

Town Administrator Report  
February 11, 2020

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 summary Revenue and Expenditure Reports for the period through January 24, 2020, as well as the analysis of the Local Estimated Receipts by month for Fiscal Year 2019 and Fiscal Year 2020 through January. Total Expenditures are trending a bit high at 59.1% of budget with approximately 57.7% of the fiscal year completed. This is not unexpected given the number of overhead items in the budget that are paid in the first half of the fiscal year. It is anticipated that this roughly 1.5% variance from the calendar will catch up as the year progresses and that the year will close with expenditures less than budget. We are beginning to identify potential spending areas for close scrutiny to attempt to limit any line item overages. No major red flags are on the horizon in the expenditure accounts. Revenue collections continue at a very strong pace with 81.9% in collections as compared with a budget of \$31,626,290. This owes in part to increasing cash accounts which help to form the basis of a smooth cash flow for the Town. Local Estimated Receipts (LER) continue their strong growth, fueled in large part by the new revenues from short-term rental taxes. Total LER are up 15.32% from the previous year so far, for total new collections of \$398,673. The estimate for the short-term rental income for the fiscal year stands at \$399,742, which comprises all of the growth for the year to date. We may be slightly ahead as FY 21 numbers are through January 24, which allows one more week of collections to pull further ahead for January.
- 2. Budget Process and Finance Committee Review-**On January 30 we had a successful budget meeting with the Selectmen and the Finance Committee to kick-off the budget review process. I met with the Finance Committee again on February 6 to review our status and to help get kicked off with the Committee's Departmental reviews. Since the submission of the budget we have seen the Free cash certified at a healthy level as planned, and we have received some positive word on the budget. Health Insurance rates were finalized at a zero increase by the Cape Cod Municipal Health Group and the MV Regional High School final assessment came in less than their initial estimate. This creates a small amount of additional flexibility in the budget review, but once our OPEB, residential placement and human service needs are funded we are right back at the levy limit. I'll continue to assist in the process until we have final budget recommendations, and our next major step will be to get a draft Town Meeting warrant after the February 17 deadline for the submission of articles.
- 3. Town Hall Update-**We had another productive Town Hall day on Tuesday, February 4, with the Architects for ICON, Stephen Moore and Ned Collier, on site to meet once again with Departments regarding their space needs. This was our second set of one-on-one meetings with all of the Town Departments, set up to review the updates and amendments made from the first round of meetings and to also review the furniture placement to ensure that we have adequate space and resources for each function. The

process seems to be proceeding smoothly with adequate interior space for the program. ICON is presently preparing exterior elevations that be available soon for presentation at a public meeting very soon. Our project managers from Atlantic Construction and Management have hit the ground running and have already prepared the RFP and advertised for CM at Risk bids to attempt to identify a contractor to work with the Town to develop a maximum project cost in conjunction with MGL, Chapter 149A. They have also prepared the draft application for submission to the Inspector General's Office for permission to use these alternative bidding provisions of the public construction law. Our next step is to schedule a public meeting for ICON to present design alternatives and project progress.

4. **Eversource Update** -On Monday, February 10 we conducted a conference call with officials from Eversource to discuss the ongoing progress in developing an Emergency Response Plan for dealing with any potential fire emergency in conjunction with the proposed Eversource battery storage facility proposed to be located at the Eversource facility on Edgartown-Vineyard Haven Road. Working with local and state officials, our project consultant and the MVC we have a draft Emergency Response Plan, Evacuation Plan and Fire Safety Plan which are currently on their second round of review. I have worked to broaden our local review team to include additional Fire Department resources as well as Chief Schilling and Chief Schaefer from the neighboring Towns of Tisbury and Edgartown, each of whom are key stakeholders in the process. Our next steps are to solicit comments on the plans from each of our stakeholders and then to set up a review meeting to go through the documents sometime during the first week of March, TBD. This will be a critical part of the review process for this project moving forward.
  
5. **Steamship Authority Long Range Vineyard Transportation Task Force**.-I am attaching again for your review the invitation from the Steamship Authority to designate Town representatives to participate on both the Long-Range Transportation Task Force (Two Members) and a "Working Group" to review issues related to noise and traffic mitigation for the Woods Hole SSA Terminal. These two Boards are presented in more detail in the attached invitation. Both the Task Force and the Working appear to be moving forward, but to date we have no official participation. I would like to see the Town have representation on these Boards to help safeguard the interests of our community and our Island moving forward. Representatives of the SSA have recently met with the Tisbury Board of Selectmen to discuss these new committees, and if the Board would like we could do a similar presentation for your Board to assist you with the decision to participate in this regional activity.

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TOWN OF OAK BLUFFS  
YTD EXP REPORT

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FOR 2020 07

JOURNAL DETAIL 2020 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	3,309.90	584.10	0.00	-1,809.90	220.7%	
122 BOARD OF SELECTMEN	519,562.48	519,562.48	256,547.23	29,760.09	0.00	263,015.25	49.4%	
131 FINANCE COMMITTEE	7,675.00	8,175.00	2,303.75	967.50	0.00	5,871.25	28.2%	
132 FIN COMM RESERVE FD.	150,000.00	149,500.00	0.00	0.00	0.00	149,500.00	.0%	
135 TOWN ACCOUNTANT	100,806.66	100,806.66	42,176.09	6,349.33	0.00	58,630.57	41.8%	
141 ASSESSORS	131,036.00	131,036.00	71,384.08	9,374.40	0.00	59,651.92	54.5%	
144 TREAS/COLL (FIXED P/R COST)	4,376,919.00	4,376,919.00	3,214,784.27	278,351.92	0.00	1,162,134.73	73.4%	
146 TREASURER/COLLECTOR	251,249.13	251,249.13	141,291.47	20,790.93	0.00	109,957.66	56.2%	
155 INFORMATION TECHNOLOGY	357,909.72	357,909.72	242,852.25	19,333.62	0.00	115,057.47	67.9%	
161 TOWN CLERK	143,158.21	143,158.21	74,843.91	10,808.86	0.00	68,314.30	52.3%	
163 BOARD OF REGISTRARS	31,767.80	31,767.80	7,612.31	835.48	0.00	24,155.49	24.0%	
171 CONSERVATION COMMISSION	109,922.56	109,922.56	64,638.94	6,327.20	0.00	45,283.62	58.8%	
175 PLANNING BOARD	44,466.51	44,466.51	24,061.15	3,430.00	0.00	20,405.36	54.1%	
199 UNCLASSIFIED (SELECTMEN)	1,263,513.00	1,263,513.00	1,053,292.57	40,492.63	0.00	210,220.43	83.4%	
210 POLICE DEPARTMENT	2,458,208.30	2,458,208.30	1,372,329.79	181,046.87	0.00	1,085,878.51	55.8%	
220 FIRE DEPARTMENT	388,206.00	400,206.00	138,595.99	21,337.94	0.00	261,610.01	34.6%	
231 AMBULANCE SERVICE	365,021.20	365,021.20	191,412.99	24,120.56	0.00	173,608.21	52.4%	
241 BUILDING INSPECTOR	275,498.58	275,498.58	134,394.05	13,144.16	0.00	141,104.53	48.8%	
249 SHELLFISH	208,031.04	208,031.04	103,507.11	21,306.45	0.00	104,523.93	49.8%	
291 EMERGENCY MANAGEMENT	24,700.00	24,700.00	16,220.51	4,437.75	0.00	8,479.49	65.7%	
296 MARINA MANAGER	271,626.21	271,626.21	177,679.65	15,146.89	0.00	93,946.56	65.4%	
300 OAK BLUFFS SCHOOL	8,389,753.63	8,389,753.63	3,290,480.25	730,183.95	0.00	5,099,273.38	39.2%	

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TOWN OF OAK BLUFFS  
YTD EXP REPORT

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FOR 2020 07

JOURNAL DETAIL 2020 1 TO 2020 13

ACCOUNTS FOR: 01	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
301 MARTHA'S VINEYARD REG HS								
5,115,713.33	5,115,713.33	3,836,785.00	1,278,928.33	0.00	1,278,928.33	75.0%		
421 HIGHWAY-ADMINISTRATION								
1,685,103.64	1,685,103.64	981,478.78	125,378.71	0.00	703,624.86	58.2%		
519 BOARD OF HEALTH								
202,000.00	202,000.00	94,161.38	10,808.45	0.00	107,838.62	46.6%		
541 COUNCIL ON AGING								
249,177.77	249,177.77	130,420.43	8,731.40	0.00	118,757.34	52.3%		
543 VETERANS' SERVICES								
60,500.00	60,500.00	25,743.91	4,113.62	0.00	34,756.09	42.6%		
610 LIBRARY								
551,913.35	551,913.35	329,422.99	32,159.11	0.00	222,490.36	59.7%		
612 ARTS COUNCIL								
2,000.00	2,000.00	1,500.00	0.00	0.00	500.00	75.0%		
630 PARKS AND RECREATION								
182,690.72	182,690.72	152,806.94	175.00	0.00	29,883.78	83.6%		
710 MATURING DEBT-PRINCIPAL								
1,865,054.60	1,865,054.60	1,505,054.60	33,536.00	0.00	360,000.00	80.7%		
750 MATURING DEBT-INTEREST								
411,504.74	411,504.74	231,051.87	16,437.19	0.00	180,452.87	56.1%		
760 MATURING BAN-INTEREST								
50,000.00	50,000.00	66,920.75	0.00	0.00	-16,920.75	133.8%		
840 STATE/COUNTY ASSESSMENTS								
1,165,890.00	1,165,890.00	606,007.00	0.00	0.00	559,883.00	52.0%		
TOTAL GENERAL FUND								
31,412,079.18	31,424,079.18	18,585,071.91	2,948,398.44	0.00	12,839,007.27	59.1%		

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TOWN OF OAK BLUFFS  
YTD EXP REPORT

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FOR 2020 07

JOURNAL DETAIL 2020 1 TO 2020 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
31,412,079.18	31,424,079.18	18,585,071.91	2,948,398.44	0.00	12,839,007.27	59.18%
GRAND TOTAL						

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

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TOWN OF OAK BLUFFS  
YTD REVENUE REPORT

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FOR 2020 07

JOURNAL DETAIL 2020 1 TO 2020 13

ACCOUNTS FOR: 01	GENERAL FUND						
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
01 MOTOR VEH EXCISE							
-825,000.00	-825,000.00	-180,111.36	-7,292.31	0.00	-644,888.64	21.8%	
02 OTHER EXCISE							
-804,000.00	-804,000.00	-1,208,216.75	-156.00	0.00	404,216.75	150.3%	
03 PENALTIES & INTEREST							
-125,000.00	-125,000.00	-125,438.15	-14,366.66	0.00	438.15	100.4%	
04 PILOT							
-14,000.00	-14,000.00	0.00	0.00	0.00	-14,000.00	.0%	
08 CHGS TRASH DISP							
-185,000.00	-185,000.00	-114,604.00	-6,518.00	0.00	-70,396.00	61.9%	
09 OTHER CHGS							
0.00	0.00	-35.00	0.00	0.00	35.00	100.0%	
10 FEES							
-100,000.00	-100,000.00	-50,265.43	-1,580.00	0.00	-49,734.57	50.3%	
11 RENTALS							
-60,000.00	-60,000.00	-20,655.00	-3,250.00	0.00	-39,345.00	34.4%	
13 DEPT LIBRARY							
-9,000.00	-9,000.00	-4,533.62	-124.00	0.00	-4,466.38	50.4%	
16 OTHER DEPTL							
-134,000.00	-134,000.00	-157,854.19	-10,704.78	0.00	23,854.19	117.8%	
17 LIC & PERMITS							
-417,750.00	-417,750.00	-247,623.60	-13,728.25	0.00	-170,126.40	59.3%	
19 FINES & FORFEIT							
-20,000.00	-20,000.00	-11,289.38	-795.00	0.00	-8,710.62	56.4%	
20 INVMT INCOME							
-15,000.00	-15,000.00	-82,272.31	0.00	0.00	67,272.31	548.5%	
21 MISC RECURRING							
-900,000.00	-900,000.00	-800,275.42	0.00	0.00	-99,724.58	88.9%	
30 CHERRY SHEET							
-1,482,608.00	-1,482,608.00	-676,522.00	0.00	0.00	-806,086.00	45.6%	
33 OTHER INTERGOV							
-6,519.00	-6,519.00	0.00	0.00	0.00	-6,519.00	.0%	
41 PERSONAL PROPERTY							
-350,000.00	-350,000.00	-235,714.87	-27,065.72	0.00	-114,285.13	67.3%	
42 REAL ESTATE							
-25,091,502.72	-25,091,502.72	-13,137,663.73	-1,532,567.35	0.00	-11,953,838.99	52.4%	
43 ALLOWANCE FOR AB/EXE							
-150,000.00	-150,000.00	0.00	0.00	0.00	-150,000.00	.0%	
44 LIENS & OTHER TAXES							
0.00	0.00	-165,387.59	-22,002.10	0.00	165,387.59	100.0%	
49 TRANSFERS IN/OFS							
-936,910.73	-936,910.73	0.00	0.00	0.00	-936,910.73	.0%	
98 CASH ACCOUNTS							
0.00	0.00	-8,686,718.47	0.00	0.00	8,686,718.47	100.0%	

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TOWN OF OAK BLUFFS  
YTD REVENUE REPORT

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FOR 2020 07

JOURNAL DETAIL 2020 1 TO 2020 13

ACCOUNTS FOR: 01	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
TOTAL GENERAL FUND								
-31,626,290.45	-31,626,290.45	-25,905,180.87	-1,640,150.17	0.00	-5,721,109.58	81.9%		
TOTAL REVENUES								
-31,626,290.45	-31,626,290.45	-25,905,180.87	-1,640,150.17	0.00	-5,721,109.58			

Preliminary Fiscal Year 2020 Local Estimated Receipts By Monthly Collections (Unaudited)

TO 1/24

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 12,750	\$ 86,348	\$ 28,526	\$ 22,701	\$ 5,766	\$ 16,728	\$ 7,292	\$ -	\$ -	\$ -	\$ -	\$ -	180,111
02 Other Excise	\$ 122	\$ (76)	\$ 534,908	\$ 5,541	\$ 1,871	\$ 665,694	\$ 156	\$ -	\$ -	\$ -	\$ -	\$ -	1,208,217
03 Penalties and Interest	\$ 24,651	\$ 32,176	\$ 23,100	\$ 14,671	\$ 9,123	\$ 7,330	\$ 14,367	\$ -	\$ -	\$ -	\$ -	\$ -	125,418
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
08 Charges for Services-Trash	\$ 33,698	\$ 31,187	\$ 12,717	\$ 14,338	\$ 5,377	\$ 10,781	\$ 6,518	\$ -	\$ -	\$ -	\$ -	\$ -	114,616
10 Fees	\$ 6,885	\$ 6,534	\$ 8,500	\$ 10,336	\$ 7,554	\$ 8,900	\$ 1,580	\$ -	\$ -	\$ -	\$ -	\$ -	50,288
11 Rentals	\$ 1,500	\$ 6,355	\$ 750	\$ 3,250	\$ -	\$ 5,550	\$ 3,250	\$ -	\$ -	\$ -	\$ -	\$ -	20,655
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 786	\$ 598	\$ 1,635	\$ 484	\$ 784	\$ 123	\$ 124	\$ -	\$ -	\$ -	\$ -	\$ -	4,534
16 Other Dept. Revenue	\$ 46,872	\$ 6,097	\$ 18,438	\$ 48,802	\$ 3,887	\$ 23,054	\$ 10,705	\$ -	\$ -	\$ -	\$ -	\$ -	157,854
17 Licenses and Permits	\$ 38,449	\$ 30,243	\$ 45,193	\$ 35,749	\$ 53,432	\$ 30,831	\$ 13,728	\$ -	\$ -	\$ -	\$ -	\$ -	247,624
19 Fines and Forfeits	\$ 1,998	\$ 1,434	\$ 2,370	\$ 2,060	\$ 1,288	\$ 1,345	\$ 795	\$ -	\$ -	\$ -	\$ -	\$ -	11,289
20 Investment Income	\$ 14,839	\$ 18,846	\$ 10,421	\$ 12,507	\$ 11,054	\$ 12,062	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	79,728
21 Other Miscellaneous-Recurring	\$ 377,533	\$ 318,954	\$ 99,364	\$ 20,256	\$ (15,832)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	800,275
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total</b>	<b>\$ 560,082</b>	<b>\$ 538,694</b>	<b>\$ 785,922</b>	<b>\$ 190,695</b>	<b>\$ 84,304</b>	<b>\$ 782,398</b>	<b>\$ 58,515</b>	<b>\$ -</b>	<b>3,000,609</b>				
<b>Cummulative Monthly Totals</b>	<b>\$ 560,082</b>	<b>\$ 1,098,776</b>	<b>\$ 1,884,699</b>	<b>\$ 2,075,393</b>	<b>\$ 2,159,697</b>	<b>\$ 2,942,094</b>	<b>\$ 3,000,609</b>						

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total</b>	<b>\$ 532,871</b>	<b>\$ 464,403</b>	<b>\$ 684,877</b>	<b>\$ 108,041</b>	<b>\$ 143,089</b>	<b>\$ 541,114</b>	<b>\$ 127,541</b>	<b>\$ 511,363</b>	<b>\$ 466,149</b>	<b>\$ 204,533</b>	<b>\$ 367,211</b>	<b>\$ 340,122</b>	<b>4,491,314</b>
<b>Cummulative Monthly Totals</b>	<b>\$ 532,871</b>	<b>\$ 997,274</b>	<b>\$ 1,682,151</b>	<b>\$ 1,790,192</b>	<b>\$ 1,933,281</b>	<b>\$ 2,474,395</b>	<b>\$ 2,601,936</b>	<b>\$ 3,113,299</b>	<b>\$ 3,579,448</b>	<b>\$ 3,783,981</b>	<b>\$ 4,151,192</b>	<b>\$ 4,491,314</b>	<b>\$ 4,491,314</b>

Percentage change from PY for same period

5%      10%      12%      16%      12%      19%

Martha's Vineyard Regional High School District  
 Re-Certification of FY21 Budget  
 February 3, 2020

DESCRIPTION	FY21 AMOUNT						
Operating & Capital Budget							23,014,494.16
Charter School/School Choice Tuition							778,829.00
Less							
Chapter 70 State Aid							2,895,990.00
Chapter 71 Regional Transportation Aid							322,057.00
School Building Assistance Reimbursement							0.00
Other Revenues							355,011.07
E&D Offset							525,000.00
Net Amount for Assessments							19,695,265.09
<b>Town Apportionments</b>	<b>Aquinnah</b>	<b>Chilmark</b>	<b>Edgartown</b>	<b>Oak Bluffs</b>	<b>Tisbury</b>	<b>West Tisbury</b>	<b>Total</b>
(i) Required Minimum Local Contribution	172,685.00	456,381.00	2,294,241.00	2,272,162.00	2,106,456.00	1,233,463.00	8,535,388.00
(ii) Excess of NSS over Required Minimum	176,723.06	562,300.68	2,699,043.58	3,052,489.59	2,779,372.10	1,510,179.09	10,780,108.09
(iii) Transportation	6,473.18	20,596.48	98,863.12	111,809.48	101,805.47	55,316.27	394,864.00
(iii) Capital	8,318.11	26,466.73	127,040.30	143,676.53	130,821.26	71,082.07	507,405.00
(iii) Other Costs	40.98	130.40	625.93	707.90	644.56	350.22	2,500.00
<b>Gross Assessments</b>	<b>364,240.33</b>	<b>1,065,875.29</b>	<b>5,219,813.94</b>	<b>5,580,845.49</b>	<b>5,119,099.39</b>	<b>2,870,390.65</b>	<b>20,220,265.09</b>
Less E&D Offset	8,606.56	27,384.50	131,445.61	148,658.72	135,357.67	73,546.95	525,000.00
<b>FY21 Assessments Per Statutory Assmt Method</b>	<b>355,633.78</b>	<b>1,038,490.79</b>	<b>5,088,368.33</b>	<b>5,432,186.77</b>	<b>4,983,741.71</b>	<b>2,796,843.71</b>	<b>19,695,265.09</b>
This schedule presents the town apportionments consistent with DESE's Statutory Assessment Methodology format.							

