

USDA Wastewater

Rebecca Strohm, community programs loan specialist rural development united states department of agriculture has received the bonding ban anticipation note and Tisbury's financial reports for 2018 so our updated grant/loan for wastewater improvements which was modified after the WICKS system improvements were put on hold, due to a more cost effective option of permitting the existing leaching fields at a higher capacity level.

Wastewater

The letter concerning the Selectmen approval of wastewater flow, subject to confirmation of gallons per day, for 80 Main Street approval is being distributed. Confirmed at 1185 gallons per day.

The pumpout facility requirement for marinas is being scheduled.

The letter approving the connection for Owen Park connection is going out.

The license agreement between Boch and Sawyer remains unsigned due to indemnification provision. As a result, the Selectmen license agreement with Boch remains unsigned since the Selectmen wanted the first agreement signed with the property owners. I understand the Boch license agreement is signed with the residential property owner, but not received a copy of said license agreement.

State Road Wastewater District Improvements

The estimated cost of the wastewater extension on State Road is plus or minus six million dollars. The project is to provide infrastructure for the B2 District, a growth district for the town. The project is viewed as a nitrogen reduction strategy for Lake Tashmoo Pond, since much of State Road in the B2 District lies within the Lake Tashmoo Pond Watershed. Warrant articles are being submitted for construction for the Annual Town Meeting 2020.

Greener Communities Annual Report

Tisbury is a designated Greener Community. The 2019 annual report was submitted. The roof top solar array on the ESF Building was the project of note this year.

Town Annual Report 2019

Due by December 31, 2019. Tisbury won the MMA Competition in the small town category for best Annual Town Report 2018.

Energy Committee

I met with Bill Straw to review their master plan/work plan going forward in advance of their meeting on December 12, 2019.

Aquaculture Applications & Regulations

The Signed Aquaculture Regulations were provided to Danielle Ewart for filing with the State. Alex Kral is filing the regulations with the Town Clerk and placing a public notice in the paper the Board of Selectmen action.

The two license applications by Jeff Canha and Noah were distributed to the Shellfish Constable, Conservation Agent, Harbormaster and Natural Resources Committee for a determination as to completeness. Both applications were deemed incomplete and notices were sent to the Applicants. A meeting has been scheduled with Mr. Canha to provide input and guidance on the items found incomplete. I expect that the applicants will refile.

Host Agreements: Therapeutic and Patient Care at Mechanic Street

On December 12, 2019, I participated in a meeting with Selectmen Jeff Kristal, Attorney Jonathan Silverstein, Ross Seavey Building Inspector, Police Chief Mark Saloio and Deputy Fire Chief Greg Leland. The purpose of the meetings was to discuss emergency egress and traffic flow for the proposed Cannabis Retail and Growing Establishments on Mechanic Street. The secondary access and making Mechanic Street a public way would be desirable. This would also allow the water system to be looped to improve fire protection and water quality. This can be achieved by taking a dedicated easement in the future. Further, a special stabilization fund could be established to fund the construction of access improvements in the future from a portion of the revenues received from these establishments.

Memorandum of Agreement, Tashmoo M.V. Landbank Property, Herring Creek Road

The meeting with James Lengyl, Nancy Weaver, John Schilling, Kirk Metell, Jeff Kristal and myself identified porta toilet, camera, signage no lifeguard on duty, attendant and advance traffic capability were the key points to be incorporated into the agreement. The refuse collection is proposed to be carry in and carry out. The outdoor fire pits are to be prohibited.

M.V. County Social Services Agreement

The other towns have signed the agreement. Town Meeting approved the 5% assessment by virtue of approving the budgets for County and Social Service Agencies.

Park & Ride Agreement

Expires end of calendar year 2019. VTA and Steamship Authority are not proposing any amendments. Selectmen will discuss on January 7, 2020.

350th 2021 Celebration of Tisbury's Founding

Events coordinator RFQ process has been completed. The Events Coordinator Agreement will be brought before the Selectmen for approval on January 7, 2020.

