

Town Administrator Report
August 25, 2020

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

- 1. Seaport Economic Council Grant-North Bluff-**I have received notification that the Town of Oak Bluffs has been recommended to receive a grant in the amount of \$1,000,000 from the Seaport Economic Council's Coastal Infrastructure for Economic Development Program. This summer we submitted an application under this program to complete the Streetscape improvements for circulation, welcoming and beautification to the North Bluff area to both improve the visitor experience and to strengthen the ties from this welcoming point into the downtown business community. This is the same funding source that the Town used to complete the Boardwalk project, and the current project dovetails perfectly with our previous planning efforts to stimulate infrastructure improvement and economic development. The grant award carries a twenty percent match of \$200,000 from the Town. The grant program's technical evaluation team rated the Town's proposal very highly. I have been invited to present the project at the Seaport Economic Council's meeting of August 25, where it is hoped that the Council will vote to approve the grant. When I provide this update, we should know whether our grant has been officially approved. This award comes as great news in our efforts to capitalize on the great planning efforts we have been through in recent years, and paves the way for these much-needed improvements at a very low cost to the Town. My thanks go out to the Streetscape Committee, Waterfield design group for their concept plan, as well as to Christine Flynn from the Martha's Vineyard Commission who assisted in drafting the grant application.
- 2. Fire/EMS Department Update-**I have continued our work with Chief Blake, Chief Greene, retired Chief George Baker and Assistant Town Administrator, Wendy Brough to bring to life the vision adopted by the Selectmen to invest ourselves in developing Fire Department leadership from within. The team has put together a draft work plan to help move the Department forward and to stimulate leadership development from within for future sustainability. The first critical part of the action plan is to involve the men and women of the Department in discussing and helping to shape the vision to move us all forward together. To this end the Chiefs are scheduling a Captains and Lieutenant's meeting of the Department on August 31 to discuss goals and actions moving forward. This will give these leaders the opportunity to inventory all issues and concerns in the Department and to participate in the process of sourcing solutions and making improvements. Our work plan and goals will be for an initial six-month period and will extend to the one-year time frame. The plan will involve Chief Blake serving as an interim public safety head with resources put into place to provide technical leadership on both the Fire side and the EMS side to guarantee the continuity of a high level of service in all areas of Departmental operations. With some patience and participation by all, we are confident that we can chart a new course for the Department that respects our community resources and provides the members of our Department with the tools and empowerment they need to help us move forward in the best way possible for our Town.

- 3. Town Hall Update-**Last week we completed the page-turn walkthrough of the plans for the Town Hall renovations with the Designers from ICON Architecture, Atlantic Project Management, JK Scanlan/Dellbrook Construction and the Town. My thanks go to Selectmen Jason Balboni and Greg Coogan for participating in this process to review the project in its entirety. All of the parties were satisfied as to the project details and we don't anticipate any problems involving buildability or cost as these have been resolved along the way. At our August 24 Project Meeting we addressed the final plan development and construction start date which was moved from September 21 to October 9 to accommodate final plan preparation. This fixes the date of the move into our temporary Town Offices to the weekend of October 2. I have been working with our Assistant Town Administrator, Wendy Brough to evaluate our temporary facilities with some of our key Department heads to ensure that we are able to implement all of the State guidelines for social distancing and back to work protocols in that location from the start. I am happy to report that with some engineering, similar to what we accomplished in the Town Hall we will be able to operate in the temporary offices in full compliance with all of the guidelines. In some cases the layout of the temporary offices actually improves our ability to meet these requirements. Our next major step is an on-site visit by the project team on Wednesday, August 26 to complete the final test pits to confirm all site conditions, after which the plans will be finalized. We will also be touring the temporary facilities for final evaluation and planning as well.
- 4. Streetscape Update-**On Wednesday, August 19 we conducted a conference call with Streetscape Committee Chairman, Brian Packish, and our Design firm, Waterfield Design Group to discuss next steps for the downtown Streetscape Project. The Committee will be conducting a kickoff meeting via Zoom on Friday, August 28 at 4:00 PM to start the process of moving toward final design concepts to complete the improvement of public infrastructure on Circuit Avenue, Kennebec Avenue, Healey Square and Lake Avenue. Our starting point will be the consensus concept plans approved in 2016 which will be reviewed in detail. Our plan from the start of the project was to develop the concept plans for consensus and public outreach to develop a design program that could be used to seek funding for the plans and to develop final alternatives that will receive public review and comment before being presented to the Board of Selectmen for final project design approval. This give us another bite at the apple for refining the design program to completely meet the Town's needs.
- 5. Post Office Outreach-**After receiving a great deal of public feedback a well as concerns raised from individual Selectmen regarding the long lines and other issues with the Post Office in Oak Bluffs, I have had discussions with Chairman Balboni around possible steps to help positively impact this situation. At the request of the Chairman I have outreached our Postmaster, Patricia Purdy to review with her the public concerns over the level of service at the Post Office. We reviewed possible actions including reducing conflict between package pickup and PO box access, back door package service, adding resources and improving customer service. I must say that Ms. Purdy was very gracious with me and appreciated the feedback. While she did not agree to any of the specific suggestions, she did commit to working on the situation, and I'm sure she has a greater sensitivity to the public disruption experienced by residents.

North Bluff Project Area



The North Bluff Project is an integral part of the Town's overall plan to improve downtown pedestrian access, safety, and parking. Part 1 is fully funded with final design starting this September.

Existing Conditions

Too much pavement and a complete lack of vehicle travel lane boundaries puts auto traffic into severe conflict with thousands of tourists trying to take in the scenic views and who are stressed about getting to the ferry on time.



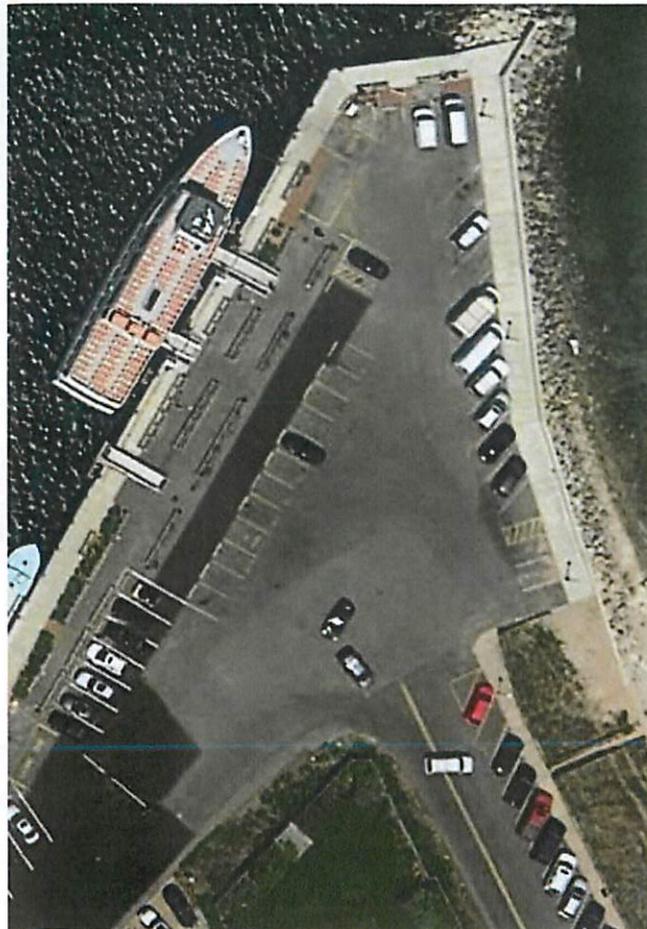
Scenic Views

Unique geography of the North Bluff Point makes this a spot a very popular location for tourists. Pedestrian, bike, taxi, and cargo traffic and activity at this location is intense.

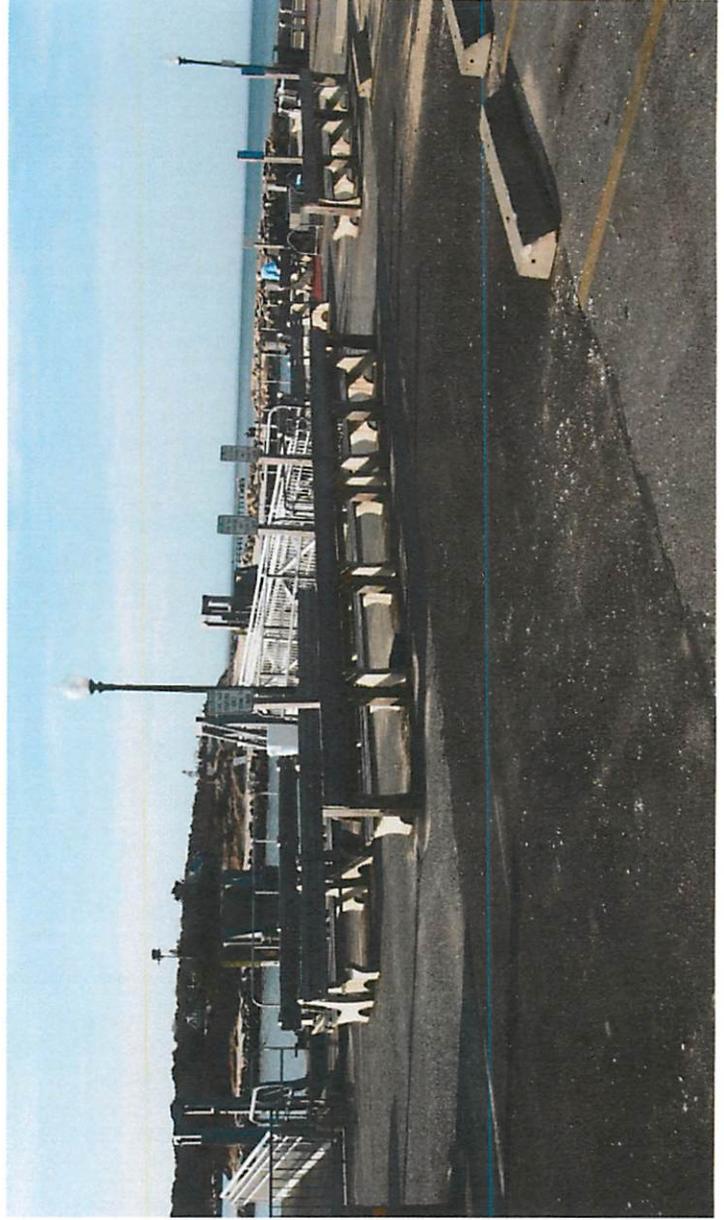


Existing Conditions

Too much pavement & no guidance for vehicle movements creates unsafe conditions for pedestrians. Excessive impervious area delivers roadway salts into the ocean.



