

Town Administrator Report
July 14, 2020

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

- 1. Board of Health Update for COVID-19-**On Thursday July 9 I attended the Board of Health meeting along with Selectmen Packish and Ruley and Police Chief Erik Blake. At the meeting, the Board of Health reviewed issues and concerns regarding social distancing and the wearing of masks in the downtown area and reviewed a potential emergency order to require that masks be worn at all times in the downtown. In the course of the discussion we reviewed the fact that the current emergency order in place requires that masks be worn inside businesses at all times except when eating and outside at any time that it is not possible to maintain six feet of social distancing, which remains our goal to limit the spread of COVID-19. The major focus of our discussion became the effectiveness of our personal responsibility program of providing signage, masks, education, and reminders to visitors. We ultimately determined that we need a more robust system of education and potential enforcement to help increase compliance in wearing masks when social distancing is not possible. In order to accomplish this working with the Board of Health we have created a new COVID 19 Health Ambassador Program that will provide summer officer staffing as agents of the Board of Health directly in the downtown area to ramp up awareness of the mask and social distance requirements, with the potential for enforcement if voluntary compliance cannot be achieved. Additionally, eight new 2' x 6' banners will be erected in the downtown and the harbor to promote wearing masks. We hope in this fashion to gain even better compliance with these requirements which will help to keep everyone safe, and also hope to have education remain a preferred method of gaining compliance. We will continue to work with the Board of Health to monitor our success, and that Board stands ready to adopt a mandatory mask order if it becomes required to further limit the spread of the virus.
- 2. Ambulance Financing-**I have assembled a team consisting of members of the Finance Committee, the Chairman of the Selectmen, Assistant Town Administrator, and the Fire EMS Department to analyze the Ambulance funding and to make recommendations regarding future financing of this operation. Our primary concern is that changes in billing regulations and procedures nationally have reduced the revenues that the Town receives from its ambulance runs. The result is that we have seen funds available in our Ambulance Reserve Account decrease to the point of being in danger of not covering the costs of the service and related capital expenses. Our analysis has shown the largest decrease in revenues coming from the off-island transports emanating from the Martha's Vineyard Hospital, which account for approximately two-thirds of our hours of ambulance service. We recently met with leadership at the hospital to engage in a dialogue and joint problem solving regarding the revenue reductions. We remain fully committed to servicing the hospital's care model, but we need to find ways of funding the cost of the transports so that it does not fall to the residential taxpayers. Our team will continue to engage in this joint problem-solving effort and will return to the Board with any recommendations that may impact services.
- 3. Grant Update-**As I have indicated in my previous reports, we have been very aggressive in identifying potential grant funding to support important Town projects in order to help make

progress in solving these problems with as limited of a local financial impact as possible. We have been extremely successful to date in attracting millions of dollars in grant funding, and we currently have the following active applications under consideration:

Safe Streets, MA DOT	\$300,000 for Healy Square Streetscape Improvements
Seaport Advisory Council	\$1,600,000 North Bluff Streetscape Improvements
FEMA Hazard Mitigation	\$10,000,000 for East Chop Bluff
Municipal Vulnerability Program	\$467,000 for Farm Pond Design and Permitting
Army Corps. of Engineers	\$1,000,000 for Farm Pond construction

In addition, we have received \$98,000 in COVID-19 emergency funding reimbursements to date and are seeking to maximize our reimbursement of eligible costs under three individual programs. We also are preparing now for a fall submittal to the Seaport Advisory Council for Harbor Jetty rehabilitation and extension.