IFP Property, Edgartown-Vineyard Haven Road

The Town received a Housing Choice Grant for feasibility study and draft MOA for future affordable housing production. The development proposal is a mixed-use development. The draft MOA between the property owner and Selectmen was amended to identified multiple zoning avenues as identified by the Planning Board. The execution of the MOA after review and approval of the Selectmen will close out this grant.

Island Housing Trust, Greenwood Avenue.

The Town was awarded a grant to install an innovative community nitrogen reducing wastewater system, Santoy System. The grant is closing out with final reimbursement for coming. Total grant was for nearly \$100,000. 12 residential units were constructed.

NITroe Advance Wastewater Treatment Systems

Manufactured on the island and piloted with our partner Clean Water through a grant in excess of \$200,000 from MassCEC has been successful. The Town looks forward to installing additional systems and continuing to conduct test samples and lab analysis of effluent. The objective is to have this residential nitrogen reducing wastewater systems commercially available in the future. A warrant article in the amount of \$5,000 was submitted for continued testing and lab analysis of these systems.

Curbside Refuse/Recycling

Invitation for bid solicitation is out. The deadline for submission is January 7, 2020. Brunos has begun the sale of refuse/recycling stickers for the time period of January 1, 2020 to June 30, 2020.

Rolloff & Refuse/Recycling Services at Landfill Disposal Operation

Invitation for bid solicitation is out.

CRAPO Agreement: Greater New Bedford Refuse District

The past due charges were paid for by Brunos. The agreement amendment needs to be signed by all parties with clause that tonnage in excess of 10,000 tons shall be the responsibility of Brunos. Goal is to have the amendment executed by all parties by the end of the calendar year.

Oak Bluffs Transfer Agreement

The Agreement is still in place, however, the amendments in the CRAPO Agreement the lack of auditing coming across the scales that led to overages in daily tonnage at CRAPO and further eroding the capacity set aside for the municipal waste stream for Tisbury and Oak Bluffs. This agreement is being reviewed closely at this time.

Tisbury Recycling Program

At this time the town has gotten back on the map in terms of state recognition for our recycling efforts and received grant monies to support our recycling services. The agreements with Brunos or others require reporting so that the town gets credit for recycling. A point person at DPW needs to be identified that will coordinate the recycling efforts for Tisbury. **Composting** Islandwide initiate to be operated by the M.V. Refuse District in Edgartown.

Special One Day All Alcohol License Hearing

You received the fillable form application, the special events guidelines and

Oysterfest

We provided the proponent with the information supplied to the Selectmen for the Special One Day All Alcohol License for the Outdoor Concert Festival. They are also receiving the event management plan and site plan that was provided for the Outdoor Concert Festival as base documents.

Police Department

Congratulated Officer Jeff Day on his graduation today December 13, 2019 from the Command Training Series: First Line Supervisor Course at Roger Williams University's Justice System Training & Research Institute

Vineyard Haven Harbor Cultural District

The Town recently renewed the designation with the Mass Department of Arts and Culture.

M.V. Museum

On December 9, 2019, the M.V. Museum presented their plans to hold 12 additional events that are non-museum related events pursuant to the their M.V. Museum. Staff will be considering this more closely. The M.V. Museum has expressed interest in renting the parking area adjacent to Veterans Park off Lagoon Pond Road. The café and sale of liquor is being reviewed for conformance with local and state law.

Open Space and Recreation Plan

On December 9, 2019, the Planning Board Member Cheryl Doble presented the Open Space and Recreation Plan to Departments and explained next steps. My understanding is that a slate of appointments to the Open Space and Recreation Committee will put forward. The

Selectmen will be making those appointments. My understanding is that the Planning Board has spoken with several individuals interested in serving on the Committee. Notwithstanding these discussions, the Selectmen had discussed publicizing for committee appointments. I have a vague recollection this may have been done, but some time ago.

Owen Park Bandstand

Noting that the Planning Board has coordinated a competitive process that resulted in two preferred options going forward. Funding is from CPC.

