ma.us; jgrande@tisburyma.gov; cris@duxburybeachreservation.org; hrenauld@mattapoissett.net; abby@ecga.org; rduncanson@chatham-ma.gov; cr@ridleyandassociates.com; conservation@eastham-ma.gov; jcarlson@nantucket-ma.gov  
**Subject:** FW: FOR IMMEDIATE RELEASE: Baker-Polito Administration Awards \$2.4 Million for Projects Promoting Coastal Resilience to Climate Change

Hello all,

It was great to see many of you yesterday at the awards announcement in Kingston (group photo attached). Below is the press release listing the projects, in case you didn't get it. Thank you for your show of support for the program and we hope you enjoyed the event. We are looking forward to kicking off your projects in the next coming weeks!

CZM's Regional Coordinators and I will be in touch with you soon to schedule a meeting or conference call to review and finalize your project scope of work, execute a contract, and discuss general grant program reporting and reimbursement procedures. In the meantime, please feel free to contact me with any questions at [patricia.bowie@mass.gov](mailto:patricia.bowie@mass.gov) or 617-626-1186.

Thanks,  
Tricia

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**From:** Gronendyke, Katie (EEA)  
**Sent:** Wednesday, September 04, 2019 2:28 PM  
**To:** Gronendyke, Katie (EEA)  
**Subject:** FOR IMMEDIATE RELEASE: Baker-Polito Administration Awards \$2.4 Million for Projects Promoting Coastal Resilience to Climate Change

## Office of Coastal Zone Management

**Charlie Baker**  
*Governor*

**Karyn Polito**  
*Lt. Governor*



**Kathleen Theoharides**  
*Secretary*

**Lisa Berry Engler**  
*Director*

**FOR IMMEDIATE RELEASE:**

**September 4, 2019**

CONTACT

Katie Gronendyke

[Katie.gronendyke@mass.gov](mailto:Katie.gronendyke@mass.gov)



## **Baker-Polito Administration Awards \$2.4 Million for Projects Promoting Coastal Resilience to Climate Change**

**KINGSTON** – The Baker-Polito Administration today announced more than \$2.4 million in funding to support local and regional efforts to proactively plan for and reduce coastal storm and climate change impacts, including storm surge, flooding, erosion and sea level rise. The Coastal Resilience Grants, provided by the Executive Office of Energy and Environmental Affairs’ Office of Coastal Zone Management (CZM), are being awarded to Braintree, Chatham, Duxbury Beach Reservation, Inc., Eastham, Essex County Greenbelt Association, Gloucester, Hull, Ipswich, Kingston, Marblehead, Marshfield and Duxbury, Mattapoisett, Nantucket, Oak Bluffs, Scituate, Tisbury, The Trustees of Reservations, Wareham and Wellfleet. Eighty-six projects funded through this grant program have been completed under the Baker-Polito Administration, representing an investment of over \$12.4 million in five years.

“Massachusetts coastal communities face significant challenges with adapting to climate change impacts, such as sea level rise and increasingly severe storms,” **said Governor Charlie Baker**. “These projects underscore our administration’s continued commitment to work with Massachusetts communities to develop and implement local solutions that address current and future risks to infrastructure and developed and natural areas along the coast.”

“Frequent flooding and storm damage is motivating coastal communities to consider new solutions to protect people and property,” **said Lieutenant Governor Karyn Polito**. “These grants provide necessary support to communities and nonprofits to pursue more balanced nature-based approaches that help create a more resilient Commonwealth.”

“Communities along the coast are proactively identifying climate change vulnerabilities, implementing more resilient actions and making climate adaptation a reality,” **said Energy and Environmental Affairs Secretary Kathleen Theoharides**. “I am proud that our team is working hand in hand with these local efforts that serve as models for other communities facing similar issues.”

