

Town Administrator Report  
September 22, 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 copies of the summary revenue and expenditure reports for the period through September 18, along with our analysis of Local Estimated Receipts (LER) by month for both the current and previous fiscal years. Total expenditures through the first twelve weeks of the fiscal year were \$7,790,585.73 which represents approximately 23.6% of our annual budget through 23% of the fiscal year. This represents a welcomed slow spending start to the fiscal year, as ordinarily the front-weighted expenditures for overhead items such as debt service, Town insurance, health insurance and retirement push early year spending well beyond the percent of year completed. This will be an interesting trend to follow, and as of now we will take the slow rate of spending. Total revenues for the first 23% of the year stand at \$8,189,029.94 for 24.7% of budget collected and a positive cash flow, fueled largely by real estate tax collections, by far the Town's largest revenue source. Turning to the LER we can better gauge the impacts of the pandemic on our financial operations. As you know, given our economic shut-down last spring, I revised our revenue estimates to accommodate a 25% reduction in LER for fiscal year 2021. Through the end of August LER collections totaled \$872,043, which was 21% lower than the previous year. Taken together our early financial performance factors show that revenues decreased slightly less than anticipated for the summer months, and that with our new lowered base, collection and spending performance is proceeding according to our plans. It is, however, still too early in the year for optimism to set in, and while our previous actions have been justified, we should cautiously monitor both collections and spending and be prepared to make further adjustments if the need should arise.
- 2. Town Hall Update-**Things are moving swiftly toward the start of construction for the Town hall project. On Wednesday, September 16, Todd Davis from Sterling Movers visited the Town and met with Department Heads for complete instructions on preparing for the move. Everyone is well-briefed and preparing for the move which will happen on Wednesday and Thursday Sept. 30-October 1. Friday, October 2 will be a set-up day for Town Offices, and we will reopen ready for business at the temporary location on Monday, October 5. The movers will be on hand the week of October 5 to clean up any loose ends and to empty the building of any remaining materials prior to turning the building over to the contractor by the end of the week. In addition to our normal weekly project meeting, on Friday, September 18 we conducted a permitting page turn on the complete set of plans for the Building Department, State Fire Marshal, and the Martha's Vineyard Commission. We are shooting to get on the agenda for the MVC's LUPC Committee for Thursday, September 24, or the following week at the latest to formally review the plans. We are confident in our project modification, as almost every category shows a lesser impact than our initial DRI, and using the existing building greatly simplifies the overall program. Likewise, the Fire Marshal and the Building Commissioner were impressed with the plans and we do not foresee any major hurdles to securing a building permit for the project. We are following every step in the process, and I am in hopes that this approach will lead to no delays in the start of

construction.

- 3. Dukes County Register of Deeds Donation of Equipment-**We are in the deepest of gratitude to Paulo DeOliveira, the Dukes County Register of Deeds, for his office's generous donation of surplus equipment to the Town of Oak Bluffs. The Register's Office has upgraded its wide format printer and scanner which handles all of the county's large-sized plans. They offered their surplus scanner and printer to any island Town with a need, and this offer fit perfectly with the needs of the Town of Oak Bluffs. We are embarking on the implementation of a new software platform for the permitting Departments including the Health and Building Departments. Part of this project is to digitize existing plans and to download them to project files linked by address. This equipment fills a huge need for the hardware needed to move this project forward. While the gear is not brand new, it is heavy duty and has supported the high volume of the busy Registrar's office. It is perfect for our needs. We hope to set up the new system in the temporary trailers and to get a jump on the project over the winter. Thanks, again to the Registrar for thinking of our local Towns in his project to upgrade County services.
  
- 4. Green Communities-**On Thursday, September 10 we conducted a Department Head Meeting 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 gave Departments an overview of the Green Communities program and its benefits and discussed ways to lessen our energy footprint. We also discussed the stretch energy Building Code and its growing similarity with the normal Building Code, with our Building Commissioner indicating support for moving forward with the transition. Our next key steps involve supporting the adoption of the stretch code at Town Meeting, as well as adopting "As of Right" zoning for solar facilities. The articles for both of these initiatives have already been drafted and were among the articles removed from the annual town meeting warrant in order to comply with the Governor's request to limit the number of articles for annual town meetings. These articles will appear on the proposed special town meeting in November if we are able to get that scheduled. After the town meeting votes, we are ready to complete our green communities application process.
  
- 5. Wastewater Update-**With the recent retirement of the Town's Wastewater Facilities Manager and Wastewater Administrator, I have been working with Chairman of the Wastewater Commission to ensure the smooth continuity of services during the recruitment process. Under our agreement with AFSCME, Unit A, we have structured provisions in place for the most senior plant operator to assume responsibility for plant operations in the absence of the Facilities Manager for up to thirty days. During this period, the less senior plant operator will serve as Asst. Chief Operator. For additional plant support Mr. Von Steiger and I met with the firm of Weston and Sampson to discuss plant operations support for the next four to six weeks. They are currently evaluating operations and will be submitting a proposal for the Commissioner to review later this week. With some limited extra support, I have a high degree of confidence that the plant will operate smoothly while we retool our staffing.



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TOWN OF OAK BLUFFS  
YTD EXP REPORT

P 1  
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FOR 2021 03

JOURNAL DETAIL 2021 1 TO 2021 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND							
108 OTHER GOVT SUPPORT							
242,065.00	242,065.00		2,599.04	0.00	0.00	239,465.96	1.1%
122 BOARD OF SELECTMEN							
521,169.12	521,169.12		82,207.32	25,277.65	0.00	438,961.80	15.8%
131 FINANCE COMMITTEE							
7,675.00	7,675.00		160.00	0.00	0.00	7,515.00	2.1%
132 FIN COMM RESERVE FD.							
50,000.00	50,000.00		0.00	0.00	0.00	50,000.00	.0%
135 TOWN ACCOUNTANT							
118,390.02	118,390.02		14,808.33	3,579.20	0.00	103,581.69	12.5%
141 ASSESSORS							
179,404.73	179,404.73		31,436.52	6,486.20	0.00	147,968.21	17.5%
144 TREAS/COLL (FIXED P/R COST)							
4,554,283.00	4,554,283.00		1,854,703.50	8,377.71	0.00	2,699,579.50	40.7%
146 TREASURER/COLLECTOR							
243,513.53	243,513.53		47,092.30	7,997.65	0.00	196,421.23	19.3%
155 INFORMATION TECHNOLOGY							
362,859.00	362,859.00		110,318.80	8,482.25	0.00	252,540.20	30.4%
161 TOWN CLERK							
119,686.21	119,686.21		15,636.54	3,399.24	0.00	104,049.67	13.1%
163 BOARD OF REGISTRARS							
34,932.05	34,932.05		5,659.55	3,752.75	0.00	29,272.50	16.2%
171 CONSERVATION COMMISSION							
112,406.32	112,406.32		20,921.38	3,000.62	0.00	91,484.94	18.6%
175 PLANNING BOARD							
49,958.75	49,958.75		8,352.50	1,799.00	0.00	41,606.25	16.7%
199 UNCLASSIFIED (SELECTMEN)							
1,233,027.00	1,233,027.00		825,280.58	-62,321.27	0.00	407,746.42	66.9%
210 POLICE DEPARTMENT							
2,446,776.96	2,446,776.96		464,411.12	94,535.48	0.00	1,982,365.84	19.0%
220 FIRE DEPARTMENT							
424,033.00	424,033.00		54,704.56	20,127.89	0.00	369,328.44	12.9%
231 AMBULANCE SERVICE							
379,542.28	379,542.28		50,734.15	11,748.67	0.00	328,808.13	13.4%
241 BUILDING INSPECTOR							
242,855.43	242,855.43		33,495.02	13,227.70	0.00	209,360.41	13.8%
249 SHELLFISH							
210,666.94	210,666.94		36,302.56	5,477.60	0.00	174,364.38	17.2%
291 EMERGENCY MANAGEMENT							
27,200.00	27,200.00		247.78	247.78	0.00	26,952.22	.9%

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TOWN OF OAK BLUFFS  
YTD EXP REPORT