Pedestrian Queue and Ferry Seating Areas



Ferry Queuing

Massive crowds from the Island Queen Ferry create a challenging situation for the interaction of pedestrians with vehicle traffic.



Wayfinding & Circulation

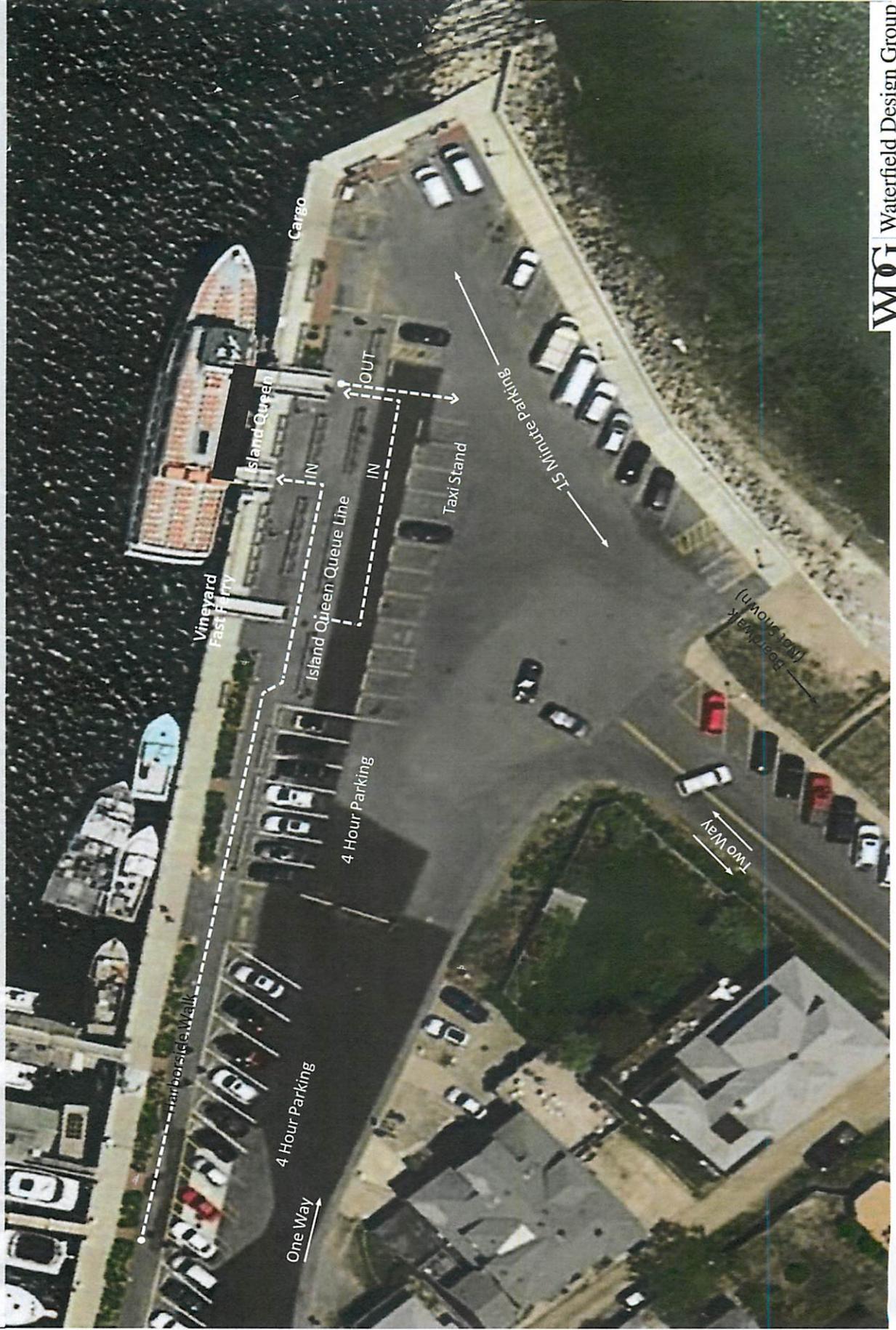
Existing signage is dated-looking and leaves passengers wondering how to get to downtown.





STREETSCAPE DESIGN / CONCEPT SKETCHES
TOWN OF OAK BLUFFS

NORTH BLUFF: EXISTING CONDITIONS



New Landscape Planters

Large granite seat walls double as pedestrian & vehicle boundaries, queue direction, and anchor the badly needed landscape additions to an environmentally sensitive location.



Stormwater Treatment Islands

Islands such as this example will be created to intercept salt and sand-laden runoff before it reaches the adjacent harbor.