- 4. Town Hall Update-**As requested by the Board of Selectmen we have advertised for members to serve on a Town Hall Building Committee and have also sent out an invitation to our previous Town Hall Building Committee to assist in completing the project. In the meantime, our activities to coordinate the project have ramped up since the Town Meeting approval to be ready to initiate construction in the fall. Our project team conducts regular weekly meetings to coordinate all aspects of the project. We have advertised for the sub-bidders required for assignment to the general contractor, JKS-Dellbrook, with bids due this month. I have arranged for the builder's risk insurance to take effect at the start of construction. Our design team is conducting their final technical reviews of the building site conditions and is finalizing the construction documents. Last week the geotechnical and civil engineering team was on site to complete additional borings and exploratory work to confirm all site conditions for finalizing the construction drawings. Other issues being wrapped up include IT and building security, Fire Marshal and Building Code review and permitting issues.
- 5. Board of Selectmen Remote Meeting Technology Program-**I have been working with Chairman Balboni and our IT Director Travis Larsen to implement Mr. Balboni's initiative to improve our remote meeting presence and performance to incorporate remote meeting capability and technology as a permanent part of the Board of Selectmen's procedures. Since the start of the pandemic we have made great strides in incorporating technology and remote meetings into our standard operations. While it has been difficult, it has also opened up new avenues to participation in local government that have been embraced by local residents. Still, however we battle technological connectivity issues, the lack of quality audio and video feeds for all officials and often face inconsistency in the quality of the remote feed. To help improve our consistency and performance Travis has procured a standard iPad device with a keyboard for each member to provide a uniform and consistent platform for managing the Board's remote participation. The units are designed for the quality audio and video connectivity needed for remote meeting. The device will also be able to receive and store electronic agenda materials which are now the preferred method of receiving and managing agenda backup data. This program is designed to help improve the experience of board members as well as the public in participating remotely in important discussions and will also be of great value in terms of technology support as we begin to bring back face to face meetings.

DRAFT

EMERGENCY ORDER OF THE OAK BLUFFS BOARD OF HEALTH – ADOPTED July 7, 2020

Pursuant to the declaration of a public health emergency by the Governor of the Commonwealth of Massachusetts on March 10, 2020 (the “State”), and by the Town of Oak Bluffs (the “Town”) on March 23, 2020 and, further, pursuant to the Governor’s COVID-19 Order #31 on May 6, 2020 (“Order #31”), which requires face coverings for anyone over the age of 2 years who is in a place open to the public and cannot maintain 6 ft. of physical distance from another person, we, the Oak Bluffs Board of Health, Massachusetts (the “Board”), as authorized by M.G.L. c. 111, §§ 31 and 122, 310 CMR 11.05, and 105 CMR 300.200, hereby order (the “Order”) the following for the protection of the public health and safety and to mitigate the spread of COVID-19 within the Town:

All persons who are not exempt, as set forth below, shall wear a mask or cloth face covering (“mask”) over their mouth and nose when in public at all times within the boundaries of the Oak Bluffs COVID-19 Required Face Covering and Mask Area (the “Mask Area”). The Mask Area is intended to include all public ways (including waterways, streets, sidewalks, docks, and paths), public parks, public buildings, and all other outdoor areas intended to be accessible to the general public but does not include those who are actively consuming food or beverages in the Mask Area.

- 1) A map illustrating the boundaries of said Mask Area are attached as appendix A and are described as follows:
 - a. Oak Bluffs Harbor District;
 - b. Cottage City Historic District;
 - c. B1 Commercial District; and the
 - d. B2 Small Scale Business District

The boundaries of said districts may be found at the following link:

<https://www.mapsonline.net/oakbluffsma/index.html>

- 2) This Order shall apply to all places open to the public, whether indoors or outdoors. Use of medical grade masks is discouraged in order to avoid interfering with the supply of masks for medical workers and first responders. See this link for information on making a cloth face covering: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.
- 3) Exception: Children under the age of 2 years should not wear masks. For children 2 years of age or older, a mask should be used if possible and at the discretion of the child’s parent or guardian. Parents who elect to fit their

DRAFT

children with masks should be certain it does not obstruct or impede a child's ability to breathe.

