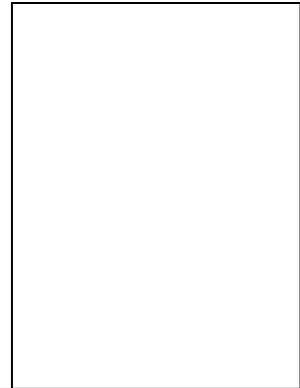




UPDATED
MEETING POSTING



TOWN OF NANTUCKET

Pursuant to MGL Chapter 30A, § 18-25

All meeting **notices and agenda** must be filed and time stamped with the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

Committee/Board/s | **Nantucket Planning & Economic Development Commission**

Day, Date, and Time | **Monday, June 20, 2016, at 6:00pm**

Location / Address | **♀ Fairgrounds Road, Nantucket, MA
Training Room
□**

Signature of Chair or Authorized Person | **Eleanor W. Antonietti,
Zoning Administrator & Land Use Specialist**

WARNING: IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD!

NP&EDC

AGENDA

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Please list below the topics the chair reasonably anticipates will be discussed at the meeting

- I. Call to Order:
- II. Establishment of Quorum:
- III. Approval of Agenda:
- IV. Approval of Minutes:
 - June 6, 2016
- V. Public Comment:
- VI. Action / Discussion Items:

Pages 3 - 7

Pages
8 - 11

- A. FFY 2016-2019 TIP Amendment – Add funds to FFY 2016 and 2017 for the In-Town Bike Path
- B. FFY 2017-2021 TIP – approve public review schedule
- C. FFY 2017 UPWP – approve public review schedule

Pages 12 - 27

- D. Public Participation Plan – public hearing on draft plan

Page 28

- E. NRTA Year Round Bus Study / Ferry Connector – discussion of study and funding strategies

Pages 28 - 36

- F. Bicycle and Pedestrian Advisory Committee – Committee appointments

- G. Acceptance of Membership Appointments

- 1. Housing Authority

- 2. Conservation Commission

- H. Action/Discussion: Appointment of At-Large Members (3) Year Term

POINT OF ORDER FOR CLARIFICATION

A reminder that Membership and At-Large Appointees must get sworn-in.

- I. Action/Discussion: Election of Officers

- 1. Chairman (Current: Nat Lowell)

- 2. Vice-Chairman (Current: Andrew Bennett)

- J. Action/Discussion: Agency Appointments

- 1. Contract Review Committee of Human Services (1)

- 2. Capital Program Committee (1)

- 3. MARPA (1)

- 4. Affordable Housing Trust Fund

Pages 37 - 42

- K. Transportation Report

VII. Other Business:

Pages 44 - 57

- VIII. Adjournment

COMMISSIONERS: Nat Lowell (Chair), Andrew Bennett (Vice Chair), Kara Buzanoski, Jack Gardner, Matt Fee, Wendy Hudson, Bert Johnson, Leslie B. Johnson, Joe Marcklinger, Barry Rector, John Trudell, and Linda Williams

MINUTES

Monday, June 6, 2016

PSF, 4 Fairgrounds Road, Training Room – 6:00 p.m.

Purpose: Regular Meeting:

STAFF IN ATTENDANCE: Mike Burns, Transportation Planner; Eleanor Antonietti, Zoning Administrator

ATTENDING MEMBERS: Nat Lowell, Chairman; Andrew Bennett; Jack Gardner; Wendy Hudson; Bert Johnson; John Trudell; Linda Williams.

ABSENT: Kara Buzanoski; Matt Fee; Leslie Johnson; Joe Marcklinger; Barry Rector

BY PHONE: Gabe Sherman (Mass DOT)

Public present: Paula Leary (NRTA)

I. Call to Order:

The meeting was called to order at 6:05 pm

II. Establishment of Quorum:

Chairman Lowell declared a quorum was present.

III. Approval of Agenda:

Adopted by UNANIMOUS consent.