**Martha's Vineyard Regional High School District  
Budget for Fiscal Year 2021  
RECERTIFIED: 2/03/20**

	EXPENDED 17-18	BUDGET 18-19	EXPENDED 18-19	BUDGET 19-20	RECERTIFIED 20-21	%	FY20 vs FY21 Variance
<b>ADMINISTRATION: SUPT/SHARED SERVICES</b>							
1	UNION SECRETARY	423.50	340.00	451.00	500.00	500.00	0.00
2	SALARY, SUPERINTENDENT	33,855.33	35,000.00	34,238.49	36,000.00	37,000.00	1,000.00
3	SALARY, ADMINISTRATIVE ASSISTANT	15,838.10	15,148.20	15,142.83	15,489.00	16,400.00	911.00
4	CRIMINAL HISTORY CHECKS						0.00
5	FINGERPRINTING	361.30	900.00	292.50	400.00	400.00	0.00
6	RESEARCH AND DEVELOPMENT	5,821.87	1,000.00	529.45	2,000.00	2,000.00	0.00
7	SUPERINTENDENT SEARCH						0.00
8	SUPT CONTRACTUAL TRAVEL	600.00	840.00	600.00	840.00	840.00	0.00
9	SUPT CONTRACTUAL CELLPHONE	240.00		240.00			0.00
10	ADVERTISING	156.23	300.00	200.84	200.00	200.00	0.00
11	POSTAGE	200.01	200.00	391.99	200.00	200.00	0.00
12	OFFICE SUPPLIES	1,869.78	2,200.00	2,055.46	2,000.00	2,000.00	0.00
13	COPIER SUPPLIES	215.22	260.00	170.53	260.00	260.00	0.00
14	COPIER LEASE	844.08	845.00	844.09	845.00	845.00	0.00
15	DUES AND SUBSCRIPTIONS	2,478.60	2,400.00	2,672.43	2,400.00	2,400.00	0.00
16	SALARY, SECRETARIES	35,634.24	36,647.31	35,880.81	44,543.05	45,881.27	1,338.22
17	SALARY, FINANCIAL ADMIN ASSISTANTS	30,214.90	30,344.00	31,855.88	33,454.00	32,166.40	(1,287.60)
18	SALARY, SECRETARY LONGEVITY	2,620.00	2,200.00	2,200.00	2,440.00	2,300.00	(140.00)
19	SO INCREMENTS HS & ELEM SHARED		5,361.60		8,694.60	4,261.19	(4,433.41)
20	SECRETARIAL WORKSHOPS		200.00		600.00	600.00	0.00
21	SO SECRETARIAL TRAVEL	23.72	30.00		400.00	400.00	0.00
22	SBA SALARY	24,892.62	24,999.00	24,995.42	25,561.40	26,072.60	511.20
23	SBA LONGEVITY	300.00	300.00	450.00	450.00	450.00	0.00
24	SBA WORKSHOPS	685.19	800.00	531.95	800.00	800.00	0.00
25	SBA CONTRACTUAL TRAVEL	360.00	360.00	360.00	360.00	360.00	0.00
26	GRANT COORDINATOR'S SALARY	8,162.79	4,634.60	7,043.36	10,400.00	10,400.00	0.00
27	GRANT COORDINATOR'S LONGEVITY	413.33	320.00				0.00
28	NETWORK ENHANCEMENT	269.99	200.00	359.99	200.00	200.00	0.00
29	EQUIPMENT PURCHASE	1,375.32	1,000.00	4,990.48	1,300.00	1,300.00	0.00
	<b>SUB-TOTAL FOR SUPT/SHARED SERVICES</b>	<b>167,856.12</b>	<b>166,829.71</b>	<b>166,497.50</b>	<b>190,337.05</b>	<b>188,236.46</b>	<b>-1.10%</b> <b>(2,100.59)</b>
<b>ADMINISTRATION: HIGH SCHOOL PROGRAMS</b>							
30	SCHOOL COMMITTEE SECRETARY	4,850.00	4,900.00	6,140.00	4,900.00	5,900.00	1,000.00
31	SAL, TREASURER	35,322.00	35,322.00	36,117.00	36,117.00	36,839.00	722.00
32	FINANCE MANAGER HS	100,963.00	100,963.00	103,235.00	103,235.00	105,300.00	2,065.00
33	PAYROLL PROCESSING	29,096.20	18,557.28	15,955.56	18,557.28	18,557.28	0.00
34	AUDIT	47,874.26	42,300.00	45,941.20	42,300.00	49,441.50	7,141.50
35	FINANCE PROFESSIONAL DEVELOPMENT	0.00	600.00	0.00	600.00	600.00	0.00
36	MANAGEMENT ASSISTANCE	12,731.90	12,200.00	11,902.11	12,200.00	12,200.00	0.00
37	TR/SC SUPPLIES AND MATERIALS	4,030.53	5,000.00	2,744.40	5,000.00	5,000.00	0.00
38	LEGAL SERVICES	56,979.10	35,000.00	39,319.75	35,000.00	40,000.00	5,000.00
	<b>SUB-TOTAL FOR HIGH SCHOOL PROGRAMS</b>	<b>291,846.99</b>	<b>254,842.28</b>	<b>261,355.02</b>	<b>257,909.28</b>	<b>273,837.78</b>	<b>6.18%</b> <b>15,928.50</b>
	<b>TOTAL ADMINISTRATION</b>	<b>459,703.11</b>	<b>421,671.99</b>	<b>427,852.52</b>	<b>448,246.33</b>	<b>462,074.24</b>	<b>3.08%</b> <b>13,827.91</b>
<b>INSTRUCTION: SUPT/SHARED SERVICES</b>							
39	ASCI SALARY	27,880.86	29,120.00	29,128.72	29,786.60	30,382.40	595.80
40	ASCI LONGEVITY		300.00	450.00	450.00	450.00	0.00
41	ASCI CONTRACTUAL TRAVEL		360.00	0.00	360.00	360.00	0.00
42	ASCI SUPPLIES	8.95					0.00
43	HEALTH EDUCATION COORDINATOR (ALL ISLAND)				7,402.80	16,055.50	8,652.70

**Martha's Vineyard Regional High School District**  
**Budget for Fiscal Year'2021**  
**RECERTIFIED: 2/03/20**

	EXPENDED 17-18	BUDGET 18-19	EXPENDED 18-19	BUDGET 19-20	RECERTIFIED 20-21	%	FY20 vs FY21 Variance
44 HEALTH EDUCATION CONTRACTUAL (ALL ISLAND)				19,784.00	10,080.29		(9,703.71)
45 ELL DIRECTOR SALARY	21,541.61	21,541.60	22,026.19	22,026.20	24,000.00		1,973.80
46 ELL CONTRACTUAL TRAVEL	360.00	360.00	360.00	360.00	360.00		0.00
47 ELL CONTRACTUAL SERVICES (Translations)	182.00	200.00	877.17	200.00	200.00		0.00
48 ELL SUPPLIES	90.48	200.00	57.11	200.00	200.00		0.00
49 ELL WORKSHOPS	602.98	600.00	164.67	600.00	600.00		0.00
50 SPED ADMIN SALARY	26,237.59	26,480.00	26,828.03	26,828.00	27,364.60		536.60
51 SPED ADMIN LONGEVITY		0.00					0.00
52 SPED SEC SALARY	12,306.80	12,735.59	13,104.39	12,742.45	13,322.20		579.75
53 SPED SECRETARY LONGEVITY	420.00	420.00	420.00	420.00	420.00		0.00
54 SPED POSTAGE EXPENSE	200.00	200.00	318.83	200.00	200.00		0.00
55 SPED ADMIN SUPPLIES	400.03	400.00	392.76	400.00	400.00		0.00
56 SPED TRAVEL		580.00		580.00	580.00		0.00
57 SPED COMPUTER LICENSE & SUPPORT	1,075.20	1,500.00	1,233.52	1,500.00	1,500.00		0.00
58 SPED CONTRACTUAL TRAVEL	360.00		360.00				0.00
59 SPED ADMIN CONTR CELLPHONE							0.00
60 SHARED SERVICES COORD. SALARY	19,999.97		20,450.00				0.00
61 SHARED SERVICES COORD. - CONTRACTUAL							0.00
62 SHARED SERVICES COORD. LONGEVITY							0.00
63 SHARED SERVICES COORD TRAVEL	121.27						0.00
64 BCBA SALARIES		20,000.00		20,450.00	21,600.00		1,150.00
65 SPEECH TEACHER SALARY	94,897.27	109,281.04	108,847.08	88,405.84	83,888.20		(4,517.64)
66 SPEECH TEACHER LONGEVITY							0.00
67 SPEECH SUMMER PROGRAM	1,810.89	2,600.00	1,747.96	2,000.00	2,000.00		0.00
67A SPEECH CONTRACTUAL			480.00				0.00
68 SPEECH SUPPLIES & EXPENSES	68.71	200.00	200.10	200.00	200.00		0.00
69 ASCI SITE-BASED COORDINATORS							0.00
70 ASCI WORKSHOPS	2,080.00	300.00	660.00	300.00	300.00		0.00
71 SPED ADMIN WORKSHOPS	180.91	200.00	199.77	200.00	200.00		0.00
72 PROFESSIONAL ENHANCEMENT	17,600.00	17,600.00	17,158.23	17,600.00	21,000.00		3,400.00
73 ISLAND-WIDE LRPC	1,684.66	6,000.00	3,380.17	6,000.00	6,000.00		0.00
73A ISLAND-WIDE LRPC MENTORS			748.76				0.00
74 SPED STAFF MILEAGE REIMB	1,234.15	2,200.00	1,420.32	2,200.00	2,200.00		0.00
75 FELIX NECK PROGRAM	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00		0.00
76 ISLAND-WIDE PHYSICIAN	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00		0.00
77 SHARED MILEAGE REIMBURSEMENT	438.90	700.00	362.76	700.00	700.00		0.00
78 PSYCHOLOGISTS SALARIES - SPED	52,621.63	60,475.40	53,187.59	54,379.60	57,938.60		3,559.00
79 PSYCHOLOGISTS LONGEVITY - SPED	1,600.00	1,150.00	850.00	850.00	850.00		0.00
80 PSYCHOLOGISTS CONTRACTUAL - SPED	1,945.16		228.99				0.00
81 PSYCHOLOGISTS SUPPLIES - SPED	44.00	100.00	198.38	100.00	100.00		0.00
82 MVALP ADMIN SALARY	1,000.00	1,000.00	999.97	1,000.00	1,000.00		0.00
83 MVALP OTHER COSTS	2,206.47	300.00	299.58	300.00	300.00		0.00
84 SUMMER PSYCHOLOGISTS SALARIES - SPED		0.00					0.00
<b>SUB-TOTAL SUPT/SHARED SERVICES</b>	<b>295,300.49</b>	<b>321,203.63</b>	<b>311,241.05</b>	<b>322,625.49</b>	<b>328,851.79</b>	<b>1.93%</b>	<b>6,226.30</b>
<b>INSTRUCTION: HIGH SCHOOL PROGRAMS</b>							
85 SECRETARIES, PRIN.	238,235.50	247,420.98	289,366.00	268,121.73	277,185.93		9,064.20
86 PRINCIPAL'S SALARY	151,410.00	151,140.00	154,817.00	154,817.00	157,913.00		3,096.00
87 ADMIN ASST/PRINCIPAL	66,123.00	65,000.00	66,463.00	66,463.00	67,792.00		1,329.00
88 HS SCHEDULER	76,269.00	76,269.00	77,985.00	77,985.00	79,545.00		1,560.00
89 SECRETARIES LONGEVITY	5,800.00	3,700.00	4,200.00	5,800.00	5,800.00		0.00
90 HS SCHEDULER LONGEVITY	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00		0.00

**Martha's Vineyard Regional High School District**  
**Budget for Fiscal Year'2021**  
**RECERTIFIED: 2/03/20**

	EXPENDED 17-18	BUDGET 18-19	EXPENDED 18-19	BUDGET 19-20	RECERTIFIED 20-21	%	FY20 vs FY21 Variance
91	ADMINISTRATORS LONGEVITY	4,500.00	6,600.00	1,500.00	8,350.00	9,850.00	1,500.00
92	OFFICE EQUIPMENT & REPAIR	4,426.11	11,000.00	7,563.06	7,500.00	7,500.00	0.00
93	ADVERTISING	5,113.72	12,000.00	7,043.16	7,000.00	7,000.00	0.00
94	ADMINISTRATIVE PROFESSIONAL DEVELOPMENT	12,632.83	16,000.00	20,034.00	16,000.00	16,000.00	0.00
95	POSTAGE - PRINCIPAL'S OFFICE	10,107.00	11,000.00	7,346.54	11,000.00	11,000.00	0.00
96	PRINCIPAL'S R&D	6,000.00	10,000.00	8,999.00	9,000.00	9,000.00	0.00
97	STUDENT WORK/LEADERSHIP PROGRAM	2,548.28	15,000.00	5,923.04	5,000.00	7,000.00	2,000.00
97A	STUDENT ACTIVITIES (GENERAL FUND)					8,000.00	8,000.00
98	NEASC EVALUATION	4,165.00	4,000.00	3,775.00	4,000.00	4,000.00	0.00
99	PRINCIPAL'S OFFICE SUPPLIES	12,631.91	10,880.00	12,321.94	9,600.00	12,300.00	2,700.00
100	OFFICE COMPUTER SUPPLIES	0.00	3,000.00	183.60	1,500.00	1,500.00	0.00
101	TRAVEL PRINCIPAL'S OFFICE	0.00	300.00		0.00	0.00	0.00
102	PRINCIPAL'S OTHER EXPENSE	16,310.75	15,000.00	14,926.06	12,500.00	12,500.00	0.00
103	OFFICE COMPUTER HS PRINC.	3,208.00	7,000.00	2,849.05	6,000.00	5,000.00	(1,000.00)
104	ASST PRINCIPAL'S SALARY	121,463.00	121,463.00	191,997.84	101,000.00	110,000.00	9,000.00
104A	SAL, DIR OF STUDENT AFFAIRS				80,000.00	98,000.00	18,000.00
105	NON CONTRACT STIPENDS	39,025.00	20,000.00	33,907.50	20,000.00	33,900.00	13,900.00
106	SALARY INCREMENTS SC	0.00	0.00	0.00	0.00	0.00	0.00
107	SALARY INCREMENTS NON-CONTRACT	1,217.82	42,000.00	0.00	42,000.00	42,000.00	0.00
108	SAL SPED THERAPEUTIC PROGRAM COUNSELOR	53,696.50	55,173.38	55,174.50	56,387.32	57,543.23	1,155.92
109	HS SPED SECRETARY	59,023.00	60,498.17	61,112.00	62,456.21	63,887.28	1,431.07
110	SPED DIRECTOR	113,612.00	113,612.00	116,168.00	115,168.00	118,491.00	3,323.00
111	SPED DIRECTOR LONGEVITY	1,500.00	1,500.00	2,250.00	2,250.00	2,250.00	0.00
112	SPED DIRECTOR CONTRACTUAL TRAVEL	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	0.00
113	CTE COORDINATOR SALARY	121,463.00	121,463.00	124,196.00	124,196.00	126,680.00	2,484.00
114	HS TECHNOLOGY DIRECTOR	90,352.00	90,352.00	92,385.00	92,385.00	94,233.00	1,848.00
115	SAL, TECHNOLOGY COORDINATOR	76,990.00	76,990.00	78,613.38	66,000.00	67,320.00	1,320.00
116	SAL, ART TEACHERS	335,396.73	362,863.92	362,863.00	377,030.38	391,177.67	14,147.29
117	ART TEACHERS LONGEVITY	2,250.00	2,250.00	2,250.00	3,500.00	3,500.00	0.00
118	SAL, BUSINESS EDUCATION	89,529.00	97,651.00	95,292.00	100,313.37	102,369.61	2,056.24
119	BUSINESS ED LONGEVITY	1,500.00	1,500.00	0.00	0.00	0.00	0.00
120	SAL, COMPUTER SCIENCE	93,161.00	98,152.97	95,722.00	100,312.37	102,368.61	2,056.24
121	SAL, DRAMA TEACHER (PART TIME)	40,496.80	43,726.29	43,727.00	44,688.48	45,604.52	916.04
122	DRIVERS EDUCATION PROGRAM	26,523.00	27,318.18	27,318.60	27,318.18	27,318.60	0.42
123	SAL, ENGLISH	697,617.21	710,393.56	704,466.30	716,728.43	665,926.75	(50,801.68)
124	ENGLISH LONGEVITY	11,750.00	16,750.00	10,250.00	9,500.00	3,750.00	(5,750.00)
125	SAL, FOREIGN LANGUAGES	508,452.07	630,269.11	564,596.00	651,274.59	692,146.54	40,871.96
126	SAL, FOREIGN LANG LONGEVITY	1,500.00	1,500.00	3,000.00	4,500.00	4,500.00	0.00
127	SAL, MATH	837,990.35	864,711.78	880,309.00	882,909.42	981,756.62	98,847.20
128	MATH LONGEVITY	8,750.00	11,500.00	5,250.00	5,250.00	6,750.00	1,500.00
129	SAL, PHYS ED/HEALTH	372,224.06	416,947.34	394,034.85	415,677.25	432,201.67	16,524.42
130	PHYS ED/HEALTH LONGEVITY	8,000.00	8,000.00	4,500.00	5,750.00	5,750.00	0.00
131	SAL, SCIENCE	741,898.65	786,269.30	776,214.00	809,464.86	827,690.17	18,225.31
132	SCIENCE LONGEVITY	16,000.00	17,500.00	14,500.00	14,500.00	14,500.00	0.00
133	SAL, SOCIAL STUDIES	661,541.49	737,301.31	703,887.30	768,892.46	758,480.12	(10,212.34)
134	SOCIAL STUDIES LONGEVITY	5,250.00	8,750.00	5,250.00	5,250.00	6,750.00	1,500.00
135	SAL, MUSIC	230,901.42	233,115.21	214,163.50	222,003.44	236,925.37	14,921.93
136	MUSIC LONGEVITY	6,500.00	6,500.00	4,250.00	4,250.00	5,750.00	1,500.00
137	SAL, ELL TEACHER	197,270.00	203,792.90	204,342.00	297,940.42	293,474.82	(4,465.61)
138	SAL, ELL TEACHER LONGEVITY	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
139	SAL, SPED TEACHERS	835,782.82	897,321.05	954,922.00	1,082,108.31	1,052,795.16	(29,313.15)
140	SPED TEACHERS LONGEVITY	13,000.00	13,000.00	13,000.00	15,000.00	18,000.00	3,000.00

**Martha's Vineyard Regional High School District  
Budget for Fiscal Year 2021  
RECERTIFIED: 2/03/20**

		EXPENDED 17-18	BUDGET 18-19	EXPENDED 18-19	BUDGET 19-20	RECERTIFIED 20-21	%	FY20 vs FY21 Variance
141	SAL, PROJECT VINE TEACHERS	360,492.21	381,487.28	381,197.15	389,852.39	298,010.54		(91,841.86)
142	SAL, PROJECT VINE LONGEVITY	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00		0.00
143	SAL, PROJECT VINE COUNSELOR	53,696.50	55,173.38	55,173.38	56,387.32	57,543.23		1,165.92
144	SAL, CTE AUTOMARINE	68,505.00	73,207.32	73,207.00	77,695.51	82,239.68		4,544.17
145	SAL, CTE BUILDING TRADES	95,526.00	98,152.97	98,153.00	102,795.83	104,903.39		2,107.56
146	CTE BUILDING TRADES LONGEVITY	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00		0.00
147	SAL, CTE CULINARY ARTS	140,858.00	145,913.83	145,915.00	150,853.27	162,872.77		12,019.50
148	SAL, CTE CULINARY LONGEVITY	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00		0.00
149	SAL, CTE HORTICULTURE	53,525.00	70,921.00	70,921.00	75,371.48	79,857.25		4,485.77
150	CTE HORTICULTURE LONGEVITY	0.00	3,500.00	0.00	0.00	0.00		0.00
151	SAL, CTE HEALTH (NURSING) ASSISTANT	81,632.03	95,831.84	83,596.00	87,661.03	108,040.42		20,379.39
152	CTE, MARITIME STUDIES	37,037.00	49,857.60	49,857.60	49,857.60	49,857.60		0.00
153	SAL, SUBSTITUTES	115,002.00	80,000.00	63,420.00	91,272.33	91,272.33		0.00
154	SAL, LONG TERM SUBSTITUTES	135,674.03	0.00	124,806.46	0.00	0.00		0.00
155	SUBSTITUTES SPED	14,800.00	0.00	31,075.00	14,106.67	14,106.67		0.00
156	SUBSTITUTES VOCATIONAL	2,385.00	0.00	1,710.00	2,400.00	2,400.00		0.00
157	SAL, REGULAR ASSISTANTS	44,267.31	66,049.73	50,465.21	93,728.62	95,097.77		1,369.15
158	SAL, NURSING SUPPORT	19,399.46	18,833.52	19,306.30	18,833.52	18,833.52		0.00
159	SAL, TECH ASSISTANT	36,465.00	36,906.83	0.00	0.00	0.00		0.00
160	SAL, SPED ASSISTANTS	317,936.81	368,877.48	337,259.51	385,960.29	412,369.14		26,408.85
161	SPED ASST LONGEVITY	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00		0.00
162	TUTORING (SPED)	58,501.54	18,000.00	28,105.20	18,000.00	18,000.00		0.00
163	TUITIONS (SPED)	0.00	500.00	0.00	500.00	500.00		0.00
164	SAL, LIBRARIAN	93,161.00	96,752.21	95,722.00	97,827.88	99,832.81		2,004.93
165	TITLE I PARTIAL GRANT POSITIONS	17,964.00	18,456.27	33,779.00	35,779.20	35,796.70		17.50
166	SUBSTITUTES PROF DEVELOPMENT	5,580.00	10,000.00	6,435.00	10,000.00	10,000.00		0.00
167	SAL, OTHER CONTRACTED STIPEND	126,840.00	136,500.00	116,940.00	136,500.00	122,600.00		(13,900.00)
168	UNDISTRIBUTED PROFESSIONAL DEVELOPMENT	15,669.33	20,000.00	11,343.44	20,000.00	19,525.00		(475.00)
169	INSERVICE TRAINING	120.00	1,500.00	4,000.00	1,500.00	1,500.00		0.00
170	STAFF DEVELOPMENT	13,924.53	6,250.00	6,250.00	8,000.00	16,000.00		8,000.00
171	COPIER LEASES	19,954.08	22,080.00	23,757.36	22,080.00	36,957.36		14,877.36
172	GUID./PROF. DEVELOPMENT & WORKSHOPS	2,058.41	2,000.00	2,234.54	2,000.00	2,000.00		0.00
173	UNDISTRIBUTED TEXTBOOKS	15,935.11	40,500.00	32,251.74	20,500.00	34,500.00		14,000.00
174	UNDISTRIBUTED SUPPLIES	170,433.49	193,878.50	193,810.84	193,878.50	200,952.50		7,074.00
175	PHYS ED EQUIPMENT	0.00	4,000.00	150.92	4,000.00	4,000.00		0.00
176	MUSIC SUPPLIES	5,727.26	8,000.00	7,764.20	8,000.00	8,000.00		0.00
177	PROJECT VINE SUPPLIES	2,477.33	2,000.00	2,230.24	2,000.00	2,600.00		600.00
178	BOOKS & SUPPLIES (Library)	7,121.79	12,955.50	10,001.49	12,955.50	11,920.00		(1,035.50)
179	AUDIO/VISUAL (Library)	2,783.92	5,000.00	4,156.17	5,000.00	1,500.00		(3,500.00)
180	CTE MACHINERY	24,750.53	25,100.00	24,217.07	20,100.00	20,100.00		0.00
181	LIBRARY FURNITURE	0.00	800.00	4,522.07	800.00	800.00		0.00
182	ELL TRANSLATIONS	3,830.00	8,000.00	605.00	8,000.00	1,500.00		(6,500.00)
183	ELL CONTRACTUAL SERVICES	0.00						0.00
184	IEP REQUIRED EXPENSES	76,106.51	58,051.15	55,671.74	58,051.15	58,051.15		0.00
185	MAINTENANCE & CONTRACTUAL EXPENSES	44,080.42	38,744.00	52,687.45	38,744.00	46,700.00		7,956.00
186	COMPUTER EQUIP. & REPAIR (Supplies)	36,072.65	36,000.00	25,378.77	36,000.00	36,000.00		0.00
187	INSTRUCTIONAL SOFTWARE	1,787.50	7,300.00	3,287.50	7,300.00	11,800.00		4,500.00
188	COMPUTER CAPITAL EQUIP PURCHASE/LEASE	17,321.00	24,333.00	24,561.45	32,833.00	58,813.00		25,980.00
189	SAL, GUIDANCE DIRECTOR - REG	0.00	0.00	0.00	0.00	0.00		0.00
190	SAL, GUID. COUNSELORS - REG	405,927.00	424,683.78	412,576.00	436,277.54	453,278.37		17,000.83
191	SAL, GUIDANCE SECRETARIES - REG	109,254.88	111,985.97	113,122.00	115,610.43	113,706.89		(1,903.54)
192	SAL, ADJUSTMENT COUNSELOR - REG	111,134.00	114,189.68	113,641.00	116,701.94	117,948.44		1,246.50