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FOR 2021 03

JOURNAL DETAIL 2021 1 TO 2021 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
296 MARINA MANAGER						
283,227.84	283,227.84	100,075.80	17,792.97	0.00	183,152.04	35.3%
300 OAK BLUFFS SCHOOL						
8,590,036.00	8,590,036.00	404,872.18	279,435.15	0.00	8,185,163.82	4.7%
301 MARTHA'S VINEYARD REG HS						
5,378,372.32	5,378,372.32	1,344,593.10	0.00	0.00	4,033,779.22	25.0%
421 HIGHWAY-ADMINISTRATION						
1,721,003.86	1,721,003.86	350,303.62	67,004.24	0.00	1,370,700.24	20.4%
519 BOARD OF HEALTH						
241,956.52	241,956.52	28,371.58	5,084.80	0.00	213,584.94	11.7%
541 COUNCIL ON AGING						
124,382.22	124,382.22	20,518.79	4,365.70	0.00	103,863.43	16.5%
543 VETERANS' SERVICES						
60,500.00	60,500.00	14,518.27	4,821.70	0.00	45,981.73	24.0%
610 LIBRARY						
569,400.90	569,400.90	87,448.30	13,483.08	0.00	481,952.60	15.4%
612 ARTS COUNCIL						
2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.0%
630 PARKS AND RECREATION						
186,843.80	186,843.80	100,612.67	43,774.20	0.00	86,231.13	53.8%
710 MATURING DEBT-PRINCIPAL						
2,278,912.11	2,278,912.11	1,338,912.11	0.00	0.00	940,000.00	58.8%
750 MATURING DEBT-INTEREST						
631,384.74	631,384.74	143,845.76	0.00	0.00	487,538.98	22.8%
760 MATURING BAN-INTEREST						
50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
840 STATE/COUNTY ASSESSMENTS						
1,342,046.00	1,342,046.00	195,442.00	0.00	0.00	1,146,604.00	14.6%
TOTAL GENERAL FUND						
33,020,510.65	33,020,510.65	7,790,585.73	590,957.96	0.00	25,229,924.92	23.6%
GRAND TOTAL						
33,020,510.65	33,020,510.65	7,790,585.73	590,957.96	0.00	25,229,924.92	23.6%

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

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TOWN OF OAK BLUFFS  
 YTD EXP REPORT

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REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2021/ 3
Sequence 2	1	Y	N	Print revenue as credit: Y
Sequence 3	2	Y	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y
	0	N	N	Print full GL account: N
				Double space: N
Report title:				Roll projects to object: N
YTD EXP REPORT				Carry forward code: 1
Print Full or Short description: F				Print journal detail: Y
Print MTD Version: Y				From Yr/Per: 2021/ 1
Print Revenues-Version headings: N				To Yr/Per: 2021/13
Format type: 1				Include budget entries: Y
Print revenue budgets as zero: N				Incl encumb/liq entries: Y
Include Fund Balance: N				Sort by JE # or PO #: J
Include requisition amount: N				Detail format option: 1
Multiyear view: D				
Amounts/totals exceed 999 million dollars: Y				

Find Criteria

Field Name	Field Value
Fund	01
Department	
Character Code	
Org	
Object	5*
Account type	
Account status	
Rollup Code	



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TOWN OF OAK BLUFFS  
YTD REV REPORT

P 1  
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FOR 2021 03

JOURNAL DETAIL 2021 1 TO 2021 13

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND						
01 MOTOR VEH EXCISE	-750,000.00	-69,719.62	-23,976.87	0.00	-680,280.38	9.3%
02 OTHER EXCISE	-1,029,000.00	-101.44	-63.44	0.00	-1,028,898.56	.0%
03 PENALTIES & INTEREST	-241,455.07	-64,982.73	-12,069.86	0.00	-176,472.34	26.9%
04 PILOT	-15,090.00	0.00	0.00	0.00	-15,090.00	.0%
08 CHGS TRASH DISP	-175,000.00	-70,550.00	-2,425.00	0.00	-104,450.00	40.3%
10 FEES	-171,500.00	-36,454.50	-4,750.50	0.00	-135,045.50	21.3%
11 RENTALS	-51,000.00	-3,750.00	-500.00	0.00	-47,250.00	7.4%
13 DEPT LIBRARY	-4,000.00	-53.00	0.00	0.00	-3,947.00	1.3%
16 OTHER DEPTL	-121,000.00	-28,365.97	-7,908.65	0.00	-92,634.03	23.4%
17 LIC & PERMITS	-377,500.00	-53,570.61	-6,241.25	0.00	-323,929.39	14.2%
19 FINES & FORFEIT	0.00	0.00	-552.50	0.00	552.50	100.0%
20 INVMT INCOME	-100,000.00	-14,535.32	0.00	0.00	-85,464.68	14.5%
21 MISC RECURRING	-820,910.00	-587,642.62	0.00	0.00	-233,267.38	71.6%
30 CHERRY SHEET	-1,518,829.00	-224,081.00	0.00	0.00	-1,294,748.00	14.8%
41 PERSONAL PROPERTY	-439,276.02	-139,436.48	-3,253.21	0.00	-299,839.54	31.7%
42 REAL ESTATE	-25,993,552.81	-6,792,936.33	-203,955.48	0.00	-19,200,616.48	26.1%
43 ALLOWANCE FOR AB/EXE	-122,678.75	0.00	0.00	0.00	-122,678.75	.0%
44 LIENS & OTHER TAXES	-250,000.00	-102,297.82	-31,082.60	0.00	-147,702.18	40.9%
49 TRANSFERS IN/OFS	-914,739.00	0.00	0.00	0.00	-914,739.00	.0%
TOTAL GENERAL FUND	-33,095,530.65	-8,189,029.94	-296,526.86	0.00	-24,906,500.71	24.7%
TOTAL REVENUES	-33,095,530.65	-8,189,029.94	-296,526.86	0.00	-24,906,500.71	



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TOWN OF OAK BLUFFS  
YTD REV REPORT

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FOR 2021 03

JOURNAL DETAIL 2021 1 TO 2021 13

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	GRAND TOTAL					
-33,095,530.65	-33,095,530.65	-8,189,029.94	-296,526.86	0.00	-24,906,500.71	24.7%

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



Preliminary Fiscal Year 2021 Local Estimated Receipts By Monthly Collections (Unaudited)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
			to 9/18/2020										
01 MV Excise	\$ 17,565	\$ 28,178	\$ 23,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	69,720
02 Other Excise	\$ -	\$ 38	\$ 63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	101
03 Penalties and Interest	\$ 31,083	\$ 21,830	\$ 12,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	64,983
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
08 Charges for Services-Trash	\$ 31,265	\$ 36,860	\$ 2,425	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	70,550
10 Fees	\$ 17,223	\$ 14,481	\$ 4,751	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	36,455
11 Rentals	\$ 1,200	\$ 2,050	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,750
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	53
16 Other Dept. Revenue	\$ 8,666	\$ 11,792	\$ 7,909	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	28,366
17 Licenses and Permits	\$ 28,395	\$ 18,935	\$ 6,241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	53,571
19 Fines and Forfeits	\$ 220	\$ 33	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	553
20 Investment Income	\$ 8,276	\$ 6,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,535
21 Other Miscellaneous-Recurring	\$ 313,472	\$ 274,170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	587,643
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 457,417	\$ 414,625	\$ 58,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	930,278
Cummulative Monthly Totals	\$ 457,417	\$ 872,043	\$ 930,278	\$ 930,278	\$ 930,278	\$ 930,278	\$ 930,278	\$ 930,278	\$ 930,278	\$ 930,278	\$ 930,278	\$ 930,278	

Percent relative to FY21 RECAP                      12%                      23%                      24%                      24%                      24%                      24%                      24%                      24%                      24%                      24%                      24%

Est LER FY20 RECAP                      \$ 4,128,000  
 Est LER FY21 RECAP                      \$ 3,850,000  
 Past 3 yr Avg                                      \$ 4,400,018

