

Town Administrator Report
September 8, 2020

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

1. **Town Hall Update**-This week we have reached another milestone in the preparation process for the renovation of the Town Hall with the Sub-bidder screening and qualification process which we completed on Friday. Now that the sub-bidders have been pre-qualified, they will submit competitive bids for all of the trade contracts for the job. This will put together the full team for construction and is the last major step for the contractor prior to mobilization. In the meantime, the design process is all but complete, and I have a full set of plans available in my office if anyone would like to view the plans. Plans have also been submitted to complete the permitting process in order to move the project forward. Actual construction is scheduled to start immediately following Columbus Day, with mobilization as of October 9. Our move schedule is geared up to occur September 29 through October 1, with full service available at the temporary facilities on Monday, October 5. There may be slight disruption to services on October 3 and 4 as we complete the move, but staff will be on hand and we will make every attempt to mitigate any disruptions. Our movers will be on-site on September 16 to conduct a meeting directly with Town Staff to help prepare for the move and to go over the schedule and everything that folks need to do to prepare for the move. We will also be putting up notices and public information on our website and at Town Hall to prepare the public for the move, timing, etc. We are also working with the Highway Department and our project manager to complete all of the final preparations for the temporary facilities such as social distancing, plexiglass protection and counters, parking, access, signage, awnings in order to make for a smooth transition to the temporary facilities.

2. **Fire/EMS Department Update**-Considerable time was spent over the previous weeks in working to put the details together to enable the Selectmen's consideration of the plan to move forward with the management of the Fire and EMS Department after the end of September when the term of our Interim Chief has completed. After our detailed meetings with the command staff of the department, I have every confidence that our plan will fully meet the needs of the Department and will fully support the team in moving forward to further develop the leadership in the Department. This material is on the Selectmen's Agenda for Executive Session, and I am hopeful that our plan will be developed sufficiently to move forward.

3. **Green Communities**-I have scheduled a Department Head Meeting for Thursday, September 10 for our Departments to begin the process of working with the Energy Committee to put in place the Energy Conservation Plan which is a major part of the Town's process to become a Green Community. Jim Cleary will be on hand to give Departments and update of some of the benefits of becoming a green community and to involve the