- 4) Exception: This Order shall not apply to persons for whom a mask would cause impairment due to an existing health condition, or persons requiring a reasonable accommodation/modification as a result of a qualifying disability as required by the Americans with Disabilities Act and/or any applicable laws of the State, including those who cannot breathe safely; those who, due to a behavioral health diagnosis, are unable to do so; those communicating with people who rely upon lip-reading; and those who require supplemental oxygen to breathe.
- 5) Businesses shall not allow a patron to enter their establishment who is not wearing mask, unless the patron qualifies for an exemption. All businesses shall post a sign on their main entrance doors advising consumers or patrons that it is mandatory that the consumer or patron entering the business wear a mask. All business shall be responsible for requiring and overseeing that patrons waiting or queued to enter their place of business wear a mask while waiting.
- 6) This Order shall be effective beginning Friday, July 10, 2020 at 8:30 AM and remain in effect until notice is given, pursuant to the Board of Health's judgment that this Order is no longer necessary or the COVID-19 Massachusetts State of Emergency is suspended, whichever occurs first.
- 7) Pursuant to the authority identified in first the paragraph of this Order and M.G.L. c. 111, § 30, the Board's Health Agent, members of the Town's Police Department, Board of Health members and other agents designated by the Board shall have the authority to enforce this order as necessary. The designated enforcing authorities may call on the support of the Town's Police Department if necessary.
- 8) Whoever violates any provision of this Order, including businesses, may be penalized by a non-criminal disposition ticketing process as provided in M. G.L. c. 40, § 21D, and as authorized by Order #31. ~~Section 1-3 of the Town's Code authorizing noncriminal disposition of offenses or violations of town regulations.~~
- 9) If an agent of the Town with authority to enforce this Order elects to employ the non-criminal disposition procedure, then a person who violates any provision of this Order shall be subject to a penalty in the amount of fifty dollars (\$50) for a first offense; one hundred dollars (\$100) for a second offense; two hundred dollars (\$200) for a third offense; and three hundred dollars (\$300) for a fourth or subsequent offense. Each day or portion thereof shall constitute a separate offense. If more than one violation is determined, then each condition violated may constitute a separate offense.

DRAFT

- 10) Any person who is not wearing a mask and who refuses to leave a public place at the direction of a person in lawful control of the premises may be subject to removal from the premises by the Police Department pursuant to Massachusetts General Laws, Chapter 266, § 120.
- 11) Notwithstanding the foregoing, agents and officers are encouraged to educate offenders and to exercise their judgment on a case-by-case basis, and have the discretion to issue verbal or written warnings as a measure before determining that a finable offense has occurred.
- 12) The Board may enforce this Order or enjoin violations thereof through any lawful process, and the election of one remedy by the Board, or other agents of the Town, shall not preclude enforcement through any other lawful means, including injunctive relief and/or civil fines under M.G.L. c. 111, § 122.

Ordered by the Oak Bluffs Board of Health this 9th day of July, 2020.

Oak Bluffs Board of Health, by its Health Agent
Meegan Lancaster, Duly Authorized

See Map illustrating the Mask Area subject to these regulations on the next page labelled as "Appendix A".

NEED TO ATTACH APPENDIX A MAP

OBFD-EMS and MVH Inter-facility Transport Feasibility

The Town of Oak Bluffs EMS provides an essential transport service to Martha's Vineyard Hospital. Demand for inter-facility transports is unpredictable and at the discretion of MVH, yet OBEMS must have two ALS ambulances fully staffed and ready during the hours of 8:00AM and 8:00PM seven days a week.

Over the last few years transport revenues have continued to decrease at an unsustainable rate. Insurance company paybacks are shrinking, much of that is cuts in reimbursements on transports made to Boston hospitals that could have been serviced by Cape Cod or other nearby hospitals. Compensation for OBEMS ambulance transports to Woods Hole are nonexistent because of guidelines, set forth by insurance companies that compensate for facility to facility transports, not a Woods Hole exchange. And lastly, the island demographic is aging into Medicare and Medicaid insurance which pays a small percentage of submitted cost compared to private insurance.

Although the year to year number for transports, 911 and take homes are similar, the revenues continue to fall. OBEMS is proud that it can provide the highest level of care for inter-facility transports and 911 calls.