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

	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	\$ 13,296	\$ 63,900	\$ 458,192	\$ 60,179	\$ 34,254	\$ 55,249	857,891
02 Other Excise	\$ 122	\$ (76)	\$ 534,908	\$ 5,541	\$ 1,871	\$ 665,694	\$ 221	\$ 76	\$ 99,854	\$ -	\$ 53	\$ 50,540	1,358,805
03 Penalties and Interest	\$ 24,651	\$ 32,176	\$ 23,100	\$ 14,671	\$ 9,123	\$ 7,330	\$ 26,061	\$ 20,756	\$ 17,754	\$ 9,042	\$ 16,532	\$ 24,379	225,575
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,261	\$ 830	\$ -	15,090
08 Charges for Services-Trash	\$ 33,698	\$ 31,187	\$ 12,717	\$ 14,338	\$ 5,377	\$ 10,781	\$ 9,095	\$ 8,214	\$ 11,887	\$ 5,985	\$ 15,291	\$ 32,863	191,433
10 Fees	\$ 6,885	\$ 6,534	\$ 8,500	\$ 10,336	\$ 7,554	\$ 8,900	\$ 9,226	\$ 9,375	\$ 8,224	\$ 4,377	\$ 7,317	\$ 14,692	101,919
11 Rentals	\$ 1,500	\$ 6,355	\$ 750	\$ 3,250	\$ -	\$ 5,550	\$ 7,000	\$ 1,100	\$ 950	\$ 500	\$ (1,150)	\$ 21,266	47,071
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 786	\$ 598	\$ 1,635	\$ 484	\$ 784	\$ 123	\$ 392	\$ 268	\$ 121	\$ -	\$ -	\$ -	5,191
16 Other Dept. Revenue	\$ 46,872	\$ 6,097	\$ 18,438	\$ 48,802	\$ 3,887	\$ 23,054	\$ 13,025	\$ 11,297	\$ 4,971	\$ 8,626	\$ 9,063	\$ 79,550	273,680
17 Licenses and Permits	\$ 38,449	\$ 30,243	\$ 45,193	\$ 35,749	\$ 53,432	\$ 30,831	\$ 24,234	\$ 47,149	\$ 68,666	\$ 4,842	\$ 43,936	\$ 9,338	432,059
19 Fines and Forfeits	\$ 1,998	\$ 1,434	\$ 2,370	\$ 2,060	\$ 1,288	\$ 1,345	\$ 995	\$ 580	\$ 725	\$ 63	\$ 254	\$ 200	13,311
20 Investment Income	\$ 17,383	\$ 18,846	\$ 10,421	\$ 12,507	\$ 11,054	\$ 12,062	\$ 13,492	\$ 21,150	\$ 4,045	\$ 6,149	\$ 8,137	\$ 6,369	141,614
21 Other Miscellaneous-Recurring	\$ 377,533	\$ 318,954	\$ 99,364	\$ 20,256	\$ (15,832)	\$ -	\$ -	\$ 80,872	\$ 13,706	\$ 10,408	\$ 31,307	\$ 129,218	1,065,785
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 562,626	\$ 538,694	\$ 785,922	\$ 190,695	\$ 84,304	\$ 782,398	\$ 117,038	\$ 264,737	\$ 689,095	\$ 124,430	\$ 165,823	\$ 423,663	4,729,424
Cummulative Monthly Totals	\$ 562,626	\$ 1,101,321	\$ 1,887,243	\$ 2,077,938	\$ 2,162,241	\$ 2,944,639	\$ 3,061,677	\$ 3,326,413	\$ 4,015,508	\$ 4,139,938	\$ 4,305,761	\$ 4,729,424	

Percentage change of \$\$ from PY for same period

-19%

-21%



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Adam Turner  
Executive Director  
Martha's Vineyard Commission  
33 New York Avenue  
Oak Bluffs MA 02557

September 18, 2020

RE: Oak Bluff Town Hall Renovation update to Martha's Vineyard Commission Project  
Approval for Town Hall Project

Dear Adam,

We are writing to provide an update to the Oak Bluffs Town Hall project. Since taking the baton of the effort, ICON and its great team has looked to take the project forward in keeping with the previous efforts care to address the issues important to the Commission and the Island overall. The following are components of the project that were reviewed and how they have evolved.

**I. BUILDING SITE**

A. Integrated site Engineering & Landscaping Plan – *See attached narrative and civil engineering plans from Waterfield Design Group (Appendix A) and Landscape Architecture plans, including planting species (100% natives) from Gregory Lombardi Design, Inc. (Appendix B).*

1. Stormwater containment on site: 100% containment on-site
2. Soil Erosion: None.
3. Landscaping: A complete Landscape Plan has been provided (Appendix B).
4. Environmental Performance: As with the previous design, the team has made every effort to make the new site plan both an improvement to the on-site stormwater management (100%) as well as improve the physical environment for the employees and visitors.
5. Additional: the current design reduces the impervious surface north and west of the building from the previous design by about 6,800 SF (from 11,500 to 4,700).
- 6.

## B. Parking Policy & Design

1. Pedestrian and Vehicular Safety: Pedestrian access has been designed to be significantly improved.
2. Visual Intrusion: The basic footprint remains as it is today, including a School Street front that looks much like it does today. The corner of School Street and Pacific Avenue will include a new (navigable) “town green”.
3. Parking: Parking has not been lessened, in fact, per our resealing and re-striping of the existing Library lot (per standard parking space dimensions) there is a net gain in parking without expanding the lot or widening the street.
4. Parking along Pacific and School have been improved through formalization and improved street-side walking paths and curb cuts.
5. Environmental Standards: Improved infiltration strategies and overall planting strategies allow for overall environmental improvements (including creating greater transportive evaporation leading to increased ambient cooling—offsetting urban heat-island effect).

## II. BUILDING (Project Comparison)

- A. In the previous design, a new 3 story w/partial basement 21,000 S.F. Town Hall office building to be located on the same parcel (extending the massing to the west) of the existing structure which will be razed.
- B. The current design reduces the overall square footage to 16,450 S.F. from the previous design while maintaining strong departmental flexibility. By stacking the departments and creating a central lobby at School Street entry, the departments are all visible from one centralized point. Add to that, reusing 70% of the existing building, it diverts a significant amount of demolition debris from the landfill.
- C. The more rational building mass also allows for greater building efficiency performance.
- D. Lastly, the Schoolhouse has been on this site for almost 100 years. In the 1960's, it underwent a major renovation (and expansion in the addition of a gymnasium, now gone). This current design approach looks to preserve that form (and build on it) as well as celebrate it—in the case of exposing the wood beams and structural planking.

## III. BUILDING ENVELOPE:

- A. Exterior Walls and Roofs: uses **Passive House Design** protocols.
  1. Full exterior insulation and air-sealing strategy controls air infiltration.
  2. Interior stud cavities insulated including min. 3” at walls.
  3. The entire building is wrapped in an exterior layer of rigid insulation over exterior sheathing, 2 ½” thick at walls and 8”



thick at roofs. Rigid insulation acts as a thermal break reducing any heat loss through studs.

4. All interior areas are independently isolated and can be heated and/or cooled separately (see HVAC system description).

**IV. SUSTAINABLE AND RECYCLED MATERIALS:**

- A. The first and most important element of recycled content is the building itself. 70% of the existing building is being reused. In some cases, even materials slated for demolition will be salvaged and repurposed into millwork for the building.
- B. Interior materials, i.e. gypsum wall board, are also scheduled to be high recycle content, including the design intention or re-using existing the Douglas Fir Structural Planking in the demolished roof area for signature interior millwork.
- C. Of note, interior finish items like carpet were ruled out of the project for both the maintenance aspect as well as the fact they can trap particulates that can affect the indoor environmental quality.
- D. We also made a mandate of not including any Polyvinyl-Chloride products for things like trim or roofing membrane.

In closing, we made a concerted effort to keep this attest effort for design and planning for the new town hall to adhere to previous efforts in aiming for the highest standards of sustainability possible.

Regards,



Stephen Moore  
Project Manager/Project Architect  
ICON Architecture, Inc.