Harbormaster Vessel

I sent to the insurance company the letter declaring the harbormaster vessel a total loss and sending to salvage. I also sent it to Khori Torrence Program Analyst Department of Homeland Security FEMA Grant Programs Directorate Port Security Grant Program.

I did inform Ms. Torrence that I do not have the grant contract with any terms and conditions and have been unsuccessful in locating a copy. I was not involved in the grant request or procurement of the vessel in 2011-12. I did indicate that I would like a copy if she had it and further would like to be informed of any terms and conditions that I need to be mindful of going forward. So far I am aware of the following requirement: ***Disposition instructions include reference to the applicable Code of Federal Regulation (C.F.R.). In 2011, 44CFR13.31(e) applies to disposition of equipment. Grantees may retain funds if the equipment value is less than \$5,000. If the value exceeds \$5,000, FEMA has a right to the proportional Federal Share (i.e. 75%). Although the CFR is silent about insurance claims, insurance payments would be treated as if disposed of through sale. FEMA also allows grantees to apply the value toward replacement equipment of similar capability if not returned. Returned funds are turned over to the Department of Treasury and are not retained by FEMA.***

Dredging

Vineyard Haven Harbor: Vineyard Haven Harbor Dredging Contract was signed with the Woods Hole Group. This is approximately a year long process. The permits to be applied for would be with the intent to have recurring dredging approvals for this area.

Tashmoo Channel: The Town in partnership with Edgartown Dredge has successfully establish an agreement for maintenance dredging. Tashmoo Channel was dredged January 2019 and will require periodic maintenance dredging every other year. A survey of the channel and the approach depths will be completed. The Town also received a grant match for dredging.

Steamship Terminal Inner Harbor: The Steamship Authority vessels have continued to churn the waters of the inner harbor depositing sand into nearby areas. Recent maps reviewed by the Harbormaster indicated that depths are adequate within the mooring field. However, a ferry boat did bottom out near the Steamship Authority Terminal. The Town has a request for monetary contribution for dredging or actual dredging.

Lamberts Cove Road at Smith Brook

Overnight Monday December 9th, an area parallel to Smith Brook washed out undermining the road and subsequently closed. The road has been reopened after being stabilized. A drainage project received engineering design and construction monies at Town Meeting(s) and the contract was signed more than two weeks ago. Environmental Partners is the consulting

engineer of record. I do not have a start date for replacement of the culvert. I heard from Kirk Metell and Carol Magee concerning the nearby Cranberry Bog and flooding attributable to the culvert December 11th. Kirk Metell was scheduled to meet with Carol Magee yesterday. I received an email from Attorney Eric Peters on the same subject and told him to touch base with me today. I am scheduled to go out there with Kirk Metell today, December 13th at his request to assess the situation. As you know, I was out there Tuesday, December 10th to essentially review it and close the roadway. The stability of the roadway has not been determined safe by a civil engineer.

Lagoon Pond and Central off Edgartown/Vineyard Haven Road Drainage

Near drainage basin at Elderly Housing is a drainage problem where during storm events access is impeded. A solution is not identified. This has apparently been going on for years. Environmental Partners Group. will be out in the field with Kirk Metell to see what can be done in the short term to mitigate the drainage problem.

Downtown Stormwater Study, Federal Department of Environmental Protection Agency

Ray Cody of the EPA with his team which includes scientist from the University of Southern New Hampshire continue to evaluate the contributing watershed. Veterans Park, Beach Street, Five Corners, Beach Street Extension and Lagoon Pond Road are areas under evaluation for future drainage system improvements. MassDOT is participating in the meetings sponsored by MVC. Many future project would be corrective to the drainage within the State Highway.

Permeable Reactive Barrier

The MVC was successful in securing a grant for the installation of a permeable reactive barrier structure to be installed in the area of the Lagoon. The Town provided a \$3,000 commitment to this project, which is now due. The locus for installation is Hines Point. The timetable for installation is to be determined.

Municipal Vulnerability Grant

The Town is designated as having a Municipal Vulnerability Plan. The Town received a grant from Coastal Zone Management to undertake a study of sediment transport in the harbor and flood flow patterns in the Beach Road Corridor. This study will inform the town as to future harbor planning and land use planning for this area.