Stormwater Treatment Islands

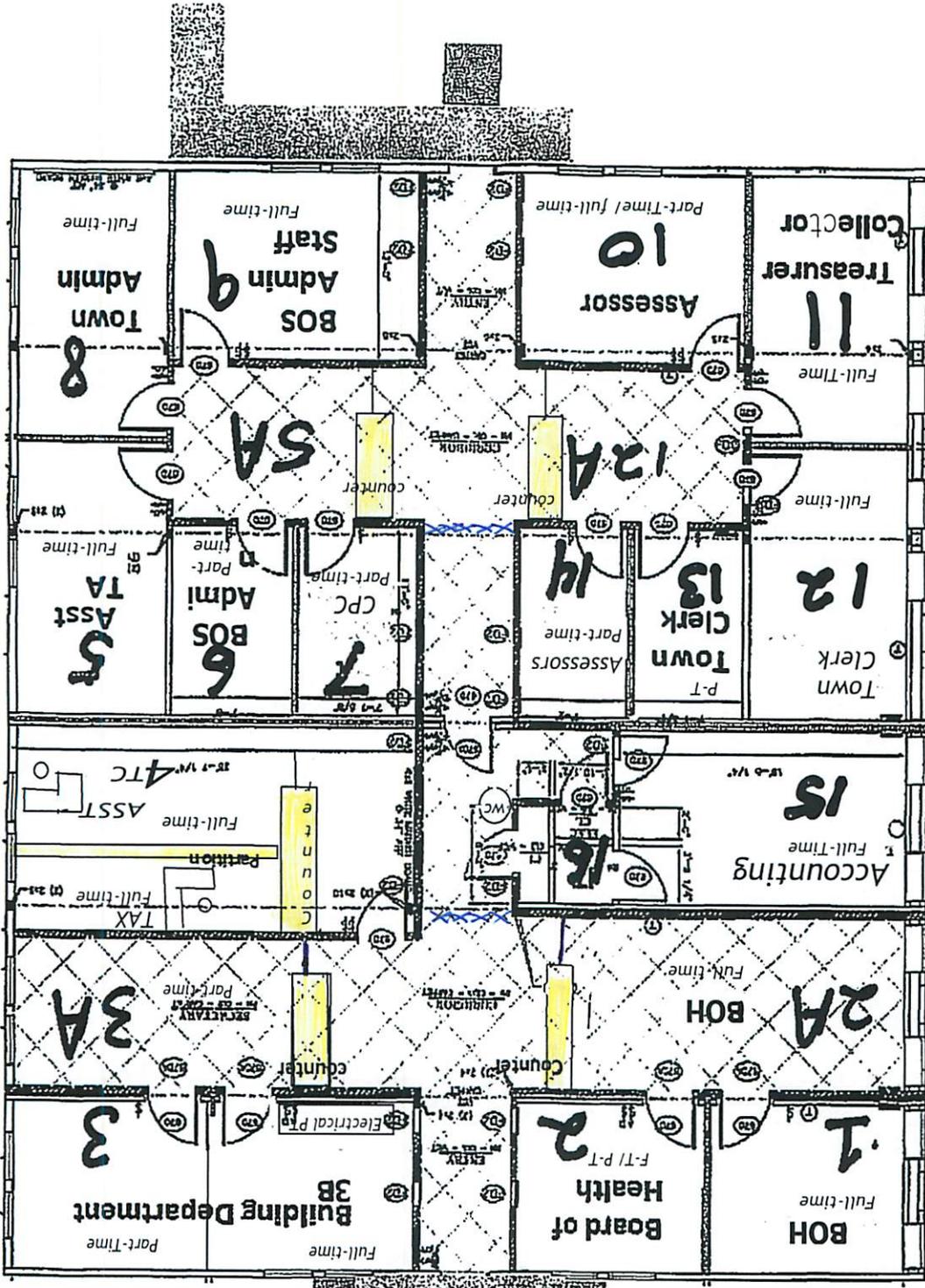


Oaks Bluffs Fire and EMS Department Action Plan DRAFT

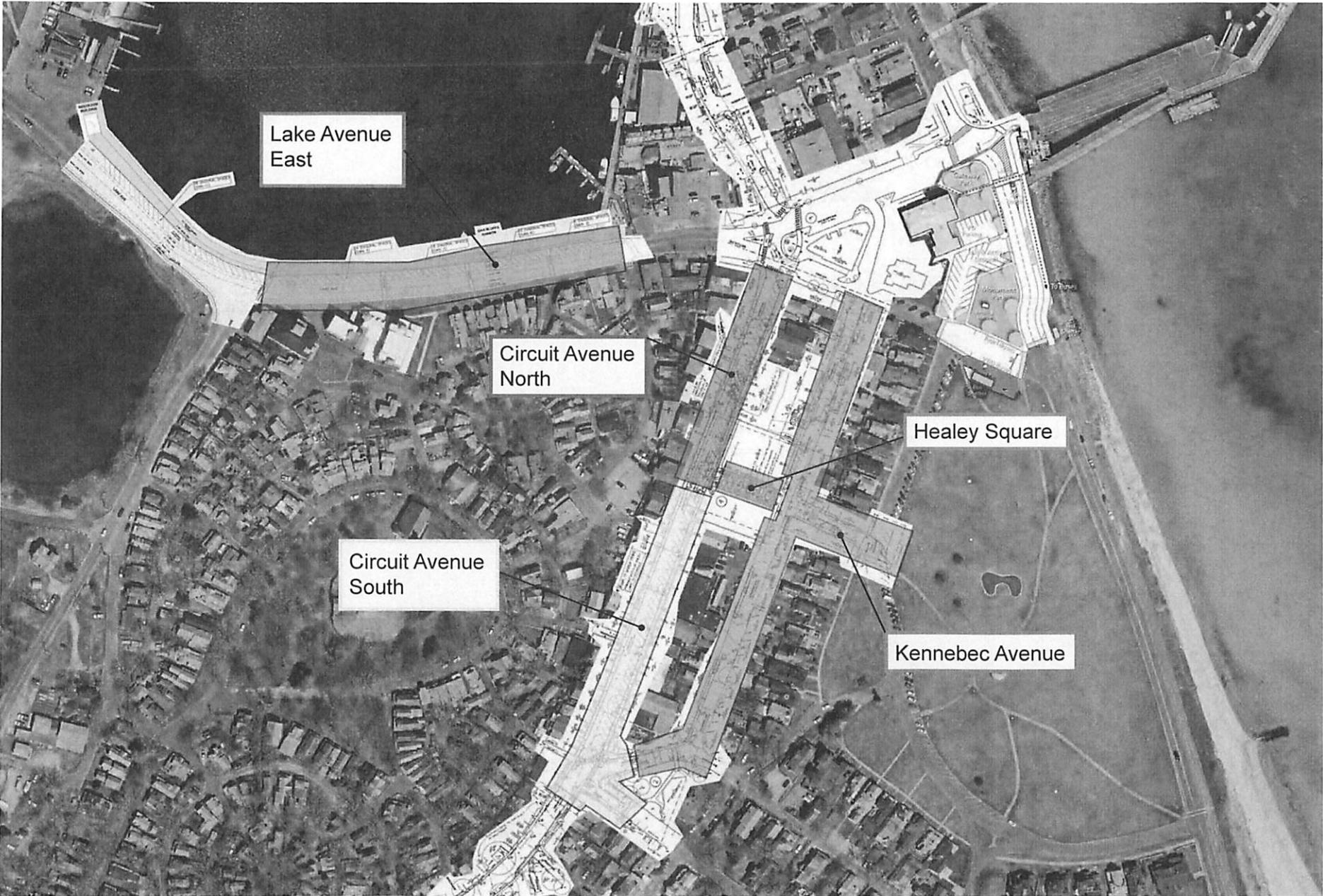
On August XX. The Oak Bluffs Board of Selectman voted to hold on recruiting/hiring a permanent Fire Chief for 6 months. Further the Selectman directed the Town Manager to appoint the Chief of Police as Interim Public Safety Director and maintain the volunteer fire response system as well as the paid Emergency Medical Services system.

The following was discussed during an August 10 meeting with The Administrator, the Chief of Police and Leadership Consultant/ Retired Fire Chief George Baker

1. Vision- It is the Board of Selectman's vision to develop and internal candidate for the position of Fire Chief.
 - a. Communicate the vision to the members of the Fire and EMS Department- Mr. Whritenour and/or Chair of Board of Selectmen.
 - b. Develop interim team/communications agreement collectively with Fire and EMS Department members- Chief Baker
2. Administration
 - a. Assign Interim leadership position for Fire Operations and EMS Operations- Chief Blake
 - b. Designate Interim Fire Prevention Inspector – Chief Blake
 - c. Set schedule for regular leadership team meetings – Chief Blake
 - d. Develop Chief Officer Development plan
3. Fire Operations
 - a. Develop "Duty Chief" Schedule for 24/7 Fire command – Fire Lead
 - b. Designate Department Fire Training Officer- Chief Blake/Fire Lead
 - i. Develop department training schedule based on FF1/2 essential functions
 - ii. Develop Company Officer 1 development plan.
 - iii. Develop Firefighter 1/2 certification plan.
 - c. Communicate/recommunicate lead for other essential non emergency functions (Equipment, Vehicle Maintenance, Building Maintenance...)- Fire Lead
4. EMS Operations
 - a. Develop daily shift supervisor plan
 - b. Develop staffing plan for 1 911 truck and 1 Interfacility truck
 - c. Continue developing "best practices" for interfacility transport
 - i. Develop Woods Hole after 5 transfer billing policy.
 - d. Communicate/recommunicate lead for non-emergency functions (Infection control officer, training, chart review...)