Attachments:

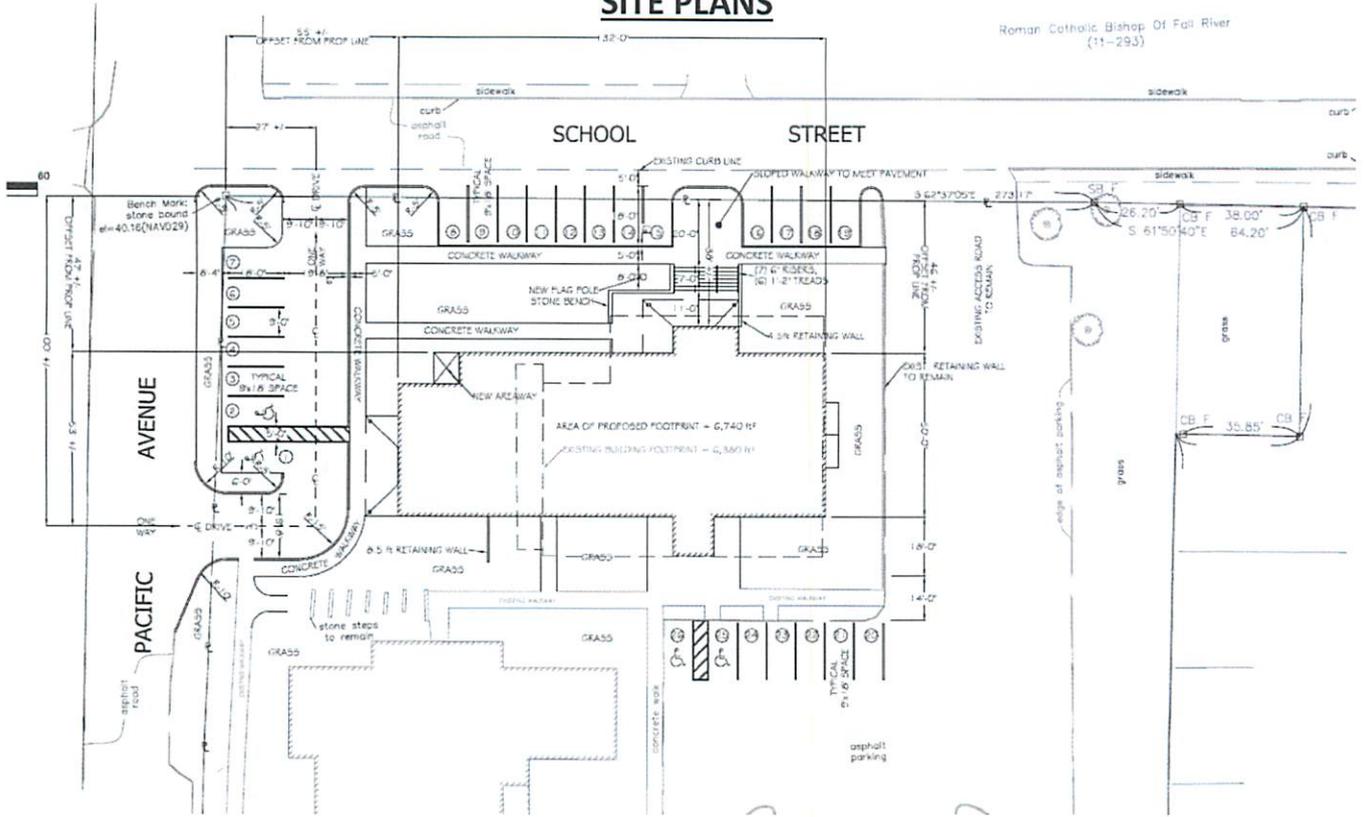
Copy:

Robert Whritenour, Town Administrator, Town of Oak Bluffs  
Suresh Bhatia, President, Atlantic Construction & Management, Inc.  
Ned Collier, AIA, Principal-in-Charge, E-Studio, ICON Architecture, Inc.

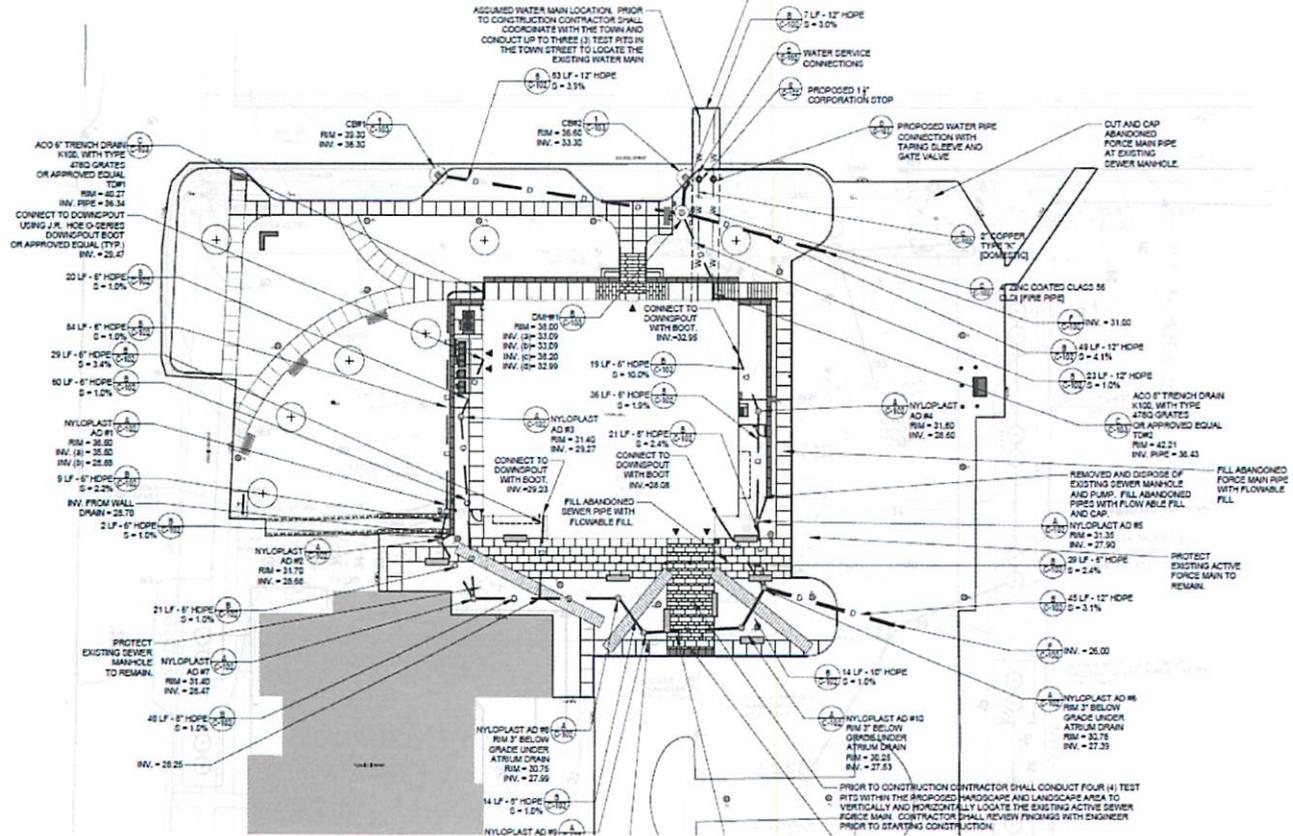


# SITE PLANS

Roman Catholic Bishop Of Fall River  
(11-293)