IV. APPROVAL OF MINUTES:

The MOTION was made by Chairman Lowell and seconded that the NP&EDC does hereby vote to approve the NP&EDC minutes for May 2, 2016, as submitted.

The vote was **UNANIMOUS**.

V. PUBLIC COMMENTS:

NONE

VI. ACTION/DISCUSSION

A. NRTA Year Round Bus Study / Ferry Connector – discussion of study and funding strategies

LEARY We need to be providing a year round bus system, even with the hefty price tag. Extending season and routes and frequency are a start. Talks about joint meeting of BOS and NRTA Advisory Board. Additional \$10,000 in transit money and AECOM contract has been extended. Looking for meeting on 6/22 to present. Go to NRTA WAVE.com for all materials.

TRUDELL wondering what we take in for Madaket route per day?

LEARY It depends on time of year. We are subsidized so whole system doesn't pay for itself.

BURNS It's good to discuss supplemental information that was requested for the study. I added info to chart. 7 different options. Any type of new service added is going to depend on funding. What other funding options could generate ... compare revenues with demand. See PACKET Page 20. Goes over

different columns on chart on Page 20. Local assessment is not an option because it's a new service. There could be a local source *vs.* true meaning of the word assessment. We could fund this locally or through private sources but trying to get away from that as we want a sustainable revenue source. Embarkation fee could generate enough to fund the Ferry Connector service.

WILLIAMS How much does Embarkation fee bring in right now every year without anyone taking anything out of it?

BURNS \$211,000

LEARY says \$150,000

BURNS HyLine and SSA included in \$211,000. Apply .50¢ to every departure. Increasing that by .50¢ and commuter book charge are an option. Core parking sticker is another option. Similar to beach sticker. There are about 21,000 vehicles that would need to purchase a sticker at \$25/sticker. This is not enough but could generate substantial amount. Also a commercial plate sticker which would generate about \$80,000. Coupling those two would cover Ferry Connector service. References Feasibility Study done in 2009 specific to parking lot fee at 2 Fairgrounds. Looked at each of these as separate funding source to maximize what could be generated. Last option is Sales Tax option – roughly \$300,000,000 – many if not all other communities are doing this. It could fund local assessment, the Ferry Connector, and the year-round service. No need to take out of TON budget. A little bit of surplus left over. This could be done through Home Rule Petition and Senate Bill/Regional Ballot initiative. Nantucket could do their own thing without going to the state (See PACKET Page 23). If the Senate Bill passes ... It goes to Annual Town Meeting and it has to go to Ballot.

HUDSON is against sales taxes. It is regressive.

LOWELL We are looking for 'painless' funding.

LEARY \$1,128,000 needs to be found for Service Expansion.

LOWELL Boats are a year-round, reliable source. Why don't we look at the bus as an expandable thing that takes care of getting to Town? When Richmond develops Old South Rd ... we will have greater need. Thinks Sconset is unnecessary.

LEARY Keep in mind that results of this study are from community input.

LOWELL We need to be methodical.

LEARY these are just options. BOS asked for Feasibility study.

LOWELL Embarkation fee can be changed. Libby said this year. It'll come up at CapCom. There is no law or vote that requires that money to go to Police Dept. The legislation would make it a lot easier.

BURNS The point of the exercise is to see what are potential sources and how much we can realize out of each of these options. We may have to combine sources.

B JOHNSON What about year-round sticker for Fairgrounds lot?

TRUDELL From a commercial standpoint, there are so many people looking for parking. If we had an off site mid island parking place ... self-sufficient. 100 - 150 vehicles. Low maintenance.

WILLIAMS Problem with that (ex: Brant Pt. area plan) ... if we charge too much ... people will seek out cheaper or free places to park.

LOWELL This lot is a free for all. No security.

LEARY It is lit.

LOWELL When you start charging a certain amount, people will expect security. Maybe \$1,000/year or less. Yarmouth Rd. lot is \$2/day.