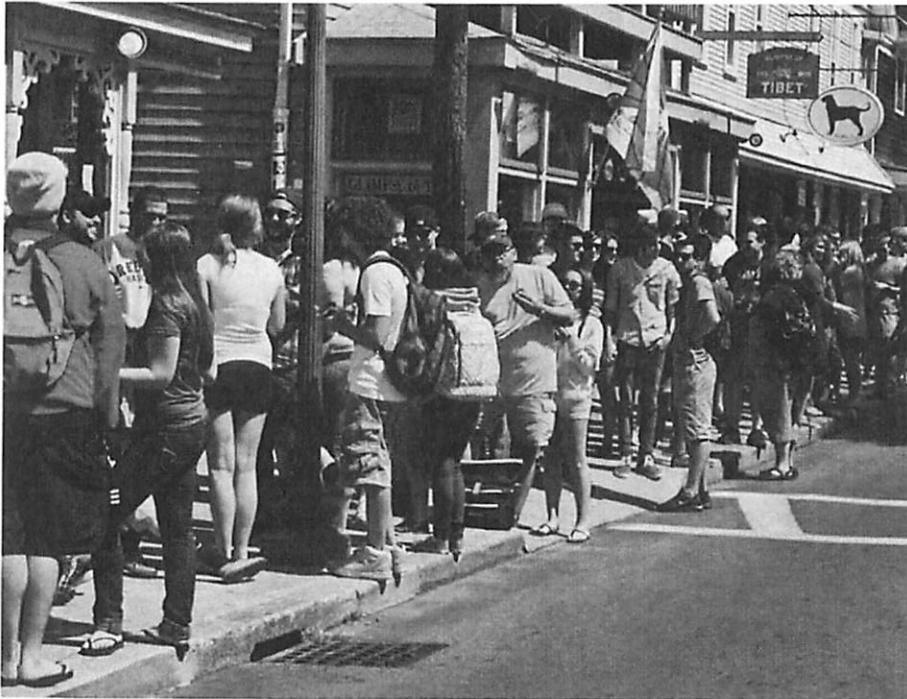


OAK BLUFFS STREETSCAPE IMPROVEMENTS PROJECT AREAS



OAK BLUFFS STREETSCAPE IMPROVEMENTS

CIRCUIT AVENUE NORTH - EXISTING CONDITIONS



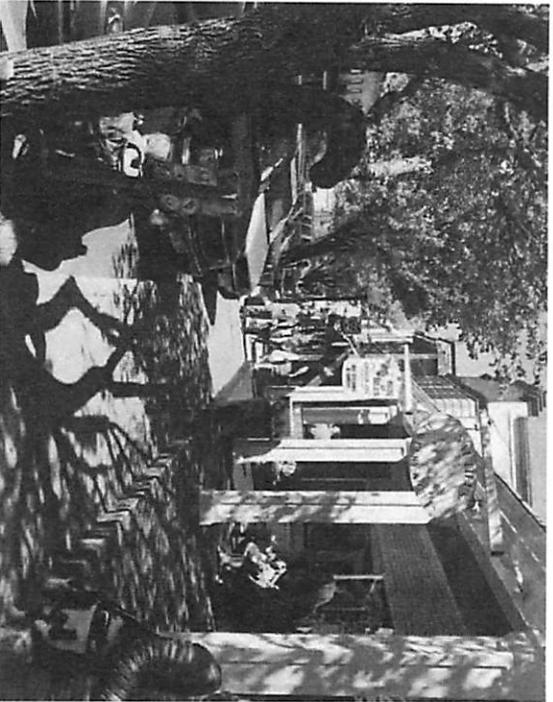
Crowded street during tourist season



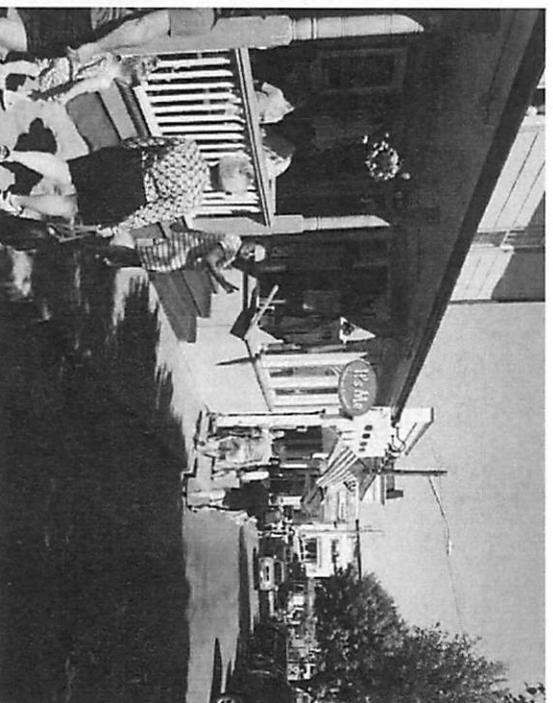
OAK BLUFFS STREETSCAPE IMPROVEMENTS CIRCUIT AVENUE NORTH - EXISTING CONDITIONS



Diagonal parking and vehicles in street



East Sidewalk - only 4-6 feet wide



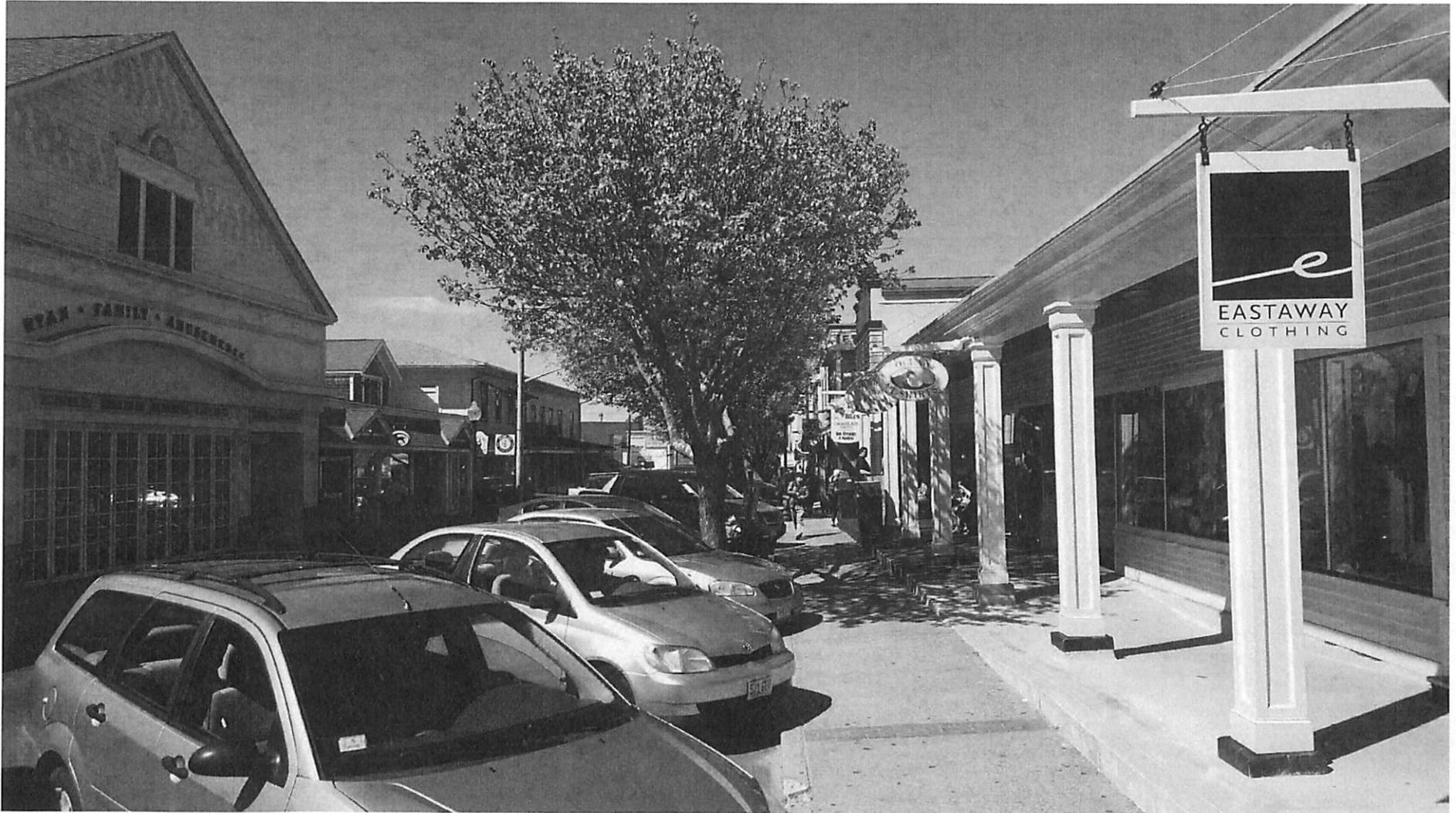
West Sidewalk - only 4-5 feet wide



Aging tree planters

OAK BLUFFS STREETScape IMPROVEMENTS

CIRCUIT AVENUE NORTH - EXISTING VIEW

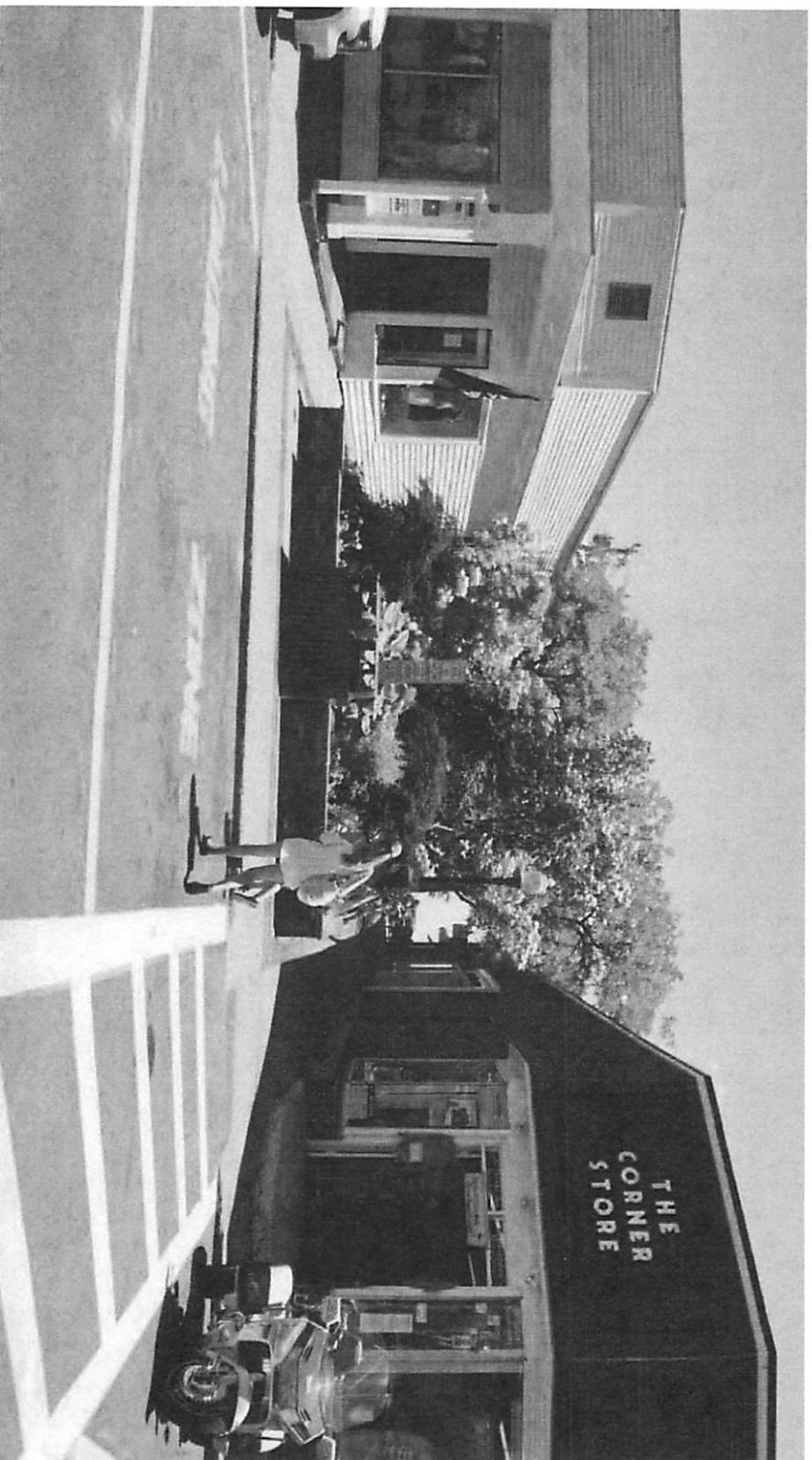


OAK BLUFFS STREETScape IMPROVEMENTS

CIRCUIT AVENUE NORTH - PROPOSED VIEW