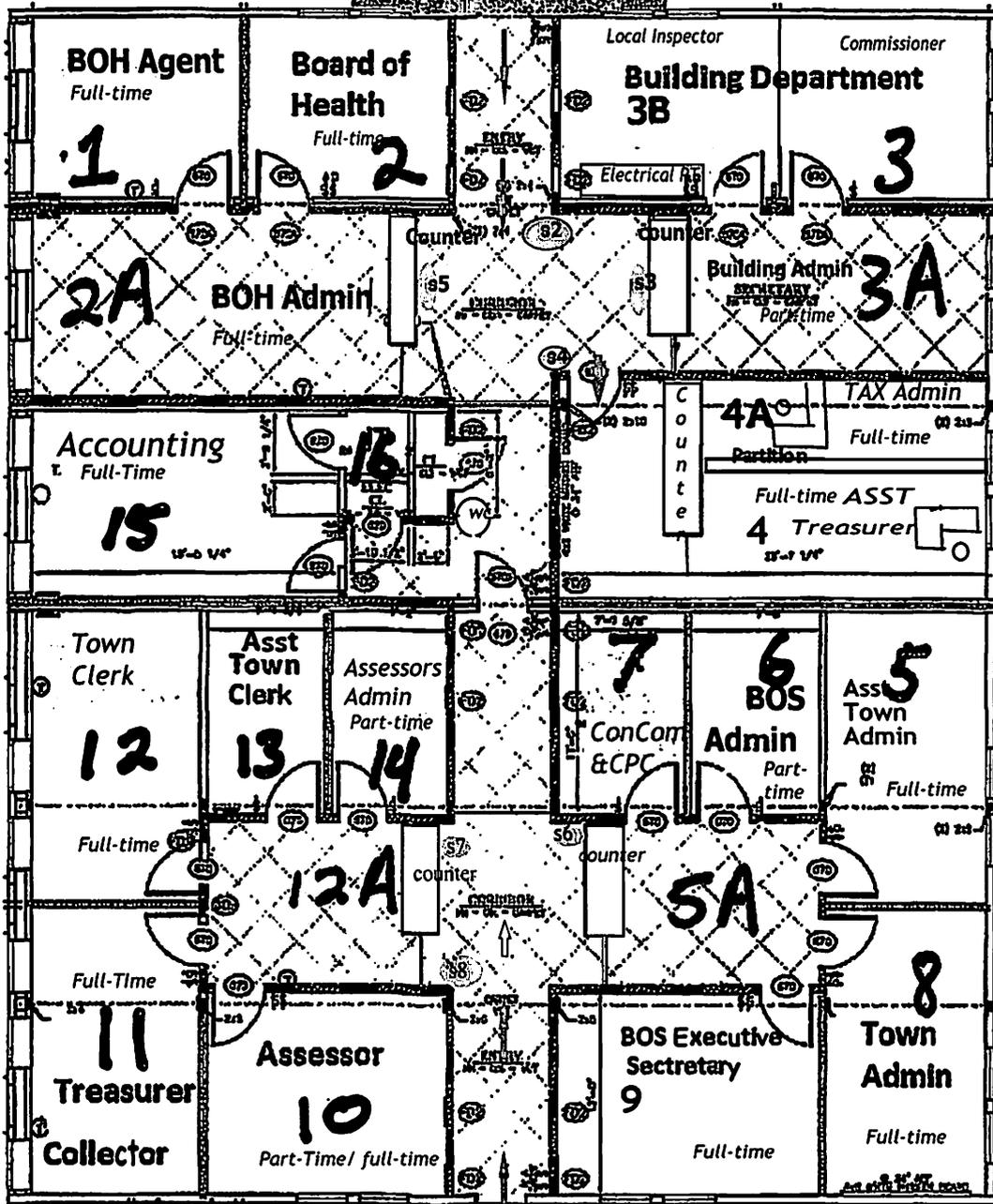
departments in developing the plans that we will use to move forward with developing ways to lessen our energy footprint. I am already increasingly proud of the Town's efforts in creating renewable energy which is slated to exceed all of our electricity usage over the next year, and I'm also very happy to see the Departments further involved in planning new energy conservation measures. Next key steps will involve supporting the adoption of the stretch code at Town Meeting and completing our green communities application process.