CZM's Coastal Resilience Grant Program provides financial and technical support for innovative local efforts to analyze vulnerabilities to climate impacts, increase awareness and understanding of these issues, plan for changing conditions, redesign vulnerable community facilities and infrastructure and implement nature-based measures. Grants can be used for feasibility assessments, design, permitting, construction and monitoring of projects that enhance or create natural buffers to provide increased shoreline stabilization and flood control.

"Through the Coastal Resilience Grant Program, we encourage communities to partner regionally, leveraging resources and expertise to advance effective shoreline management strategies," said CZM Director Lisa Berry Engler. "CZM looks forward to continuing the significant progress made by cities, towns and nonprofits on their climate adaptation efforts and collaborating with our local partners on new projects to help advance on-the-ground improvements and resilience."

The following 21 projects have been funded in this grant round.

### **Braintree**

*Watson Park Shoreline Erosion Mitigation and Coastal Resiliency Improvement, \$79,624*

The Town of Braintree will advance a coastal bank stabilization project through final design and permitting. When constructed, the project will address flooding and erosion impacts, restore salt marsh and provide area for landward marsh expansion at Watson Park.

### **Chatham**

*Feasibility Assessment for Shore Protection of the Chatham Mainland Using Nourishment to Enhance Existing Island and Shoal Resources, \$51,666*

The Town of Chatham will analyze physical data and models to evaluate alternatives for reducing erosion along the mainland shoreline while assisting threatened and endangered shorebirds. The project will focus on restoring and enhancing degraded shorebird nesting and foraging habitat, including potentially augmenting the shoals and flats north of Tern Island to naturally protect the mainland shoreline from wave impacts.

### **Chatham, on behalf of the Pleasant Bay Alliance**

*Helping Salt Marsh Keep Pace with Sea Level Rise in Pleasant Bay: Assessing Salt Marsh Vulnerability and Living Shoreline Suitability, \$70,050*

The Town of Chatham, in partnership with the three Pleasant Bay Alliance communities of Brewster, Orleans and Harwich, will assess the extent and vulnerability of salt marsh resources in Pleasant Bay, develop a methodology for evaluating the suitability of the Pleasant Bay shoreline for potential treatments to

prevent salt marsh loss and design a pilot project to test the effectiveness of salt marsh protection through a nature-based approach.

### **Duxbury Beach Reservation, Inc.**

*Design and Permitting for Nature-Based Storm-Damage Protection Measures for the Duxbury Beach Reservation Property, \$131,894*

The Duxbury Beach Reservation will design and initiate permitting for a comprehensive management approach that will increase resilience at vulnerable locations along Duxbury Beach, including the Atlantic Ocean facing beaches and dunes, High Pines marsh area, cobble berm along the bay-side of the access road, Powder Point Bridge abutment and pilings on the barrier beach and low areas of the access road vulnerable to flooding.

### **Eastham**

*Targeted Vulnerability Assessment of Low-Lying Roadways in the Town of Eastham, \$149,014*

The Town of Eastham will perform a targeted vulnerability assessment of four critical, low-lying roadways—Dyer Prince Road, Bridge Road, Samoset Road, and Smith Lane/Rt. 6—to identify risks to public infrastructure and coastal resources located along the roadways and prioritize adaptation strategies with respect to future tidal, sea level rise and storm surge scenarios.

### **Essex County Greenbelt Association**

*Essex County Coastal Resiliency: Education and Communication, \$34,740*

The Essex County Greenbelt Association will work with municipal partners in Gloucester and Essex to conduct outreach and education on land conservation for flood storage and coastal resiliency by developing maps, using interactive online media platforms and hosting public events to communicate climate threats and the role of land conservation in climate resiliency.

### **Gloucester**

*Gloucester Water Pollution Control Facility Flood Mitigation, \$70,650*

The City of Gloucester will conduct a feasibility assessment and prepare conceptual design alternatives for protecting the long-term function of its primary wastewater treatment plant from current and future flooding. The design alternatives will consider the use of natural systems, such as earthen berms, in addition to structural techniques to retrofit the critical facility.