**Martha's Vineyard Regional High School District  
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		EXPENDED 17-18	BUDGET 18-19	EXPENDED 18-19	BUDGET 19-20	RECERTIFIED 20-21	%	FY20 vs FY21 Variance
193	SAL, INTERVENTION COORDINATOR	90,411.00	90,411.00	92,445.00	92,445.00	0.00		(92,445.00)
194	GUIDANCE LONGEVITY - REG	13,500.00	17,000.00	8,500.00	8,500.00	8,500.00		0.00
195	GUIDANCE SECRETARY LONGEVITY	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00		(3,100.00)
196	GUID./SUPPLIES & EXPENSE - REG	7,387.59	8,000.00	6,969.33	8,000.00	8,000.00		0.00
197	STAFF ATTRITION/VACANCIES/GENERAL REDUCTIO	0.00			-100,000.00	-222,005.00		(122,005.00)
198	MCAS REMEDIATION	1,260.00	5,000.00	0.00	5,000.00	5,000.00		0.00
199	TUTORING - (NON-SPED)	36,047.27	21,360.58	4,523.48	21,360.58	21,360.58		0.00
199	SAL, ACCESS PROGRAM COORDINATOR		64,000.00	64,440.00	65,440.00	66,749.00		1,309.00
200	AP TESTING	24,328.00	17,000.00	27,123.00	17,000.00	25,725.50		8,725.50
	<b>SUB-TOTAL HIGH SCHOOL PROGRAMS</b>	<b>10,199,659.61</b>	<b>10,794,139.82</b>	<b>10,744,373.95</b>	<b>11,199,801.78</b>	<b>11,245,093.26</b>	<b>0.40%</b>	<b>45,291.48</b>
	<b>TOTAL INSTRUCTION</b>	<b>10,494,960.10</b>	<b>11,115,343.45</b>	<b>11,055,615.00</b>	<b>11,522,427.27</b>	<b>11,573,945.05</b>	<b>0.45%</b>	<b>51,517.78</b>
	<b>OTHER SCHOOL &amp; COMMUNITY SERVICES: HIGH SCHOOL PROGRAMS</b>							
201	SAL, NURSE	105,791.00	108,699.79	108,700.00	111,091.27	113,368.67		2,277.40
202	NURSE'S OFFICE LONGEVITY	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00		0.00
203	NURSE'S OFFICE SUPPLIES & EXP.	5,498.69	5,500.00	6,827.05	5,500.00	5,500.00		0.00
204	SCHOOL RESOURCE OFFICER	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00		0.00
205	FINGERPRINTING - VOLUNTEERS		420.00	0.00	0.00	0.00		0.00
206	CAFETERIA	50,646.00	72,433.20	72,433.20	111,827.20	87,827.20		(24,000.00)
207	ISLAND GROWN INITIATIVE	3,740.00	3,700.00	3,700.00	3,700.00	4,800.00		1,100.00
208	BUS ADMINISTRATOR	80,000.00	146,950.00	92,761.20	150,037.50	174,787.50		24,750.00
209	BUS ASST ADMINISTRATOR	69,370.00		70,431.00				0.00
210	BUS ADMINISTRATOR LONGEVITY	0.00		0.00		1,200.00		1,200.00
211	SAL, SPED BUS DRIVERS							0.00
212	SAL, REGULAR DAY BUS DRIVERS	383,760.42	372,050.00	374,475.25	377,280.00	415,779.00		38,499.00
213	DRIVER LONGEVITY		3,600.00	5,800.00	5,400.00	7,600.00		2,200.00
214	DRIVER SICK DAYS		18,000.00	2,566.50	18,000.00	18,000.00		0.00
215	DRIVER TRAINING PAY		10,000.00		10,000.00	10,000.00		0.00
216	TRAINING PROGRAM		2,500.00		2,500.00	2,500.00		0.00
217	SAL, ACTIVITY BUS DRIVERS							0.00
218	BUS MAINTENANCE							0.00
219	SPED TRANSPORTATION							0.00
220	ELEMENTARY TRANSPORTATION REIMBURSEMEN	-812,015.00	-1,033,840.00	-1,159,313.75	-1,132,630.00	-1,272,002.50		(139,372.50)
221	BOAT TRANSPORTATION	36,381.00	33,000.00	31,807.00	33,000.00	33,000.00		0.00
221A	BOAT TRANSPORTATION PENALTIES/OTHER					500.00		500.00
222	AIR TRANSPORTATION							0.00
223	ALTERNATE BOAT TRANSPORTATION	672.00	2,300.00	4,084.00	2,500.00	4,500.00		2,000.00
224	SURFACE TRANSPORTATION	376.92	8,000.00	3,007.38	8,000.00	5,500.00		(2,500.00)
225	BUS ADMIN CONTRACTUAL TRAVEL							0.00
226	BUS, COMPUTER EXPENSES	5,360.00	5,000.00	5,360.00	7,500.00	7,500.00		0.00
227	BUS, ADVERTISING	1,283.24	500.00	750.34	500.00	1,000.00		500.00
228	BUS, PROFESSIONAL DEVELOPMENT	436.00	4,000.00	3,269.08	4,000.00	4,000.00		0.00
229	BUS, IN SERVICE TRAINING	49.00		50.00				0.00
230	BUS, CELLPHONES	0.00						0.00
231	BUS, SECURITY CAMERAS	828.19	500.00	7,477.00	500.00	19,425.00		18,925.00
232	BUS, RADIO MAINTENANCE	220.00	3,000.00	17,500.00	3,000.00	9,000.00		6,000.00
233	BUS, DRUG & ALCOHOL TESTING	2,487.00	2,600.00	825.00	2,600.00	2,600.00		0.00
234	BUS, PHYSICAL EXAMS	3,060.00	3,000.00	5,593.00	3,000.00	5,600.00		2,600.00
235	BUS, LICENSE RENEWALS	1,190.00	2,000.00	367.50	2,000.00	2,000.00		0.00
236	BUS, UNIFORMS	0.00	1,000.00	0.00	1,000.00	1,000.00		0.00

**Martha's Vineyard Regional High School District  
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		EXPENDED 17-18	BUDGET 18-19	EXPENDED 18-19	BUDGET 19-20	RECERTIFIED 20-21	%	FY20 vs FY21 Variance
237	BUS, FUEL ON ISLAND	57,170.07	60,000.00	59,391.93	60,000.00	70,000.00		10,000.00
238	BUS, SNOW REMOVAL	0.00	500.00	0.00	500.00	500.00		0.00
239	BUS, OFFICE SUPPLIES	3,367.59	1,500.00	1,459.57	2,000.00	2,000.00		0.00
240	BUS, CONTRACTUAL TRAVEL	244.00						0.00
241	BUS, DUES & MEMBERSHIPS	40.00	1,040.00	40.00	1,040.00	40.00		(1,000.00)
242	BUS, MAINTENANCE AGREEMENT	107,629.92	110,860.00	115,283.37	122,860.00	140,000.00		17,140.00
243	BUS, NON-CONTRACTUAL BUS MAINTENANCE	3,887.02	5,000.00	2,848.45	5,000.00	8,000.00		3,000.00
244	BUS INSPECTIONS & REGISTRATIONS	7,811.00	3,500.00	7,974.00	8,500.00	8,500.00		0.00
245	BUS TOWING	3,857.13	3,000.00	6,126.10	4,000.00	4,000.00		0.00
246	BUS PARKING AREA MAINTENANCE	18,181.90	10,000.00	3,625.95	10,000.00	10,000.00		0.00
247	BUS PARKING AREA ELECTRICITY	5,584.26	4,000.00	3,782.18	4,000.00	4,000.00		0.00
248	BUS PARTS & SUPPLIES	99,136.26	70,000.00	77,983.74	100,000.00	80,000.00		(20,000.00)
249	EDGARTOWN CHAPPY FERRY FEES	1,020.00	4,500.00		4,500.00			(4,500.00)
250	SAL, CHAPPY BUS DRIVER	1,337.00	20,700.00	26,870.50	21,600.00			(21,600.00)
251	SAL, SPED DRIVERS SALARIED ADMIN/BUS		37,850.00	39,893.10	38,702.00	40,691.00		1,989.00
252	SAL, SPED DRIVERS	39,015.13	0.00					0.00
253	SAL, SPED HOURLY DRIVERS	173,236.76	180,000.00	182,567.75	193,500.00	235,155.00		41,655.00
254	SPED DRIVER/MONITOR SAFETY TRAINING		3,200.00		3,200.00	3,200.00		0.00
255	SAL, SPED BUS MONITORS	138,677.06	150,000.00	164,606.25	164,750.00	196,605.00		31,855.00
255A	SAL, SPED FIELD TRIPS/SPECIAL OLYMPICS					7,200.00		7,200.00
256	SPED BUS MAINTENANCE	6,959.45	30,000.00	26,602.87	30,000.00	20,000.00		(10,000.00)
257	BUS SPED CONTRACTED SERVICES	6,650.00	5,000.00	537.96	5,000.00	5,000.00		0.00
258	SPED TRANSPORTATION OTHER	60.00	1,000.00		1,000.00	1,000.00		0.00
259	SPED BUS FUEL	21,302.63	30,000.00	29,566.40	30,000.00	35,000.00		5,000.00
260	SAL, ON ISLAND BUS ACTIVITIES	110,700.63	120,000.00	114,296.25	120,000.00	132,400.00		12,400.00
261	SAL, OFF ISLAND ST ACT SALARIED ADMIN/BUS		37,850.00		38,702.00	40,691.00		1,989.00
262	SAL, OFF ISLAND BUS ACTIVITIES BUS DRIVERS							0.00
263	SAL, OFF ISLAND BUS ACTIVITIES HOURLY DRIVER	169,269.03	144,000.00	169,359.82	144,000.00	164,000.00		20,000.00
264	BUS OFF ISLAND ACTIVITIES MAINTENANCE	40,391.74	20,000.00	37,830.68	20,000.00	20,000.00		0.00
265	BUS OFF ISLAND ACTIVITIES FUEL	12,694.32	20,000.00	18,195.98	20,000.00	25,000.00		5,000.00
266	BUS OFF ISLAND ACTIVITIES TOLLS	224.14	450.00	450.06	450.00	450.00		0.00
267	BUS OFF ISLAND ACTIVITIES RENTALS	29,459.12	8,000.00	9,930.47	8,000.00	10,000.00		2,000.00
268	THEATER/MUSICAL PRODUCTION	10,268.46	6,000.00	7,108.43	6,000.00	6,000.00		0.00
269	SAL, ATHLETIC DIRECTOR	92,316.00	92,316.00	94,393.00	94,393.00	96,281.00		1,888.00
270	SAL, ATHLETIC TRAINER	55,424.00	55,424.00	56,671.00	56,671.00	57,804.00		1,133.00
271	ATHLETICS ICE TIME	42,904.69	40,111.64	37,445.68	40,111.64	49,566.64		9,455.00
272	ATHLETIC STIPENDS	194,728.00	198,610.00	182,451.08	198,610.00	203,928.00		5,318.00
273	ATHLETICS PLAYOFFS EXPENSE	518.00	4,534.45		4,534.45	4,534.45		0.00
267A	ATHLETICS OFFICIALS	49,740.33		48,175.00	54,740.33	54,740.33		0.00
274	ATHLETICS SUPPLIES	73,630.86	109,170.55	80,755.63	59,430.22	64,430.22		5,000.00
275	GRADUATION EXPENSE	7,874.71	8,000.00	7,297.12	8,000.00	8,000.00		0.00
276	VISITING ARTISTS	100.00	1,600.00	1,600.00	1,600.00	1,600.00		0.00
	<b>TOTAL OTHER SERVICES</b>	<b>1,626,047.67</b>	<b>1,474,129.63</b>	<b>1,375,091.07</b>	<b>1,517,200.61</b>	<b>1,576,801.51</b>	<b>3.93%</b>	<b>59,600.90</b>
	<b>TOTAL OTHER SERVICES</b>	<b>1,626,047.67</b>	<b>1,474,129.63</b>	<b>1,375,091.07</b>	<b>1,517,200.61</b>	<b>1,576,801.51</b>	<b>3.93%</b>	<b>59,600.90</b>
	<b>OPERATION AND MAINTENANCE OF PLANT: SUPT/SHARED SERVICES</b>							
277	HEAT	0.00	0.00		0.00	0.00		0.00
278	ELECTRICITY	1,470.57	1,460.00	1,282.45	1,460.00	1,460.00		0.00
279	TELEPHONE	949.12	440.00	762.36	800.00	800.00		0.00
280	RECYCLING PROGRAM	232.06	220.00	255.80	320.00	320.00		0.00
281	MAINTENANCE SUPPLIES	114.74	300.00	128.22	150.00	150.00		0.00

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		EXPENDED 17-18	BUDGET 18-19	EXPENDED 18-19	BUDGET 19-20	RECERTIFIED 20-21	%	FY20 vs FY21 Variance
282	SUPT COMPUTER TECH SALARY	1,882.92		1,891.53				0.00
283	BUILDING & GROUNDS MAINTENANCE	3,551.44	5,000.00	3,465.70	3,000.00	3,600.00		600.00
284	ASBESTOS WORKSHOPS & EXPENSES		100.00		0.00	0.00		0.00
285	COPIER MAINTENANCE	313.75	729.20	146.63	400.00	400.00		0.00
286	TELEPHONE MAINTENANCE	185.92	300.00	259.67	200.00	200.00		0.00
287	INTERNET EXPENSES	140.02	170.00	174.79	160.00	160.00		0.00
288	EDUCATIONAL NETWORK SUPPORT	1,947.20	1,960.00	1,496.77	2,418.80	2,780.00		361.20
289	TECHNICAL NETWORK SUPPORT							0.00
290	ADMINISTRATIVE NETWORK SUPPORT	12,001.17	12,000.00	12,532.67	12,360.00	13,010.00		650.00
291	MAINTENANCE OF TECH EQUIPMENT		1,891.00		3,000.00	3,840.00		840.00
	<b>SUB-TOTAL SUPT/SHARED SERVICES</b>	<b>22,788.91</b>	<b>24,570.20</b>	<b>22,396.59</b>	<b>24,268.80</b>	<b>26,720.00</b>	<b>10.10%</b>	<b>2,451.20</b>
	<b>OPERATION AND MAINTENANCE OF PLANT: HIGH SCHOOL PROGRAMS</b>							
292	SAL, CUSTODIANS	331,497.51	403,678.70	380,618.57	436,022.91	445,056.94		9,034.03
293	SAL, CUSTODIAL OT & SUBS	76,485.33	25,000.00	69,543.20	31,250.00	31,250.00		0.00
294	CUSTODIAN LONGEVITY		1,500.00	1,500.00	1,500.00	1,500.00		0.00
295	BUILDING & GROUNDS COORDINATOR	86,986.00	97,594.00	99,790.00	99,790.00	101,786.00		1,996.00
296	CUSTODIAL SUPPLIES			37,692.85	60,000.00	50,000.00		(10,000.00)
297A	CUSTODIAL EQUIPMENT			4,142.97		0.00		0.00
297	HEATING BUILDING	119,247.25	119,981.53	163,077.82	134,139.35	163,077.82		28,938.47
298	UTILITIES - ELECTRICITY	209,909.56	198,566.30	194,379.05	209,909.56	209,909.56		0.00
299	UTILITIES - GAS	17,113.69	14,328.94	22,417.56	18,825.06	22,417.56		3,592.50
300	UTILITIES - TELEPHONE	25,071.28	30,116.31	28,448.69	30,718.64	30,718.64		0.00
301	UTILITIES - WATER	9,109.39	10,310.20	7,961.23	10,310.20	10,310.20		0.00
302	UTILITIES - WASTE WATER	21,809.66	32,392.16	26,216.36	32,392.16	32,392.16		0.00
303	UTILITIES - WASTE WATER BETTERMENT FEE	39,165.57	38,206.00	38,204.90	37,245.00	36,284.00		(961.00)
304	UTILITIES - DISPOSAL OF RUBBISH	23,879.18	26,941.61	23,351.28	25,141.61	28,912.85		3,771.24
305	GROUNDS PREVENTIVE MAINTENANCE	34,335.11	45,600.00	28,914.69	42,600.00	42,350.00		(250.00)
306	GROUNDS CORRECTIVE MAINTENANCE		13,500.00	7,639.58	7,000.00	7,000.00		0.00
307	GROUNDS CAPITAL PROJECTS		0.00	0.00	17,500.00	40,000.00		22,500.00
308	ATHLETICS FIELDS PREVENTIVE MAINTENANCE	98,165.71	107,500.00	82,467.85	100,500.00	106,000.00		5,500.00
309	ATHLETICS FIELDS CORRECTIVE MAINTENANCE		0.00	9,300.00	5,000.00	5,000.00		0.00
310	ATHLETICS FIELDS CAPITAL PROJECTS		22,000.00	21,881.57	10,000.00	0.00		(10,000.00)
311	SAL, PAC DIRECTOR	89,372.00	89,372.00	91,383.00	91,383.00	77,676.00		(13,707.00)
312	SAL, PAC TECHNICAL ASSISTANT	13,593.85	15,561.00	12,443.00	8,561.00	13,108.40		4,547.40
313	BUILDING PREVENTIVE MAINTENANCE		52,350.00	47,588.13	50,350.00	50,350.00		0.00
314	BUILDING CORRECTIVE MAINTENANCE			38,363.54	37,533.57	37,533.57		0.00
315	BUILDING CAPITAL PROJECTS		268,147.00	241,573.32	130,000.00	130,550.00		550.00
316	EXTRAORDINARY MAINT (INCLUDING TECH EXPER	81,500.00	0.00		0.00	0.00		0.00
317	PAC MAINTENANCE	1,002.34	1,000.00	1,061.33	1,000.00	1,000.00		0.00
318	PAC SUPPLIES	358.90	666.00	560.00	666.00	666.00		0.00
319	BUILDING SUPPLIES & EXPENSE	55,169.87	60,000.00					0.00
320	BLDG. FURNITURE & FIXTURES	6,867.39	7,000.00	6,703.83	7,000.00	25,500.00		18,500.00
321	BLDG. EQUIP. & MAINTENANCE	172,366.51						0.00
322	BUILDING EQUIPMENT PREVENTIVE MAINT		92,450.00	82,978.62	79,450.00	92,350.00		12,900.00
323	BUILDING EQUIPMENT CORRECTIVE MAINT		30,270.00	132,173.27	77,099.00	77,099.00		0.00
324	BUILDING EQUIPMENT CAPITAL PROJECTS		153,377.21	182,612.49	50,000.00	103,000.00		53,000.00
	<b>SUB-TOTAL HIGH SCHOOL PROGRAMS</b>	<b>1,513,006.10</b>	<b>1,957,408.96</b>	<b>2,084,988.70</b>	<b>1,842,887.06</b>	<b>1,972,798.70</b>	<b>7.05%</b>	<b>129,911.64</b>
	<b>TOTAL OPERATION/MAINTENANCE OF PLA</b>	<b>1,535,795.01</b>	<b>1,981,979.16</b>	<b>2,107,385.29</b>	<b>1,867,155.86</b>	<b>1,999,518.70</b>	<b>7.09%</b>	<b>132,362.84</b>