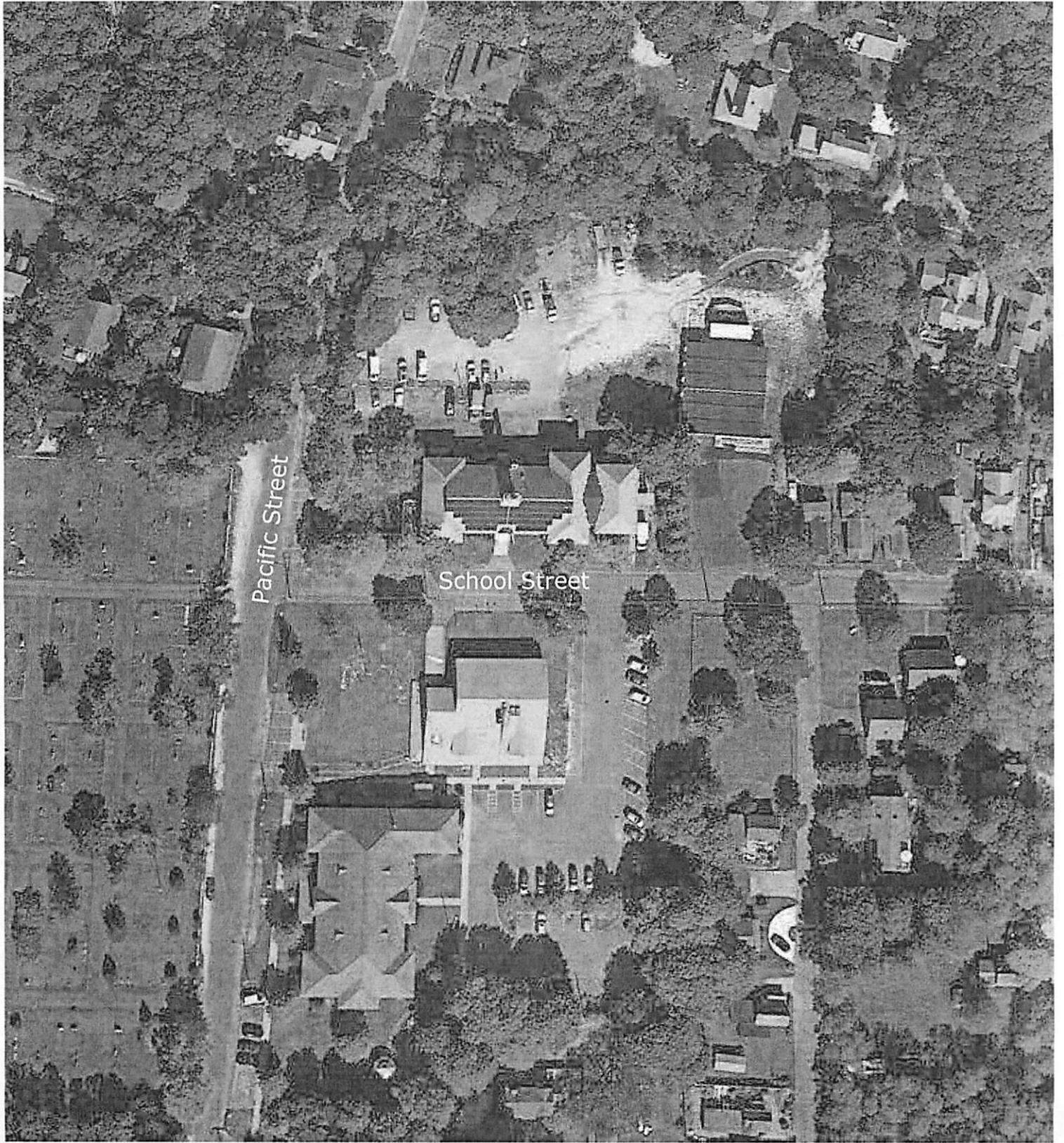
4. **Wastewater Facilities Manager**-With the recent retirement of the Town's Wastewater Facilities Manager, we have initiated the recruitment process for a new Department Head. The advertising period has been completed and we have several candidates that have applied to fill the position. I am anxious to develop a process between the Wastewater Commissioners and the Selectmen, who serve as the appointing authority to conduct interviews and finalize the recruitment. Wendy has floated some suggestions, including scheduling ideas, and we should finalize the process that will allow for the full vetting of the candidates for a confident approach to the selection process.

5. **Town Meeting Planning**-I would like to work with the Board to give some consideration to conducting a Fall Town Meeting this year. As you know, we trimmed back the Articles for our Annual Town Meeting in keeping with the Governor's recommendations to control the spread of Covid-19. This leaves a good number of issues out there for a Town Meeting warrant that we would like to get addressed before our Spring Annual Town Meeting next year. One complicating factor is that many of our unresolved issues are financial in nature, and we need to get the books closed and the free cash certified before we address these. This is why we hold the Fall Town Meeting in the November time frame. The weather may not be warm enough for an outdoor meeting at this time, so we may be searching for an indoor location. If the Board is amenable to this strategy, my next steps would be to assemble our Town hall logistics team led by Selectman Greg Coogan to locate a site and conduct planning for a fall Town Meeting.

6. **Bikeway Planning**-Another major project which is looming on the horizon is the preparation work to complete the easement process on the Eastville Road properties adjacent to the proposed shared use path extension that is scheduled for construction in 2021. The state will be preparing the right of way easements for the properties abutting the State Road, but the Town is responsible for the properties along the Town roadway layout. I will work to partner with the State right of way agents to coordinate the process using the Bikeway Committee as my support team. All easements will be brought back to the Selectmen for approval and will also require Town Meeting votes in order to finalize. The design process has proceeded from the 25% design that the Town completed to nearing the 75% design performed by the State and is on schedule to be completed within the original schedule. That is great news for an exciting project that will complete a safe bike route between the Towns of Tisbury and Oak Bluffs along a dangerous stretch of road. The completion of this project would mark our elimination of one of the most dangerous "missing links" in the Island's impressive network of shared use paths that promote cycling throughout the island.