Seawall at Beach Road

The Town with its consulting engineer Tighe & Bond inventoried the deterioration of the wall. The Town also completed a comprehensive evaluation of potential seawall enhancements responsive to sea level rise in coordination with state environmental permitting agencies. The wall is predominately located in the MassDOT right-of-way and they need to be the lead agencies in future grant submittals.

Marine Terminal

You received the Environmental Notification Form for the Proposed Operations and Maintenance Facility and Marine Terminal prepared by Foth. The document is scanned and available. The facility will service the various proposed off-shore wind facilities.

Designated Port Area

Just noting that Lisa Engler of CZM with her counterparts from the agency met with you on December 5th to review the elements of a Designated Port Area, concerning process and impacts.

Eversource Barrier & Gates Program

I requested an updated schedule for gate and barrier installation.

Union Street Underground

The project is still not scheduled. Verizon and/or Comcast are not moving forward. The Town spent considerable taxpayer money on conduit and removal of power lines. The delay in relocating communication lines underground is the reason utility poles, albeit half size, are in the sidewalk. The Selectmen need to move forward on a legal remedy.

9 Cook Street

I attended the district court hearing on this matter with Maura Valley and Ross Seavey concerning the contempt charge for noncompliance with the court order concerning the subject property.

300 State Road

Apartments that are not documented or in compliance with codes and zoning. Inspections and notices in process.

High Point Lane

Court has in place injunction on number of trucks stored on the premises. This has again increased beyond the number set by the Court. The Building and Zoning Inspector will have begun enforcement proceedings.

Eversource Battery Storage Facility, Oak Bluffs

Having not hearing anything for and knowing the DRI review is ongoing, I contacted Ronit Goldstein, Community Affairs Director, Eversource expressing my concern that the Tisbury Fire Department would be the first responder to the facility. I am concerned that Tisbury should be provided training support and equipment as may be necessary to be adequately able to respond in the future if called upon. I expressed that Fire Chief John Schilling and other town public safety and inspection staff must be actively engaged in the review of this project. Ronit Goldstein has meeting scheduled and assured me this will be the case.

Beach Road MassDOT Project

The warrant article for decorative street lights will be submitted for the Annual Town Meeting Warrant.

The status of the bidding and contract for the larger Beach Road will be updated.

Corridor Plan, MVC

In meetings held with Executive Director Adam Turner, the number of active proposals on Beach Road warrants coordination in terms of traffic circulation and stormwater management. Mr. Turner will be on a future agenda of the Selectmen to get input from you.

Tashmoo Overlook/West Spring Street at State Road

Preliminary design to restore the overlook, construct pedestrian and bicycle accommodations, remove architectural barriers and geometric improvements to construct a "T" intersection West Spring Street and State Road

Complete Streets

Invitation for bid for the Complete Streets Projects is out. The bid opening date set for December 4, 2019 @ 2:30PM. Projects are Water Street at Union Street adjacent to Steamship Authority Terminal; Norton Lane & Cromwell Lane and Old Fire Lot Path.

Tisbury School

OPM Contract for Additional Services for Environmental Remediation and the Architect's Agreement for the Renovation and Addition need to be signed by the Selectmen.

Lead Asbestos Abatement and HVAC work is ongoing. The fire sprinkler system is being repaired and tested.

Facility Manager, Kirk Metell's, ongoing involvement needs to be determined/clarified by the Selectmen.

Educational Plan requires no further action, need clarification from Selectmen.

Library Addition & Main Library Repairs

Plans have expanded for the addition in terms of costs. Significant maintenance improvements required for the Main Library.

Town Hall Annex (Site Assignment and Landfill Closure)

Board of Health is moving forward with the steps necessary to remove the land area from the site assignment and landfill closure. This involves evaluation of subsurface gas migration by DEP and following a public hearing by the Board of Health.

55 West William Street

The house has been secured. No formal steps have been taken to renovate or demolish.