LEARY If Ferry connector service is going to continue, there needs to be both expansion and improvement of that lot. We need the lot to support the mid-island needs. The commercial guys are not the only people who would use it. Residents use it too. Kiss and drop.

LOWELL Is there grant money for a real parking lot?

LEARY Through the Regional Transit Authority, there are federal funds - talked to FTA Transit – but we are a rural transit authority, so MassDOT or Cape Cod RTA would have to submit that application. FTA agreed that what we are doing would meet the requirements. But I won't do that until TON and community shows that it is serious. The Ferry Connector is serving its original purpose. But we need to grow and maintain it.

GARDNER They pay on the other side. Why can't they pay here?

LEARY We have done 2 years of surveys. We are charging a \$2 fare.

WILLIAMS I would use it if it ran later, to avoid driving downtown. Some of these boats are coming in later.

LEARY We run bus at Fairgrounds lot from 7am to 10pm

HUDSON It makes sense to expand the parking lot and we want year round service. Not sold that it has to be NRTA – big diesel bus – running year round. Expand taxi service, like Nat suggested last meeting. Private service or accessibility van or UBER ... I don't think \$848,000 should be necessarily tied to transit only.

LEARY You would be surprised at how many people are transit dependent.

BURNS There was some sort of subsidy to taxis years ago.

LEARY The Taxi Voucher system in the 1990s.

LOWELL HyLine just bought Pufferbellies. SSA wants to by a Motel lot for parking. The new boat is not going to bring more people. It's just going to bring same people at different times.

B JOHNSON The problem at the airport is that they don't have a cheap reasonable commuter book program. Can't we use their lot to generate money. Not be maximized.

LEARY Some of these things could be done if there is enough momentum.

LOWELL Downtown will change when Tank Farm leaves. We need a downtown bus and a parking lot that is real. Not like Odd Fellows and NHS ...

LEARY Year round study, Ferry Connector, service to Tom Nevers and Cisco, listening to you ... all good. It needs to be funded.

LOWELL If this service did happen – will you have to add more equipment?

LEARY Yes. And that is part of the \$848,000. There will be capital expenses (need Bobcats) but those are not local.

HUDSON Do you need a recommendation from NPEDC?

BURNS Not required. It's going to come from tax dollars ... some tax. Sales tax, property fees ... we have demonstrated there is a demand.

LEARY In the RTA world, there are 3 sources of subsidized funding – State, Federal, and communities are assessed a local assessment through DOR. If new service is added, the BOS can approve that and gives me the ability to increase the local assessment by more than 2.5%. We got Jetties and Surfside Beach bus this way. If money is being used by TON in a budget, if it will be directed to something else, then the TON needs to find alternative source to cover shortfall.

LOWELL Everything except the sales tax should be looked at. Let's not go overboard from free to \$1,700/year. Look at Hyannis airport. No one is using it. Overcharging is danger as it will be underutilized.

WILLIAMS Why can't it be a piece from Column A, B, & C. then not one entity is taking the hit?

LEARY It can. It can come from multiple areas.

BURNS Regional Transportation Ballot (See PACKET Page 22) was proposed because every community has this problem.

LOWELL I would rather see assessment of property taxes than sales tax.

WILLIAMS not me.

BURNS We are very fortunate in that we have a robust local economy.

LEARY Paid parking is used in so many communities across the country to pay for transit services.

B JOHNSON I think parking sticker for \$50 would be accepted.

HUDSON We are the NPEDC and we can make recommendations.

LOWELL What do you need from us?

BURNS This doesn't need to be on future agenda unless you want it. This is a good productive educational discussion. Looking at each source and seeing what it could fund is informative. We can return to this discussion when we update our plan. Formulating a recommendation is good idea. I think I am hearing a little bit of Option 1, 2, & 3.

LOWELL Is there going to be a forum?

LEARY Yes.