Restrooms

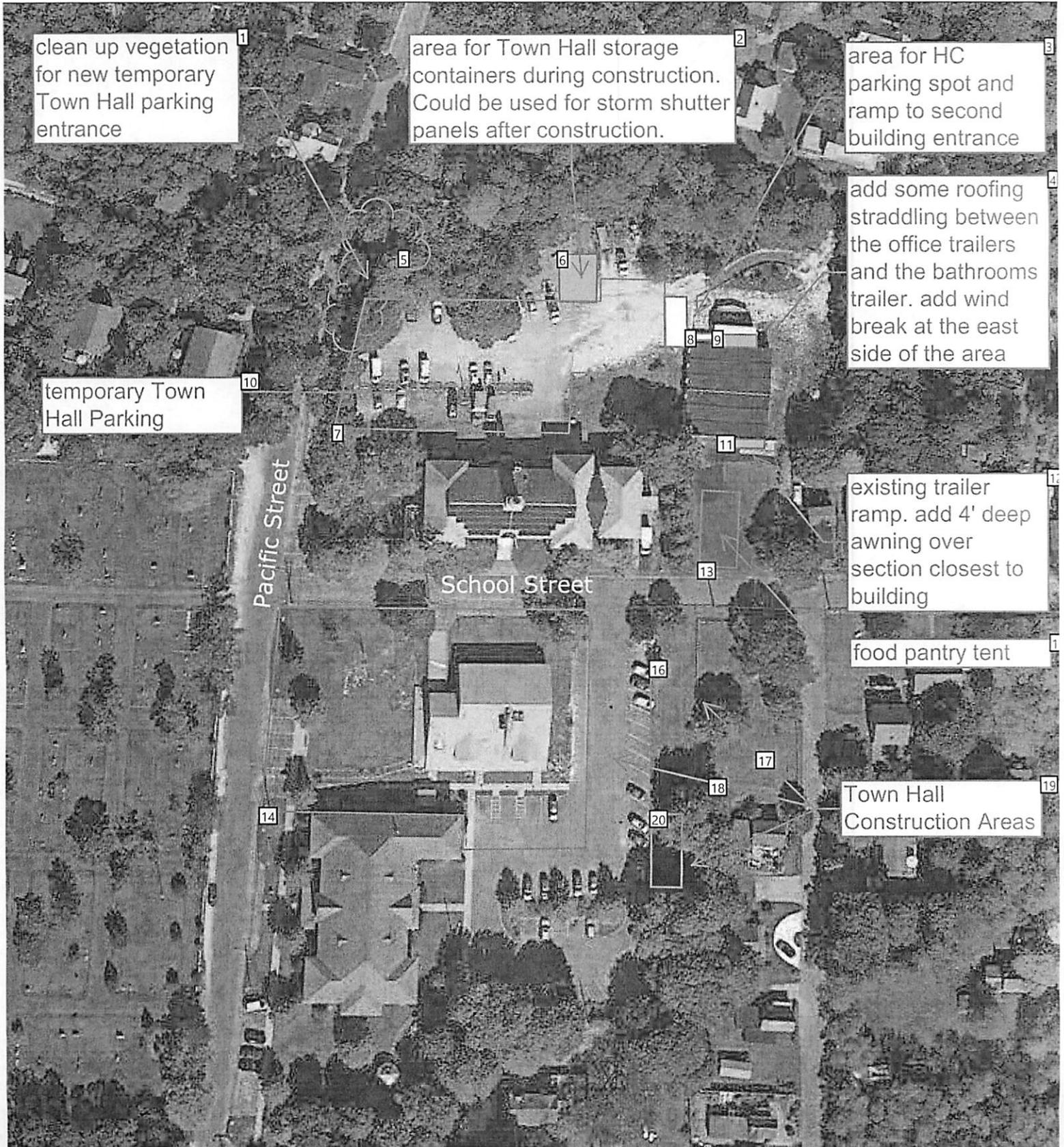




INTERIM TRAILERS ROOM ALLOCATION - NUMBERS

| Room # for movers | DEPARTMENT | POSITION |
|--------------------------|---------------------|--|
| 1 | Board of Health | Health Agent |
| 2 | BOH | Assistant Health Agent |
| 2A | BOH | Administrative Assistant |
| 3 | Building | Building Commissioner |
| 3A | Building | Local Inspector with separate Electrical Inspector workstation |
| 3B | Building | Office Administrator |
| 4 | Treasurer-Collector | Tax Admin Assistant - tax payments |
| 4A | Treasurer-Collector | Assistant Treasurer-Collector - payroll |
| 5 | Board of Selectmen | Asst. Town Administrator |
| 5A | | |
| 6 | Board of Selectmen | Office Administrator |
| 7 | Conservation/ CPC | storage/ extra workstation? |
| 8 | Board of Selectmen | Town Administrator |
| 9 | Board of Selectmen | Executive Secretary |
| 10 | Assessors | Principal Assessor and Admin Assistant |
| 11 | Treasurer-Collector | Treasurer-Collector Dept Head |
| 12 | Town Clerk | Town Clerk and Bd of Registrars |
| 12A | | |
| 13 | Town Clerk | Assistant Town Clerk |
| 14 | Assessors | Consultant workstation/ storage |
| 15 | Accounting | Town Accountant and Asst Accountant |
| 16 | Server Room | |

| SIGN # | Placement | General Content - to be confirmed |