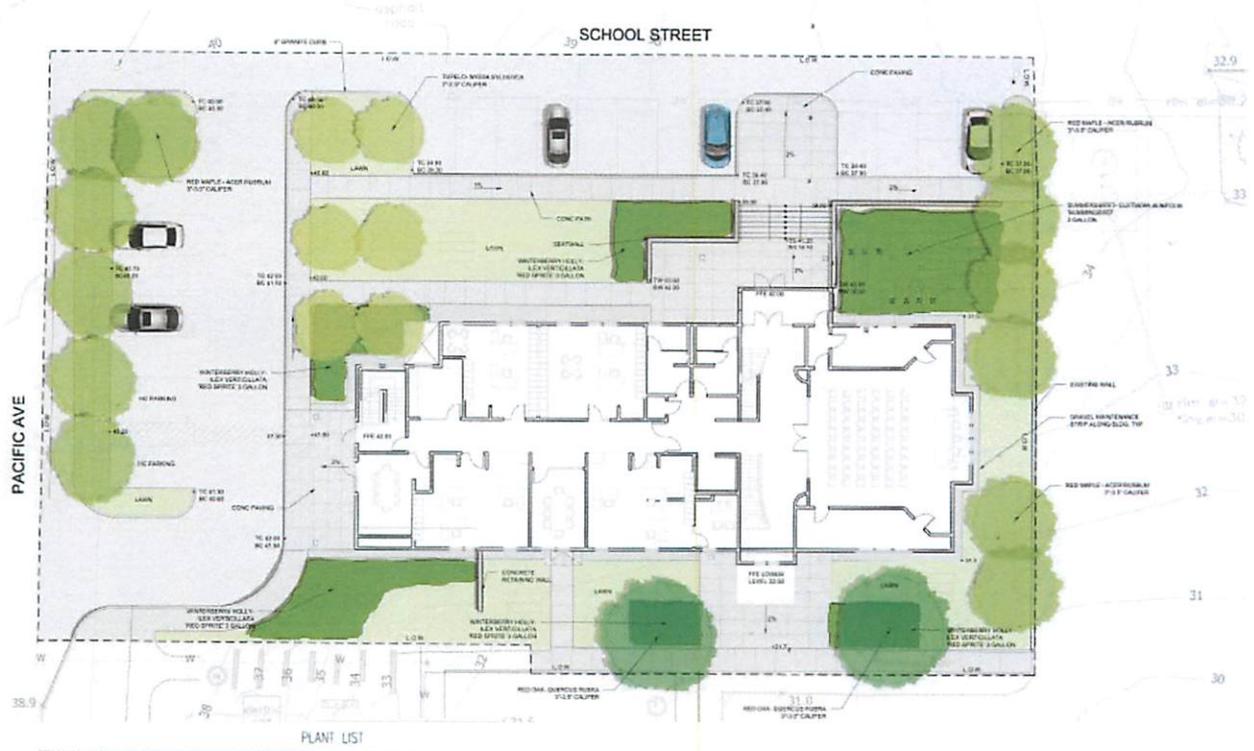


## Previous Site Plan

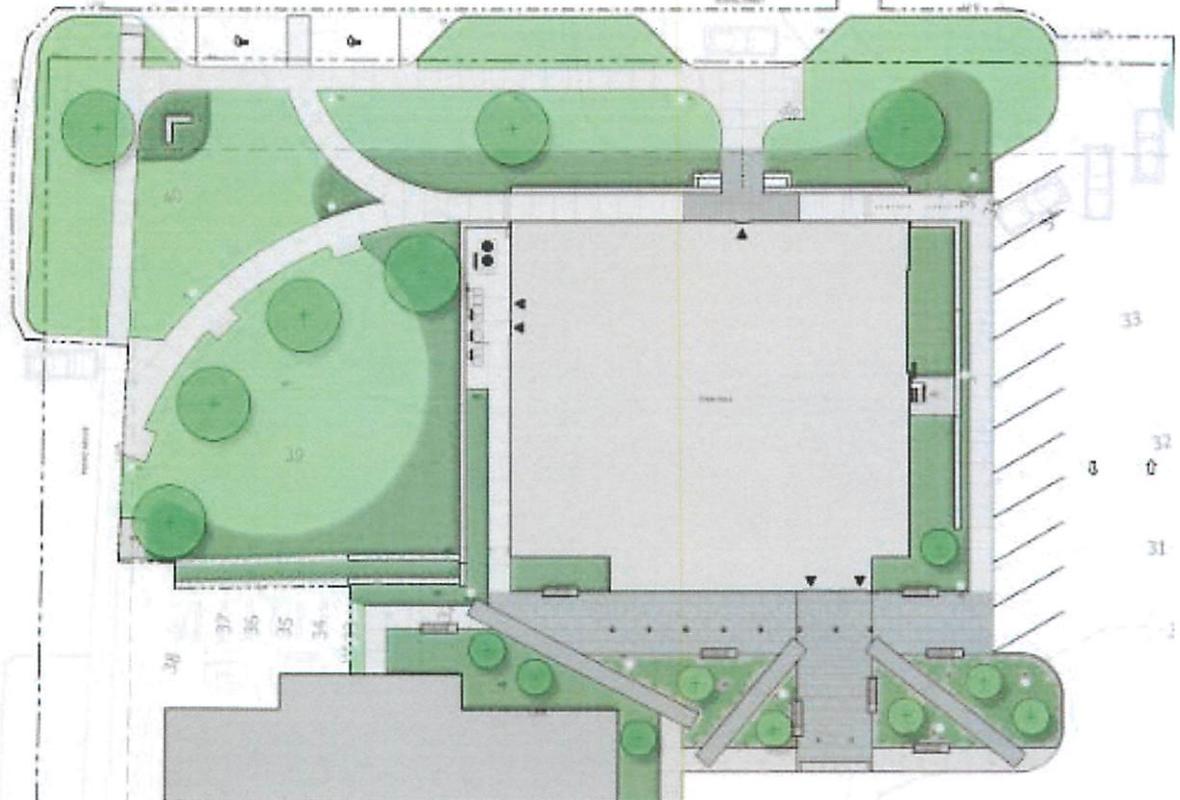


## Current Site Plan

# SITE DESIGN



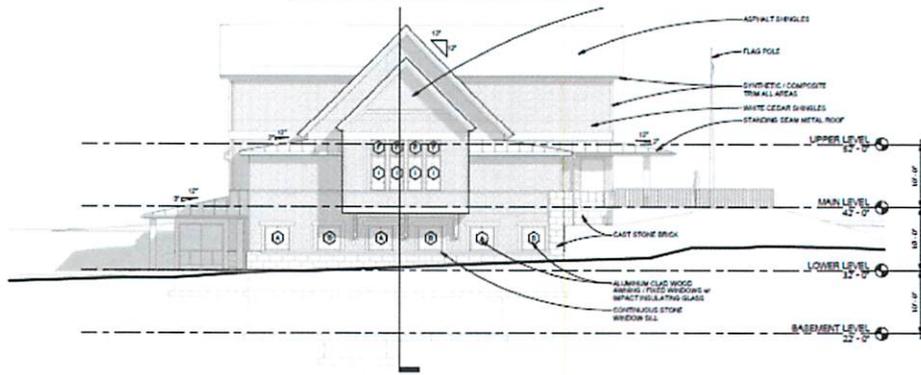
## Previous Site Design



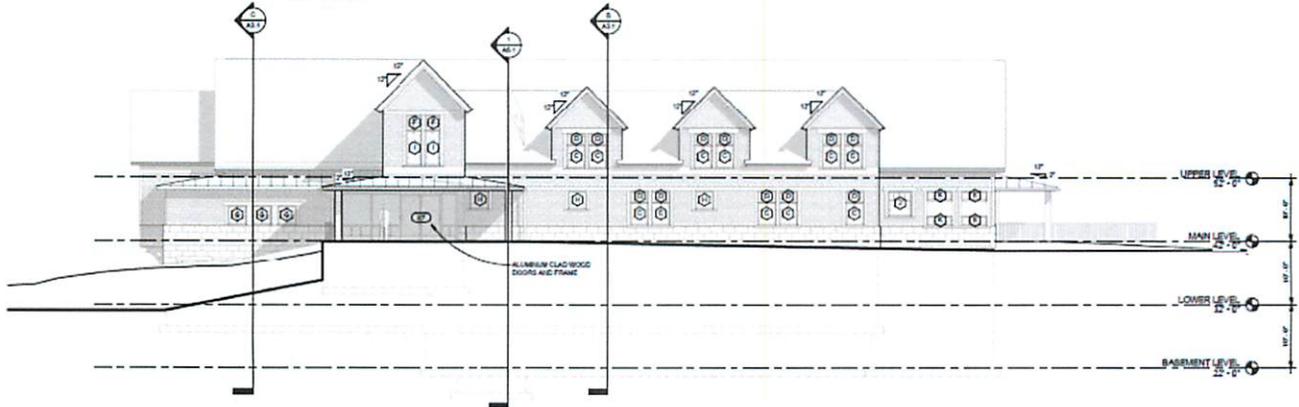
## Current Site Design



# BUILDING MASSING

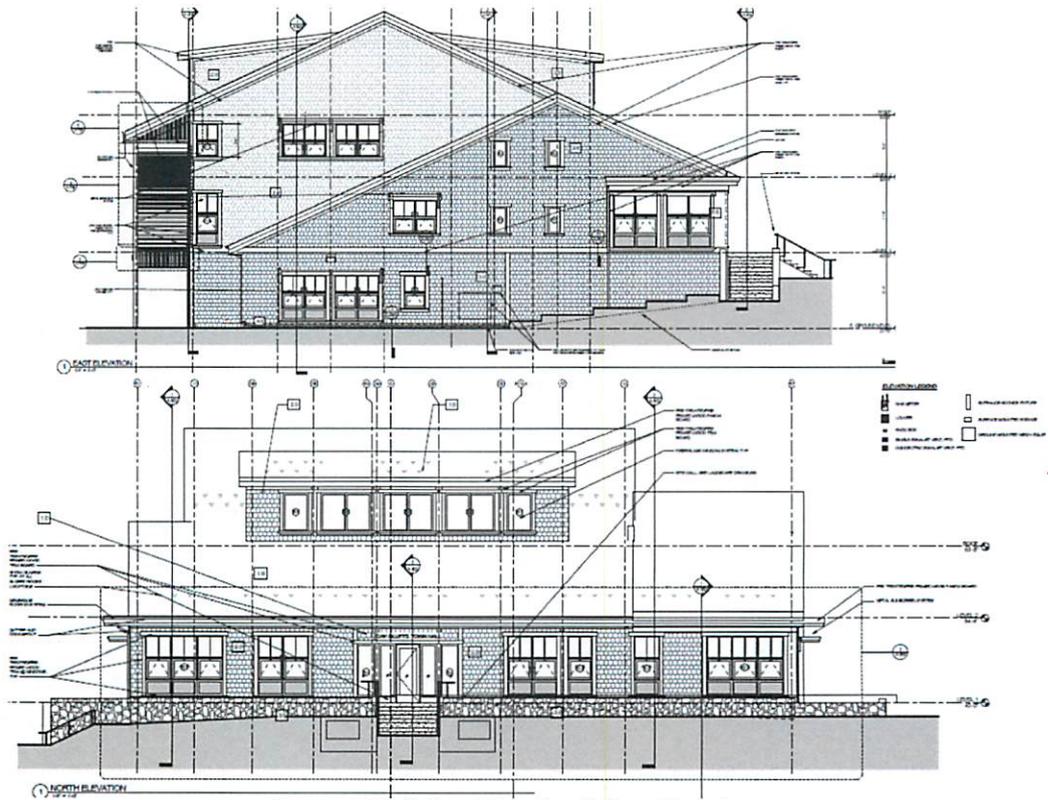


(A) EAST ELEVATION  
1/8" = 1'-0"



(B) NORTH ELEVATION  
1/8" = 1'-0"

## Previous Building Massing (Elevations)



## Current Building Massing (Elevations)

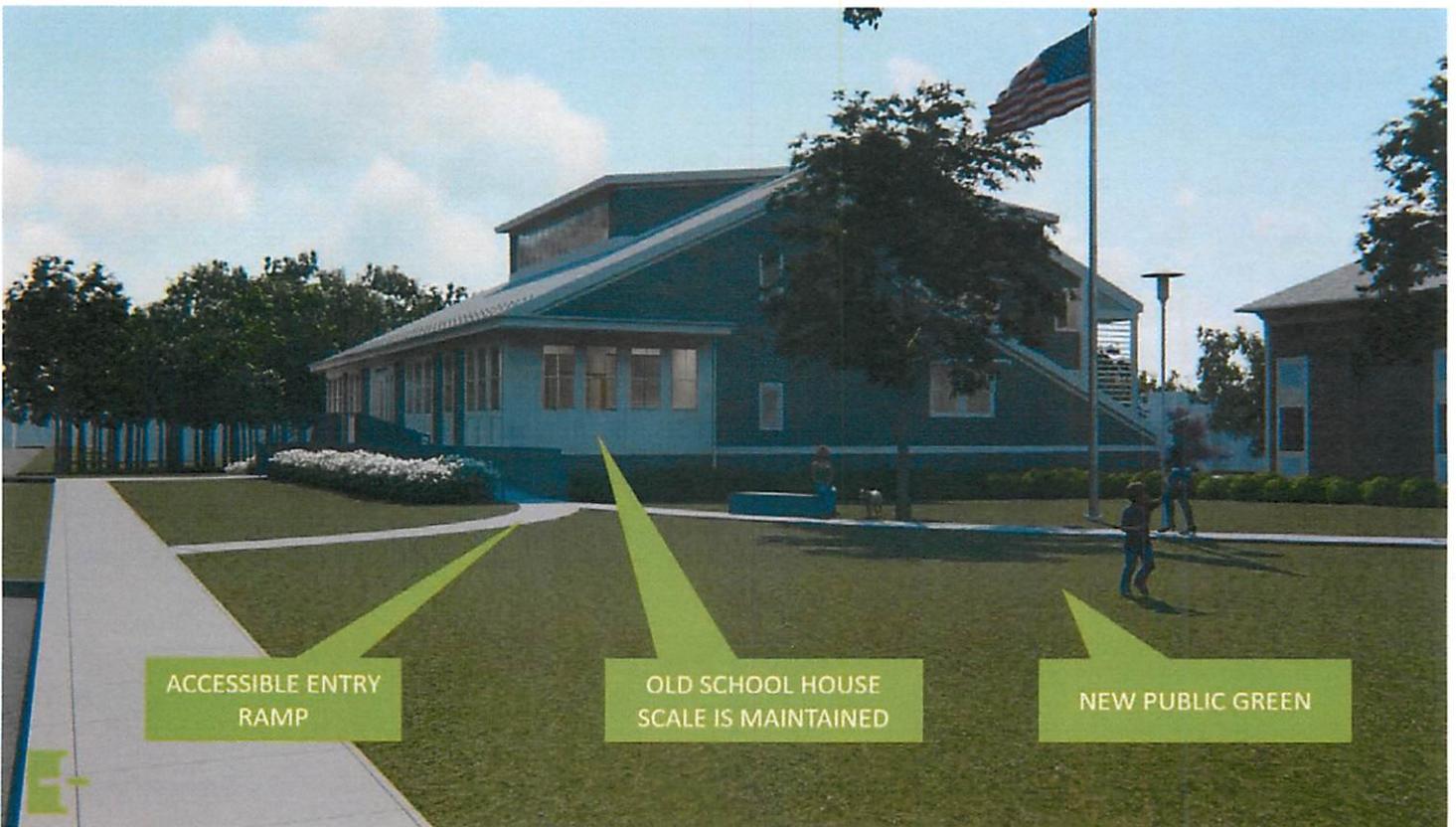




## BUILDING MASSING



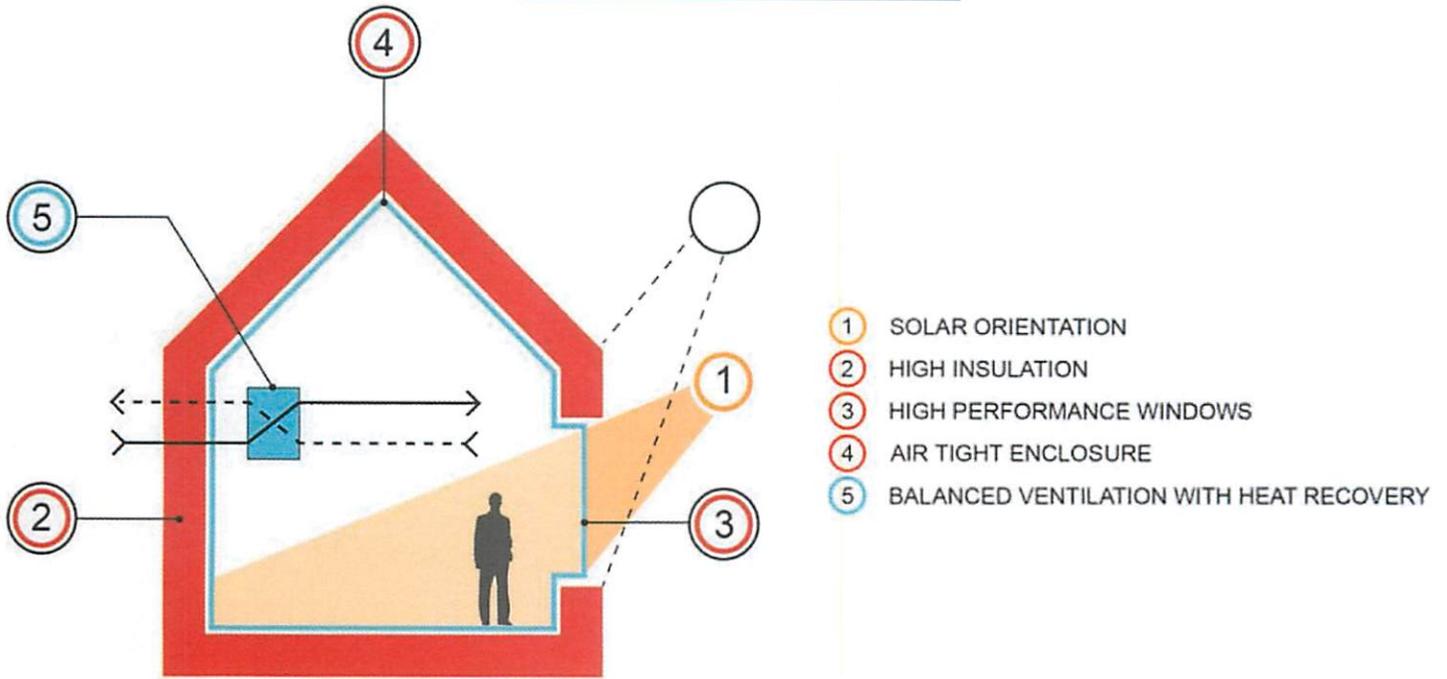
Previous Building Massing (3D-School Street)



Current Building Massing (3D-School Street)



## CURRENT ENVELOPE DESIGN



PASSIVE SUSTAINABILITY: BUILDING ENVELOPE AND IMPACT TO SYSTEMS

## CURRENT SOUTH FAÇADE DESIGN FEATURES



## OTHER DESIGN FEATURES



# APPENDIX A



**Oak Bluffs Town Hall  
Renovations  
56 School Street  
Town of Oak Bluffs**

**Stormwater Design  
Civil Narrative**

September, 2020

Prepared by:

**WDG** | Waterfield Design Group

50 Cross Street | Winchester, Massachusetts | 01890 | t 781.756.0001 f 781.756.0007

*WDG Project No.: 1657*

## **Stormwater Design Civil Narrative**

### **1.1 Description of Proposed Project:**

The Town of Oak Bluffs (Town) is proposing to renovate the existing Town Hall building and improve the landscaping and access around the building. As part of these renovations the Town is looking to modify the existing approved stormwater system.