### **Hull**

*Dune Restoration and Accessibility at North Nantasket Beach, \$118,936*

The Town of Hull will design and permit a restored dune and accessible crossover ramp at A Street and Beach Avenue that closely matches the adjacent dune

configurations to reduce flooding while providing public beach access. The project will seek a permit for the closure of a large, non-permitted path through the dune along Beach Avenue and continue public engagement efforts to involve year-round and seasonal residents in dune restoration, crossing design and long-term plans to add sand to the dune.

*Hull Waste Water Treatment Facility (WWTF) Nature-Based Resiliency Measures, \$259,896*

The Town of Hull will prepare final design plans and permit applications for a combination of onsite adaptation measures, including vegetated berms, flood gates and low flood barrier walls, to improve the resilience of the facility to flooding and sea level rise impacts.

### **Ipswich and the Trustees of Reservations**

*Building Climate Resilience through Adaptation at Argilla Road and the Crane Estate - Expanded Alternatives Analysis, Design and Permitting, \$163,732*

The Town of Ipswich will partner with the Trustees of Reservations to perform additional evaluations of adaptive roadway design alternatives that balance access, resiliency and wetland health at Argilla Road, a key point of access for over 350,000 visitors to The Crane Estate. The project will advance a preferred alternative to permit-level plans and include opportunities for public engagement.

### **Kingston**

*Continued Establishment of a Living Shoreline Project at Gray's Beach, \$28,458*

The Town of Kingston will continue to refine and implement monitoring and maintenance methods for a recently constructed living shoreline project at Gray's Beach. Tasks include assessing the health of planted vegetation, surveying dune and beach heights and managing invasive species to help ensure that the living shoreline project successfully gets established.

### **Marblehead**

*Increasing Resilience through Community Engagement: Facilitating Climate Adaptation Strategies for Marblehead and its Harbor, \$93,545*

The Town of Marblehead will assess the vulnerability of municipally owned facilities and infrastructure in Marblehead Harbor to current and future flooding and sea level rise. The project includes an extensive stakeholder and public engagement process to increase understanding and awareness of resilience-based adaptation concepts to address vulnerabilities.

### **Marshfield and Duxbury**

*Planning, Design, Permitting and Public Education in Support of Beach and Dune Nourishment at Critically Eroded Beaches in Marshfield and Duxbury, \$175,842*

The Towns of Marshfield and Duxbury will plan, design and begin permitting activities for nourishment and dune enhancement projects at vulnerable coastal beaches along their east-facing shorelines. The project will include necessary field investigations and coastal modeling so that nourishment alternatives can be evaluated for expected levels of storm damage protection and design life.

### **Mattapoisett**

*Eel Pond Wastewater Force Main Replacement - Permitting Level Design, \$119,487*

The Town of Mattapoisett will complete planning and engineering design plans for the replacement of a vulnerable section of the Eel Pond sewer force main, which crosses the West Channel between Goodspeed Island Road and Reservation Road. The sewer main has the potential to become exposed at this location due to inlet migration and coastal storm impacts. The project proposes to horizontally directional drill the force main at a lower depth to help safeguard public health and safety and environmental resources.

### **Nantucket**

*Design of Long-Term Protection for Polpis Road at Sesachacha Pond, \$42,225*

The Town of Nantucket will prepare engineering plans and file permit applications for a project to stabilize and reduce wave impacts to a coastal bank at Sesachacha Pond along a vulnerable section of Polpis Road. The project will help provide storm-damage protection to the critical roadway and maintain access to the village of Sconset and the Quidnet and Wauwinet areas.