|---------------|---|---|
| S1 | Back door entry wall - opposite restrooms | Department Directory - door access |
| S2 | Back lobby Entryway | Department Directory - Access of services |
| S3 | Building Office Counter | Department Sign |
| S4 | Tax Office Doorway/ Counter | Dept sign |
| S5 | Board of Health Counter | Dept sign |
| s6 | BOS Counter | Dept Sign |
| s7 | Finance/ Town Clerk Counter | Dept Sign |
| s8 | Department Directory - Front Lobby Entryway | Department Directory - Access of services |
| s9 | Outside front entry wall - off school st | Department Directory , door access |



1
clean up vegetation for new temporary Town Hall parking entrance

2
area for Town Hall storage containers during construction. Could be used for storm shutter panels after construction.

3
area for HC parking spot and ramp to second building entrance

4
add some roofing straddling between the office trailers and the bathrooms trailer. add wind break at the east side of the area

10
temporary Town Hall Parking

11
existing trailer ramp. add 4' deep awning over section closest to building

12
food pantry tent

19
Town Hall Construction Areas

Pacific Street

School Street

14

7

5

6

13

16

17

18

20

11

8

9

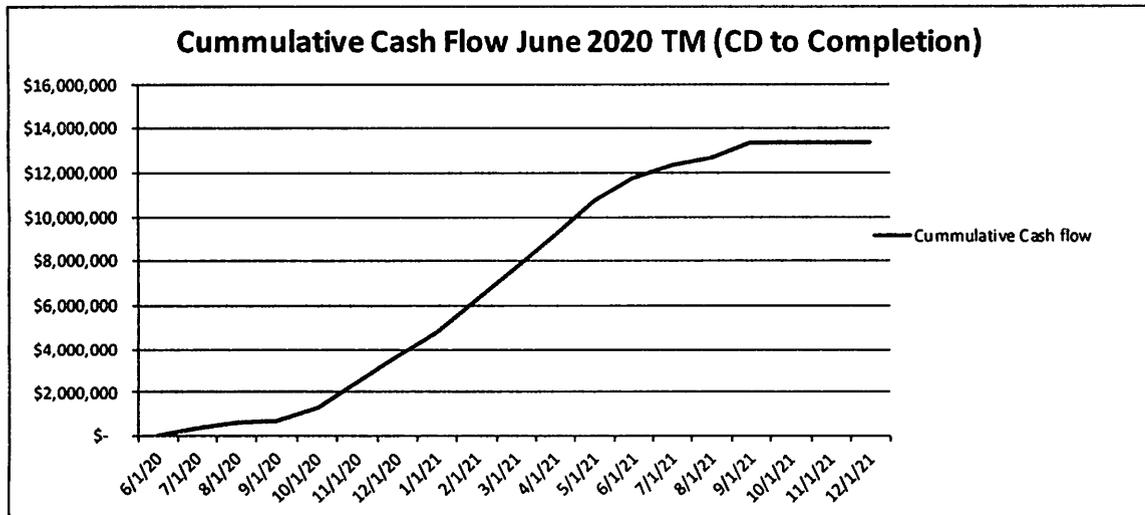
Cash Flow (June 2020 TM - CD to Completion)