The existing site currently directs 20,255 sf (6,965 sf - impervious) of the site to School Street and Pacific Avenue. The proposed site layout will reduce the square foot of surface runoff from the site by 14,330 sf (5,445 sf - impervious) to 5,925 sf (1,520 sf - impervious).

The proposed work will create an increase in 1,120 sf of impervious.

The additional proposed runoff remaining on site will be captured using a series of deep sump catch basins, trench drain, area drains, and a roof gutter system and directed to of the existing approved infiltration chambers in well-draining soils.

The proposed work will be an improvement over existing conditions by removing and redirecting stormwater from the Town streets and capturing and infiltrating the in on site.

### **1.2 Existing Conditions:** The project site is made up of one parcel abutted by School Street to the north, Pacific Avenue to the east and private residents to the south and west.

The northern portion of the site currently directs stormwater from the walkways and roof runoff to School Street.

The existing parking lot collects and infiltrates stormwater runoff through catch basin inlet points and underground concrete infiltration chambers.

The infiltration chambers were installed around the late 1990's when the Old Elementary School was converted into the present Town Hall.

No calculations have been provided regarding the capacity of the existing infiltration system.

Soils reports identify the site soils as consisting of very coarse sand, which is excellent for infiltrating stormwater runoff allowing the chambers to easily drain after a storm event to accept more runoff.

- 1.3 **Proposed Conditions:** The Town is proposing to re-landscape the surfaces around the renovated Town Hall to increase access to the building. This increase in access will make Town Hall more accessible to all visitors and safer in case of an emergency. The improved landscaping will also enhance the aesthetics of the Town Hall and coordinate with the interior renovation improvements. This will all be done while providing three additional parking spaces on School Street and maintaining the existing parking area with minimum modifications (restriping). In addition, no large excavations will be needed in the site areas to accommodate the proposed improvements.

The proposed improvements will increase the runoff from impervious surfaces on the site by 1,120 sf. This new impervious surface and other existing impervious surfaces will be kept on site and not directed towards the abutting properties or existing Town streets.

The new impervious area, along with existing roof runoff and other site surfaces will be directed to the existing infiltration chambers installed in well-draining sandy soils to reduce the overall runoff from the site by 14,330 sf (5,445 sf - impervious).

# Massachusetts Green Communities Grant Program

## Oak Bluffs - NO-cost & LOW-cost Energy Conservation Measures (ECMs)

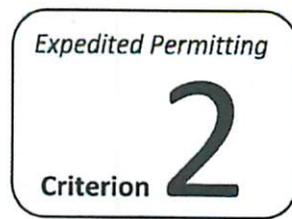
*excerpted & adapted from DRAFT Oak Bluffs CR3 ERP.docx by Margaret Song/CLC*

Building /Site Name	ECM #	Energy Conservation Measure Name	ECM Type	Projected Annual Electricity Savings (kWh)	Projected Annual Oil Savings (gallons)	Projected Annual Propane Savings (gallons)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Utility Incentives (\$)	Net Customer Cost (\$)
Council on Aging	#1	Lighting Upgrade	Interior Lighting	3,355			\$503	\$3,594	\$3,355	\$239*
Council on Aging	#3	Low Flow Aerators	Hot Water		49		\$123	\$32	\$32	\$0
Elementary School	#2	Lighting Upgrade	Interior Lighting	123,760			\$18,564	\$104,130	\$104,130	\$0
Elementary School	#7	Faucet Aerators	Hot Water		490		\$980	\$480	\$480	\$0
Fire Department	#1	Lighting Upgrade	Interior Lighting	14,374			\$2,156	\$17,652	\$14,374	\$3,278*
Highway Dept.	#1	Lighting Upgrade	Interior Lighting	4,731			\$710	\$6,284	\$4,731	\$1,553*
Library	#1	Lighting Upgrade	Interior Lighting	30,643			\$4,596	\$26,447	\$26,447	\$0
Police	#1	Lighting Upgrade	Interior Lighting	14,151			\$2,123	\$7,513	\$7,513	\$0
Police	#3	Low Flow Aerators	Hot Water		74		\$147	\$48	\$48	\$0
Sailing Camp	#1	Lighting Upgrade	Interior Lighting	1,690			\$254	\$1,306	\$1,306	\$0
<i>(old) Town Hall</i>	<i>#1</i>	<i>Lighting Upgrade</i>	<i>Interior Lighting</i>	<i>12,689</i>			<i>\$1,903</i>	<i>\$11,244</i>	<i>\$11,244</i>	<i>\$0</i>
Transfer Station	#1	Lighting Upgrade	Interior Lighting	1,795			\$269	\$1,667	\$1,667	\$0
Water/Sewer Wastewater	#1	Lighting Upgrade	Interior Lighting	2,912			\$437	\$1,847	\$1,847	\$0
Water/Sewer Wastewater	#2	Heat Pump Water Heater	Hot Water	6,962			\$1,044	\$8,000	\$6,962	\$1,039*
Water/Sewer Wastewater	#4	Efficient Shower Head	Hot Water		28		\$70	\$70	\$70	\$0

\* Compare this non-zero "Net Customer Cost (\$)" to "Projected Annual Cost Savings (\$)".  
Can pursue now or hold for Green Communities designation initial grant projects.

All \$0 zero dollar items can be pursued now at no cost to the Town of Oak Bluffs.

Sep 3, 2020



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## EXPEDITED PERMITTING OPTIONS

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### INTRODUCTION

Criterion Two of the Green Communities Program requires aspiring Green Communities to adopt an ***expedited application and permitting process*** under which as-of-right energy facilities (criterion #1) may be sited within the municipality. To qualify, the expedited process may not exceed one year from the date of initial application to the date of final approval.

Such an expedited application and permitting process applies only to the proposed facilities which are subject to the as-of-right siting provisions. In addition, municipalities must document that all permits necessary to site proposed facilities can be issued within the one-year deadline.

Note: Municipalities can also meet this requirement by applying to the as-of-right zoning district(s) the expedited permitting process of M.G.L. Chapter 43D, which has a one hundred and eighty day (180) deadline requirement.

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### COMPLIANCE

#### *Standard One-Year Process*

To meet this criterion, municipalities must have rules and regulations in place governing permit issuance such that all local permitting decisions (i.e., formal determinations, orders of conditions, licenses, certificates, authorizations, registrations, plan approvals, or other approvals or determinations with respect to the use, development or redevelopment of land, buildings, or structures required by any issuing authority) applicable to the siting and construction of clean energy facilities within the relevant zoning district(s) can be issued within one year of submission of a completed application.

In regard to documentation, municipalities will have already demonstrated that they have by-right zoning allowing clean energy facilities (criterion #1). Thus, communities need to show that other provisions of the zoning (e.g. site plan review), as well as other local regulations, allow permitting within one year. **In order to document compliance with the Green Communities expedited permitting criterion (criterion #2), municipalities must provide DOER with a letter from legal counsel affirming that nothing within the municipality's rules and regulations precludes issuance of a permitting decision within one year, along with**

the language addressing approval procedures and the associated timing of any applicable bylaws/ordinances or regulations.

Municipalities should also be aware that, once designated as Green Communities, they will be required to report annually on their permitting of clean energy projects within as-of-right zoning districts, including documentation of adherence to the 365-day permitting requirement.