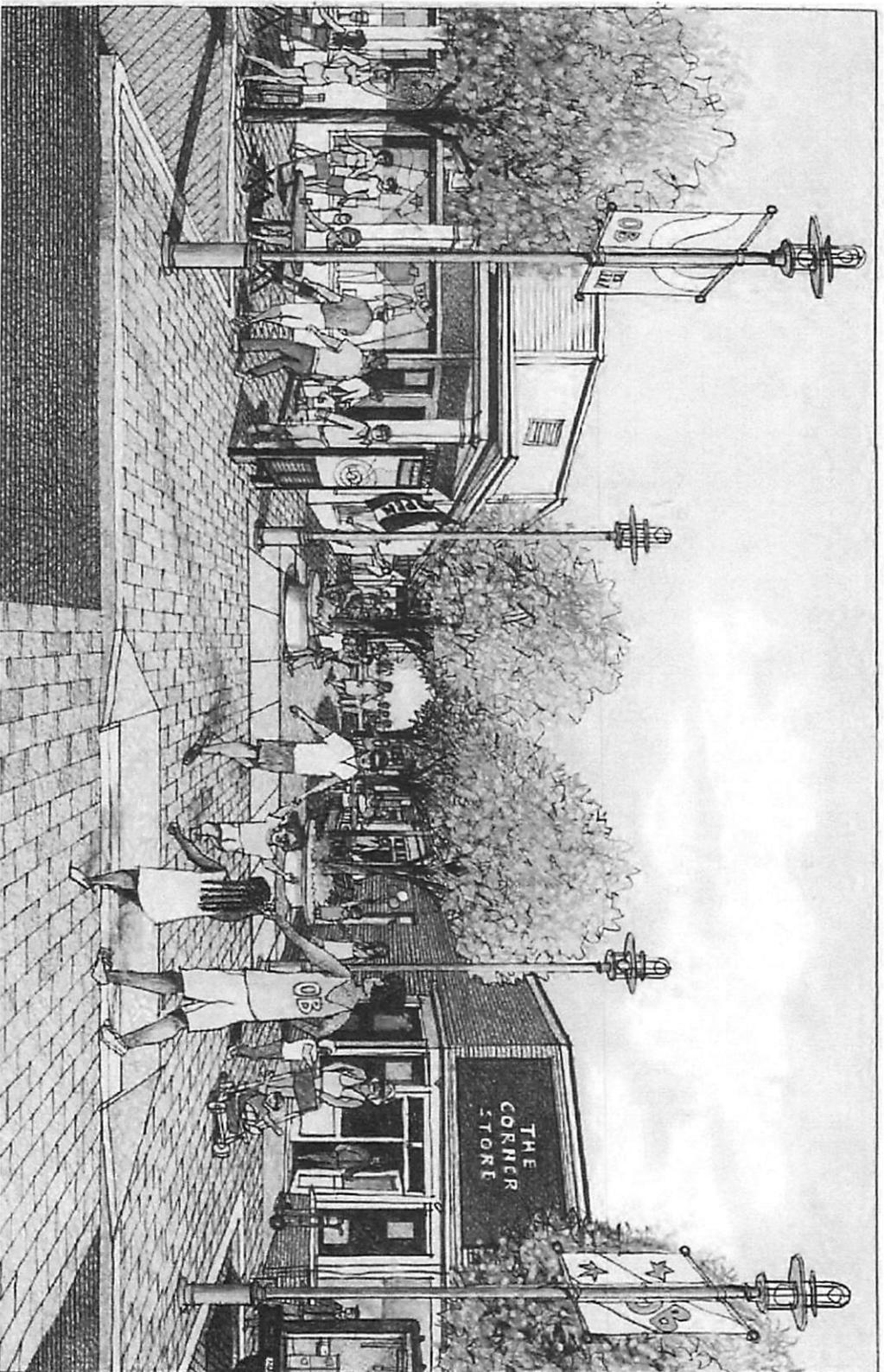


OAK BLUFFS STREETSCAPE IMPROVEMENTS HEALEY SQUARE - EXISTING VIEW



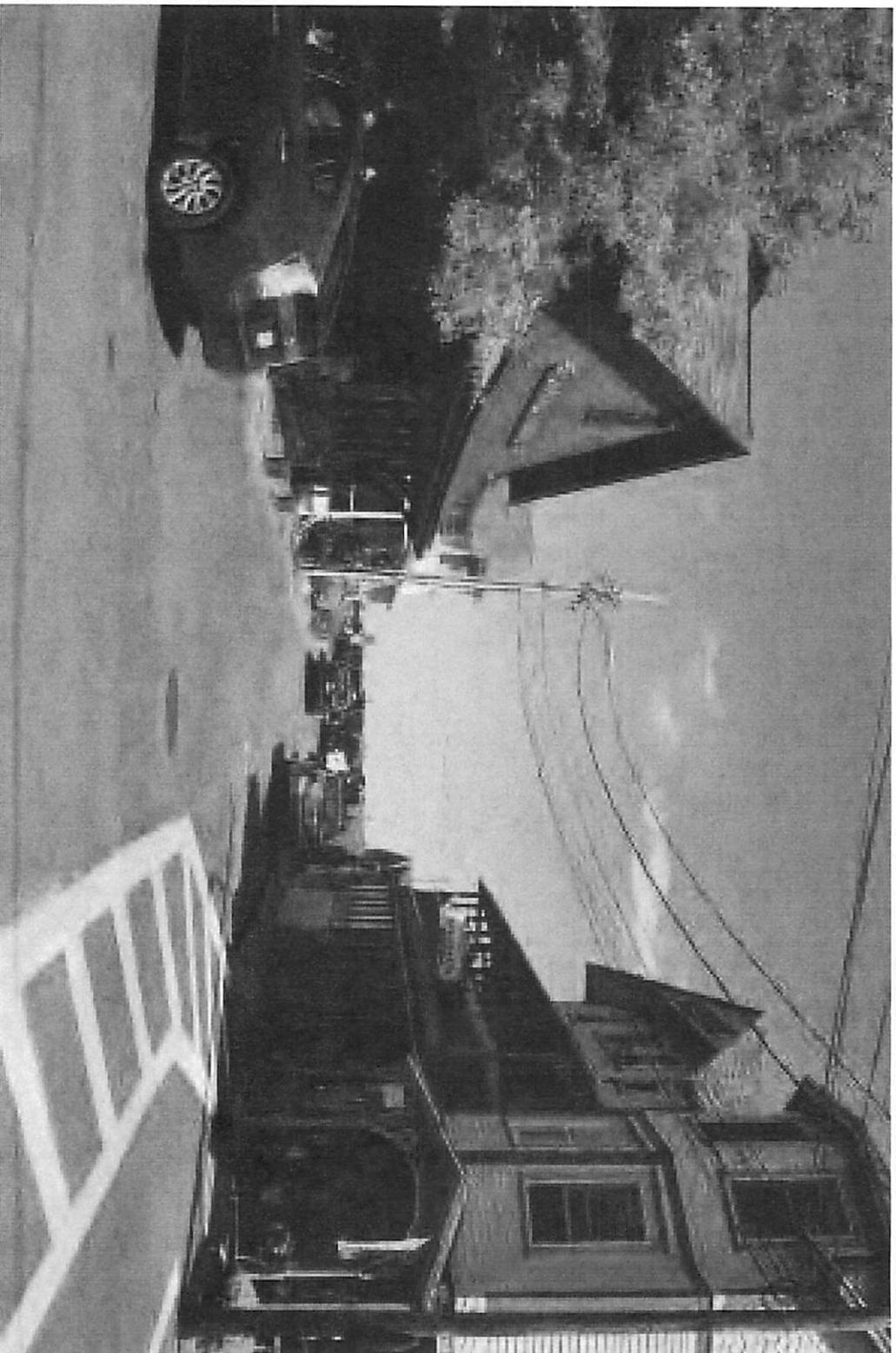
View towards Ocean Park from Circuit Ave is obstructed

OAK BLUFFS STREETSCAPE IMPROVEMENTS HEALEY SQUARE - PROPOSED VIEW



Proposed view towards Ocean Park with updated paving, furnishings, landscape plantings, and enhanced crosswalk with broad bumpout and special pavement.

OAK BLUFFS STREETSCAPE IMPROVEMENTS
DAVID HEALEY WAY - EXISTING VIEW



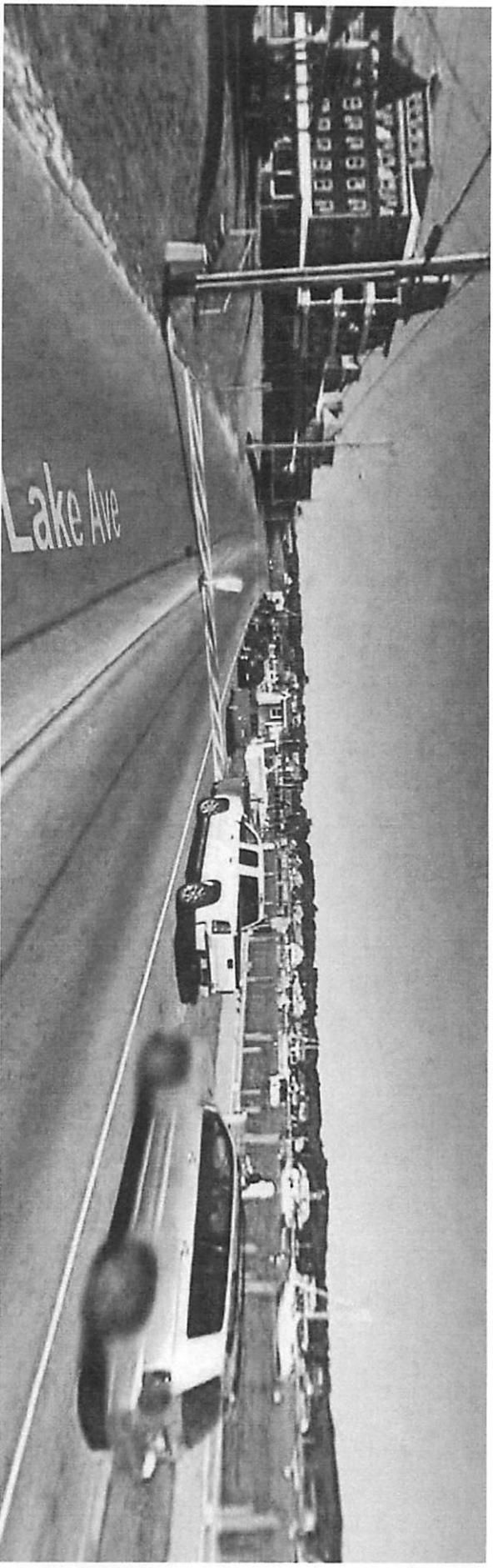
View from Kennebec Ave to Ocean Park

OAK BLUFFS STREETSCAPE IMPROVEMENTS DAVID HEALEY WAY - PROPOSED VIEW



Creating a 'Shared Street' for vehicles and pedestrians, with stamped and colored pavement.