**Martha's Vineyard Regional High School District  
Budget for Fiscal Year 2021  
RECERTIFIED: 2/03/20**

	EXPENDED 17-18	BUDGET 18-19	EXPENDED 18-19	BUDGET 19-20	RECERTIFIED 20-21	%	FY20 vs FY21 Variance
<b>FIXED COSTS: SUPT/SHARED SERVICES</b>							
325	SO PAYROLL OBLIGATIONS	16,213.68	18,007.93	17,251.02	25,966.90	19,243.98	(6,722.92)
326	ASCI PAYROLL OBLIGATIONS	767.20	790.76	828.48	764.99	749.23	(15.76)
327	HEALTH EDUCATION COORD PAYROLL OBS				187.29	1,377.45	1,190.16
328	HEALTH ED COORD BENEFITS				3,416.89	3,416.89	0.00
329	SBA PAYROLL OBLIGATIONS	4,488.04	1,747.58	4,778.29	4,689.86	4,622.89	(66.97)
330	ELL DIRECTOR PAYROLL OBLIGATIONS	590.24	590.24	603.52	557.26	583.20	25.94
331	GRANT COORD PAYROLL OBLIGATIONS	522.44	1,277.56	197.28	1,875.12	1,812.72	(62.40)
332	SPED ADMIN PAYROLL OBLIGATIONS	2,976.65	3,142.23	3,233.85	3,051.94	3,060.23	8.29
333	PSYCHOLOGISTS PAYROLL OBLIGATIONS	1,451.39	1,688.54	1,480.63	1,397.31	1,428.56	31.25
334	PHYSICAL THERAPIST SALARY	19,578.19	20,116.60	20,116.61	20,116.60	0.00	(20,116.60)
335	OCCUPATIONAL THERAPIST	18,632.21	19,144.40	19,144.41	19,144.40	19,966.60	822.20
336	OT/PT SUPPLIES & EXPENSES	78.19	200.00	200.76	100.00	100.00	0.00
337	PT PAYROLL OBLIGATIONS						0.00
338	OT/PT PAYROLL OBLIGATIONS	1,607.68	1,809.58	1,861.48	1,718.81	1,732.39	13.58
339	SHARED SRVCS COORD PAYROLL OBLIGATIONS			1,111.52			0.00
340	BCBA PAYROLL OBLIGATIONS	1,084.44	548.00		517.39	524.88	7.49
341	SPEECH PAYROLL OBLIGATIONS	2,930.49	2,994.30	2,983.92	2,753.36	2,980.78	227.42
342	SPEECH CONTRACTUAL						0.00
343	MVALP DIRECTOR PAYROLL OBLIGATIONS	1,135.42	4,274.42	3,192.71	3,437.21	3,554.81	117.60
344	SO LIABILITY INSURANCE	2,352.00	2,312.60	2,527.00	2,352.00	2,352.00	0.00
345	INDIRECT COSTS FROM GRANTS				-3,600.00	-3,600.00	0.00
346	POSTAGE METER LEASE	382.84	355.00	419.08	400.00	400.00	0.00
	<b>SUB-TOTAL SUPT/SHARED SERVICES</b>	<b>74,791.08</b>	<b>78,999.74</b>	<b>79,930.56</b>	<b>88,847.33</b>	<b>64,306.61</b>	<b>-27.62%</b> <b>(24,540.72)</b>
<b>FIXED COSTS: HIGH SCHOOL PROGRAMS</b>							
347	EMPLOYEE COUNTY RETIREMENT	324,011.46	338,889.47	358,186.26	338,889.47	376,095.57	37,206.10
348	RETIRED MUNICIPAL TEACHERS	579,227.54	615,638.41	584,870.57	615,638.41	603,638.41	(12,000.00)
349	OTHER POST EMPLOYMENT BENEFITS	488,783.00	838,783.00	838,783.00	1,091,314.00	1,127,314.00	36,000.00
350	EMPLOYEE SEPARATION COSTS	39,565.00	13,000.00	35,700.00	13,000.00	10,430.00	(2,570.00)
351	ADMINISTRATOR'S INSURANCE	0.00	0.00		0.00	0.00	0.00
352	INSURANCE - WORKERS' COMP	202,149.56	203,577.40	197,525.24	210,316.40	201,969.56	(8,346.84)
353	INSURANCE - UNEMPLOYMENT	28,012.96	44,541.14	27,228.49	30,884.29	30,884.29	0.00
354	INSURANCE - MEDICARE	160,054.35	157,311.57	171,140.07	164,055.71	175,418.57	11,362.86
355	INSURANCE - MEDICAL BENEFITS	2,013,924.51	2,187,550.96	2,136,452.67	2,245,683.96	2,245,683.96	0.00
356	INSURANCE - DENTAL	56,627.25	59,632.30	58,161.50	59,632.30	61,421.27	1,788.97
357	INSURANCE - LIFE	591.97	1,018.14	213.22	608.14	608.14	0.00
358	INSURANCE - STUDENT & ATHLETICS	52,755.08	53,466.90	52,552.85	53,466.90	53,466.90	0.00
359	INSURANCE - GEN. LIABILITY	16,802.00	17,138.04	20,837.00	21,253.74	21,253.74	0.00
360	INSURANCE - PROPERTY	190,715.00	194,529.30	200,953.00	204,972.06	204,972.06	0.00
361	INSURANCE - VEHICLES	50,295.00	51,300.90	54,528.00	49,909.62	54,528.00	4,618.38
362	INSURANCE - OTHER	5,269.00	5,916.00	785.00	5,916.00	5,916.00	0.00
363	MISCELLANEOUS FIXED CHARGES	128.53	2,500.00	2,000.00	2,500.00	2,500.00	0.00
364	BUS/VEHICLE DEBT PRINCIPAL	0.00	0.00		0.00	0.00	0.00
365	BUS/VEHICLE DEBT INTEREST	0.00	0.00		0.00	0.00	0.00
366	BUS/VEHICLE CAPITAL PURCHASE	281,408.00	325,000.00	318,399.00	336,215.00	308,505.00	(27,710.00)
367	CONSTRUCTION PROJECT PRINCIPAL	0.00	0.00		0.00	0.00	0.00
368	CONSTRUCTION PROJECT INTEREST	0.00	0.00		0.00	0.00	0.00
369	ROOF PROJECT PRINCIPAL	180,000.00	180,000.00	180,000.00	180,000.00	180,000.00	0.00
370	ROOF PROJECT INTEREST	35,100.00	29,700.00	29,700.00	24,300.00	18,900.00	(5,400.00)
371	RESIDENTIAL CARE TUITIONS	866,145.36	618,171.00	595,965.54	910,745.01	1,154,342.59	243,597.58
372	CONTINGENCY/RESERVE					500,000.00	500,000.00

**Martha's Vineyard Regional High School District  
 Budget for Fiscal Year 2021  
 RECERTIFIED: 2/03/20**

	EXPENDED 17-18	BUDGET 18-19	EXPENDED 18-19	BUDGET 19-20	RECERTIFIED 20-21	%	FY20 vs FY21 Variance
							0.00
<b>SUB-TOTAL HIGH SCHOOL PROGRAMS</b>	<b>5,571,565.57</b>	<b>5,937,664.53</b>	<b>5,863,981.41</b>	<b>6,559,301.01</b>	<b>7,337,848.05</b>	<b>11.87%</b>	<b>778,547.04</b>
<b>TOTAL FIXED COSTS</b>	<b>5,646,356.65</b>	<b>6,016,664.27</b>	<b>5,943,911.97</b>	<b>6,648,148.34</b>	<b>7,402,154.66</b>	<b>11.34%</b>	<b>754,006.32</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>19,762,862.54</b>	<b>21,009,788.50</b>	<b>20,909,855.85</b>	<b>22,003,178.41</b>	<b>23,014,494.16</b>	<b>4.60%</b>	<b>1,011,315.75</b>

**Martha's Vineyard Regional High School District  
Budget for Fiscal Year 2021  
RECERTIFIED: 2/03/20**

	EXPENDED 17-18	BUDGET 18-19	EXPENDED 18-19	BUDGET 19-20	RECERTIFIED 20-21	%	FY20 vs FY21 Variance
REVENUES/REIMBURSEMENTS	RECEIVED 17-18	BUDGET 18-19	RECEIVED 18-19	BUDGET 19-20	RECERTIFIED 20-21		FY20 vs FY21 Variance
1 CHAPTER 70 SCHOOL AID	2,835,120.00	2,835,120.00	2,855,370.00	2,835,120.00	2,895,990.00		60,870.00
2 CHAPTER 71 REGIONAL TRANSPORTATION AID	304,946.00	285,259.00	309,557.00	304,948.00	322,057.00		17,111.00
3 SCHOOL BUILDING CONSTRUCTION ASSISTANCE	0.00	0.00		0.00	0.00		0.00
4 CHARTER TUITION ASSESSMENT REIMBURSEMENT	24,577.00	96,982.00	127,033.00	24,577.00	127,033.00		102,456.00
5 CHARTER TUITION ASSESSMENT	-648,068.00	-807,858.00	-772,611.00	-648,068.00	-772,611.00		(124,543.00)
6 SCHOOL CHOICE TUITION (EXPENSE)	-23,119.00	-24,075.00	-6,218.00	-24,075.00	-6,218.00		17,857.00
7 MEDICAID REIMBURSEMENTS	61,961.01	48,000.00	41,360.07	61,961.01	41,360.07		(20,600.94)
8 ELECTRICITY NET METERING CREDITS	66,163.86	60,000.00	69,497.36	66,163.86	69,497.36		3,333.50
9 E&D OFFSET	288,783.00	43,377.21		0.00	525,000.00		525,000.00
10 ATHLETIC RECEIPTS	15,201.01	25,000.00	19,466.22	20,000.00	20,000.00		0.00
11 INTEREST INCOME	27,407.72	20,000.00	57,795.14	27,407.72	57,795.14		30,387.42
12 MISC REFUNDS AND OTHER RECEIPTS	11,209.78	13,600.00	71,351.10	13,600.00	13,600.00		0.00
13 AP TESTING	25,141.50	22,553.00	29,504.00	22,553.00	25,725.50		3,172.50
<b>TOTAL REVENUE/REIMBURSEMENTS</b>	<b>2,989,323.88</b>	<b>2,617,958.21</b>	<b>2,802,104.89</b>	<b>2,704,185.59</b>	<b>3,319,229.07</b>	<b>22.74%</b>	<b>615,043.48</b>
<b>TOTAL ASSESSED EXPENSES</b>	<b>16,773,538.66</b>	<b>18,391,830.29</b>	<b>18,107,750.96</b>	<b>19,298,992.82</b>	<b>19,695,265.09</b>	<b>2.05%</b>	<b>396,272.27</b>
<b>NOTE #1:</b> SPED CIRCUIT BREAKER revenue will be accounted for in a separate Circuit Breaker Fund in accordance with MGL Chpt 71B §5A(e). Expenditures from the Circuit Breaker Fund will be used for Residential Care Tuitions. The expenditure budget for RESIDENTIAL CARE TUITIONS (Line 371) in the General Fund has been reduced to reflect this change.							
<b>NOTE #2:</b> BUILDING USE (generally associated with Line 293) revenue will be accounted for in a separate Building Use Fund in accordance with MGL Chpt 71§ 71E. Expenditures from the Building Use Fund will be used for building maintenance, or returned to the General Fund as per financial policy.							
<b>NOTE #3:</b> BUS AND CONSTRUCTION DEBT PRINCIPAL & INTEREST: Lines #301-307. Payments for Bus Principal and Interest concluded as of the end of FY13. FY14 began the budgeting for bus and school vehicle purchases directly from the operating budget (Expense Budget Line #314), as opposed to using borrowed funds. FY20 Budget also includes funds to lease one bus, cost of which will be offset via increased reimbursement from M.V. Charter School.							
<b>NOTE #4:</b> Does NOT include \$ for Design & Engineering or Construction for new ATHLETIC TRACK.							
<b>NOTE #5:</b> Beginning in FY21, the PAC Director position salary will be pro-rated: September-June (10 months) funded in the General Fund, July-August (2 months) to be funded from the PAC Revolving Account.							

**REVISED Warrant Article for 2020 Annual Town Meetings**  
**Submitted by: Martha's Vineyard Regional High School District Committee**

**Aquinnah:** To see if the Town will vote to raise and appropriate the sum of \$1,639 to be paid to the Martha's Vineyard Regional High School District as the Town's share of the costs of the District's capital project for the replacement of the dust collection system in Building Trades, including without limitation design, engineering, installation, and any other costs incidental and relative thereto, provided, however, that this appropriation shall not be effective unless each of the other member Towns of the District approve a corresponding appropriation for their respective share of the total project costs; or to take any other action relative thereto.

**Article Information:** The total cost of the dust collection system replacement project is \$225,000 which the District hopes to partially fund through a matching grant of \$100,000; the application for the matching grant requires appropriation by the Member Towns of their share of the costs of the project prior to the District's application for the grant; as such, the Member Towns are being asked to appropriate funds for their portion of the total cost of the project in advance of the District's receipt of the grant.

**Chilmark:** To see if the Town will vote to raise and appropriate the sum of \$5,216 to be paid to the Martha's Vineyard Regional High School District as the Town's share of the costs of the District's capital project for the replacement of the dust collection system in Building Trades, including without limitation design, engineering, installation, and any other costs incidental and relative thereto, provided, however, that this appropriation shall not be effective unless each of the other member Towns of the District approve a corresponding appropriation for their respective share of the total project costs; or to take any other action relative thereto.

**Article Information:** The total cost of the dust collection system replacement project is \$225,000 which the District hopes to partially fund through a matching grant of \$100,000; the application for the matching grant requires appropriation by the Member Towns of their share of the costs of the project prior to the District's application for the grant; as such, the Member Towns are being asked to appropriate funds for their portion of the total cost of the project in advance of the District's receipt of the grant.

**Edgartown:** To see if the Town will vote to raise and appropriate the sum of \$25,037 to be paid to the Martha's Vineyard Regional High School District as the Town's share of the costs of the District's capital project for the replacement of the dust collection system in Building Trades, including without limitation design, engineering, installation, and any other costs incidental and relative thereto, provided, however, that this appropriation shall not be effective unless each of the other member Towns of the District approve a corresponding appropriation for their respective share of the total project costs; or to take any other action relative thereto.

**Article Information:** The total cost of the dust collection system replacement project is \$225,000 which the District hopes to partially fund through a matching grant of \$100,000; the application for the matching grant requires appropriation by the Member Towns of their share of the costs of the project prior to the District's application for the grant; as such, the Member Towns are being asked to appropriate funds for their portion of the total cost of the project in advance of the District's receipt of the grant.

**Oak Bluffs:** To see if the Town will vote to raise and appropriate the sum of \$28,316 to be paid to the Martha's Vineyard Regional High School District as the Town's share of the costs of the District's capital project for the replacement of the dust collection system in Building Trades, including without limitation design, engineering, installation, and any other costs incidental and relative thereto, provided, however, that this appropriation shall not be effective unless each of the other member Towns of the District approve a corresponding appropriation for their respective share of the total project costs; or to take any other action relative thereto.

**Article Information:** The total cost of the dust collection system replacement project is \$225,000 which the District hopes to partially fund through a matching grant of \$100,000; the application for the matching grant requires appropriation by the Member Towns of their share of the costs of the project prior to the District's application for the grant; as such, the Member Towns are being asked to appropriate funds for their portion of the total cost of the project in advance of the District's receipt of the grant.

**Tisbury:** To see if the Town will vote to raise and appropriate the sum of \$25,783 to be paid to the Martha's Vineyard Regional High School District as the Town's share of the costs of the District's capital project for the replacement of the dust collection system in Building Trades, including without limitation design, engineering, installation, and any other costs incidental and relative thereto, provided, however, that this appropriation shall not be effective unless each of the other member Towns of the District approve a corresponding appropriation for their respective share of the total project costs; or to take any other action relative thereto.

**Article Information:** The total cost of the dust collection system replacement project is \$225,000 which the District hopes to partially fund through a matching grant of \$100,000; the application for the matching grant requires appropriation by the Member Towns of their share of the costs of the project prior to the District's application for the grant; as such, the Member Towns are being asked to appropriate funds for their portion of the total cost of the project in advance of the District's receipt of the grant.

**West Tisbury:** To see if the Town will vote to raise and appropriate the sum of \$14,009 to be paid to the Martha's Vineyard Regional High School District as the Town's share of the costs of the District's capital project for the replacement of the dust collection system in Building Trades, including without limitation design, engineering, installation, and any other costs incidental and relative thereto, provided, however, that this appropriation shall not be effective unless each of the other member Towns of the District approve a corresponding appropriation for their respective share of the total project costs; or to take any other action relative thereto.

**Article Information:** The total cost of the dust collection system replacement project is \$225,000 which the District hopes to partially fund through a matching grant of \$100,000; the application for the matching grant requires appropriation by the Member Towns of their share of the costs of the project prior to the District's application for the grant; as such, the Member Towns are being asked to appropriate funds for their portion of the total cost of the project in advance of the District's receipt of the grant.

**Office of the Inspector General**

**Construction Management at Risk Application**

**Oak Bluffs Town Hall – Additions and Renovations**

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1. CM at Risk Application
2. Appendix & Attachments
3. Evaluation Procedures

# **1. Application**

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Please submit one original with signature pages and one copy of the following information. Use additional sheets where necessary. To assist in the evaluation process, please submit and identify information and documents with the item numbers on this application form.

## **Part A: General Information**

1. Awarding Authority Town of Oak Bluffs
  - a. Awarding Authority Person in Charge of Project Robert Whritenour, Town Administrator
  - b. Awarding Authority Address Town Hall, P. O Box 132, 56 School Street, Oak Bluffs, MA 02557
  - c. Phone number of Awarding Authority Person in Charge of Project (508) 693-3554 x 207
  - d. Fax number of Awarding Authority Person in Charge of Project (508) 696-7736
  - e. E-mail address of Awarding Authority Person in Charge of Project rwhritenour@oakbluffsma.gov
2. OPM name: Atlantic Construction & Management
3. Designer name: ICON Architecture
4. Narrative description and brief history of the project:  
**Refer to Attachment A**
  - a. estimated square feet: **15,000 GSF**
  - b. program type: **Municipal Administration**
  - c. building type: **Renovation/Addition**
5. Project schedule elements, including, but not limited to:
  - a. Feasibility study completion date (if any) **August 2019**
  - b. Owner's Project Manager contract execution date (if not an employee) **XX February, 2020**
  - c. Designer contract execution date **XX July 2019**
  - d. Projected procurement milestone dates, including but not limited to the following items: Request for prequalification issuance, request for proposals issuance, CM at risk firm contract execution date, other **See Attachment B for milestones**
  - e. Projected completion date (use and/or occupancy) **See Attachment B for milestones**

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6. Submit an estimated total project budget, including but not limited to line items for the following items: **See Attachment C for estimated project Budget**
  - a. Owner's Project Manager contract amount (if not an employee): **\$133,500 (through Town Meeting 2020. Balance TBD)**
  - b. Designer contract amount: **\$1.84 M**
  - c. Estimated construction cost: **\$10-11 M**
  - d. Other costs
  - e. Identify the source of the estimated project budget and estimated construction costs.
7. Submit the attached certification form (see last page) regarding the authorization from the awarding authority's governing body that the awarding authority may enter into a contract with a construction management at risk firm, including the date of authorization. Submit copies of any public vote if applicable. **See Attachment D for Certification forms.**
8. Submit the name(s) and title(s) of the individuals authorized to sign the CM at risk contract on behalf of the awarding authority. **See Attachment E for Certification forms.**
9. Submit written evidence of the approval of the governing body of the project plan and procedures, if applicable. **Not Applicable. See item 10.**
10. Submit the written determination by the awarding authority that the use of CM at risk services is appropriate for the building project and the reasons for the determination. **See Attachment D for Board of Selectmen Authorization.**

**Part B. Awarding Authority Capacity Information**

11. Provide an organizational chart of the project organization showing the roles and responsibilities of each individual or entity participating on the project, including contractors. **See Attachment F**
12. Provide the name, affiliation, and contact information for all key members of the project team. List all relevant qualifications and experience, including any public project experience and any CM at risk experience (public or private) on project(s) of similar size and complexity or on any other projects, for: **See Attachment G**
  - a. the individual/s within the awarding authority that will make project decisions for the awarding authority and that will supervise the Owner's Project Manager,

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- b. the Owner's Project Manager (OPM),<sup>1</sup>
  - c. the Designer,<sup>2</sup> and
  - d. any other members of the project team or special consultants to be used to support the project (e.g., counsel, accountant, financial advisor), if any.
13. Submit a copy of the scope of services portion of the a) OPM contract and b) designer's contract. If the OPM is an employee, submit the individual's title, job description, and scope of work related to the CM at risk project. **See Attachment H**

[Note: You do not need to send in copies of the scopes of services if the project is a school building project receiving assistance from the Massachusetts School Building Authority (MSBA) and the OPM and Designer will be signing the MSBA contracts for CM at risk services in their entirety with no changes. However, submit a copy of the signed signatory pages.]

14. The OIG reviews the awarding authority's plan and procedures<sup>3</sup> for procuring and managing the CM at risk services to ascertain whether the awarding authority has in place procedures, in accordance with M.G.L. c. 149A, to ensure fairness in competition, evaluation and reporting of results at every stage in the procurement process. Therefore, provide information regarding each of the following components of a CM at risk project: **For all response items related to #14 - See Attachment I**

- 14a. The awarding authority's plan and procedures for acquiring appropriate expertise to assist where the team may not have the necessary experience to meet anticipated challenges.
- 14b. The awarding authority's plan and procedures for conducting the two-phase selection process for hiring a construction manager at risk firm and the methods that will be used to ensure fairness in competition,

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<sup>1</sup> M.G.L. c. 149A, § 3(a) states that "Before procuring the services of a designer ... and prior to submitting an application to use the construction management at risk delivery method ... the awarding authority shall procure or otherwise employ the services of an owner's project manager pursuant to section 44A 1/2 of chapter 149. The owner's project manager may assist the awarding authority in the procurement of the designer."

<sup>2</sup> M.G.L. c. 149A, § 3(b) states that "Before submitting an application to use the construction management at risk delivery method ... the awarding authority shall procure the services of a designer for the building project. In procuring the services of a designer, the awarding authority shall do so in a manner consistent with sections 38A ½ to 39O, inclusive, of chapter 7. The designer procured by the awarding authority shall be independent of the owner's project manager and the construction management at risk firm. "

<sup>3</sup> The plan and procedures must be approved by the governing body, where appropriate. [M.G.L. c. 149A, § 4(a)(2)]

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evaluation, and reporting of results at every stage in the procurement.

- 14c. The awarding authority's plan and procedures for developing the cost-plus not to exceed guaranteed maximum price form of contract. Include information on negotiating the contract, including establishing the general condition items, CM at risk fee, cost of the work, and other contract components. Include information on what level of design development the awarding authority plans on establishing the GMP, contingency, and other components of the final contract amendment.
- 14d. The awarding authority's plan and procedures for conducting the two-phase selection process for obtaining trade contractors and the methods that will be used to ensure fairness in competition, evaluation, and reporting of results at every stage in the procurement.
- 14e. The awarding authority's plan and procedures for obtaining subcontractors [M.G.L. c. 149A, § 8(j)] and the methods that will be used to ensure fairness in competition, evaluation, and reporting of results at every stage in the procurement.
- 14f. The awarding authority's plan and procedures relative to administering and coordinating the project and maintaining project communications.
- 14g. The awarding authority's plan and procedures relative to monitoring and auditing all project costs.

Do not submit requests for qualifications (RFQs), requests for proposals (RFPs), draft contracts, or other such documents related to the CM at risk delivery method procurement.

## **2. Appendix:**

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Attachment A -	Item #4: Narrative description & brief history of the project
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## **Appendix**

### **Attachment A – Project Narrative** (Addresses Application Item #4)

XXXXX Bob – could you please add some history regarding your previous attempts to get design and bid for this project.

The project was been initially funded in the amount of \$ XXXX. The full funding for the project will be done at the Annual Town Meeting in April 2020.

Oak Bluff's Town Hall occupies a former school building constructed in the 1950's. The existing building is a single story with a walk-out basement. The main building structure is wood frame with glulam beams and wood plank roof decking. The roof profile is an asymmetric gable sloping down to a single story at the south-facing walk-out basement. While some physical modifications have been made to accommodate the town's administrative departments, the building has not been significantly renovated. The existing space is inefficiently utilized, with antiquated mechanical and plumbing systems, and poorly organized to meet the Town's needs in an effective and efficient manner. For economy and best sustainability practices, the project proposes to retain the existing building shell, structure, and foundations, an modify them with an addition to create a welcoming, well-organized and operationally efficient Town administrative facility. The completed building will be two-stories with a walk-out basement. The existing first floor will house the Town Administrator's offices, the Clerk, and Treasurer/Tax Collector, and the Assessor. The new second floor will include offices for the Building Department, Board of Health, Planning and Conservation Commission. The existing basement is being reorganized to house two meetings rooms (one large, one small) and an entrance from the existing parking area. The basement and the upper floors can be securely separated to allow for evening use of the meeting rooms.

#### **Objectives:**

The primary objective of the Project will include gut interior demolition of the existing Town Hall. To assist in accomplishing this objective, the Designer will oversee, through all phases of the project, the functions of Design, approvals from regulatory agencies including Local and State Commissions (if any), Bidding, GC/Sub Prequalification/Selection, Contract Administration, and Close-out as described in the Massachusetts Division of Capital Asset management and Maintenance (DCAMM) Designer Guidelines, available at [www.mass.gov/dcamm](http://www.mass.gov/dcamm).