Oak Bluffs Town Hall Renovations
Oak Bluffs, MA



Update as of 8/27/20

| Month | OPM | Activity | | | | Trailer Rental | Construction | Monthly Cash flow | Cumulative Cash flow |
|----------|------------|------------|-------------|------------|------------|----------------|--------------|-------------------|----------------------|
| | | Design | Reimbursble | Other | | | | | |
| 7/30/19 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 8/30/19 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 9/30/19 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 10/30/19 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 11/30/19 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 12/30/19 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 1/30/20 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 2/29/20 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 3/30/20 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 4/30/20 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 5/30/20 | | \$ - | \$ - | | | \$ - | \$ - | \$ - | |
| 6/30/20 | | \$ - | \$ - | | | \$ 8,200 | \$ 8,200 | \$ 8,200 | |
| 7/30/20 | \$ 38,150 | \$ 325,162 | \$ - | | \$ 8,200 | \$ - | \$ 371,512 | \$ 379,712 | |
| 8/30/20 | \$ 57,225 | \$ 100,000 | \$ 19,200 | | \$ 8,200 | \$ - | \$ 184,625 | \$ 564,337 | |
| 9/30/20 | \$ 57,225 | \$ 50,000 | \$ 3,000 | | \$ 8,200 | \$ - | \$ 118,425 | \$ 682,762 | |
| 10/30/20 | \$ 50,865 | \$ 25,000 | \$ 10,000 | \$ 40,000 | \$ 8,200 | \$ 454,397 | \$ 588,462 | \$ 1,271,224 | |
| 11/30/20 | \$ 50,865 | \$ 25,000 | \$ 3,200 | \$ 14,000 | \$ 8,200 | \$ 1,072,890 | \$ 1,174,155 | \$ 2,445,379 | |
| 12/30/20 | \$ 50,865 | \$ 25,000 | \$ 3,200 | | \$ 8,200 | \$ 1,144,342 | \$ 1,231,606 | \$ 3,676,985 | |
| 1/30/21 | \$ 50,865 | \$ 25,000 | \$ 3,200 | | \$ 8,200 | \$ 1,054,719 | \$ 1,141,984 | \$ 4,818,969 | |
| 2/28/21 | \$ 50,865 | \$ 25,000 | \$ 3,200 | | \$ 8,200 | \$ 1,362,146 | \$ 1,449,411 | \$ 6,268,379 | |
| 3/30/21 | \$ 50,865 | \$ 25,000 | \$ 3,200 | | \$ 8,200 | \$ 1,336,708 | \$ 1,423,972 | \$ 7,692,352 | |
| 4/30/21 | \$ 50,865 | \$ 25,000 | \$ 3,200 | | \$ 8,200 | \$ 1,452,290 | \$ 1,539,555 | \$ 9,231,906 | |
| 5/30/21 | \$ 50,865 | \$ 25,000 | \$ 3,200 | | \$ 8,200 | \$ 1,382,461 | \$ 1,469,726 | \$ 10,701,632 | |
| 6/30/21 | \$ 50,865 | \$ 25,000 | \$ 3,200 | | \$ 8,200 | \$ 930,824 | \$ 1,018,088 | \$ 11,719,720 | |
| 7/30/21 | \$ 50,865 | \$ 25,000 | \$ 3,200 | | \$ 8,200 | \$ 515,419 | \$ 602,683 | \$ 12,322,404 | |
| 8/30/21 | \$ 50,865 | \$ 25,000 | \$ 3,200 | | \$ 8,200 | \$ 310,600 | \$ 397,865 | \$ 12,720,269 | |
| 9/30/21 | \$ 50,859 | \$ 25,000 | \$ 20,000 | \$ 290,000 | \$ 8,200 | \$ 237,128 | \$ 631,187 | \$ 13,351,456 | |
| 10/30/21 | | \$ - | \$ 20,688 | | \$ 8,200 | \$ - | \$ 28,888 | \$ 13,380,344 | |
| 11/30/21 | | \$ - | \$ - | | | \$ - | \$ - | \$ 13,380,344 | |
| 12/30/21 | | \$ - | \$ - | | | \$ - | \$ - | \$ 13,380,344 | |
| | \$ 762,970 | \$ 775,162 | \$ 104,888 | \$ 344,000 | \$ 139,400 | \$ 11,253,924 | | \$ 13,380,344 | |
| | | | | | | \$ 13,380,344 | | | |