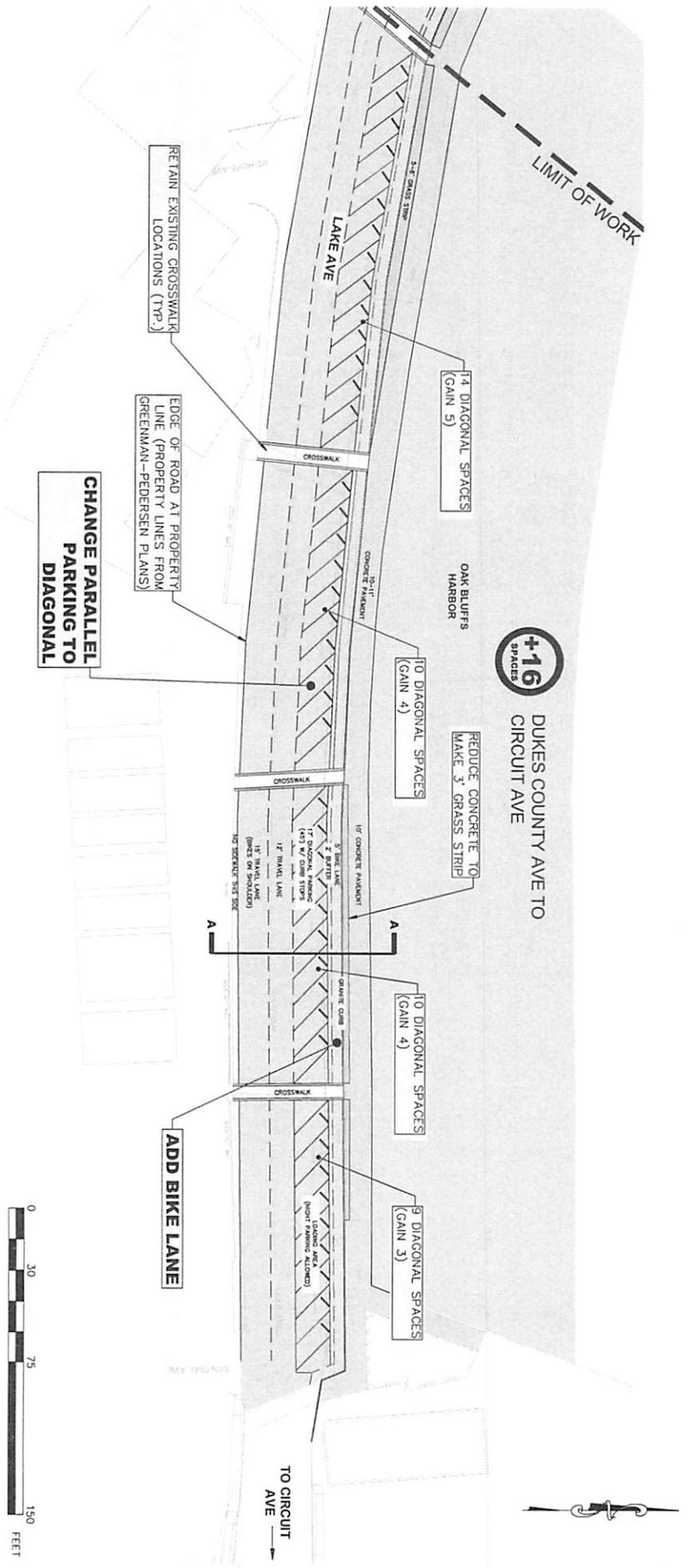
OAK BLUFFS STREETSCAPE IMPROVEMENTS LAKE AVENUE EAST - EXISTING CONDITIONS



Street View of Parallel Parking on Lake Ave East

OAK BLUFFS STREETSCAPE IMPROVEMENTS LAKE AVENUE EAST - PROPOSED PARKING ADDITION

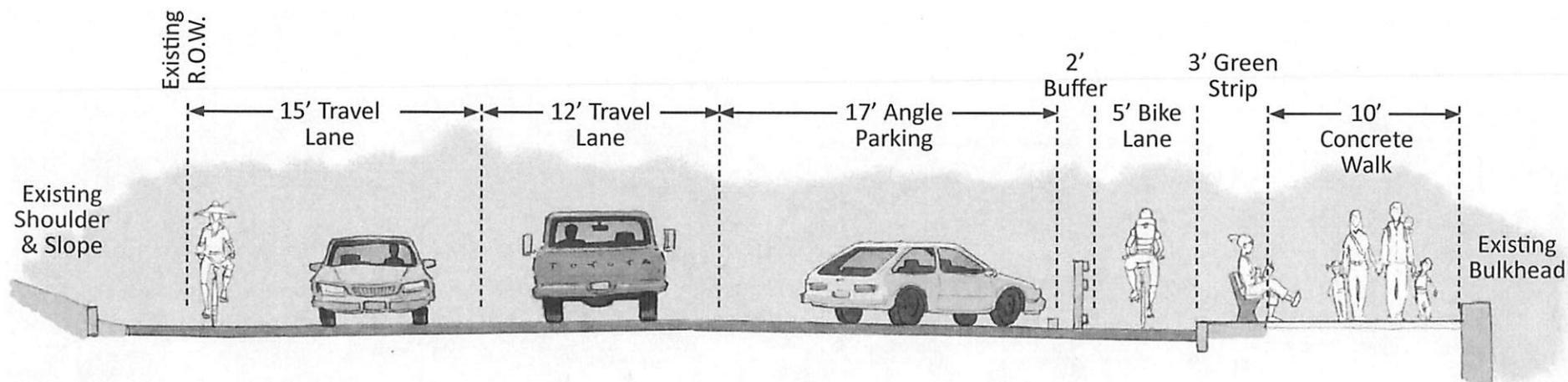
Change from parallel to diagonal parking to gain 16 spaces. Create a protected bike lane into downtown.



OAK BLUFFS STREETScape IMPROVEMENTS

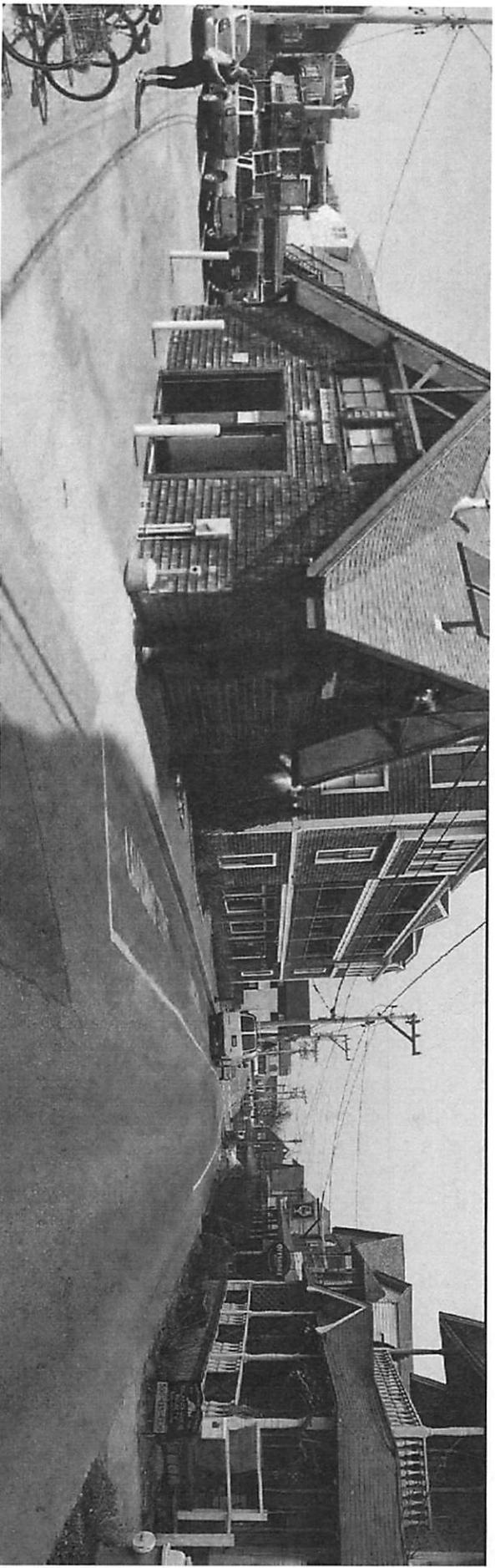
LAKE AVENUE EAST - PROPOSED PARKING ADDITION

SECTION A-A (Looking West)