Atlantic Construction and Management was hired as the OPM and will work on behalf of the Town of Oak Bluffs throughout Design Development through Completion phases of the project with the Design Team and the Construction Manager. They will provide

consultation with respect to scope of work, cost estimating, and monitor the overall performance of the project.

**Appendix**

**Attachment B – Milestone Dates** (Addresses Application Item #5d & 5e)

Designer Schedule: See Attached.

Owner's Project Manager Contract Execution: February XX, 2020

Project Schedule: See Attached.

## **Appendix**

### **Attachment C – Project Budget** (Addresses Application Item #6)

Designer Fee:	\$1.84 Million
Construction Cost	\$10 - \$11 Million
OPM Fee	\$133,500 (through Town Meeting April 2020)
Total Project Cost:	The Town would seek to finalize the total Project Budget with the selected CMR and present it for approval at its Annual Town Meeting in April 2020.

**Appendix**

**Attachment D – Certification Form** (Addresses Application Item #7)

**Appendix**

**Attachment E – Individuals Authorized to Sign CM Contract** (Addresses Application Item 8)

Town of Oak Bluffs

Robert Whritenour, Town Administrator

Town Hall, P. O Box 132

56 School Street, Oak Bluffs, MA 02557

**Appendix**

**Attachment F – Organizational Chart** (Addresses Application Item 11)

## **Appendix**

### **Attachment G – Key Members of Project Team** (Addresses Application Item 12)

#### **Board of Selectmen:**

Gail Barmakian - 2022  
Jason Balboni - 2021  
Greg Coogan -2021  
Brian Packish - 2020  
Michael Santoro - 2020

**Appendix**

**Attachment H – Scope of Services** (Addresses Application Item 13)

**Appendix**

**Attachment H – Continued - OPM** (Addresses Application Item 13)

**Appendix**

**Attachment H – Continued - Designer** (Addresses Application Item 13)

## Appendix

### **Attachment I – Pan and Procedures** (Addresses Application Item 14 A through 14E)

The Town of Oak Bluffs, through its Board of Selectmen (BOS), has assembled and hired the expertise necessary to execute the Oak Bluffs Town Hall with the CM at Risk delivery method as demonstrated in the experience section previously described, along with the qualifications of Atlantic Construction & Management, Inc. - ACMI (OPM) and ICON Architecture - ICON (Designer).

In order to ensure fairness in competition, evaluation, and reporting of results at every stage in the procurement of understanding of the CM at Risk procedures and quality assurance, the BOS commits to following the detailed steps recommended by the Inspector General's Office in executing the CM at risk process. A prequalification and selection committee will be formed in order to proceed as follows:

#### **Step 1: Establish a Prequalification Committee.**

The Prequalification Committee will review and evaluate responses to a request for qualifications (RFQ) for CM at risk services. The Prequalification Committee will be comprised of a representative of the designer, the owner's project manager, and at least two owner representatives.

#### **Step 2: Prepare and advertise the RFQ for CM at risk services.**

We will advertise for statements of qualifications from CM at risk firms, following the procedures set forth in M.G.L. c. 149A. The RFQ and public notice will include the following information:

The time and date for receipt of RFQ responses, the address of the office to which the responses must be delivered, and the time frame in which the public agency will respond to the responses;

1. A general description of the project, including preliminary concept designs and key factors important to the final selection
2. The evaluation procedure and criteria for selection, including any rating system.
3. A specific description of the scope of services expected of the selected CM at risk firm during the design, preconstruction, and construction phases of the project;
4. A general description of the anticipated schedule and estimated construction cost for the building project;
5. A listing of the project team, including the public agency, the designer, and the public agency's owner's project manager;
6. The criteria for the selection of the CM at risk firm, including minimum experience, requirements for presentations, and the schedule for the selection process;

7. A prohibition against any unauthorized communication or contact with the public agency outside of official pre-proposal meetings;
8. A limitation on the size and number of pages to be included in the response to the RFQ; and
9. A statement indicating that the RFQ will be used to prequalify CM at risk firms that will be invited to submit proposals in response to a request for proposals issued pursuant M.G.L. c. 149A, §6. [M.G.L. c. 149A, §5(c)]

Essential information such as the submission requirements, scope of services, and project description will be included in the public notice as well as the RFQ. The RFQ will inform interested CM at risk firms of the required contents of their statements of qualifications. M.G.L. c. 149A requires the following information to be included in each statement of qualifications submitted by a CM at risk firm

- A cover letter or executive summary detailing the key elements and factors that differentiate the firm from other responders;
- A completed qualifications application similar in form to AIA Document A305, 1986 edition, listing general business information and financial capacity;
- A list of lawsuits and arbitrations to which the firm is a party in regard to construction contracts within the past three years, including a list of all convictions or fines for violations of state or federal law;
- A project organization chart with specific information on key project personnel or consultants;
- An audited financial statement for the most recent fiscal year and a letter from the firm's surety company confirming its ability to provide performance and payment bonds for the building project under consideration;
- Information on the firm's safety record, including its workers' compensation experience modifier, for the past three years;
- Information on and evidence of the firm's compliance record with respect to minority- and women- owned business enterprise participation goals;
- Information regarding the firm's experience on similar building projects, including references from the owners and architects of these projects;
- Information regarding the firm's experience on similar projects that used the CM at risk delivery method, including references from the owners and architects of these projects;
- Information on any projects where the firm was terminated, failed to complete the work, or paid liquidated damages;
- Specific examples of the firm's project management reports or other illustrations of the company's operating philosophy;

- A Certificate of Eligibility issued by DCAM, showing a capacity rating sufficient for the project, and an Update Statement; and
- Any other relevant information that the public agency deems desirable.

The RFQ will be advertised, at least two weeks before the deadline for submitting responses to the RFQ, in a newspaper of general circulation in the area in which the building project is located, in the Central Register, and on Comm-Pass.

**Step 3: Evaluate the statements of qualifications and prequalify at least three CM at risk firms.**

The Prequalification Committee will evaluate the statements of qualifications received from CM at risk firms on the basis of the evaluation criteria set forth in the RFQ. The Prequalification Committee will select at least three qualified CM at risk firms to receive the request for proposals (RFP). If the Prequalification Committee is unable to identify at least three qualified CM at risk firms, it will re-advertise the RFQ following the procedures outlined above, or alternatively, it may elect to procure the construction work in accordance with the bidding requirements of M.G.L. c. 149 (discussed in Chapter V of this manual).

**Step 4: Establish a Selection Committee.**

Before issuing the RFP for CM at risk services to the prequalified CM at risk firms, the Owner will establish a Selection Committee to review and evaluate responses to the RFP. The membership requirements for this committee are identical to those for the Prequalification Committee.

**Step 5: Prepare the RFP and distribute it to prequalified CM at risk firms.**

The following information will be included in the RFP:

- All information required by M.G.L. c. 149A will be included in the RFQ and public notice (listed under the previous Step 2);
- The date, time, and place for submission of proposals;
- A clear description of the submission requirements, including separate price and technical components;
- Detailed information concerning the project scope, including any preliminary design information, geotechnical reports, existing conditions surveys, and specifications;
- Specific information on the project schedule, including the schedule for design deliverables, site availability, and occupancy expectations;
- A detailed description of the scope of work and deliverables expected from the CM at risk firm during the preconstruction phase;
- The MBE/WBE inclusion goals and workforce inclusion goals for the building project;

- A clear description of the communication guidelines to be followed during the procurement process, including any measures to ensure that the selection process will be open and fair;
- The form of the contract and general and supplemental conditions, including any incentive provisions and any damages for delay provisions;
- The project budget;
- A fully developed schedule of cost items listing the public agency's determination of what will be considered fee, cost of the work, and general conditions items;
- Specific information on the evaluation criteria, including any point scale or measurement system;
- The timetable and process for establishing a guaranteed maximum price, including the status of design and limitations on the amount and use of contingency; and
- A list of the trade contractor classes of work to be required in the trade contractor prequalification plan. [M.G.L. c. 149A, §6(b)]

CM at risk proposals will contain a price component and a technical component. M.G.L. c. 149A prescribes the contents of these proposal components, and these requirements will be incorporated into the RFP.

The price component of each CM at risk proposal must include:

- The fee for preconstruction services with appropriate detail,
- The fee for construction services with explanation of the basis, and
- The estimated cost of general conditions with appropriate detail. [M.G.L. c. 149A, §6(c)(1)]
- The technical component of each CM at risk proposal must include:
  - A detailed project approach, including preconstruction services;
  - Supplemental, relevant project references;
  - A listing of the project team members with position descriptions and relevant time commitments of these team members during the project;
  - The construction management plan indicating approach to control of cost, schedule, quality, documents, and claims;
  - Preliminary definition of trade contractor and subcontractor bid packages and scopes of work;
  - An affidavit of prevailing wage compliance pursuant to M.G.L. c. 149, §§26 and 27;
  - A commitment letter from a surety licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570 stating the surety's willingness to bond the building contract in the full sum of the contract at 110 percent of the budget for the building project;

- A technical challenges and solutions plan; and
- Any qualifications or exceptions to the terms of the form of contract or supplemental conditions as included in the RFP. [M.G.L. c. 149A, §6(c)(2)]

**Step 6: Receive, evaluate, and rank the CM at risk proposals.**

The Selection Committee will evaluate the CM at risk proposals in accordance with the evaluation criteria contained in the RFP. The Selection Committee may conduct interviews as long as all firms submitting proposals are interviewed. Based on the evaluations, the Selection Committee will rank the CM at risk proposals.

**Step 7: Negotiate non-fee contract terms with the selected proposer and award the CM at risk contract.**

The Selection Committee will begin non-fee negotiations with the highest-ranked CM at risk firm. If the Selection Committee determines that these negotiations will not result in an acceptable contract, it will terminate these negotiations and begin non-fee negotiations with the next highest-ranked CM at risk firm. This process will continue until the Selection Committee reaches agreement on an acceptable contract and awards the contract to one of the prequalified CM at risk firms. The list of prequalified CM at risk firms and the Selection Committee's rankings of the firms' proposals will be public records after the contract award. M.G.L. c. 149A provides that the decision of the Selection Committee shall be final and shall not be subject to appeal except on grounds of fraud or collusion. [M.G.L. c. 149A, §6(d)]

**Negotiating the Guaranteed Maximum Price**

The agreed-upon GMP for the construction work will be an amendment to the contract with the CM at risk firm. We will negotiate the GMP with the CM at risk firm when the design reaches the level of completion specified in the RFP. The design documents will not be less developed than 60 percent. [M.G.L. c. 149A, §7(b)(1)]

The GMP amendment to the contract is required to include:

- A detailed line-item cost breakdown by trade, including cost of pre-GMP work;
- Dollar amounts for the CM at risk firm's contingency;
- Dollar amounts for the CM at risk firm's general conditions and fees, including for pre-GMP work;
- A list of all drawings, specifications, and other information on which the GMP is based;
- A list of allowances and statement of their basis;
- A list of any assumptions or clarifications on which the GMP is based;

- The dates for substantial and final completion on which the GMP is based; and
- A schedule of applicable alternates and unit prices. [M.G.L. c. 149A, §7(b)(4)]

Within five business days of the date on which the GMP amendment is executed, the CM at risk firm will be required to furnish a performance and payment bonds in the full amount of the GMP.

If we are unable to negotiate an acceptable GMP at this point, our Selection Committee may begin negotiations with the next highest-ranked proposer. If a contract and GMP cannot be successfully negotiated with this CM at risk firm, we will terminate the procurement process and procure the construction work in accordance with the requirements of M.G.L. c. 149.

#### Procuring Trade Contracts Estimated to Cost More Than \$20,000

There will be two types of subcontractors on a CM at risk project: trade contractors, which perform subtrade work that would be subject to filed sub-bidding on a M.G.L. c. 149 contract, and other subcontractors. Based on information provided by the CM at risk firm regarding scope of each trade contract, our jurisdiction will conduct a two-phase trade contractor selection process for all sub-bid classes of work that meet or exceed \$20,000. The steps of the trade contractor selection process are summarized below:

1. Establish a Trade Contractor Prequalification Committee.
2. Prepare and advertise a request for qualifications (RFQ) for trade contractor services for each trade contract.
3. Evaluate responses and prequalify trade contractors receiving a point score of 70 or higher.
4. Prepare the Request for Bids (RFB) and distribute it to the prequalified trade contractors.
5. Receive, open, and review trade contract bids.
6. The CM at risk firm executes the Trade Contractor Agreement with the prequalified trade contractor submitting the lowest bid for each trade contract.

**Step 1: Establish a Trade Contractor Prequalification Committee:** The Trade Contractor Prequalification Committee will be comprised of a representative of the designer, a representative of the CM at risk firm, and two representatives of our jurisdiction.

**Step 2: Prepare and advertise a request for qualifications (RFQ) for trade contractor services for each trade contract.** M.G.L. c. 149A contains detailed provisions governing the RFQ evaluation criteria, information requirements, and point rating system to be used in prequalifying trade contractors. We will advertise the RFQ in a newspaper of general circulation in the area in which the building project is located, in the Central Register, and on the Comm-Pass system not less than two weeks prior to the deadline for responses to

the RFQ. The following information will be included in the trade contractor RFQ and the public notice of the RFQ

The date, time, and place for submission of responses to the RFQ;

Relevant information about the project and the bidding process;79

The specific criteria for trade contractor prequalification and selection;80

A statement indicating that the RFQ will be used to prequalify trade contractors that will be invited to submit bids on subtrade work; and

A statement indicating that the responders' names are to be posted, but that the responses will not be opened publicly. [M.G.L. c. 149A, §8(c)]

We will include the estimated value of the subcontract.

Essential information such as the submission requirements and project description will be included in the public notice as well as the RFQ.

The RFQ will require only the specific information prescribed by M.G.L. c. 149A and will identify the specific point allocation for each category and subcategory of information. We will use the following evaluation criteria and corresponding point ratings as required by M.G.L. c. 149A.

1. Management experience (50 points; minimum of 25 points required for approval).
  - Business owners: Name, title, years with firm of the owner(s) of the business.
  - Management personnel: Names, title, education and construction experience, years with firm, and list of projects completed by all management personnel.
  - Similar project experience: Project name(s), description of scope, original trade contract sum, final trade contract sum with explanation, and date completed of similar projects.
  - Terminations: A list of any projects on which the trade contractor was terminated or failed to complete the work.
  - Lawsuits: A list of commercial lawsuits in which the trade contractor is a defendant or defendant- in-counterclaim with regard to construction contracts within the last three years. The lawsuits shall not include any actions that primarily involve personal injury or workers' compensation claims, or where the sole cause of action involves the trade contractor's exercise of its rights for direct payment under M.G.L. c. 30, §39F.
  - Safety record: The three-year history of the trade contractor's workers' compensation experience modifier.

2. References (30 points; minimum of 15 points required for approval).
  - Client references: A list of client references for all projects listed under "Similar project experience" (as described in the third bullet under "Management experience"), including the project name, client's name, address, telephone and fax numbers, and contact person.
  - Credit references: A list of a minimum of five credit references, including the telephone and fax numbers of contact persons from key suppliers, vendors, and banks.
  - Public project record: A list of all public building construction projects subject to M.G.L. c. 149 completed during the past three years, including the client's name, address, telephone and fax numbers, and contact person for each project.
3. Capacity to complete projects (20 points; minimum of 10 points required for approval).
  - Annual revenue for the prior three fiscal years. (Note that the RFQ may not require trade contractors to submit financial statements.)
  - Revenue under contract for the next three fiscal years
4. Mandatory commitment letter, for which no points are assigned, for payment and performance bonds in the amount of 110 percent of the estimated trade contract value, issued by a surety company licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570.

Each response to the RFQ must be signed under pains and penalties of perjury.

**Step 3:** Evaluate responses and prequalify trade contractors receiving a point score of 70 or higher.

The Trade Contractor Prequalification Committee will review and score the responses using the evaluation criteria listed above. All trade contractors receiving a point score of 70 or higher will be prequalified to bid.

After the trade contractor prequalification process has been completed, we will notify all prequalified trade contractors that they have received approval to bid and to inform them of the schedule for the Request for Bids (RFB) process, discussed below. We will make each trade contractor's score available to the trade contractor itself, but M.G.L. c. 149A states that the score will not be a public record and will not be open to public inspection, "to the fullest extent possible under the law."

**Step 4:** Prepare the Request for Bids (RFB) and distribute it to the prequalified trade contractors.

The next step is to send each prequalified trade contractor a Request for Bids (RFB), which will include the following information:

- The date, time, and place for submission of bids;
- Fully detailed drawings and specifications by class of work in accordance with the filed sub-bid categories set forth in M.G.L. c. 149, §44F(1).
- A detailed definition of the trade contractor's scope of work, including alternates and allowances, if any, within that scope of work;
- A project schedule indicating the planned sequence and duration of each trade contractor's work;
- A list of prequalified trade contractors;
- A trade contractor bid form requiring a listing of price, addenda, alternates and allowances, if any, for the trade work; certification that the trade contractor will perform the complete trade work with employees on its own payroll, except for work customarily performed by sub-trade subcontractors within the trade; and the names of all sub-trade subcontractors to be used if awarded the trade contract and each sub-trade contract sum;
- An affidavit stating that all sub-trade subcontractors named on the bid form have been prequalified by the trade contractor using criteria similar to the criteria for the prequalification of trade contractors;
- An affidavit of tax compliance;
- An affidavit of prevailing wage compliance pursuant to M.G.L. c. 149, §§26 and 27;
- A non-collusion affidavit;
- A requirement for the bidder to furnish a five percent bid bond from a surety company licensed to do business in the Commonwealth and whose name appears on U.S. Treasury Department Circular 570;
- The budget for the project and the budget amount for the trade contract scope of work as provided in the project GMP, if available, or as provided in the most recent project budget; and
- A Trade Contractor Agreement form as set forth in M.G.L. c. 149A, including all exhibits. [M.G.L. c. 149A, §8(g)]

The materials specifications must conform to the requirements for full competition contained in M.G.L. c. 30, §39M (discussed in Chapter IV of this manual in the section entitled "Proprietary Specifications").

**Step 5: Receive, open, and review trade contract bids.**

Trade contractors must submit their bids in accordance with the requirements contained in the RFB package. The bids will be opened publicly by our jurisdiction. Any bid that does not include the required bid bond or affidavits or that is incomplete, conditional, obscure, or contains additions not required in the RFB will be rejected.

**Step 6:** The CM at risk firm executes the Trade Contractor Agreement with the prequalified trade contractor submitting the lowest bid for each trade contract.

Each trade contract will be awarded to the lowest prequalified bidder in that category. However, if our jurisdiction receives fewer than three responsive bids and the lowest bid exceeds the estimated cost of the trade contract work, the CM at risk firm must attempt to negotiate an acceptable price with the lowest prequalified bidder. If the CM at risk firm is unsuccessful in doing so, the CM at risk firm must terminate negotiations with the lowest prequalified bidder and initiate negotiations with the second-lowest prequalified bidder. If the CM at risk firm is unable to negotiate an acceptable price for the trade contract with either the lowest or the second-lowest prequalified bidder, the CM at risk firm must then solicit additional bids for the work on behalf of and with the consent of our jurisdiction. In soliciting these additional bids, the CM at risk firm must use the procedures required by M.G.L. c. 149A for selecting subcontractors that are not trade contractors on the CM at risk project. These subcontractor selection procedures are discussed later in this section.

The selected trade contractor must return the signed Trade Contractor Agreement to the CM at risk firm within ten business days of receiving the Trade Contractor Agreement from the CM at risk firm. Along with the executed Trade Contractor Agreement, the trade contractor must provide the CM at risk firm with performance and payment bonds in the full amount of the contract and insurance certificates required by the Trade Contractor Agreement.<sup>82</sup>

#### Procuring Other Subcontracts Estimated to Cost More Than \$20,000

The CM at risk firm is responsible for managing the procurement of subcontracts that are not trade contracts, in collaboration with our jurisdiction, when those subcontracts are estimated to cost more than \$20,000. The CM at risk firm is first required to draw up a list of the required qualifications for each subcontract and to select three subcontractors that meet the qualifications. The CM at risk firm then submits the required qualifications and list of three subcontractors to our jurisdiction for approval. We are allowed to eliminate subcontractors or to add subcontractors to the list, provided that any subcontractor added to the list is acceptable to the CM at risk firm.

After our jurisdiction has approved the list of subcontractors for a subcontract, the CM at risk firm invites bids from the approved subcontractors. The bids must be based on detailed bidding information developed by the CM at risk firm. For each subcontract, the CM at risk firm selects a subcontractor and presents the bids and the selection decision(s) to your jurisdiction, along with a written explanation of the reason for the subcontract award. [M.G.L. c. 149A, §8(j)]

For subcontracts estimated to cost \$20,000 or less, the CM at risk firm may use any subcontractor selection method that has been approved by our jurisdiction.

## Undertaking Construction Work Prior to Execution of the GMP Amendment

M.G.L. c. 149A sets forth the specific conditions under which we may undertake portions of the construction work before our jurisdiction has executed the GMP amendment to the contract with the CM at risk firm. For any such work, we will execute a separate amendment to our contract with the CM at risk firm detailing the scope of the fast-tracked work and dollar amount of the amendment, which will include the cost of construction, the general conditions, and any additional fee to be paid to the CM at risk firm. Also, any work performed before the GMP amendment is executed is subject to the trade contractor selection process discussed earlier in this chapter.

If we undertake construction work under such a contract amendment and subsequently fail to negotiate a GMP amendment with the CM at risk firm, any trade contracts between the CM at risk firm and trade contractors for work scheduled to begin before execution of the GMP amendment may be assigned to our jurisdiction or to another CM at risk firm designated by our jurisdiction, without the consent of the trade contractors. In this case, our jurisdiction or the designated CM at risk firm and the trade contractors will be bound by the terms of the trade contractor agreements.