### **Oak Bluffs**

*Assessment of Shore Protection Options to Improve Coastal Resiliency along the Oak Bluffs Harbor Shoreline, \$138,396*

The Town of Oak Bluffs will study the effect of tides, waves, storm surge and sediment movement along the harbor shoreline and develop conceptual shore protection strategies to enhance the stability of the barrier beach system, reduce wave impacts in the harbor and minimize coastal flooding impacts to areas surrounding the harbor over the next 50 years.

### **Scituate**

*Community-Led 50-year Coastal Vision and Near-Term Adaptive Strategy, \$203,820*

The Town of Scituate will create a 50-year vision for the coastline through a robust public participation process to help set the stage for future development of a 10-year action strategy. The vision planning process will engage the community around challenging coastal issues and build support for shoreline management recommendations.

### **Tisbury**

*Evaluation of Coastal Processes and Storm Impacts to Support Resilient Planning and Mitigation Strategies for the Vineyard Haven Harbor Shoreline, \$129,951*

The Town of Tisbury will develop an understanding of flooding and sediment transport along the Vineyard Haven shoreline to support a detailed analysis of potential shoreline management strategies. The project will provide a scientific basis for the town to proactively plan for projects that will improve the resiliency of the harbor area over the next 50 years.

**The Trustees of Reservations**

*A Focus on Our Most Vulnerable Places, \$82,000*

The Trustees of Reservations will use their coastal properties as case studies to evaluate flooding and erosion vulnerabilities and potential adaptation strategies for barrier beaches, coastal banks and publically accessible shorelines. The project will create outreach and communication materials that incorporate broad stakeholder perspectives and build support for nature-based measures.

**Wareham**

*Final Design of the Overflow Lagoon at the Wareham Water Pollution Control Facility (WPCF), \$151,140*

The Town of Wareham will develop final engineering plans and complete permitting of a third, lined equalization lagoon to provide the additional plant capacity required during extreme rain events to reduce the potential for overtopping and sewer overflow to the Agawam River.

**Wellfleet**

*Increasing Coastal Resiliency through Inter-Municipal Shoreline Management, \$115,000*

The Town of Wellfleet will partner with the adjacent towns of Provincetown, Truro and Eastham to develop a comprehensive framework for managing approximately 35 miles of shoreline in a mutually beneficial manner. The project is a first step in addressing the complexities of inter-municipal shoreline management with the goals of maximizing and sustaining the resilience of Eastern Cape Cod Bay through effective management techniques and consistent responses to the increased threat of coastal storms and climate change.

“This funding will allow towns all across the South Shore to lead innovative projects to overcome the effects of climate change,” said **State Senator Patrick O’Connor (R-Weymouth)**. “The communities I represent are always the first to feel the effects and funding like this is imperative to preserving coastal communities’ way of life. I’d like to thank the Baker-Polito Administration for their investment in climate change resilience and the South Shore.”

**“I am thrilled to see that both Kingston and Duxbury will receive funding to invest in coastal resiliency projects,” said State Representative Kathleen LaNatra (D-Kingston). “The effects of climate change are getting more and more serious. Currently, Hurricane Dorian is destroying communities in the Caribbean. It is important to prepare our coastlines as climate change creates stronger and stronger storms and presents new challenges.”**

**“I am grateful to Office of Coastal Zone Management for investing prospectively in our green infrastructure,” said State Representative Joan Meschino (D-Hull). “Getting funds into the hands of local communities for nature-based solutions is critical to climate adaptation and coastal resilience.”**

The Massachusetts Office Coastal Zone Management is the lead policy and planning agency on coastal and ocean issues within the Executive Office of Energy and Environmental Affairs. Through planning, technical and grant assistance and public information programs, CZM seeks to balance the impacts of human activity with the protection of coastal and marine resources. The agency’s work includes helping coastal communities address the challenges of storms, sea level rise and other effects of climate change; working with state, regional and federal partners to balance current and new uses of ocean waters while protecting ocean habitats and promoting sustainable economic development; and partnering with communities and other organizations to protect and restore coastal water quality and habitats.

**###**