**MGL c 43D Priority Development Sites**

A municipality may also meet the Green Communities expedited permitting criterion by providing for as-of-right siting of renewable or alternative energy generation or manufacturing or research and development (R&D) facilities within a Priority Development site approved by the interagency Permitting Board pursuant to Chapter 43D. The municipality will be required to provide documentation that demonstrates that the designated as-of-right zoned area and the 43D Priority Development Site overlap. If meeting the criterion by allowing the by-right construction of either renewable or alternative energy R&D or manufacturing facilities, the municipality will be required to provide a letter from the municipality's legal counsel providing documentation that a Priority Development Site approved pursuant to Chapter 43D by the Interagency Permitting Board applies to enough land within the district zoned for the by-right siting of energy facilities to construct at least 50,000 square feet of R&D or manufacturing space in the aggregate. Communities are encouraged to make the procedures expediting the permitting of renewable or alternative energy projects uniform throughout a zoning district in order to avoid confusion and facilitate siting and construction of renewable or alternative energy facilities.

Note: Materials developed to assist communities with issuance of permits within 180 days as required by Chapter 43D will also help communities looking to expedite permitting for the purpose of becoming a Green Community.

43D Website:

<http://www.mass.gov/hed/business/licensing/43d/>

**FOR MORE INFORMATION**

Website:

[www.mass.gov/energy/greencommunities](http://www.mass.gov/energy/greencommunities)

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www.rrklaw.net

OF COUNSEL  
JENNIFER S. RAKO

September 9, 2019

SAMPLE

BY FIRST CLASS MAIL

Department of Energy Resources  
Green Communities Division  
100 Cambridge Street, Suite 1020  
Boston, MA 02114

Re: Town of Chilmark - Application for Green Community  
Designation

Dear Sir/Madam:

I am Town Counsel to the Town of Chilmark (the "Town"), and I write regarding the Town's application for Green Community designation pursuant to G.L. c. 25A, § 10.

Under Article 31 of the April 2019 Annual Town Meeting, the Town voted to amend its Zoning By-laws by inserting Article 15 "Large-Scale Ground-Mounted Solar Photovoltaic Installation District". The Attorney General approved the foregoing Zoning By-law on August 2, 2019. Article 15 of the Zoning By-laws creates an overlay district wherein construction and operation of large-scale, ground-mounted, solar photovoltaic installations is permissible as-of-right subject to obtaining a building permit and Planning Board review.

There is nothing in the Town's General By-laws, Zoning By-Laws, or Rules and Regulations of local permitting boards that precludes the issuance of a permitting decision regarding an application for an as-of-right large-scale, ground-mounted, solar photovoltaic installation within one year from the date of the application.

Department of Energy Resources  
Green Communities Division  
September 9, 2019  
Page 2 of 2

Should you require any further information or assistance in connection with the Town's application, please do not hesitate to contact me.

Very truly yours,



Ronald H. Rappaport

RHR/il

cc: Timothy Carroll, Town Administrator

14701-015-Ltr Green Community App.doc

**MEMORANDUM OF AGREEMENT  
BETWEEN  
TOWN OF OAK BLUFFS AND  
AFSCME, LOCAL 3992, UNIT A  
FOR WASTEWATER STAFFING COVERAGE**

This Memorandum of Agreement sets forth our understanding and agreement for addressing staffing coverage in the event that the Wastewater Facilities Manager is not available in the Oak Bluffs Wastewater Department for the following current staff/employees. It is intended to function as a side-letter supplement to the agreement and not to be included in any future renewal of contract for AFSCME, LOCAL 3992, Unit A or similar employee organization. The agreement is as follows:

The current employees of the Wastewater Department and their certification rating are as follows:  
James Monteith, Facilities Manager/Chief Operator, Grade 6C  
Lisa Merritt, Administrator/Lab Tech, Grade 6C  
Gary Jardin, Mechanic/Operator, Grade 6C  
Jared Meader, Junior Operator, Grade 2M

The Town maintains the goal of providing access to a Grade 6C Operator for emergency purposes at all times. The Town shall establish a list based on seniority for designating a Grade 6C Operator for emergency plant coverage. Whenever a current Grade 6C licensed Town of Oak Bluffs Wastewater Dept. employee in the Unit A bargaining unit is designated to cover the responsibilities of the Facilities Manager for the Town's Wastewater System (OR be responsible for the operations of the Town's wastewater system in place of the Facilities Manager) pursuant to CMR 257 Section 2.11, during non-working hours, due to the inability of the Facilities Manager to provide coverage (absence of the Facilities Manager for such reasons as illness, vacation, personal time or travel that may put the Facility Manager out of the area), then the employee shall receive a stipend as acting Facilities Manager of \$192.00 (One hundred Ninety-two dollars) per full or partial day not to exceed 30 days per year.

AGREED:

COUNCIL 93, AFSCME  
LOCAL 3992

TOWN OF OAK BLUFFS  
By its Town Administrator

\_\_\_\_\_  
Scott Taveira

\_\_\_\_\_  
Robert L. Whritenour Jr.

Dated: \_\_\_\_\_

9-18-20

# LETTERS TO THE

## Great Loss

Editors, Vineyard Gazette:

The Island has lost a great friend. Gov. Stephen E. Merrill died at his home in Manchester, N.H. on Sept. 5 surrounded by his family. While he was raised in New Hampshire and graduated from UNH, in his adult life, especially after his election, the Vineyard became a place of rest, anonymity, relaxation and escape. He was our friend and neighbor in our years in Manchester and we were early and ardent supporters when he ran for governor. He was the first governor of New Hampshire to have graduated from UNH and he was proud of it.

When he was governor, he was a wildly popular leader. He was smart, engaging, funny and sincere. When he spoke to you, it was as if you were his one and only interest and concern. Being governor for him was a 24/7 job and he was in the news nearly every day. Like many celebrities, the Vineyard was where he came to be just another human being. His state trooper would drive him to Woods Hole, he would put on sunglasses and a Red Sox cap and then jump on a boat. He was not often recognized, but even if he was, we Vineyarders tend to give celebrities a wide berth. Steve would stay with us in our Island house, a home he and his wife subsequently bought and still own. Steve loved to go to the Net Result and get odds and ends of various fish to make incredible stews and chowders. He loved to prowl the Farmers' Market on Saturday mornings. After he left office and joined a big Boston law firm, he was still popular in New Hampshire and was called on by all kinds of aspiring younger politicians for support, mentoring and endorsement. He did most all of these, but it was the Vineyard that he longed for and came to for rest and restoration. His political base was New Hampshire, but in his heart he was a Vineyarder.

At a touching memorial service in New Hampshire last Friday, his longtime friend and law partner John Broderick spoke eloquently of all that Steve did and was. He said Steve was the kind of politician who wanted to win you over, not knock you over. How few like that we now seem to have. How much better we could be if

and was ready to take notes when Steve said to him, "be genuine." Chris said okay, what else? Steve responded: "There's nothing else. Just be genuine. If you run for governor, I will support you, but whatever you do with your life, be genuine."

He had many friends and admirers who will miss him greatly, but he was in love with this Island we call home. The Vineyard has lost a great friend.  
Jim and Pam Butterick  
Oak Bluffs

## Beach Bliss

Editors, Vineyard Gazette:

I am writing to thank town administrator Robert Whritenour and the selectmen and department heads who have created the wonderful new Oak Bluffs beach for the people of Martha's Vineyard. As a former principal of the Oak Bluffs School, and a proponent of the slogan Proud to Be from OB, I have long had a love of your proud town.

My past experience as an Island elementary principal has also given me a clear understanding of how difficult it often is to make an idea a reality on the island. This project obviously took the cooperation and dedication of many people. From the selectmen to the dredge committee — people working together made this happen. I wanted to salute their efforts. The beach is just wonderful.

Edgartown

Gerry Moriarty

## Memorable Day

Editors, Vineyard Gazette:

On Saturday, Sept. 5, Habitat for Humanity of Martha's Vineyard had its first Islandwide yard sale. Ten yard sales were held simultaneously in Edgartown, Oak Bluffs, Vineyard Haven and West Tisbury to benefit Habitat for Humanity of Martha's Vineyard's next home build. In addition to the generous Friends of Habitat who held yard sales at their homes, dozens of other Friends donated additional treasures to the sales.

The results were terrific. Treasures were discovered by people who visited our sales, new friends were made by HFHMV, and we now have a nest egg to begin building a new home for our next Habitat project.

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# GAZETTE

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