[M.G.L. c. 149A, §8]

- CM at risk contracts are subject to the statutory provisions that apply to other public construction contracts in Massachusetts governing:
- Payment of prevailing wages [M.G.L. c. 149, §§26, 27, 27A, 27B, 27C, and 27D];
- Payment bonds [M.G.L. 149, §29];
- Prohibition on subcontractor indemnification [M.G.L. c. 149, §29C];
- Workers' compensation insurance [M.G.L. c. 149, §34A];
- Subcontractor rights to payment, including direct payment [M.G.L. c. 30, 39F];
- Finality of decisions on construction contracts [M.G.L. c. 30, §39J];
- Rights of contractors to payment [M.G.L. c. 30, 39K];
- Equitable contract adjustments for differing site conditions. [M.G.L. c. 30, 39N];
- Delays and suspensions by owner and additional costs for contractors and subcontractors [M.G.L. c. 30, §39O];
- Timing of owner decisions [M.G.L. c. 30, §39P]; and
- Contractor record-keeping [M.G.L. c. 30, 39R]. Awarding authorities considering the CM at risk option should consult M.G.L. c. 149A

The second phase commences after pre-qualification of Trade Subcontractors and when the construction documents are 100% complete, the CM will solicit bids from pre-qualified Trade Subcontractors only. If less than three trade bids are received in a category the CM may negotiate an acceptable price with the lowest bidder. Trade Subcontractors must provide the CM with performance and payment bonds. If a trade contract costs less than

\$20,000 the CM can use any means of selection. All subcontracts will be subject to open book review in order to verify that all subcontracts were negotiated fairly and in conformance with regulations.

The CM at Risk and Trade Subcontractors will be required to execute Trade Subcontract Agreements that will mirror the statutory form for c149 subcontracts. These Trade Subcontract Agreements become part of the Cost of Work in the GMP.

All other public construction statutes that do not conflict with the CM at Risk process will apply to the CM contract including: prevailing wage, workers compensation, subcontractor payment and direct payment laws, unanticipated subsurface conditions, change orders and, accounting standards.

**14a. The awarding authority's plan and procedures relative to administering and coordinating the project and maintaining project communications.**

ACMI's Project Manager, OPM, Suresh Bhatia, will be the primary contact on behalf of the Town of Oak Bluffs in dealing with the, Design Team and representatives. He will be responsible for providing up to date and accurate information to the BOS and will be reciprocal in obtaining information needed to keep the design and ultimately the construction on schedule by getting the necessary information from the Town Administration to the A/E and CM Team. Oversight and leadership for the project administration, coordination, and maintenance of communications will rest with a team of ACMI, led by Mr. Bhatia, with support and input from the A/E and CM Firm. Decisions needing approvals will be coordinated with the BOS and Town Administrator to see that all meetings are properly posted, meeting minutes are taken, and votes are recorded in accordance with open meeting laws.

**14b. The awarding authority's plan and procedures relative to monitoring and auditing all project costs.**

ACMI will track the project financials. The Town tracks and reports on the Bond process including expenses for Bond Counsel and Bond fees. The Town of Oak Bluffs maintains the accounts for the Projects Construction and related costs including Furniture, Equipment and Technology, and soft cost such as Architect and OPM fees. The Oak Bluffs Town Administrator's office processes the warrants and makes payments. Atlantic Construction & Management maintains the consolidated project expenditures log in coordination with the Town. Project expenditures are reconciled and reported formally in the monthly report. Proposed project expenditures are reviewed by ACMI, and large expenditures are reviewed by the Financial Work Group before presentation to the BOS for approval to proceed. The resultant project costs are accounted on an itemized spreadsheet against approved budget line items and reported in a summary report with the itemized backup. This Project Budget Report is presented by Atlantic Construction & Management at the monthly meeting and is reviewed for conformance to budget and future expenditures. ACMI and ICON will have developed forecasts of expected project expenditures. Working with the selected CM at Risk, a detailed forecast of construction requisitions will be developed to aid in ongoing project financial planning.

ACMI, ICON, and the CM will maintain the Change Order and Project logs. These logs will be reconciled at the weekly project meetings and reported monthly in Building Committee meetings. The Change Order log serves a record of both Construction Changes against the GMP Construction Contingency, and separately, Owner Change Orders against the Owners Contingency. The Change Order log also details the instrument or issue that proceeded or led to the change, i.e. coordination issue, site or building condition, RFI, Construction Change Directive, or Proposal Request. The Proposed Change Order section of the Change Order log will provide a look forward to potential credit or add changes and will provide a running exposure tally for the BOS. Other Project Logs that will be maintained, reviewed and reconciled by ACMI, ICON, and the CM are Submittal logs, RFI logs, and other logs deemed appropriate for project tracking.

ICON will administer the CM requisition for payment process with review and consultation by ACMI. The CM will provide the preliminary requisition request with all appropriate itemized backups for each requested category per the schedule of values and the categories of the GMP. ACMI and ICON, with the assistance of ICON's consultants, will evaluate the preliminary requisitions for completeness of submission, correctness of form, and progress of work. If all is in order, the CM will prepare a Requisition form as specified in the contract for presentation to the BOS for final approval based on the recommendations of Atlantic Construction & Management. If corrections are needed, the CM will make the corrections and have ACMI review, and if complete, move forward. The Town will then process the Requisition for Payment. Subcontractor and CM waivers of lien will be required after each payment in order to acknowledge receipt of proper payment.

## ***Evaluation Process***

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### **Office of the Inspector General's Evaluation Process**

The OIG will review the information submitted by the awarding authority and assess whether the plan and procedures provide an adequate framework for procuring and managing a CM at risk delivery method project. The following criteria will be used in making a determination whether to issue a Notice to Proceed.

Is the estimated construction cost \$5 million or more?

Did the awarding authority receive approval from the appropriate governing body?<sup>4</sup>

Did the awarding authority's governing body approve the plan and procedures?

Are the awarding authority's goals and objectives for using the construction manager at risk method reasonable and designed to maximize competition?

Has the awarding authority established an experienced and effective project organization structure, including an owner representative as a point of contact, an owner's project manager, and a designer?

Is the decision-making authority clear?

Do any project team members have relevant CM at risk experience for the size and scope of the project?

Does the plan and do the procedures demonstrate an appropriate assessment of the owner's tasks and responsibilities associated with a CM at risk contract, including all aspects of coordination and administration of the CM at risk delivery method?

Has the awarding authority established a plan for acquiring appropriate expertise to assist where the team may not have the necessary experience to meet anticipated challenges?

Does the plan and do the procedures provide an adequate framework for conducting the two-phase selection process for a construction manager at risk firm and clearly delineate the methods that will be used to ensure fairness in competition, evaluation, and reporting of results at every stage in the procurement, and otherwise comply with all statutory requirements?

Does the plan and do the procedures provide an adequate framework for negotiating the cost-plus not to exceed guaranteed maximum price form of contract?

Does the plan and do the procedures provide an adequate framework for conducting the two-phase selection process for trade contractors and clearly delineate the methods that will be used to ensure fairness in competition, evaluation, and reporting of results at every stage in the procurement, and otherwise comply with all statutory requirements?

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<sup>4</sup> The "appropriate governing body" varies, depending on an awarding authority's charter and other factors.

Does the plan and do the procedures provide an adequate framework for obtaining subcontractor contracts and clearly delineate the methods that will be used to ensure fairness in competition, evaluation, and reporting of results at every stage in the procurement?

Does the plan and do the procedures provide an adequate framework for administering and coordinating the project and maintaining project communications?

Does the plan and do the procedures provide an adequate framework for auditing and monitoring all project costs?

Is the schedule realistic?

Although the OIG will rely primarily on the information presented in the application to make its determination, the OIG reserves the right to obtain additional information and to verify information.

### **Certification**

The undersigned hereby certifies under the pains and penalties of perjury that all answers and all information contained in this application is, to the best of my knowledge, true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Awarding Authority

**CERTIFICATION OF AUTHORITY TO USE THE CONSTRUCTION  
MANAGEMENT AT RISK DELIVERY METHOD**

I, \_\_\_\_\_, [legal counsel for the governing body as identified below] do hereby certify to the Office of the Inspector General of the Commonwealth of Massachusetts, in accordance with M.G.L. c. 149A, § 4(a)(1), regarding using construction management at risk services for the following project \_\_\_\_\_ (“Project”), as follows:

(1) That \_\_\_\_\_ [name of political subdivision] is a public agency as defined in M.G.L. c. 149, § 44A(1), is duly organized and existing under the laws of the Commonwealth of Massachusetts, and has received the necessary authority and power from \_\_\_\_\_ [its city council, town meeting or other governing body] to enter into a contract with a construction management at risk firm and to perform all its obligations in connection with the Project.

(2) That the public vote of the governing body, attached hereto (if applicable) was duly adopted and is currently in effect.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

[SEAL]



## Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

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October 28, 2019

Brian C. Packish, Chairman  
Oak Bluffs Board of Selectmen  
56 School Street  
Oak Bluffs, Massachusetts 02557

Re: Long-Range Vineyard Transportation Task Force and  
Working Group to Identify and Develop Ways to Mitigate Traffic  
Issues arising from the SSA's Woods Hole Ferry Terminal Operations

Dear Chairman Packish:

At their October 15, 2019 monthly meeting, the SSA's governing Board unanimously voted:

- to establish a Long-Range Vineyard Transportation Task Force (the "Task Force") to work together with the Martha's Vineyard Commission, the Towns of Falmouth, Oak Bluffs and Tisbury, and the City of New Bedford, and with public input, to attempt to identify reasonable steps that can be taken to address issues and concerns about freight and other traffic in each of those communities on a long-term basis; and
- to establish a different working group (the "Working Group") with the Martha's Vineyard Commission and the Towns of Falmouth, Oak Bluffs and Tisbury to focus exclusively, with public input, on identifying and developing reasonable and practical ways to monitor and enforce compliance with the SSA's current noise mitigation policies as well as identifying and developing additional ways to mitigate traffic issues arising from the SSA's Woods Hole ferry terminal operations – not just during the early morning hours but throughout the day – which can be implemented sooner rather than later.

The Board also authorized me to take all necessary and appropriate actions to establish and facilitate the Task Force and the Working Group, including providing them with reasonable administrative support. (Requests for more substantial financial support for the hiring of any consultants, surveys or other special expenses will be considered on a case-by-case basis.)

Accordingly, I am asking the Town of Oak Bluffs to participate in both the Task Force and the Working Group by:

- Designating two individuals to be its representatives on the Task Force, with one of those individuals ideally being a staff member with transportation and/or planning experience and responsibilities; and
- Designating one individual to be its representatives on the separate Working Group.

The SSA believes that, once the Task Force and the Working Group begin their work, they can decide for themselves how best they can function in a productive and efficient manner, including how often they should meet in order to accomplish their objectives. In this regard, however, we are open to any suggestions you may have regarding how they should be comprised and operate.

As you may know, the SSA's Board voted to establish the Task Force and the Working Group at the same meeting when the Board voted to approve the SSA's 2020 Summer and Fall Operating Schedules and to issue a report on those proposed schedules in accordance with Section 15A of the SSA's Enabling Act. Because the reasons for establishing the Task Force and the Working Group are described in that report, I am attaching a copy of it (without its appendices) for your convenience. A complete copy of the report with all of its appendices can be viewed and downloaded by going to the SSA's website, clicking on the "About" tab and then the "Policies, Forms and Information" webpage. The report is the seventh item under "Reports on Proposed Operating Schedules." Alternatively, you can directly view and download the report by clicking on the following link:

[https://www.steamshipauthority.com/writable/versioned\\_downloadable\\_forms/path/report\\_-\\_proposed\\_2020\\_summer\\_operating\\_schedules\\_-\\_final.pdf](https://www.steamshipauthority.com/writable/versioned_downloadable_forms/path/report_-_proposed_2020_summer_operating_schedules_-_final.pdf)

Of course, if you would like to discuss this matter before deciding whether to designate any individuals to be Oak Bluffs' representatives on the Task Force and/or the Working Group, please feel free to contact me. I also would be more than happy to attend one of your meetings for this purpose. But given the importance of their missions, we hope that both the Task Force and the Working Group will be able to begin their work as soon as possible.

Very truly yours,

*Robert B. Davis*

Robert B. Davis  
General Manager

Encl: Section 15A Report on Proposed 2020 Summer Operating Schedules (without appendices)

cc: Oak Bluffs Selectman Jason Balboni (w/encl.)  
Oak Bluffs Selectman Gail M. Barmakian(w/encl.)  
Oak Bluffs Gregory A. Coogan (w/encl.)  
Oak Bluffs Michael J. Santoro (w/encl.)  
Oak Bluffs Town Administrator Robert L. Whritenour, Jr. (w/encl.)  
SSA Board and Port Council Members (w/out encl.)



# Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

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## **Report Issued under Section 15A of the Authority's Enabling Act**

### **on the**

## **Proposed 2020 Summer Operating Schedules**

### **of the**

## **Woods Hole, Martha's Vineyard and Nantucket Steamship Authority**

### **Introduction**

Section 15A of the Enabling Act of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority (the "SSA") requires the SSA to post and advertise in newspapers with general circulation in Falmouth, Barnstable, Martha's Vineyard, Nantucket and New Bedford all of its proposed schedule changes at least 60 days prior to their effective date. St. 1960, c. 701, §15A. Accordingly, the SSA placed advertisements of its proposed 2020 Summer Operating Schedules for the period from May 15 through October 20, 2020 in the following newspapers:

- *The Inquirer and Mirror* and *The Martha's Vineyard Times* on July 25, 2019; and
- *The Cape Cod Times*, *The Falmouth Enterprise*, *The Standard-Times* and the *Vineyard Gazette* on July 26, 2019.

The SSA's Enabling Act also provides that, if the SSA receives a petition within 30 days of those advertisements that is signed by not less than 50 persons who are residents of any of those communities requesting a public hearing on the proposed schedule changes, the SSA is to conduct a public hearing within 14 days of receiving the petition. In addition, the hearing is to take place in the community where the greatest number of petitioners reside. On August 26, 2019, the SSA received a petition with respect to its proposed 2020 Summer Operating Schedules that was signed by 50 residents of the Town of Falmouth (**Appendix A**). Therefore, the SSA held a public hearing on its proposed schedules at the Falmouth High School Auditorium on September 9, 2019.

### **The Petitioners' Objection to the SSA's Proposed Schedules**

In their petition, the 50 Falmouth residents “object to the scheduling of freight from Woods Hole prior to 6:00AM due to the sleep deprivation caused by the early morning noise impact of Steamship Authority-related freight trucks on Falmouth and Woods Hole residents.” As advertised, the SSA’s proposed 2020 Summer Operating Schedules for the Martha’s Vineyard route (**Appendix B**) would include the following trips from Woods Hole prior to 6:00 a.m.:

5:30 a.m.      *Governor* (from May 15th through October 20th)

### **The Public Hearing on the Proposed Schedules**

SSA Members Robert R. Jones (Barnstable), Marc N. Hanover (Dukes County) and Kathryn Wilson (Falmouth), as well as Port Council member Robert S. C. Munier (Falmouth), attended the public hearing on the proposed 2020 Summer Operating Schedules. The SSA’s General Manager Robert B. Davis, Treasurer/Comptroller Mark K Rozum, General Counsel Terence G. Kenneally, Communications Director Sean F. Driscoll, Director of Shoreside Operations Alison Fletcher, and Counsel Steven M. Sayers also attended the hearing. 71 other people signed in at the hearing, and 21 of them gave testimony that day.

1. Peter Francis (Falmouth) – Mr. Francis stated that he works for a food service company that uses a freight boat every day, which means that about 16 trucks travel on it each week during the summer season. He said it would be hard for him to continue his job serving the islands without the early trip, so he supports the 5:30 a.m. boat.
2. Brian Hughes (Southwick) – Mr. Hughes is a fuel transportation driver for the island for a company that runs three trucks per day. He said that he supports the early-morning freight boat so that the trucks can make as little of a disruption possible on the island. Mr. Hughes said the trip has the added benefit of not putting people at risk with big trucks driving around on roads that are made for regular cars during busier times of day.
3. Stephen Araujo (West Tisbury) – Mr. Araujo said that Woods Hole Road is a state-owned road and that, as a truck driver, he and others he knows try to be as hospitable and respectful as possible. He said they are not trying to make a problem or a ruckus; they just want to do their jobs. Mr. Araujo said this effort is an attempt to mess with free trade, noting that he lives off a state road in Vineyard Haven and that he is used to the noise and that it is just part of the day. He said people who live in Falmouth around the Walmart have the same problem and that everyone has to work together on it.
4. Owen White (Berlin, Connecticut) – Mr. White said that his truck drivers regularly are on the 6:30 a.m. hazmat ferry and that, to even get to that boat on time, they have to be on Woods Hole Road by 5:45 a.m. He said that the more that arrival gets delayed until later than 6:00 a.m. will make things very difficult. He said he thinks not having a 5:30 a.m. freight ferry will cause a backup of freight throughout the day.

5. John H. Leite (Oak Bluffs) – Mr. Leite said that the company he manages, JWL Transport, uses the SSA every day, sometimes multiple times a day, and has been since 1953. He said he feels badly for the plight of those who signed the petition suffer from but said it was a choice that was made by them, as individuals. He said there is a law on the books that states that if there is a business in effect and an individual moves into a house they have accepted that. He said while they are entitled to their peace and solitude, the same issue is in effect on the Vineyard and that people know they need that traffic to be able to survive as a community. He said that it would be a big hardship for him to lose the early-morning trips and that, in his opinion there should be more trips. He said he does not think the early-morning trips are going to go away and that they are a necessary evil. Changing the way things are now would present a real hardship to those who need and provide service to the island.
6. Ted Fitzelle (Woods Hole) – Mr. Fitzelle said that what is being said at the hearing so far is malarkey and that the SSA regularly disregards the Town of Falmouth’s wishes. He said it is no longer possible to jam more cars down Woods Hole Road, that the hospital lights are in a constant state of gridlock, that the gas and propane tankers present a danger and that it is all the result of poor planning by the SSA. He said that when the new headquarters was built on Palmer Avenue residents were told it would result in fewer people going down Woods Hole Road and said the SSA should admit it has failed to plan for the future.
7. Margaret Fitzelle (Woods Hole) – Ms. Fitzelle said that she has been living in Falmouth for 51 years and has an eight-year-old granddaughter and that it is dangerous for her and other children to wait for their school bus on Woods Hole Road. She said that questions about the safety of transporting fuel to the island have been raised for years and asked why New Bedford cannot be used as a port for the SSA and if it would take a tragedy for that to happen. She said that she feels her statements will fall on deaf ears and that fuel trucks will continue to boom down Woods Hole Road. She said that those trucks are the nuisance, not the neighbors, and that it is time to try New Bedford.
8. Jim Rogers (Vineyard Haven) – Mr. Rogers said that he sympathizes with people of Woods Hole. He said that he has lived on Martha’s Vineyard his whole life and that his father worked for the SSA for many years and that, overall, they do a pretty good job of providing a reliable mode of public transportation. He said that New Bedford has been tried as a port and would continue to present many problems; additionally, such a move would result in a loss of jobs in Falmouth, as there are many in town who are employed by the SSA. He said that Falmouth has grown a great deal in his lifetime but that the Vineyard has no other way to get its goods delivered. New Bedford is not close to being a reasonable option, would result in more cancelled trips, and would not be a reliable mode of transportation.
9. Peter Goodale (Tisbury) – Mr. Goodale said that he grew up on the Vineyard and now runs his family business there. The SSA was created to service the Vineyard, he said. New Bedford would not work as a port due to the cancellations and transit time and would be more expensive for both the trucking companies and the SSA. He said that trucks are safer to run in the morning than later in the day when more people are on the roads.

10. Deborah Siegal (West Falmouth) – Ms. Siegal said that, although those along Woods Hole Road bear the brunt of the noise, it is not only those people who are affected. She said that lives in West Falmouth a quarter of a mile from Route 28A and is awakened between 4:00 a.m. and 4:30 a.m. by truck noise. She since has found out that people are using traffic apps and using 28A to get around traffic on Route 28 to get to the ferry. She said it is very important for people to realize that it is not just a Woods Hole problem. She understands that people who are just doing their jobs have problems as well, but that the noise is a serious disruption to many lives. The noise problem is not only on Woods Hole Road; people in West Falmouth also are woken up by trucks.
11. Judy Laster (Woods Hole) – Ms. Laster said that the purpose of the hearing is to focus on scheduling, not on how people make a living. She said at a different hearing held by the SSA that she asked them to develop a strategic plan to guide its decision making and that, while she does not know the status of that effort, the SSA should delay a determination on its schedule until that strategic plan has been completed and whatever develops should guide its decision making. She said that Woods Hole residents are not against truck drivers or people on Martha’s Vineyard but they also don’t have to suck it up and take it. She said that there has to be a way to come to a solution that is reasonable and takes into account the community impact and gives the opportunity for people who are not boat-related to provide a community impact statement. She said that the SSA should also do its own traffic study in addition to its strategic planning process. Ms. Laster noted that the many negative comments people are making about the residents of Woods Hole are not helpful. She said that she was disturbed to see that the selectmen of Tisbury and Aquinnah had written letters in favor of the ferry without considering what the people of Woods Hole need as well.

Later in the hearing, Ms. Laster said congestion pricing is being discussed all over the Commonwealth to address travel at different times of day. She asked what things the SSA was looking at to make people change their travel times and suggested that it would make more sense for the SSA to start looking at those issues now rather than later.

12. Becky Connors (Woods Hole) – Ms. Connors said that she manages the Sands of Time hotel and walks across Woods Hole Road six times a day and traffic on the road is very dangerous. She said that the 5:30 a.m. boat is going to be disruptive no matter what and that she has to use her air conditioner to block the noise, meaning that her family cannot enjoy the sea air because her kids are woken up at 3:00 a.m. and 4:00 a.m. by traffic. At the time her family bought their house, there was not the incredible amount of traffic there is now. She said that what the residents want is a give and take and that 5:30 a.m. is simply too early for the people and community of Woods Hole. She said she appreciates that the Vineyard residents have needs but that they have needs as well.
13. Eugenie Kuffler (Woods Hole) – Ms. Kuffler said that she does not like the new Slip No. 3 and that it has destroyed that corner of Woods Hole. If Slips 1 and 2 follow suit, the ships will form a fortress to block the ocean view. The terminal project will force the SSA to attract more cars and trucks to pay off their investments and that the roads will continue to be overwhelmed by traffic.