Town of Oak Bluffs, Massachusetts

| | | | |
|------------------------|-------------------------------|--------------------|-------------|
| Position Title: | Civilian Technical Advisor | | |
| Department | Fire | Date: | DRAFT |
| Reports to: | Public Safety Director - OBFD | FLSA Status | Non- Exempt |

Position provides professional technical and administrative assistance to the Director of Public Safety with the day to day operations up to and including the management, readiness, and organization of the OBFD; implementing best practices for fire prevention, fire suppression/rescue, firefighter training, Emergency Management, hazardous material response, code compliance to prevent or minimize the loss of life and property by fire in the community.

SCOPE OF DUTIES:

Coordinates and implements approved plans, policies and procedures to provide for the management and administration of the department, the development of its capacities and its effective and efficient delivery of emergency and non-emergency services.

Observes firefighter's performance and assesses training needs to assure that they meet state and federal requirements. Mentors and conducts formal and informal counseling sessions with firefighters to discuss performance.

Performs quality assurance reviews of assigned call reports through post-analysis and de-briefings, formulating changes in tactical procedures to improve effectiveness in achieving scene objectives.

Ensures that all fire personnel are properly trained to carry out assigned duties and encourages additional training for firefighters to meet state and federal requirements. Develops and oversees the implementation of a department-wide employee training programs and drills.

Formulates and reviews policies to ensure fire code enforcement/ inspections compliance and that the public safety needs of the community are met. Acts as a resource to the public for fire department related questions, maintaining compliance with the fire code and procedures to meet requirements.

Implements succession planning and a leadership program, to promote in-house professional development. Works with staff in organizing and promoting recruitment drives for community outreach.

Assists the Director in preparing the operating and capital budget for the department; by identifying the department's long-term needs, capital improvements, new and replacement equipment, personnel and training costs.

Assists in emergency management plans with the Director, determining firefighting response, chain of command and activities for emergency scenarios, providing input for emergency plans.

Ensures that the fire department meets current NIOSH, NFPA and OSHA safety standards.

Oversees maintenance and replacement plan of department equipment, supplies and apparatus on a daily, monthly and annual schedule.

Green Communities Program

Benefits to the Town of Oak Bluffs and its Residents

- **Cut municipal energy costs which will save the Town money**
 - **Reduce Green House Gas (GHG) emissions**
 - **Promote energy-efficient construction**
 - **Foster renewable energy / clean energy technology**
- **Gain access to grants for clean, affordable and resilient energy projects –** when replacing HVAC systems (furnaces, zone controls, thermostats, heat pumps), hot water heating and pumping, lighting, water flow regulators, weatherization, etc. for many Town buildings
 - **Act on OB Master Plan, Section 6.2, Becoming a “Greener” Community**

Green Communities Designation and Grant Program

- The initial Designation Grant for Oak Bluffs is estimated to be **\$140,000**
- Subsequent competitive grants available, up to **\$200,000** annually, for Green Communities that have expended all prior grant funds
- No expense to residents, no appropriation of tax dollars – just the opportunity for Town to **RECEIVE** grant funds from State for clean, affordable, resilient energy projects

Next steps . . . Please vote YES at Town Meeting for

- **Vote Yes** for As-of-Right Zoning Bylaw to establish Large Scale Ground Mounted Solar Photovoltaic Systems (designated site is at the Town landfill)
- **Vote Yes** to adopt the “Stretch Code” (new construction only)