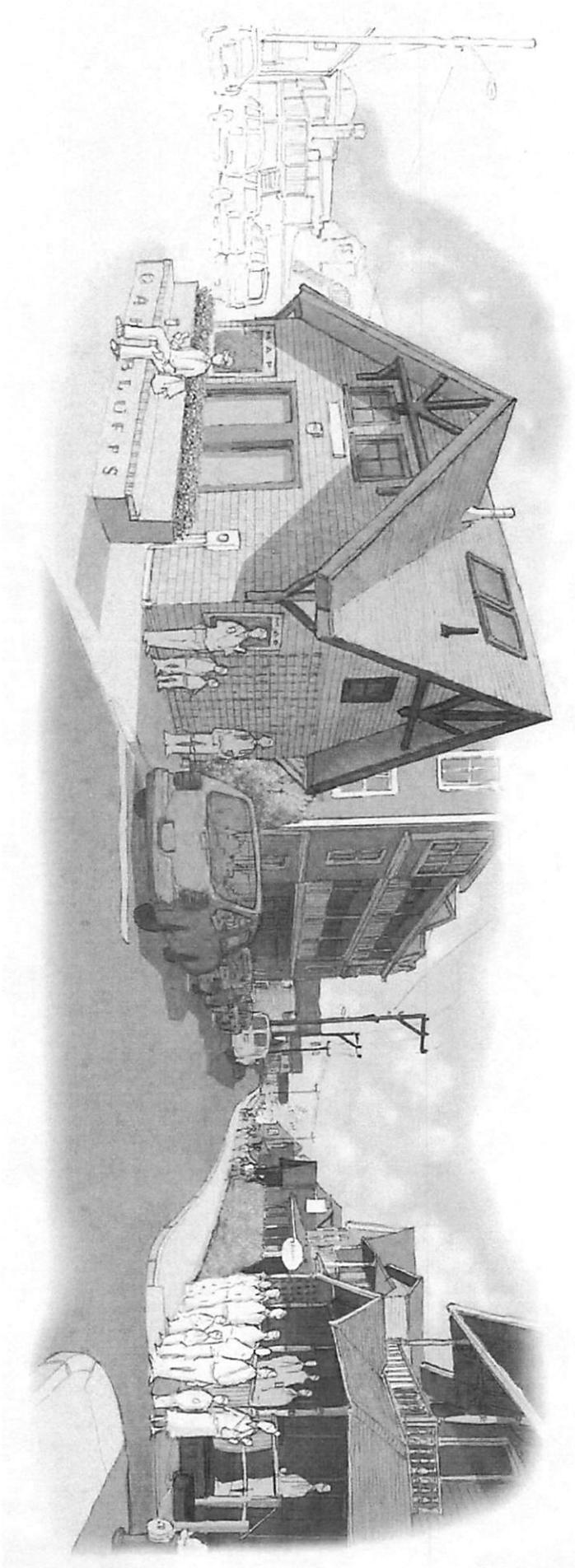


OAK BLUFFS STREETSCAPE IMPROVEMENTS KENNEBEC AVENUE - EXISTING VIEW

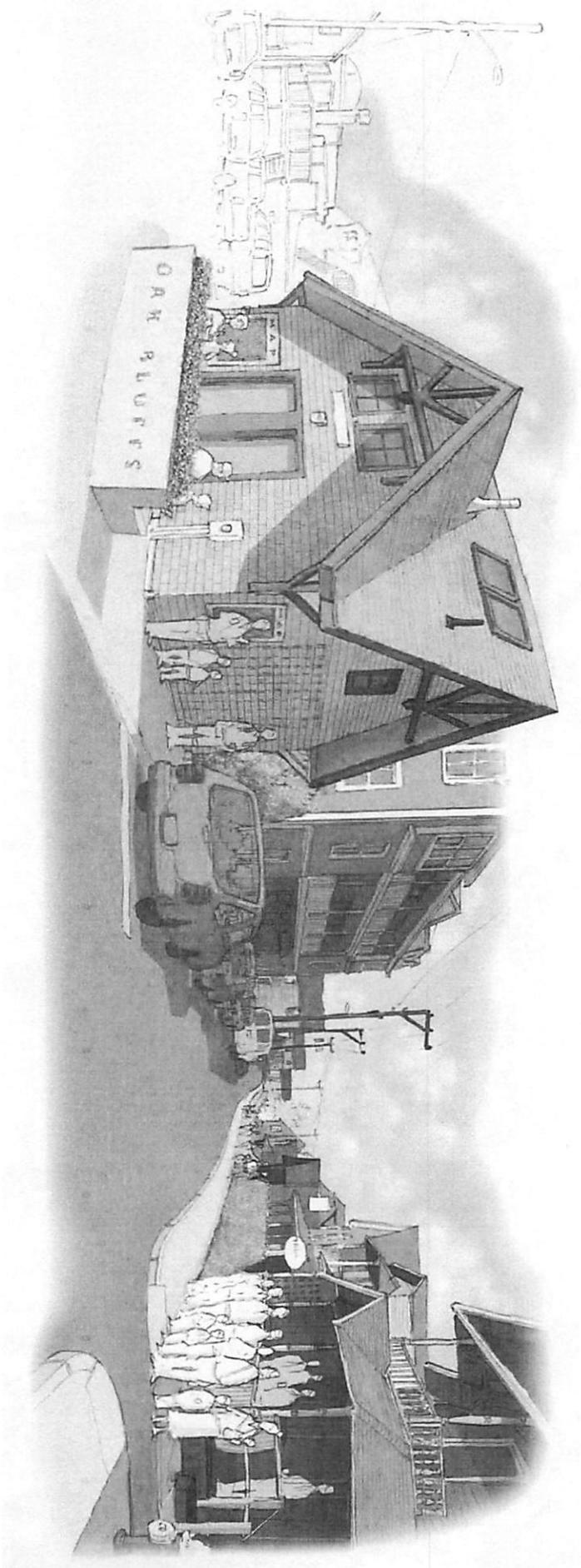
Add pedestrian infrastructure to create safe walking and waiting areas and support foot traffic to local retail and restaurants.



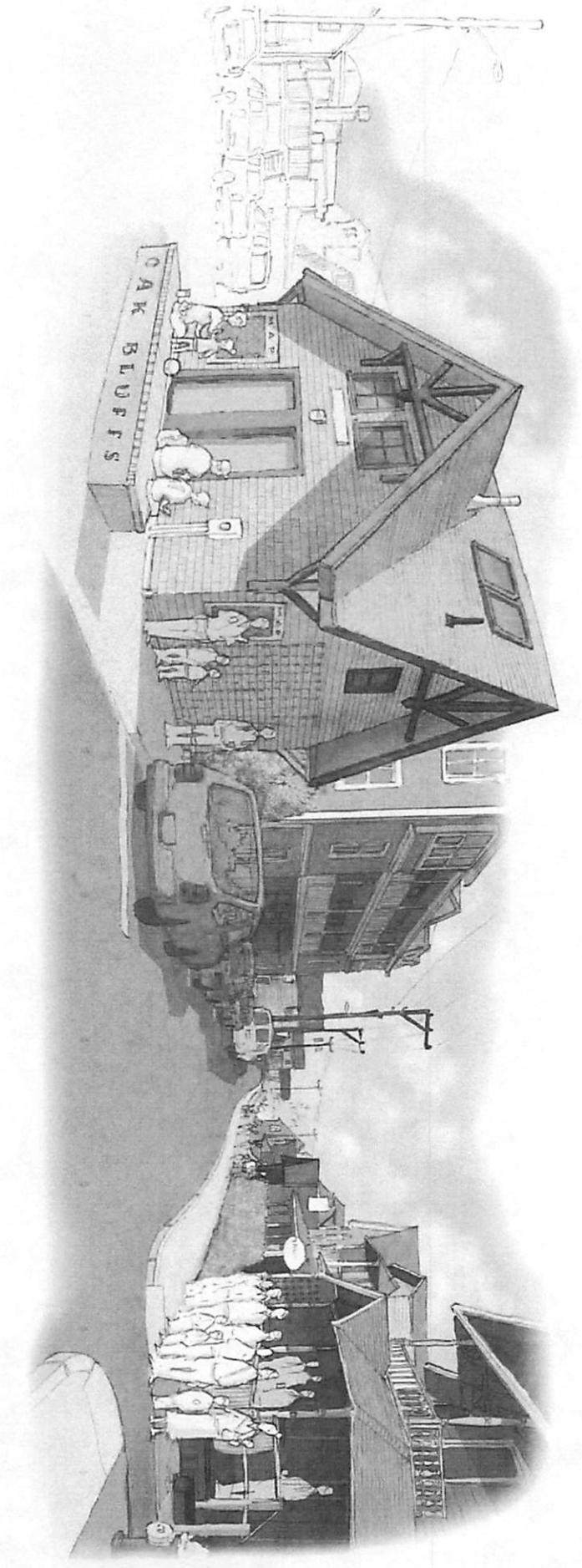
OAK BLUFFS STREETSCAPE IMPROVEMENTS KENNEBEC AVENUE - PROPOSED VIEW



OAK BLUFFS STREETSCAPE IMPROVEMENTS
KENNEBEC AVENUE - ALTERNATIVE PLANTER BENCH



OAK BLUFFS STREETSCAPE IMPROVEMENTS KENNEBEC AVENUE - ALTERNATIVE BENCH



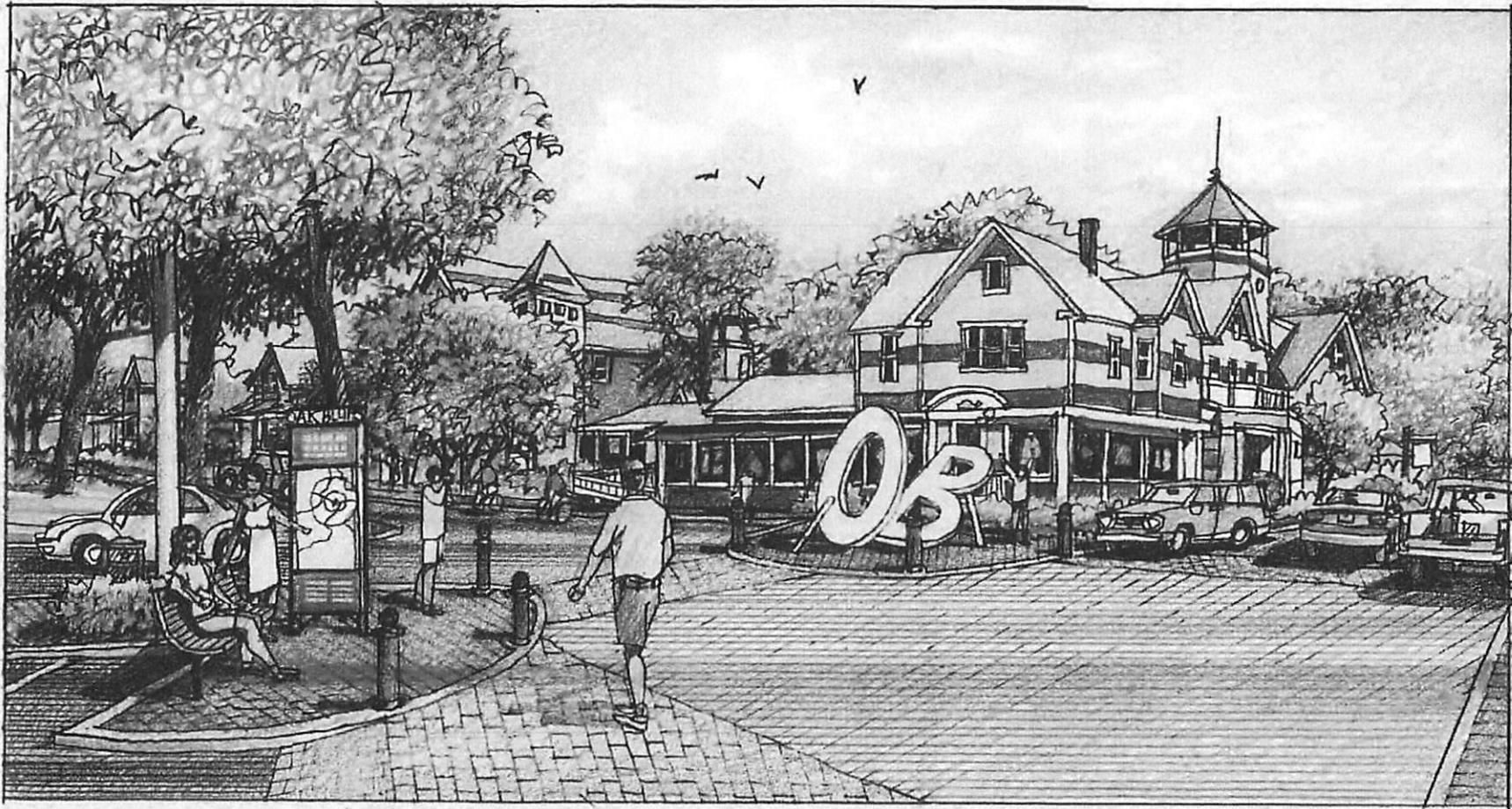
OAK BLUFFS STREETSCAPE IMPROVEMENTS CIRCUIT AVENUE SOUTH - EXISTING KENNEBEC AVE INTERSECTION