14. Nan Logan (Woods Hole) – Ms. Logan said that it was both “charming and inconvenient” to live on an island and referred to a friend, Hunter Moorman, who lives in West Tisbury and was unable to attend tonight’s hearing. But she said that Hunter Morman had sent a letter, which she read into the record (and is included in Appendix C of this report).
15. Bob Morris (Woods Hole) – Mr. Morris said that while there has been lots of talk about New Bedford, he sees freight boats sitting in the SSA’s slips all day. He noted that while the SSA’s traffic headcounts have been very flat, Seastreak’s traffic from New Bedford has been up during that same time period.
16. Johnathan Goldman (Woods Hole) – Mr. Goldman said that, unlike the Vineyard, Woods Hole is a “drinking town with a sailing problem” in that a lot of its residents use the water for sailing and recreation. In the context of the 5:30 a.m. boat, it disrupts village life on both sides and that both towns need to be preserved, as each has been affected slowly over time by the SSA’s activities. He said that both the Vineyard and Woods Hole need to be unified and that this is a regional problem. Regarding the truck traffic, he said that he can set his clock by the Jake braking that occurs every day and that, regardless of what they are told, the behavior does not change. The concentrated effort to get trucks to their destination has an impact and that is just the reality. He said that the Vineyard and Woods Hole need to stop seeing each other as combatants, that they have to work together on the issue, and that there has to be a common solution. The two sides need to establish trust and find a common wellbeing. If the SSA rams a 5:30 a.m. boat through Woods Hole again, there is no concession to make and no change to the impression that the SSA is a bull in a china shop.
17. Dan Smith (Woods Hole) – Mr. Smith said that he has lived on Woods Hole Road for 24 years and that the Vineyard gets all the benefit from the freight traffic and Woods Hole gets almost all the hardship.
18. Susan Shephard (Falmouth) – Ms. Shephard said that she has been coming to Falmouth since the 1980s and that it is déjà vu all over again. If the SSA is going to push 2.5 million people through Woods Hole a year, that’s a problem. Although there is a little bit of a hill between her residence and Woods Hole Road, she still hears the traffic every morning. The SSA is pushing more and more camels through a needle and it is not working. She said that part of the solution is to go to back to the original mission of the SSA, which is to provide the essentials of life. She said that she sees SSA ads on television all the time, that the SSA has become an entity into and of itself, and that it has forgotten its constituents on both sides. She said she does not know what the answer is but that it has needed to be worked on for three or four decades now.
19. Nat Trumbull (Woods Hole) – Mr. Trumbull said he wished to present several facts then had a statement to read. Freight to the Vineyard is growing at a 4% annual rate, he said, meaning it doubles every 18 years. He called the situation “unmanageable” and that there needs to be strategic thinking. While meeting about these logistics is useful, the larger issue is what he would like to focus on. He said that he has not heard about objections to a 5:30 a.m. ferry and noted that, after looking closely at the Authority’s capacity reports,

the 5:30 a.m. ferry is not full as it leaves Woods Hole, while the 5:30 a.m. trip from the Vineyard is quite full. He said it would appear that the purpose of that ferry is to serve the Vineyard but that it need not involve trucks. He said that the 6:00 a.m. and 6:30 a.m. ferries are also rarely at capacity, which suggests that the trucks could be carried on the 6:00 a.m. ferry without difficulty.

Mr. Trumbull further said that, in regards to the larger issue at hand, the only solution is to be thinking regionally and what can be done to diversify how freight is carried to the Vineyard. The specter of a hazardous materials spill in Woods Hole must keep the SSA up at night, he said, as there is no other solution to delivering freight to the Vineyard. He then proceeded to read a short statement from an unnamed individual in attendance who had given Mr. Trumbull permission to read his solution, an example of the possibility of solutions at hand. The statement noted the increase in truck traffic and the associated safety concerns on the region's highways. The trucks come from various places in New England but a large number of them travel from I-95 along I-495 near New Bedford. (Mr. Trumbull noted his own research shows that 80% to 85% of the traffic headed to the Vineyard takes that route.) The statement continued that the individual's wish was to provide freight shipping services from the Port of New Bedford to multiple Massachusetts ports and would include services such as advertising and marketing, supply chain logistics and back-office support. The intention is to be an autonomous solution for suppliers, including those on Cape Cod and the Islands.

Mr. Trumbull said that this is not the model that the SSA foresees with a tightly integrated participation by the SSA, but he said that it would be worth looking at more closely. He asked that the door not be closed to such initiatives that could provide a viable solution. He also said that Vineyards do not believe it, but that a New Bedford option would help them, as items that do not need to be delivered tomorrow could be delivered slowly and with a lower carbon footprint.

20. Jeff Kristal (Tisbury Selectman, Tisbury) – Mr. Kristal said that he loves Falmouth and Woods Hole and frequently stays in and shops in Woods Hole. He said he hears traffic noise on the Vineyard as well and that it does not bother him, but he has empathy for those who live along Woods Hole Road. He said that Tisbury and Woods Hole are one community and that each should have consideration for the other side. He said that Vineyard Haven is the island's only year-round port and that that the Vineyard's workforce relies on the early trips, as they are what gets the community going. He said that those with health issues who need to get to Boston for treatment also rely on it. He said the island has limited road systems to handle trucks later in the day and that moving freight traffic later will cause added congestion on the island.
21. Leon Brathwaite (Dukes County Commissioner, West Tisbury) – Mr. Brathwaite noted that the Dukes County Commissioners also had written a letter of support for the 5:30 a.m. trip. He said it was his understanding that, by taking vehicles of less than 40 feet on the early trip, a lot of businesses were then able to get their foodstuffs delivered to the island. He said that propane needs to go on the hazardous trip as the island only has a one- to two-

day supply of fuel and that it is critical that the early-morning boats be able to get the fuel there.

### **Written Testimony Regarding the Proposed Schedules**

Although Section 15A of the SSA's Enabling Act requires it only to consider the testimony given at the September 9th public hearing, the SSA decided that, because parties who may be affected by the proposed schedule changes may not be able to attend the public hearing, it should in fairness also consider any written testimony that is submitted regarding the proposed schedule changes. Therefore, in its Notice of Public Hearing, the SSA stated that it would consider such written testimony that is submitted electronically to [schedules@steamshipauthority.com](mailto:schedules@steamshipauthority.com) or addressed to General Manager Robert B. Davis.

Copies of all of the written testimony received by the SSA are included as **Appendix C** to this report and, therefore, they do not need to be (and are not) described herein. The following individuals submitted written testimony:

1. Robin Ackroyd (Woods Hole);
2. Kimberly Biggs (Vineyard Haven);
3. Kate Nace Day (Woods Hole);
4. Meg Fitzelle (Woods Hole);
5. William R. Funk, III;
6. Celia Gillis (Martha's Vineyard resident);
7. Jonathan Goldman (Woods Hole);
8. Nicole Goldman (Woods Hole);
9. John Grande (Town Administrator for the Town of Tisbury on behalf of the Tisbury Selectmen);
10. Helix DNA;
11. Robert Jaye (Woods Hole);
12. Thomas Jennings (Boston area resident);
13. Virginia C. Jones (Foxfire Marine Consulting, LLC, West Tisbury);
14. Myla Kabat-Zinn (Woods Hole seasonal resident);
15. Jamie Kageleiry (Martha's Vineyard Times);
16. Camilla King (Woods Hole);
17. Judy Kranz (Oak Bluffs);
18. Eugenie Kuffler (Woods Hole);
19. Suzanne Kuffler (Woods Hole);
20. Stephen Laster (Woods Hole);

21. Paul Lobo;
22. Richard Lovering (Woods Hole);
23. Susan Maddigan (Falmouth);
24. Thomas A. Maddigan (Falmouth);
25. Mike McCue (Assonet);
26. Charles A. McIntosh (Martha's Vineyard seasonal resident);
27. Mark R. Metell (Warren Trask Company, Lakeville);
28. Hunter N. Moorman (West Tisbury);
29. Robert Morris (Woods Hole);
30. Russell G. Murphy (Woods Hole);
31. Helen Neumann (Chilmark);
32. Brian Packish (Chairman of the Oak Bluffs Board of Selectmen, on behalf of the Oak Bluffs Board of Selectmen);
33. Lena Prisco (island resident);
34. Tracy Resendes (Boren & Remington Corp., Fall River);
35. Stephen Starosta (Falmouth);
36. Martina Thornton (Duke County Manager on behalf of the Dukes County Commissioners);
37. Nat Trumbull (Woods Hole);
38. Jane Vose;
39. Valerie Walbek (Woods Hole);
40. Chris Warner; and
41. Ryan Webber.

### **History of the SSA's Early Morning Trips from Woods Hole**

The history of the SSA's early morning trips from Woods Hole is described in the previous reports it issued on August 15, 2017 on the SSA's proposed 2018 Winter and Spring Operating Schedules (the "August 15, 2017 Section 15A Report") and on October 17, 2017 on the SSA's proposed 2018 Summer and Fall Operating Schedules (the "October 17, 2017 Section 15A Report"). In summary:

- Until 2007, the SSA's first regularly scheduled trip from Woods Hole was a freight trip that left at 6:15 a.m. that was designated as a hazardous cargo trip on Mondays through Fridays throughout the year (as well as on Saturdays during the summer operating schedules).

- Since 2007, the SSA has regularly scheduled the first trip of the *Island Home* (or a substitute ferry) to leave Woods Hole at 6:00 a.m., the same time that the *Martha's Vineyard* (or another substitute ferry) historically has made (and continues to make) its first daily sailing from Vineyard Haven.
- In September 2011, the SSA tried out a revised schedule for the *Governor* on a trial basis, having its first trip leave Woods Hole at 5:45 a.m. instead of 7:30 a.m. through the remainder of the 2011 Late Summer Operating Schedule.
- Since 2012, the SSA has regularly scheduled the first trip of the *Governor* to leave Woods Hole at 5:30 a.m. during the summer operating schedules.
- In 2013, the SSA began regularly scheduling its first freight trip to leave Woods Hole at 5:30 a.m. during the spring operating schedules as well, but for the reasons described in the August 15, 2017 Section 15A Report this 5:30 a.m. trip has not been operated during any of the SSA's spring operating schedules since 2017.
- In 2015, the SSA also regularly scheduled its first freight trip to leave Woods Hole at 5:30 a.m. during the fall operating schedule. However, in 2016 the SSA stopped operating this trip during the fall operating schedule on December 8, 2016; in 2017 the SSA stopped operating this trip on October 28, 2017; and this trip has not been operated during any of the SSA's fall operating schedules since then.
- By contrast, in its October 17, 2017 Section 15A Report, the SSA concluded that it could not continue to fulfill its statutory obligation of providing adequate transportation for the island of Martha's Vineyard during its summer operating schedules without continuing to operate its 5:30 a.m. freight trip from Woods Hole. However, in order to mitigate the impact of that trip on Woods Hole residents, it adopted certain new operating policies for that trip beginning in 2018, including the following:
  - Limiting the size of the trucks the SSA carries on its 5:30 a.m. freight trip from Woods Hole to trucks that are less than 40 feet in length, so that less noise is generated by the trucks that drive to the SSA's Woods Hole terminal in the early morning hours.
  - Requesting that freight shippers participating in the SSA's bulk freight reservation program who request reservations on the 5:30 a.m. freight trip from Woods Hole have their truck drivers not exceed the speed limit on any roads in Falmouth or 35 miles per hour, whichever is lower, in order to reduce the noise from those trucks even more.
  - Reviewing all of the SSA's other efforts to mitigate noise from the early morning operations of the Woods Hole terminal, including but not limited to prohibiting trucks from arriving at the terminal earlier than necessary to be processed and loaded onto the SSA's ferries, to ensure that those efforts are followed and to see how they can be improved.

As now proposed, the SSA's 2020 Summer Operating Schedules would operate from May 15, 2020 through October 20, 2020, ending three days earlier than in 2019, and essentially would be the same summer schedules as the SSA is running this year and also ran last year. Accordingly,

the SSA is again proposing to operate the 5:30 a.m. freight trip from Woods Hole with the motor vessel *Governor* during this time period.

### Discussion

**A. The SSA is faced with a difficult decision due to the impacts of its freight ferry service between Woods Hole and Martha's Vineyard on Falmouth residents.**

There should be no mistake in anyone's mind that the SSA's paramount interest is to ensure that the islands of Martha's Vineyard and Nantucket are provided with adequate transportation of persons and necessities of life on a year-round basis. The island economies are and will continue to be strongly affected by the cost of their transportation service to and from the mainland, whether it is paid for entirely through passenger, freight or automobile rates or through a combination thereof. Either inadequate service or unnecessarily expensive service will jeopardize their future. Frequency and reliability of service are still the key to their stability and well-being. Accordingly, the interest of the islands is paramount and must be the overriding consideration in evaluating the SSA's proposed operating schedules.

In this regard, island officials have adamantly opposed the elimination of the 5:30 a.m. freight trip from Woods Hole during the SSA's 2020 Summer Operating Schedules, arguing that eliminating the trip would have a substantial adverse impact on the island because the island's residents, businesses and daily commuters rely on the early morning boats for their workforce and daily deliveries. In addition, they argue that any reduction in ferry service during the early morning would increase traffic congestion on the island, impede public transit service, and prevent the smooth and timely flow of goods and services to the island. Observing that the SSA provides an essential service for the island's towns, they assert that this essential service could not be met with an elimination or reduction of any service and that, indeed, the service currently provided under the SSA's 2019 Summer Operating Schedules (which is the same level of service provided under the SSA's proposed 2020 Summer Operating Schedules) is just meeting the minimum needs of the island. As stated by Brian Packish, Chairman of the Oak Bluffs Board of Selectmen:

Another critical issue deals with the delivery of food and other supplies which require the early boat to be able to unload critical supplies at various business locations in the Town at reasonable times in the morning to avoid complete gridlock on our local roads. Later boats mean later deliveries during times when our narrow roads are packed with traffic. The geometry simply does not exist to accommodate food deliveries, local traffic and visitor traffic at the same time. It creates complete chaos and shuts our business districts down. We rely on the 5:30 A.M. boat during the summer and shoulder seasons to accommodate the flow of goods and traffic that we need to service our local and visiting population.

Available space on the current ferry service schedule is already very limited during the busy summer months, and the 5:30 A.M. ferries currently offer an extremely limited number of trips. We hope to work with the Authority to increase our level of services as local residents' needs often get lost in the summer trade. To eliminate the service would be an unthinkable detriment to our community, and a measure that we hope you will join us in opposing.

(Letter from Brian Packish, as Chairman of the Oak Bluffs Board of Selectmen, to the SSA's Board, dated Sept. 3, 2019).

The elimination of the 5:30 a.m. freight trip from Woods Hole during the 2020 Summer Operating Schedules is also strongly opposed by those who ship freight to the island. They fear that being required to travel later in the day would result in their trucks being stuck in more traffic congestion both on the island and in Falmouth, longer wait times for the ferries, increased costs, and possibly not being able to complete their deliveries within the maximum number of hours that the U.S. Department of Transportation allows them to drive each day. The freight shippers also view the SSA's ferry service as an extension of the highway (similar to a bridge) between Falmouth and Martha's Vineyard, and believe they should have the right to travel on that highway (or bridge) the same way that freight shippers have the right to travel on all of the other state highways, including the Bourne and Sagamore Bridges, during the early morning.

By contrast, although eliminating early morning freight trips might increase the cost of delivering goods to Martha's Vineyard, Falmouth residents believe that it is appropriate for island residents and visitors to pay for that cost increase rather than having the SSA provide the island's increased freight service solely at the expense of its Falmouth neighbors whose peace and quiet during the early morning hours are being invaded. They also believe that the SSA should provide alternative freight service (either from New Bedford or another mainland port) in order to eliminate its early morning freight trips from Woods Hole.

Falmouth residents also have emphasized that the negative impacts of the SSA's freight trips are not limited to the noise generated by just the early morning freight trips. To the contrary, the noise is even worse later in the day when larger tractor trailers and hazardous cargo trucks travel to and from the SSA's Woods Hole terminal. Residents along Woods Hole Road also complain of the threat to their personal safety posed by the intensity of this freight traffic, the diminution of the value of their businesses and homes, and the physical and mental health issues they say they are experiencing as a result. In addition, they note, as the SSA's traffic levels continue to rise, the situation along Woods Hole Road is only getting worse and at some point (if that point has not already arrived) transporting all of the island's cars and freight trucks through Woods Hole will become unsustainable as policy not only because of the unacceptable burdens being imposed upon Falmouth residents but also due to the absolute gridlock that will result on Falmouth roads.

In its September 20, 2019 editorial, *The Falmouth Enterprise* observed that there is "no simple solution" to this situation and that "there is only so much the [SSA] can do." Similarly, in its September 18, 2019 editorial, the *Martha's Vineyard Times* noted that "the SSA has already made concessions. The SSA has eliminated the early morning ferries in spring and fall. They've

reduced the size of trucks allowed on those first ferries. And they've asked their early morning customers not to arrive more than a half hour before the scheduled departure." Although *The Falmouth Enterprise* argued that "the obvious solution is to route freight through New Bedford," it pessimistically noted that "no one on the island that we know of is in favor of that," and while "another solution might reside in infrastructure improvements on the island," the *Enterprise* acknowledged "that is not likely to happen" and that "meanwhile, a number of residents of Woods Hole have to put up with noise in the early hours of the morning." For its part, the *Martha's Vineyard Times* took the position that "the SSA should keep the schedule as is," and its only recommendation was for the SSA to "continue to work with freight customers to be mindful of the residential neighborhoods they pass through. Put up signs on the SSA property to remind truck drivers about the rules for early morning ferries, and employ someone — perhaps a detail officer, as one commenter suggested — to enforce those rules."

**B. The SSA should lead a structured process with all of the affected communities and public input to develop long-term solutions for these regional transportation issues.**

But the Falmouth residents who gave testimony at the SSA's September 9, 2019 hearing were not as negative or fatalistic as the editorials in either the *Enterprise* or the *Martha's Vineyard Times*. Although they acknowledged that they have been raising these same seemingly intractable traffic issues with the SSA for decades, at the hearing they repeatedly asked the SSA to recognize the complexities of the problem and to work together with the communities in a process to achieve compromises and develop reasonable solutions that take into account the interests of everyone who is affected.

Moreover, they characterized the situation as not simply an "SSA problem," but a regional problem in which the SSA plays a key part. Similarly, they said, the SSA could play a key part in developing regional solutions for this problem and helping all of the affected communities find new ways of meeting their needs. For example, currently the principal, if not exclusive, means to deliver freight to Martha's Vineyard is by the SSA's ferries from Woods Hole. In order to ameliorate the impacts that this freight traffic imposes on Falmouth, not only will the island have to control its growth in a responsible manner, but the manner in which freight is carried to the island has to be changed and/or diversified, and all of the potential solutions require regional thinking with the participation of all of the communities who may be affected.

In the same spirit, freight shippers at the hearing expressed their desire to be as hospitable and respectful to Falmouth residents as possible. They noted that they just want to do their jobs, that they are not trying to create a problem, and that everyone has to work together to find solutions. Similarly, island officials expressed their empathy for those who live along Woods Hole Road, and they observed that Martha's Vineyard and Woods Hole form one community and that each should have consideration for those on the other side of Vineyard Sound.

Those sentiments also are shared by others in the island community at large. For example, page 53 of the Martha's Vineyard Regional Transportation Plan 2020-2040 (the "Regional Transportation Plan"), which was issued in July 2019 by the Martha's Vineyard Commission with the Martha's Vineyard Joint Transportation Committee, lists the following objectives, among others, for the island's future water transportation network:

- Engage the SSA and other stakeholders (town officials, Chamber of Commerce, etc.) in discussions to explore limiting the number of vehicles traveling to the Island in the summer.
- Continue to encourage visitors to come to the Island without their cars.
- Reduce the number of vehicles traveling to the ferry terminals in Vineyard Haven, Oak Bluffs, and Woods Hole to drop off passengers.
- Work with SSA to explore ways to reduce congestion associated with freight trips between the Island and Woods Hole.
- Improve vehicle and passenger access to and from ferry terminals, including better remote parking, improved passenger drop-off, vehicle queuing, and distribution between the two Island terminals.
- Coordinate improved connections with transit at both ends of the ferry trip.

On pages 53 and 54, the Regional Transportation Plan also specifies the following proposed actions (among others) to try to achieve those objectives:

- Encourage passenger drop-off and pick-up at park-and-ride facilities to reduce traffic congestion in town and especially near terminals. Consider setting up remote check-in facilities at park-and-ride locations.
- Continue to improve the SSA reservation system and queuing for passenger convenience and to reduce unnecessary traffic.
- Coordinate the capacities of the boat lines with the capacities of the region's roads and public surface transportation services.
- Utilize the websites of the SSA and other ferry companies to provide information about car-free travel on the Vineyard.
- Continue working to establish a park-and-ride in Oak Bluffs with shuttle service to the terminal.
- Provide information on the SSA website and in SSA terminals about the free park-and-ride service in Vineyard Haven.
- Work with the SSA as it continues to investigate proposals to establish a freight dock in New Bedford.
- Renew discussions surrounding the 1997 referendum, possibly by way of a public forum hosted by the MVC.

The Regional Transportation Plan even has a section devoted entirely to “Freight Transportation” that lists, on page 57, only two objectives:

1. Ensure that freight is brought to the Island and distributed to its destinations in a timely and efficient way, with minimal negative effects on traffic, safety, and the environment.
2. Reduce vehicle traffic to the ferry in Island towns as well as in Woods Hole and the rest of the Cape—particularly trucks and hazardous materials.

And its proposed actions with respect to these freight transportation objectives, which are also listed on page 57, are:

- Explore how a greater proportion of freight—and particularly low-value and less time-sensitive commodities (e.g. lumber) and hazardous materials (e.g. oil and propane)—could be brought to the Island by barge instead of ferry.
- Examine the feasibility of establishing an Island warehouse where products could be stored and distributed to Island businesses during non-peak hours.
- Continue to study the benefits and detriments of freight and trash runs between Tisbury and New Bedford; explore the possibility of using containerization.
- Look at the possibility of establishing truck routes in order to limit the presence of trucks on roads that pose particular traffic or public safety problems.
- Review the SSA freight policy with respect to its impact on the amount and cost of goods brought to the Island by ferry.
- Consider the possibility of offering discounts for off-peak travel and giving priority to time-sensitive freight.
- Consider the possibility of running more freight boats to facilitate truck access to the Island, particularly in the late afternoon, and reducing other trips.
- Look at the possibility of further limiting the maximum size of trucks and buses on the roads, or at least discouraging very large vehicles either all the time or at certain hours.
- Explore the possibility of delivering to people’s homes so shoppers don’t need to take their cars to go shopping. Explore the possibility of expanding mail delivery with door-to-door service in town centers, and by encouraging people in other areas to use rural delivery. Consider the possibility of satellite mail service at the Airport in summer.
- Explore the possibility of reducing the need to transport waste by treating liquid waste on the Island; promote the use of new and additional community composting facilities.
- Examine the possibility of limiting which vessels are used to transport garbage and septic waste, and the possibility of using only barges.