Teachers Stipends

Learned Friday that the stipends are coming to the Selectmen for separate approval prior to being placed on bills payable. We have a letter from the Principal certifying the hours worked were outside the normal work hours. The compensation is per the teacher's contract. The hours were incurred due to the emergency relocation.

Annual Audit 2019

We are awaiting manager's letter and report from Scanlon Associates.

Setting of Tax Rate 2021 and Tax Levy Certification

No changes were made to the tax rate split/exemption for fiscal year 2021.

Past Due Taxes & Other Fees, Liens

The priority concern is with wastewater accounts that are in arrears. The wastewater enterprise fund is a small universe of approximately 122 accounts. The revenue generated is small. The nonpayment of wastewater fees is problematic. The administrative processing of new accounts has been sloppy with one example on 35 W. William Street of a multi-family residence being on the system and not charged for nearly a decade. The other area has been incorrect meter readings or recording of data for submittal for billing purposes. Abatement meters have not had close scrutiny in terms of installation and monitoring. The property at 61 Beach Road when sold had a municipal lien in place in excess of \$20,000 in past due wastewater charges which were not paid at closing and the town has not received payment to date. Beach Road Restaurant at Beach Road, was previously the Lagoon Pond Restaurant. A lien in the amount of \$43,000 has been assessed to the new owners. This property was subject to a division of land as well and reviewed by various permit and approval authorities locally and MVC, but the charges have apparently fallen through the cracks. Property owned by Packer remain in arrears and no liens have been assessed, however, a current status for these accounts will be provided.

Bond Counsel

The Finance Division is not recommending a change in bond counsel and has notified Jay Gonzalez of Hinckley Allen of that fact. As you may remember, they proposed to provide Tisbury with bound counsel service going forward.

Pension/Retirement Investment Accounts

The Town Accountant has indicated that he retirement portfolio has not performed as well as before when Tisbury was not part of the consortium.

Short Term Rental Income

Still not clear how much the town is receiving. Appears to be underperforming. Awaiting input from Short Term Rental Task Force concerning draft RFP for registration services.

Exempt Properties

Assessors have gone through a property analysis. I am requesting a summary of their work.

Fiscal Year 2021 Budget Preparation

Selectmen Budgets is to be reviewed and approved.

Department Budgets under Selectmen purview to be received December 16, 2019

Annual Town Meeting warrant articles due December 16, 2019. However, the “real” deadline is December 31, 2019.

MUNIS Billing Conversion

Waterworks conversion to Munis Billing Software is on track for going live February 2020.

Wastewater Billing, quarterly, will be converted either by February 2020 or shortly afterwards.

MUNIS Inspectional Services Software Module

Warrant article for ATM 2020 in the amount of \$70,000 submitted to implement.

Embarkation 2021

Embarkation Committee recommendations have been received.

Building and Zoning Inspector

Ross Seavey has provided letter of approval (State Building) and exam results (passing) to be considered for promotion. Selectmen approved Grade 6, Step 1. Appointment letter needs to be amended to state salary, grade and step.

Public Works Job Description

The Acting Director of DPW is proposing changes to the General Foreman position. The General Foreman position will be serving essentially as the second in command.

Open Meeting Law, Code of Conduct, Conflict of Interest

Notification sent to individuals and committee, board and commissions to be mindful of the legal requirements, both local and state.

Unfilled or Replacement Appointments

Steamship Authority Long-Range Vineyard Transportation Task Force

Steamship Authority Working Group

Cape Light Compact Representative

Cape & Vineyard Energy Compact

Vineyard Transit Authority

Sewer Advisory Board, FINCOM, Nancy Gilfoy replaces Seth Gambino

Appointment Policy

Draft is being finalized this week.

Social Media Policy & Press Policy

In conjunction with training session, a comprehensive social media and press policies will be developed for your review.

Revised COLA Policy

Under review.

Training Session on Media Relations and Social Networking

A training module is being developed for Selectmen & Staff to provide strategies and techniques for our toolbox in response to the reality of social media and electronic print on effective and timely communications. Goodwin Group, Inc. of Walpole, MA has provided a training proposal which will be considered by the Selectmen on January 7, 2020.