Existing Kennebec Ave / Circuit Ave Intersection

OAK BLUFFS STREETScape IMPROVEMENTS CIRCUIT AVENUE SOUTH - PROPOSED VIEW

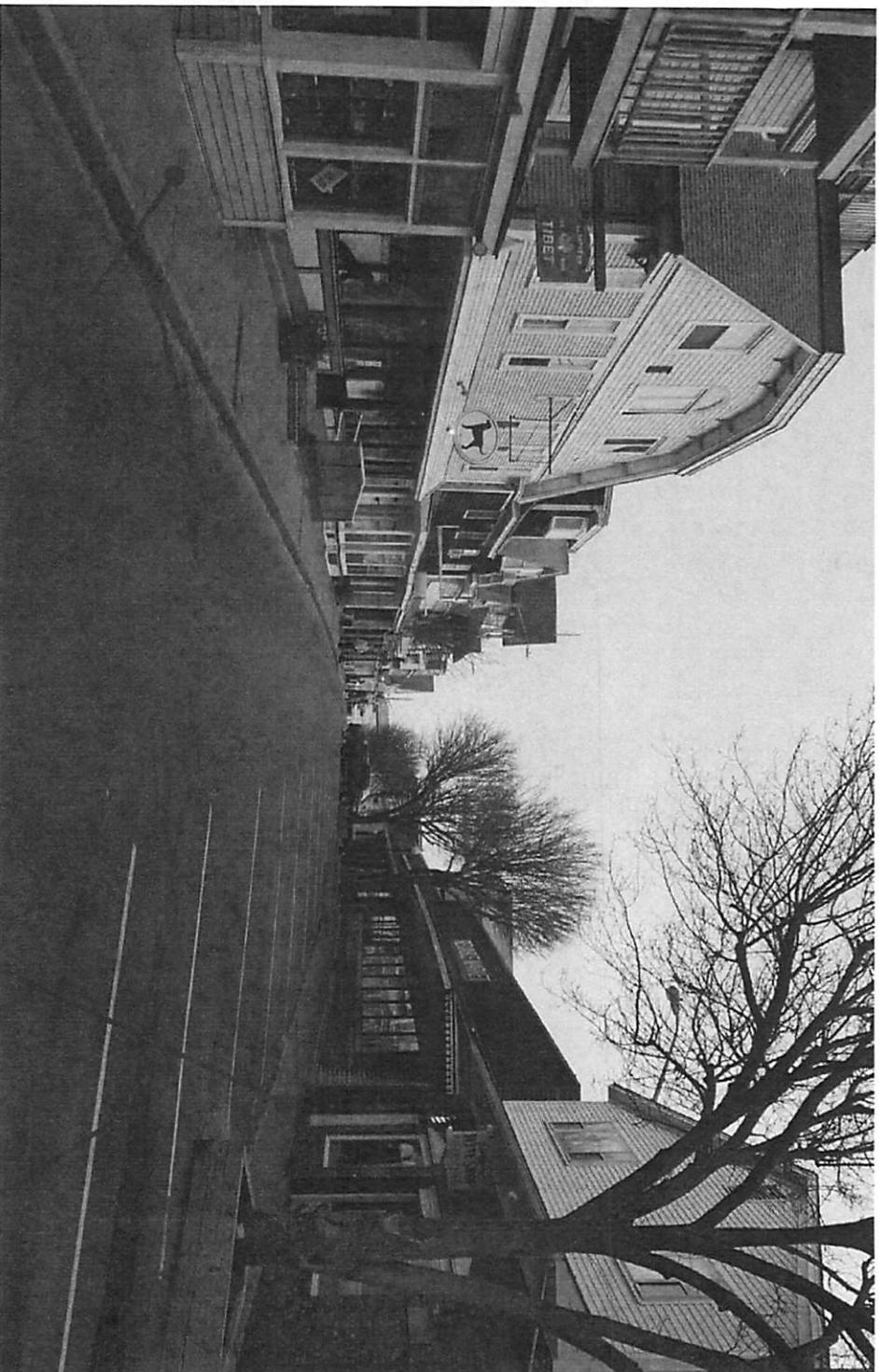
Redesign
intersection for
added pedestrian
safety, wayfinding,
and aesthetics.



Proposed concept with wayfinding, art markers, and enhanced crosswalk pavement

OAK BLUFFS STREETSCAPE IMPROVEMENTS CIRCUIT AVENUE SOUTH

Replace aging sidewalk
and roadway pavement
and curbing.

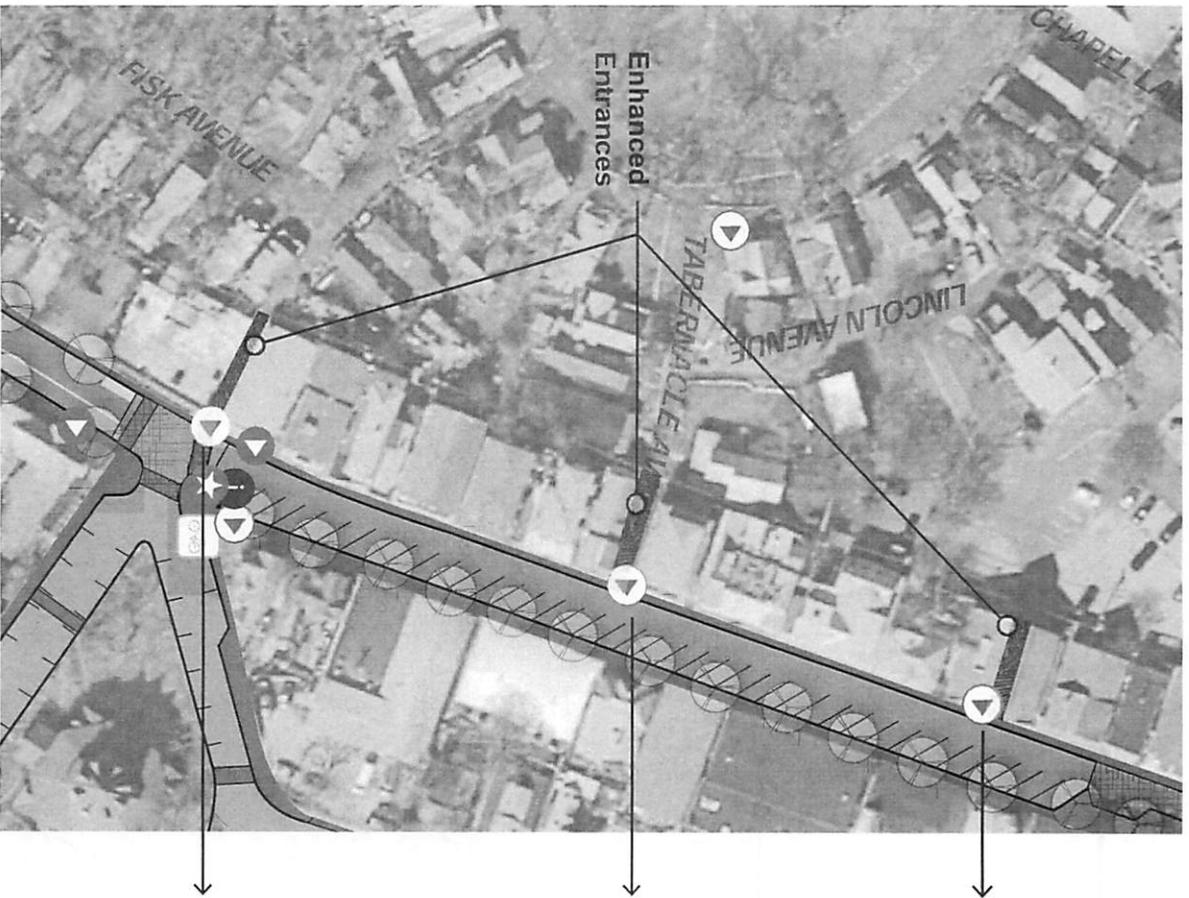


— Repave concrete
sidewalks and install
new granite curbs

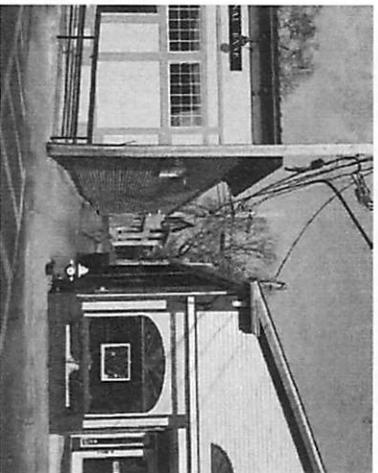
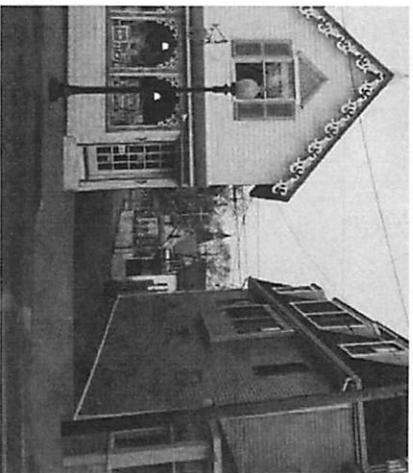
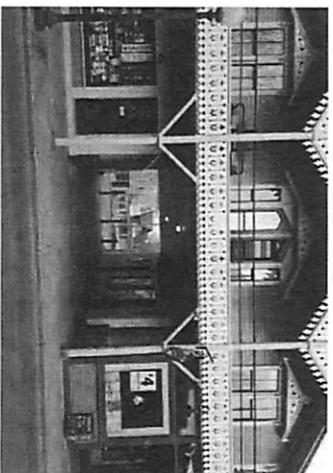
— Repave Street

OAK BLUFFS STREETSCAPE IMPROVEMENTS CIRCUIT AVENUE SOUTH - MVCMA ALLEYWAYS

Work with MVCMA to add consistent elements, such as special paving, overhead lanterns or twinkle lights, planting and signage to the alleyway entrances.



Concept Plan



Existing Entrance Areas