Importantly, many of these objectives and proposed actions in the Regional Transportation Plan sound strikingly similar to several suggestions that were made by Falmouth residents at the September 9, 2019 hearing. This reinforces the SSA’s belief that the Martha’s Vineyard community also recognizes that there are impacts on Falmouth residents from the SSA’s ferry service from Woods Hole which are part of a larger regional problem involving Martha’s Vineyard, and that the island community also desires to develop and implement long-term

solutions for this regional problem that can best be developed collectively by all of the affected communities.

Accordingly, the SSA will request those communities to participate along with the SSA in the SSA's Long-Range Vineyard Transportation Task Force (the "Task Force"). The Task Force will work together, with public input, to attempt to identify reasonable steps that can be taken to address issues and concerns about freight and other traffic in each of those communities on a long-term basis. In this regard, the SSA offers the following suggestions about how the Task Force should be comprised and operate, but the SSA is open to other suggestions as well. Of course, once the Task Force begins its work, it can decide itself how best it can function in a productive and efficient manner.

1. The SSA will ask the Martha's Vineyard Commission, the Towns of Falmouth, Oak Bluffs and Tisbury, and, whenever the Task Force is discussing possible ferry or barge service for Martha's Vineyard from a mainland port other than Woods Hole, the City of New Bedford, to be participants in the Task Force
2. The SSA will ask each participant to designate two individuals to be its representatives on the Task Force, and ideally at least one of those individuals should be a staff member with transportation and/or planning experience and responsibilities.
3. The SSA will ask the Task Force to meet as often as the Task Force determines is most appropriate for its work.
4. The SSA will provide reasonable administrative support for the Task Force, while requests for more substantial financial support for the hiring of any consultants, surveys or other special expenses will be considered on a case-by-case basis.

**B. The SSA also should lead a structured process with all of the affected communities and public input to find practical ways to mitigate noise generated by its Woods Hole ferry service that can be implemented sooner rather than later.**

While the SSA envisions that the Task Force will present the best opportunity to identify, develop and implement long-term solutions to this regional traffic problem, it will not be enough to address the noise and other issues currently being experienced by Falmouth residents as a result of the SSA's ferry service from Woods Hole, and the SSA believes that a parallel effort has to be undertaken to mitigate those issues on a more expedited basis. But this is not to say that the SSA has not already attempted to mitigate the noise generated from the early morning operations at its Woods Hole terminal, nor that the SSA's ferry service is the only cause of the traffic noise that occurs on Woods Hole Road. As described in both its August 15, 2017 Section 15A Report and its October 17, 2017 Section 15A Report, the list of actions that the SSA has taken include:

- The SSA changed its methods of staging trucks at the terminal during the early morning so they do not have to back up (or use their backup alarms) when being staged before being

loaded onto the ferries. As a result, the use of trucks' backup alarms has been eliminated almost entirely.

- The SSA stopped assigning the *Katama*, *Gay Head* or *Sankaty* to operate the 5:30 a.m. freight trip, as all of those boats require trucks to back up, and use their backup alarms, when they are being loaded onto those boats. The SSA now assigns only the *Governor*, *Woods Hole* or another drive-through ferry to run that 5:30 a.m. freight trip, because trucks drive forward onto those boats when they are loaded.
- The SSA delayed the opening of the Woods Hole terminal to 5:00 a.m. and prohibits trucks from entering the terminal before that time.
- The SSA has added a message to its variable message sign on Route 28 advising drivers traveling down the highway between 3:00 a.m. and 5:00 a.m. that no trucks are allowed to enter the Woods Hole terminal prior to 5:00 a.m.
- The SSA periodically sends letters to its freight shippers reminding them that their truck drivers are not allowed to idle their engines unnecessarily while they are at the terminal, that they should obey the speed limit as they drive down Woods Hole Road, and that they should not use their Jake brakes while they are on the road.
- The SSA has put up signs at various location around the terminal reminding customers of the Massachusetts "Anti-Idling" Law.
- The SSA began kicking out truckers who repeatedly violate the SSA's policies and then also began cancelling their reservations when necessary to ensure that the SSA's regular freight customers adhere to the SSA's policies, including the prohibition against arriving at the terminal prior to 5:00 a.m.
- In 2017, the SSA also began prohibiting any standby trucks from arriving at the Woods Hole terminal until 6:30 a.m., and also established the following new procedures for all other trucks arriving at the terminal:
  - Only trucks with reservations for the 5:30 a.m. trip are allowed to show up at the terminal beginning at 5:00 a.m.
  - Trucks with reservations for the 6:00 a.m. trip are not allowed to show up at the terminal until 5:15 a.m.
  - Trucks with reservations for the 6:30 a.m. trip are not allowed to show up at the terminal until 5:45 a.m.
  - Trucks with reservations for the 7:00 a.m. trip are not allowed to show up until 6:00 a.m.
  - And all other trucks, including standby trucks, are not allowed to show up at the terminal until 6:30 a.m.
- In 2018, the SSA also implemented new operating policies for the 5:30 a.m. freight trip from Woods Hole, including the following:
  - Limiting the size of the trucks the SSA carries on its 5:30 a.m. freight trip from Woods Hole to trucks that are less than 40 feet in length, so that less noise is

generated by the trucks that drive to the SSA's Woods Hole terminal in the early morning hours.

- Requesting that freight shippers participating in the SSA's bulk freight reservation program who request reservations on the 5:30 a.m. freight trip from Woods Hole have their truck drivers not exceed the speed limit on any roads in Falmouth or 35 miles per hour, whichever is lower, in order to reduce the noise from those trucks even more.
- Reviewing all of the SSA's other efforts to mitigate noise from the early morning operations of the Woods Hole terminal, including but not limited to prohibiting trucks from arriving at the terminal earlier than necessary to be processed and loaded onto the SSA's ferries, to ensure that those efforts are followed and to see how they can be improved.

Nevertheless, Falmouth residents made it clear at the September 9, 2019 hearing that the SSA's efforts to mitigate noise from its ferry operations are not enough and that the SSA also does not always follow or enforce the noise mitigation policies that it has adopted. In addition, drivers of some freight trucks traveling to the Woods Hole terminal still exceed the speed limit on Woods Hole Road and use their Jake brakes, despite the SSA's repeated requests that they not do so.

Accordingly, the SSA believes that a different working group should be established to focus exclusively, with public input, on identifying and developing reasonable and practical ways to monitor and enforce compliance with the SSA's current noise mitigation policies as well as identifying and developing additional ways to mitigate traffic issues arising from the SSA's Woods Hole ferry terminal operations – not just during the early morning hours but throughout the day – which can be implemented sooner rather than later. For example, the working group could investigate the following suggestions that have been made during this hearing process, as well as whatever additional ideas they might come up with themselves:

- Identifying whose trucks are waking up Woods Hole residents at 3:00 and 4:00 in the morning even though the SSA prohibits trucks from showing up at the Woods Hole terminal before 5:00 a.m., and stopping those trucks from disturbing the neighborhood at that time;
- Identifying which truck drivers are using their Jake brakes on Woods Hole Road and persuading them not to do so except in the case of an emergency;
- Identifying which truck drivers are exceeding the speed limit on Woods Hole Road and stopping them from doing so;
- Investigating whether a lower speed limit for large trucks on Woods Hole Road would reduce the noise from those trucks and, if so, how to implement and enforce that lower speed limit;
- Identifying which trucks are noisier than others due to age or lack of proper maintenance and persuading the owners of those trucks to upgrade their vehicles.
- Identifying whose trucks are parking in the turnout on Woods Hole Road near FR Lilly Road and stopping them from doing so.

- Investigating whether the trucks which are staged at the Woods Hole terminal can have a different type of back-up alarm that does not beep and wake people up when the trucks are backing up.
- Identifying whose trucks are using back roads to get to the Woods Hole terminal and persuading them not to do so except when traffic is detoured from Woods Hole Road for maintenance or other reasons.
- Investigating whether the SSA can reasonably reduce the amount of time it takes to check in freight trucks at the Woods Hole terminal, which would allow the SSA to prohibit trucks from showing up at the terminal until later in the morning.

The SSA offers the following suggestions about how this working group (which can be named by the working group itself) should be comprised and operate, but the SSA is open to other suggestions as well. Of course, once the Working Group begins its work, it can decide itself how best it can function in a productive and efficient manner.

1. The SSA will ask the Martha's Vineyard Commission, and the Towns of Falmouth, Oak Bluffs and Tisbury to be participants in the working group.
2. The SSA and the Town of Falmouth will each be asked to designate two individuals to be their representatives on the working group, while the Martha's Vineyard Commission and the Towns of Oak Bluffs and Tisbury will each be asked to designate one individual.
3. The SSA will ask the working group to meet as often as the working group determines is most appropriate for its work.
4. The SSA will provide reasonable administrative support for the working group, while requests for more substantial financial support for the hiring of any consultants, surveys or other special expenses will be considered on a case-by-case basis.
5. The SSA will strongly encourage that the working group have one or more meetings with the SSA's regular freight shippers to discuss what recommendations are being considered and to receive their input before deciding upon any recommendations.

**D. Until long-term solutions to the regional traffic problem are developed and implemented, the SSA needs to continue to operate its 5:30 a.m. freight trip from Woods Hole during its 2020 Summer Operating Schedules.**

As recounted earlier in this report, since 2012 the SSA has regularly scheduled the first trip of the *Governor* to leave Woods Hole for Vineyard Haven at 5:30 a.m. during its summer operating schedules and, from the outset, the *Governor* has repeatedly left full or nearly full. That 5:30 a.m. freight trip also allows the *Governor* to leave Vineyard Haven at 6:30 a.m. and results in the boat departures from both Woods Hole and Vineyard Haven being spread out more evenly in the early

morning, when there is a greater demand for service and many freight shippers and island residents want to travel.

In 2013, the SSA also began regularly scheduling its first freight trip to leave Woods Hole at 5:30 a.m. during its spring operating schedules and, in 2015, the SSA regularly scheduled the 5:30 a.m. freight trip during its fall operating schedules as well. But in response to concerns raised by the Woods Hole community, on December 8, 2016 the SSA stopped operating the 5:30 a.m. freight trip during its 2016 Fall Operating Schedule; and in 2017 it also decided not to operate the trip that year after October 27, 2017 and to eliminate the 5:30 a.m. freight trip entirely from its proposed 2018 Fall Operating Schedules as well. Similarly, after considering testimony submitted in connection with its originally proposed 2018 Winter and Spring Operating Schedules, the SSA's modifications to those schedules included the elimination of the 5:30 a.m. freight trip that originally had been proposed for the 2018 Spring Operating Schedule. (See the SSA's August 15, 2017 Section 15A Report).

Thus, even though there were (and still are) good reasons to schedule the 5:30 a.m. freight trip from Woods Hole on a year-round basis, in light of the competing interests of the Woods Hole community the SSA has eliminated that trip during the winter, spring and fall seasons for the last two years. Implicit in those decisions, however, was the SSA's conclusion that it could continue to fulfill its statutory obligation of providing adequate transportation for the island of Martha's Vineyard during those times of year without the 5:30 a.m. freight trip. Unfortunately, after conducting another hearing on August 28, 2017, with respect to its proposed 2018 Summer Operating Schedules, it could not reach the same conclusion with respect to the summer season (see the SSA's October 17, 2017 Section 15A Report) and, for substantially the same reasons as set forth in its October 17, 2017 Section 15A Report, the SSA believes that it is still necessary to schedule the 5:30 a.m. freight trip from Woods Hole during the 2020 Summer Operating Schedules because it is unlikely that long-term solutions to the regional traffic problem will be developed and implemented by that time.<sup>1</sup>

If the SSA were to reschedule its first freight trip from Woods Hole during the summer so that it left at 6:30 a.m. instead of 5:30 a.m., it would be very difficult if not impossible to absorb the trucks that would have traveled on the 5:30 a.m. trip onto later trips in the morning. As shown in **Appendix D** to this report, all of the trips made by the SSA's larger passenger/vehicle ferries from Woods Hole on business days during the 2019 Early and Peak Summer Operating Schedules (through August 31, 2019, the last day for which the SSA's traffic statistics were available when preparing this report) already were at their practical vehicle capacity during summer business days

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<sup>1</sup> Woods Hole resident Nat Trumbull has argued that the fact that the SSA was able to operate prior to 2012 without carrying freight trucks on a 5:30 a.m. ferry, and without apparent detriment or outcry from Vineyard residents of freight shippers, raises serious questions about the arguments that a 5:30 a.m. freight truck service is essential today. But Mr. Trumbull's argument does not take into account the fact that the island's transportation demands have substantially increased since 2011.

until after 7:30 p.m., with almost every trip from 7:30 a.m. through 7:30 p.m. operating on average at close to or more than 90% of its vehicle capacity.

While the SSA's freight trips from Woods Hole during the same business days operated on average at a slightly lower percentage of their vehicle capacities from 5:30 a.m. through 5:20 p.m. (ranging from 76.4% to 92.7% as also shown on **Appendix D**), the difference is mostly attributable to the SSA's ability to make much more efficient use of the larger freight decks on its larger passenger/ vehicle ferries, particularly with the number of smaller cars that are carried on those trips which can be loaded to fill up what otherwise would be empty space on the freight deck. It also is even more difficult to use the entire amount of a freight boat's freight deck on hazardous cargo trips (when more large trucks are carried) and, on the *Governor*, when the combined weight of all the trucks carried on the vessel increases the vessel's draft to a depth that requires the SSA to restrict the number of passengers (and their cars) that can be carried on a particular trip. Thus, even if the SSA were to carry no more trucks next summer than it carried this past summer, it will still need the 5:30 a.m. freight trip during its 2020 Summer Operating Schedules to ensure that it is able to provide adequate freight service between Woods Hole and Martha's Vineyard during the business hours that freight shippers operate.<sup>2</sup>

As shown in **Appendix E** to this report, the situation essentially is the same for trips from Martha's Vineyard to Woods Hole during the summer. The 5:30 a.m. freight trip adds another trip off-island for island residents in the morning when they need to travel, as many of them cannot accomplish the purposes for which they are traveling if they are unable to leave the island until later in the day (only to arrive in Woods Hole after mainland businesses close for the day), and it has a domino effect throughout the day that makes more space available when it is needed. By contrast, very few island visitors want to leave the island late in the day because, after the ferry docks, they still have to drive from Woods Hole to their homes or other final destinations. Thus, scheduling the freight trips earlier in the day has worked out much better in providing additional capacity when people want and need to travel.

And even if the SSA were able to transport all of the trucks that need to travel to Martha's Vineyard at reasonable times during the morning without the 5:30 a.m. freight trip – which it does not believe it can do during the summer – scheduling the first freight trip for a later time would result in more trips leaving with the same number of trucks in a shorter time period, which would

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<sup>2</sup> The occupied capacity percentages are calculated using each vessel's standard load, primarily based on cars spaces. Those percentages may vary based upon the configuration of the individual vehicles. Further, in the case of the *M/V Governor*, the standard capacity customarily used is an average between what a car-only load is and what a truck-only load is. Thus, even though the *M/V Governor* may have a lower than 100% occupancy when loaded with trucks, the trip may in fact be a full load. In addition, while there may be space in the "wings" of the freight decks of the SSA's larger passenger/vehicle ferries to carry cars, trucks will not fit in those "wings." As a result, those larger passenger/vehicle ferries may be carrying as many trucks as possible on a particular trip even though their occupied capacity percentage may indicate that they are not substantially full. This is particularly true for the early morning trips from Woods Hole, as the SSA's ferries generally carry fewer cars on those trips than on trips later in the day.

require more positioning of those trucks at the Woods Hole terminal, including more backing up with their backup alarms, in order for them to be staged and loaded on the vessels. It would also require space on the SSA's larger passenger/vehicle ferries that is currently allocated for automobiles to be used for trucks, resulting in either a delay of automobiles getting to the island until later in the day or people choosing not to go to the island because they cannot travel when they want or need to do so.

In addition, by having the 5:30 a.m. freight trip from Woods Hole during the summer, more trucks traveling to the SSA's Woods Hole terminal will be driving on Woods Hole Road and other roads in Falmouth earlier in the morning when there is less traffic congestion in Falmouth. As reported in the Town of Falmouth's Transportation Master Plan for Route 28/Main Street ("Falmouth Transportation Master Plan") (April 2016), peak traffic volumes on Falmouth's Route 28 corridor are consistently high throughout the day. Specifically, the Falmouth Transportation Master Plan found that the weekday morning peak hour on Route 28 occurs between 7:00 AM and 8:00 AM (Falmouth Transportation Master Plan, at p. 23) and that thereafter, unlike other suburban areas where the morning commute time period is the distinct peak period for traffic volumes, "traffic volumes are consistently high on Route 28 in Falmouth from 8:00 AM to 7:00 PM" (Falmouth Transportation Master Plan, at p. 22).

Thus, there is a huge benefit to the SSA's freight shippers in being able to avoid that traffic by arriving earlier in the morning at the SSA's Woods Hole terminal.<sup>3</sup> The SSA is also able to transport more trucks earlier in the day to Martha's Vineyard, which gives them more time to make their deliveries in the morning (for example, before stores are busy with customers and restaurants are preparing to serve lunch) before traffic gets similarly congested there, as well as to return back to the mainland during generally accepted business hours. Further, by starting its operating schedule earlier in the day so that more freight trucks going to and from the Woods Hole terminal can travel prior to Falmouth's morning peak traffic hour that begins around 7:00 a.m., the SSA believe that it helps reduce those peak traffic hour volumes, even if only slightly, for the benefit of both its customers and everyone else who is driving around Falmouth after 7:00 in the morning.

Although the SSA has once again considered whether it could delay the 5:30 a.m. freight trip from Woods Hole by 45 minutes to 6:15 a.m. (instead of eliminating the 5:30 a.m. trip entirely, which would result in the first freight trip leaves Woods Hole at 6:30 a.m.), such a schedule would present significant operational issues and essentially would have the same adverse effect on the SSA's ability to provide adequate transportation for Martha's Vineyard as eliminating the 5:30 a.m. trip entirely. Given its current freight traffic demand and the nearly 100% utilization of the available vehicle spaces on all of its ferries during the summer until the early evening hours, the SSA does not believe that it would be able to provide adequate freight service between Woods Hole and Martha's Vineyard during the business hours that freight shippers operate if its first daily freight trip during the summer were delayed by 45 minutes. Nor can the SSA further compress its

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<sup>3</sup> During the academic year, trucks traveling on the SSA's early morning trips from Woods Hole also drive down Woods Hole Road before children begin waiting beside the road for school buses, thereby reducing the possibility of truck accidents that could injure any of those children.

operating schedules so that its first trip can leave later in the morning without affecting trips that are scheduled later in the day. The SSA already has shortened the vessel turnaround times of the first three trips that arrive in both Woods Hole and Vineyard Haven each morning from the usual 30 minutes to 15 minutes so that the SSA's operating day does not have to start even earlier, and it cannot realistically compress its vessels' turnaround times any more.

And even though the SSA thought it might be able to delay the 5:30 a.m. freight trip during its 2020 Late Summer Operating Schedule when it carries fewer trucks, as shown in **Appendix F**, all of the trips made by the SSA's larger passenger/vehicle ferries from the island during that entire schedule in 2018 already were at their practical vehicle capacity on weekdays until after 5:00 p.m., with every trip until then operating on average at more than 90% of its vehicle capacity (except for the 6:00 a.m. trip, which operated at 89.3% of its vehicle capacity). While, again, the SSA's freight trips from the island during the same business days operated on average at a slightly lower percentage of their vehicle capacities through 6:30 p.m., as explained at p. 20, *supra*, the difference is mostly attributable to the SSA's ability to make much more efficient use of the larger freight decks on its larger passenger/vehicle ferries. As a result, if the SSA were to eliminate the 5:30 a.m. freight trip during the 2020 Late Summer Operating Schedule, because the trucks that otherwise would have been carried on that trip would not get to the island until later in the day, they similarly would not be able to complete their deliveries until later in the day when all of the SSA's ferries from the island already are operating at their practical capacity. And even if the SSA were able to find them spaces on boats to carry them back to Woods Hole later in the afternoon, once they arrive in Falmouth they would contribute to (and get stuck in) the even greater traffic congestion that exists on Palmer Avenue (heading north to the Jones Road intersection) during the late afternoon commuter hours, potentially making it impossible for them to complete their daily round trips to the island within the maximum number of hours mandated by the U.S. Department of Transportation.<sup>4</sup>

The SSA also notes that, since 2018, it already has stopped carrying large freight trucks on the 5:30 a.m. freight trip from Woods Hole in order to reduce the noise generated by its Woods Hole terminal operations and trucks driving down Woods Hole Road during the early morning hours, and has limited the size of the trucks it carries on that trip to ones that are less than 40 feet in length. Generally, those smaller trucks are food trucks, common carriers (*e.g.*, Federal Express and U.P.S.), home products and appliance supply trucks, independent trades and services (*e.g.*, plumbing, electrical and landscaping), and mail and newspaper delivery trucks and, as noted in the SSA's October 17, 2017 Section 15A Report, they generate substantially less noise than the larger tractor trailers and tanker trucks which are carried on the SSA's later trips. Of course, over the

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<sup>4</sup> Mr. Trumbull also has argued that the SSA's own traffic statistics indicate that there is no necessity for the 5:30 a.m. freight trip during the Late Summer Operating Schedule, observing that the total number of trucks carried in April 2018 (11,925), when there was no 5:30 a.m. ferry, was very similar to the total number of trucks in September 2018 (12,183) and October 2018 (12,522). But Mr. Trumbull's argument does not take into account the fact that the SSA carried many more cars in September 2018 (45,367) and October 2018 (36,059) than it carried during the month of April 2018 (27,873), and that those additional cars compete with the freight trucks for spaces on the SSA's ferries during that time period.

course of the next year, the SSA also will be working with the working group to identify, develop and implement additional measures that can be taken to reduce that noise from those trucks (as well as noise generated by larger trucks later in the day) even more.<sup>5</sup>

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<sup>5</sup> In its October 17, 2017 Section 15A Report, the SSA also compared its Woods Hole terminal operations with other highway, bus, subway, train and ferry transportation systems and observed that it did not appear unreasonable for the SSA to schedule its first ferry trip from Woods Hole at 5:30 a.m. If anything, freight shippers traveling to Martha's Vineyard need to leave earlier than those driving to other communities on the mainland, as it takes an additional 45 minutes by water (plus waiting time at the dock) before they can begin making their deliveries on the island, and then another waiting period at the dock and an additional 45 minutes back by water before they can begin their drive home from Woods Hole.