OBFD-EMS and MVH Inter-facility Transport Feasibility

Transport Service Costs FY19	\$1,340,716.16
Ambulance Replace/Chassis	\$115,000.00
Apportioned Building Costs Per Year	\$125,660.00
(Expense split between Fire Department, 911 side of EMS and Inter-facility Transports)	
Utility Costs	\$12,351.00
(Expense split between Fire Department, 911 side of EMS and Inter-facility Transports)	
	<hr/>
TOTAL COST	\$1,593,727.16
 Off Island Transport Revenue FY19	 \$1,009,744.84
(439 runs include Woods Hole drop/turn around and transports to Partners facilities and others)	
	<hr/>
DEFICIT	\$583,982.32
 Transport Service Costs FY20	 \$1,266,795.00
Ambulance Replace/Chassis	\$115,000.00
Apportioned Building Costs Per Year	\$125,660.00
(Expense split between Fire Department, 911 side of EMS and Inter-facility Transports)	
Utility Costs	\$12,351.00
(Expense split between Fire Department, 911 side of EMS and Inter-facility Transports)	
	<hr/>
TOTAL COST	\$1,519,806.00
 Projected Off Island Transport Revenue FY20	 \$741,000.00
	<hr/>
DEFICIT	\$778,806.00

OBFD-EMS and MVH Inter-facility Transport Feasibility

TRANSPORT PROPOSALS FOR FY21	OPTION 1* 2 Transport Ambulances 12 Months	OPTION 2* 2 Transport Ambulance - 6 Months 1 Transport Ambulance - 6 Months	OPTION 3* 1 Transport Ambulance 12 months
Transport Service Cost	\$1,320,007.00	\$1,082,453.00	\$826,365.00
Apportioned Building Costs Per Year	\$125,660.00	\$125,660.00	\$125,660.00
Utility Cost	\$12,351.00	\$12,351.00	\$12,351.00
TOTAL COST	\$1,458,018.00	\$1,220,464.00	\$964,376.00
*Projected Off Island Transport Revenue FY 21	\$741,000.00	\$741,000.00	\$741,000.00
DEFICIT	\$717,018.00	\$479,464.00	\$223,376.00

*Does not include increase for inflation OR consideration for current effects of Covid on Transport Service.

Obfd-EMS and MVH Inter-facility Transport Feasibility

PROJECTED TRANSPORT ONLY BUDGET FY21					
2 TRANSPORT AMBULANCES 12 MONTHS				*Does not include Building and Utilities	
6/2/2020					
Transport Service Only					
Position	Fiscal Year Grade & Step	No COLA Hourly Rate	Hours / Week	# Wks per Yr	Annual Wage
FULL TIME					
Ambulance Chief		63.09	40	26.1	\$ 65,865.96
Admin		26.95	20	52.2	\$ 28,135.80
Lieutenant		38.95	40	52.2	\$ 81,327.60
MEDIC 94	10-A	30.35	40	52.2	\$ 63,370.80
MEDIC 94	10-A	30.35	40	52.2	\$ 63,370.80
MEDIC 92	10-A	30.35	40	52.2	\$ 63,370.80
MEDIC 92	10-A	30.35	40	52.2	\$ 63,370.80
					\$ -
EMT 94	7-B	25.55	40	52.2	\$ 53,348.40
EMT 94	7-B	25.55	40	52.2	\$ 53,348.40
EMT 92	7-B	25.55	40	52.2	\$ 53,348.40
EMT 92	7-B	25.55	40	52.2	\$ 53,348.40
Overtime	based on covering 2 weeks vacation, 12 days sick, and one truck leaving at 8:15 AM and 5:00 PM				\$ 196,397.00
EXPENSES					
Vehicle Maintenance					\$ 30,000.00
Ambulance Supplies					\$ 40,000.00
Comstar					\$ 35,000.00
Steamship					\$ 1,500.00
Medical Insurance					\$ 144,000.00
Veh Insurance & Liabil					\$ 2,700.00
Workmans Comp					\$ 60,000.00
Fuel					\$ 25,000.00
Holiday Pay					\$ 25,204.80
Ambulance Replace/Rechassis					\$ 115,000.00
LONGEVITY PAY					
Longevity					\$ 3,000.00
				TOTAL*	\$ 1,320,007.00