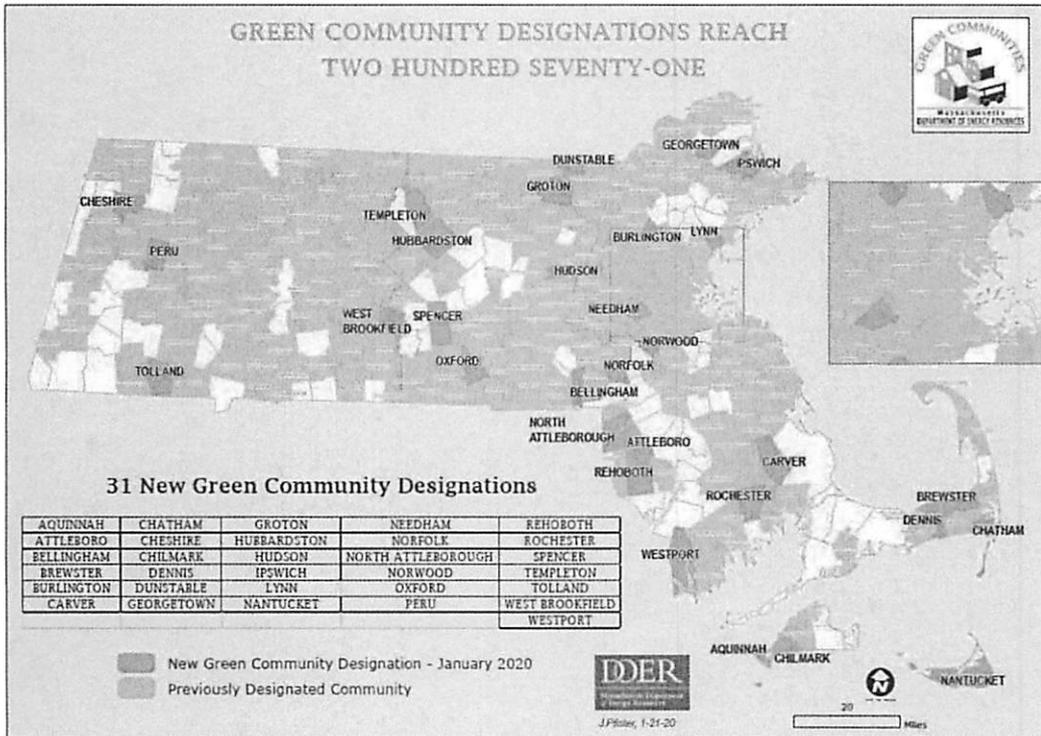
Thank you

For more information: <https://www.oakbluffsma.gov/182/Planning-Board>

Green Communities Program

Oak Bluffs Energy Committee & PB Green Communities Designation Subcommittee

In 2008, Massachusetts committed to reduce its greenhouse gas emissions by 80% by 2050, as compared to a 1990 baseline. As part of the effort to achieve this goal, the Commonwealth established the Green Communities program to foster energy efficiency programs across all 351 municipalities in the state. We ask you to vote for two Oak Bluffs town meeting warrant articles, allowing us to complete our application for the Green Communities designation. This will move us toward fulfilling Section 6.2 "Becoming a 'Greener' Community" of the adopted Master Plan.



As of January 2020, 271 Massachusetts towns have become Green Communities, including West Tisbury and Tisbury in 2012, plus Aquinnah and Chilmark in January 2020. Oak Bluffs and Edgartown are working now on the five Criteria to become a Green Community.

Becoming a Green Community – meet these five (5) Criteria

<https://www.mass.gov/guides/becoming-a-designated-green-community>

1. Designate a limited site in Town that is available for renewable energy projects
Please VOTE Yes at Town Meeting – new “As-of-Right” Zoning Bylaw at Town landfill
2. Adopt expedited permitting for renewable energy projects at designated landfill zone.
3. Create a municipal energy baseline and plan, to reduce energy use by 20% in 5 years.
4. Purchase fuel-efficient municipal vehicles whenever practicable.
5. Adopt the MA Stretch Building Code for energy efficiency and to minimize life cycle cost in new construction. *(new construction only; not renovations, additions or repairs)*
Please VOTE Yes at Town Meeting – adopt the state “Stretch Code”