OBFD-EMS and MVH Inter-facility Transport Feasibility

PROJECTED TRANSPORT ONLY BUDGET FY21					
2 Transport Ambulances for 6 months - 1 Transport Ambulance for 6 months			*Does not include Building and Utilities		6/2/2020
Transport Service Only					
Position	Fiscal Year Grade & Step	No COLA Hourly Rate	Hours / Week	# Wks per Yr	Annual Wage
FULL TIME					
Ambulance Chief		63.09	40	26.1	\$ 65,865.96
Admin		26.95	20	52.2	\$ 28,135.80
Lieutenant		38.95	40	52.2	\$ 81,327.60
MEDIC 94	10-A	30.35	40	52.2	\$ 63,370.80
MEDIC 94	10-A	30.35	40	52.2	\$ 63,370.80
MEDIC 92	10-A	30.35	40	26.1	\$ 31,685.40
PER DIEM MEDIC 92		30.35	40	13	\$ 15,782.00
OVERTIME MEDIC 92		45.52	40	13	\$ 23,670.40
EMT 94	7-B	25.55	40	52.2	\$ 53,348.40
EMT 94	7-B	25.55	40	52.2	\$ 53,348.40
EMT 92	7-B	25.55	40	26.1	\$ 26,674.20
EMT 92	7-B	25.55	40	26.1	\$ 26,674.20
Overtime	based on covering 2 weeks vacation, 12 days sick, and one truck leaving at 8:15 AM and 5:00 PM				\$ 185,000.00
EXPENSES					
Vehicle Maintenance					\$ 25,000.00
Ambulance Supplies					\$ 35,000.00
Comstar					\$ 30,000.00
Steamship					\$ 1,500.00
Medical Insurance					\$ 72,000.00
Veh Insurance & Liabil					\$ 2,700.00
Workmans Comp					\$ 40,000.00
Fuel					\$ 20,000.00
Holiday Pay					\$ 20,000.00
Ambulance Replace/Rechassis					\$ 115,000.00
LONGEVITY PAY					
Longevity					\$ 3,000.00
				TOTAL*	\$ 1,082,453.00

OBFD-EMS and MVH Inter-facility Transport Feasibility

PROJECTED TRANSPORT ONLY BUDGET FY21						
1 TRANSPORT AMBULANCE 12 MONTHS			*Does not include Building and Utilities			6/2/2020
Transport Service Only						
Position	Fiscal Year Grade & Step	No COLA Hourly Rate	Hours / Week	# Wks per Yr	Annual Wage	
FULL TIME						
Ambulance Chief		63.09	40	26.1	\$	65,865.96
Admin		26.95	20	52.2	\$	28,135.80
Lieutenant		38.95	40	52.2	\$	81,327.60
MEDIC 94	10-A	30.35	40	52.2	\$	63,370.80
MEDIC 94	10-A	30.35	40	52.2	\$	63,370.80
					\$	-
EMT 94	7-B	25.55	40	52.2	\$	53,348.40
EMT 94	7-B	25.55	40	52.2	\$	53,348.40
Overtime	based on covering 2 weeks vacation, 12 days sick, and one truck leaving at 8:15 AM and 5:00 PM				\$	98,198.00
EXPENSES						
Vehicle Maintenance					\$	20,000.00
Ambulance Supplies					\$	25,000.00
Comstar					\$	25,000.00
Steamship					\$	1,500.00
Medical Insurance					\$	72,000.00
Veh Insurance & Liabil					\$	1,800.00
Workmans Comp					\$	30,000.00
Fuel					\$	15,000.00
Holiday Pay					\$	12,600.00
Ambulance Replace/Rechassis					\$	115,000.00
LONGEVITY PAY						
Longevity					\$	1,500.00
				TOTAL *	\$	826,365.76

OBFD-EMS and MVH Inter-facility Transport Feasibility

FY20 – Time On Task

	Average Man Hours	# Of CALLS*	TOTAL	
911/Emergency				
911 Calls	3	714	2142	
911 Refusals/Standbys	2	210	420	
Total				2562
Off Island				
Boston and Area Hospitals	16	341	5456	
Cape and Area Hospitals/Plymouth/Middleboro	10	123	1230	
Woods Hole	6	78	468	
				7154
Combined Hours				9716
911/Emergency Percentage	26.37%			
Transport Percentage	73.63%			

*projected run numbers based on year to date

Robert Whritenour

From: Stephen Moore <smoore@iconarch.com>
Sent: Thursday, July 9, 2020 10:46 AM
To: Robert Whritenour
Cc: Ned Collier; Suresh Bhatia; Bradley Park; Alicia Tyler
Subject: RE: Oak Bluffs Town Hall Renovations

Good morning, Team.

The exploratory demo effort on Tuesday (7/7) went well and helped clarify some unknowns (but mostly assumed conditions). Below was the list of things we needed the Town's input on as soon as we can get it as well as a few questions. Some of these could be a Zoom call versus on-site, but if any on-site page-turns/reviews, we should get those on the calendar. **These include:**

- **IT/Technology/Security:** We need to have a meeting with the Town's IT department and whomever from the Town would be responsible for making decisions on card reader locations, etc. We can advise on recommendation but if they have specific needs or wants, we need to get that from them.
- **PD – Security System –** Direct dial to PD, or to a city hall rep first? Input on camera locations, etc
- **Fire Marshal:** Review fire alarm and fire protection items; fire department connection types, access, etc.
- **FD –** Emergency panel locations (FACP, Knox Box, etc)
 - **Do we need a bi-directional amplifier?**
- **Building Inspector:** Review the window performance path and the variance effort we need to make for that.
- **ISD –** Preliminary Plan review/approval

The team also had some initial questions for the Town were also forwarded:

1. With the existing issues of water sheeting past the catch drains in the southwest corner and onto the adjacent properties, can/should we add curbing at lower end of parking lot (priority zone 2) to keep water on site? (This was a component of "Priority TWO" that was excluded for the pricing goals)
2. Is there a Town/Municipal "head of grounds" for the property? Trying to be sure we are in concert with maintenance protocols. Also, while we (overall) do have a preference to exclude/reduce irrigation needs for the vegetated areas, for the proper establishment of the plantings and lawns, we will require a watering rigor over the first year and its worth coordinating that effort with what is designed and the how the establishment schedule will work.
3. On our visit on Tuesday, we discovered that the island in the middle of the parking lot was in the process of installing two light poles. Are there any drawings, specs, and cut sheets for those that we can coordinate with our effort—we certainly don't want a hodge-podge of exterior light fixtures all over the site.

This is likely the beginning of the questions but we will do our best not to make these piece-meal.

Take care and talk soon.
Stephen.

Stephen Moore Assoc. AIA, LEED AP BD+C

ICON ARCHITECTURE

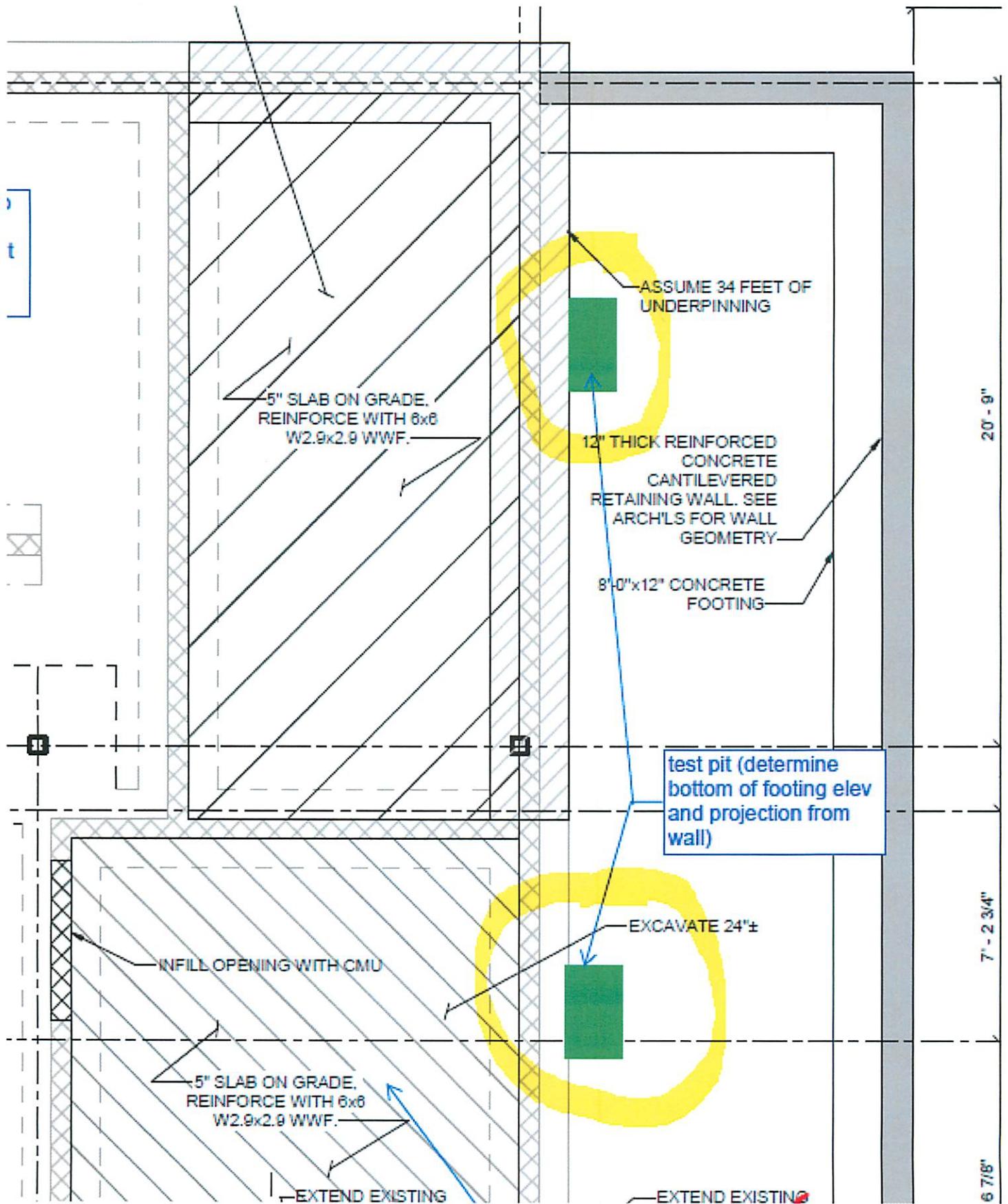
101 Summer Street, Boston, MA 02110
T: 617.451.3333 x112 | D: 617.939.0712
www.iconarch.com

Robert Whritenour

From: Stephen Moore <smoore@iconarch.com>
Sent: Friday, July 10, 2020 9:00 AM
To: Seth Adams; Tom Shevory
Cc: Mario Cunha; Ned Collier; Alicia Tyler; Nicholas Hodge; Sofya Auren; Eugene Slavsky; Suresh Bhatia; Robert Whritenour
Subject: Oak Bluffs Town Hall Renovation: Confirmation of Structural Underpinning Scope--Test Pits

Good morning Team,

We are trying to lock in our structural approaches and will need to get the next bits of the site exploration in the books. Test pit locations are in green below. Our Geo-Technical Engineer will need to observe, so calendar cooperation will be in the offing.



Stephen Moore Assoc. AIA, LEED AP BD+C

ICON ARCHITECTURE

101 Summer Street, Boston, MA 02110

T: 617.451.3333 x112 | D: 617.939.0712

www.iconarch.com

ICON is an SDO-certified women-owned business enterprise (WBE).

This email may contain confidential information and is solely for the use of the intended recipient. Any review, distribution, disclosure or other use of this information by anyone other than the intended recipient is prohibited. If you have received this communication in error, please notify the sender immediately and delete this message from your system.