LOWELL There is not going to be one funding source. The Embarkation fee should be on that list. The Embarkation money will not decrease. More people on the boat. There will be an electronic commuter book for slow boat in a few years.

BURNS It's going to be tax dollars for Ferry Connector service and year-round service will be funded either by fee and/or tax increase. That decision is probably going to be made by end of the summer.
WILLIAMS Every single ticket that is bought to this island should have an Embarkation fee.
LOWELL We are the opposite of the Vineyard. People only have fast boat commuter books here and not for slow boat. It is the opposite on MV. If the State legislation passes ...

The MOTION was made by Linda Williams and seconded that **NPEDC approves generating a letter of Support for Regional ballot initiative Legislation (S 1343/H 2760) with clarification that Nantucket shall be considered a single municipality. Letter will be drafted and sent** by Mike Burns.
The vote was **UNANIMOUS**.

B. FFY 2016-2019 TIP Adjustment – adjust NRTA capital funding amounts for FY2016
BURNS

BURNS This is an adjustment to existing Fiscal Year TIP (FY 2016-2019)
LEARY We had to move around funds due to need to replace 2 vehicles and the busses will not be received by June 30th. This left me with some money and the surveillance camera project – which could not be done. Not additional money, just being moved around.

The MOTION was made by Linda Williams and seconded that **NPEDC approves the proposed** shifting of funds as presented by Paula Leary.
The vote was **UNANIMOUS**.

C. FFY 2017-2020 TIP – approve public review schedule

BURNS We need to approve this particular schedule. June 20th meeting ... Public Review period will be from 6/23 to 7/25 meaning that 7/18 meeting will be needed for Public Hearing and then NPEDC will be asked to approve documents. This is to satisfy public review period. This is a mechanism to approve not having another mtg.

The MOTION was made by Linda Williams and seconded that **NPEDC approves the proposed** public review schedule as presented by Mike Burns.
The vote was **UNANIMOUS**.

D. FFY 2017 UPWP – approve public review schedule

BURNS We need to approve this particular schedule. June 20th meeting ... Public Review period will be from 6/23 to 7/25 meaning that 7/18 meeting will be needed for Public Hearing and then NPEDC will be asked to approve documents. This is to satisfy public review period. This is a mechanism to approve not having another mtg.

The MOTION was made by Linda Williams and seconded that **NPEDC approves the proposed** public review schedule as presented by Mike Burns.
The vote was **UNANIMOUS**.

E. Transportation Report

HUDSON When do we discuss that we may not all be on board with the \$848,000 number? We are not necessarily meaning to explicitly endorse that number.

BURNS At one of these future meetings ... Paula Leary will have more information. And the number may change.

LOWELL Is it appropriate to ask BOS to bump the workshop to a sooner date? Waiting until October is too late. CapCom starts in October. They only meet 2x/mo. during the summer.

WILLIAMS We can ask to meet with them jointly.

BURNS If ok, I can work with Nat and Director Vorce

The MOTION was made by Linda Williams and seconded that **NPEDC approves the proposed** cooperation between Director Vorce and Mike Burns to schedule joint BOS and NPEDC meeting/workshop.
The vote was **UNANIMOUS**.

VII. Other Business:

NONE

ADJOURNMENT M/S/A to ADJOURN MEETING at 7:49 p.m.

Submitted by:
Eleanor Antonietti

DRAFT

**NOTICE OF PUBLIC REVIEW PERIOD
TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT**

The Nantucket Planning and Economic Development Commission (NP&EDC) is amending the FFY 2016 and 2017 Highway Program portion of the FFY 2016-2019 Transportation Improvement Program (TIP) to add federal and state funding for the Multi-Use Path from Washington Street to Orange Street (a.k.a. Phase 1 of the In-Town Bike Path) as shown in the table below:

<i>FFY</i>	<i>Action</i>	<i>Project</i>	<i>State</i>	<i>Federal</i>	<i>Total</i>
2016	<u>Increase funding:</u> Section 1A / Federal Aid – CMAQ	NANTUCKET- MULTI- USE PATH CONSTRUCTION, FROM WASHINGTON STREET TO ORANGE STREET	From: \$13,749 To: \$18,148	From: \$54,994 To: \$72,593	From: \$68,743 To: \$90,741
2017	<u>Add funding:</u> Section 1D / Federal Aid Major & State Category Projects - CMAQ	NANTUCKET- MULTI- USE PATH CONSTRUCTION, FROM WASHINGTON STREET TO ORANGE STREET	New: \$417,337	New: \$1,669,346	New: \$2,086,683
2017	<u>Add funding:</u> Section 1D / Federal Aid Major & State Category Projects – STP – Statewide Infrastructure	NANTUCKET- MULTI- USE PATH CONSTRUCTION, FROM WASHINGTON STREET TO ORANGE STREET	New: \$66,856	New: \$267,424	New: \$334,280

The comment period for this TIP amendment begins June 23, 2016 and will end at 4:00PM on July 25, 2016. A public hearing to solicit public comments will be held at 6:00PM on July 18, 2016 in the Training Room at 4 Fairground Road, Nantucket, MA. Please send your written comments during this public comment period to the NP&EDC, 2 Fairgrounds Road, Nantucket, MA 02554, or email Transportation Planner Mike Burns at mburns@nantucket-ma.gov.

Nathaniel Lowell, Chairman
Nantucket Planning and Economic Development Commission

**NOTICE OF PUBLIC HEARING AND REVIEW PERIOD
TRANSPORTATION IMPROVEMENT PROGRAM**

The Nantucket Planning and Economic Development Commission (NP&EDC) will initiate a 30-day public review of the draft FFY 2017-2021 Transportation Improvement Program (TIP) beginning June 23, 2016 and concluding at 4:00PM on July 25, 2016. A public hearing to solicit public comments will be held on July 18, 2016 at 6:00PM in the 4 Fairgrounds Road Training Room. The TIP is a prioritized listing of highway, bridge, intermodal and transit projects expected to be undertaken by the Commonwealth during the above referenced 5-year time frame, and is submitted to the Massachusetts Department of Transportation for inclusion in the State TIP. All projects found herein are from a conforming Nantucket Regional Transportation Plan. The recommended NP&EDC 5-year schedule for the TIP is shown below:

Highway projects:

FFY	Highway Projects	Project ID	Funding Category	Federal / State Funding
2017	<u>Flex funding to NRTA</u> – replacement of 2 buses	n/a	Flex to Transit	\$456,619
2018	No project identified	n/a	STP*	\$397,225
			CMAQ**	\$54,995
			HSIP***	\$21,998
2019	<u>Surfside Road at Bartlett Road</u> – Roundabout (AC-1)	TBD	STP	\$397,225
			CMAQ	\$54,995
			HSIP	\$21,998
2020	<u>Surfside Road at Bartlett Road</u> – Roundabout (AC-2)	TBD	STP	\$406,576
			CMAQ	\$54,995
			HSIP	\$21,998
2021	No project identified	n/a	STP	\$393,117
			CMAQ	\$54,995
			HSIP	\$21,998

* - Surface Transportation Program; ** - Congestion Management and Air Quality Program;
*** - Highway Safety Improvement Program

Transit projects:

FFY	Transit Agency	Line Item	Transit Project	Federal Funds	SCA (state aid)	LCL (local aid)	Total
2017	NRTA	300900	OPERATING ASSISTANCE	\$543,287	\$394,651	\$148,636	\$1,086,574
2018	NRTA	300900	OPERATING ASSISTANCE	\$549,043	\$394,651	\$154,392	\$1,098,086
2019	NRTA	300900	OPERATING ASSISTANCE	\$554,856	\$0	\$554,856	\$1,109,712
2020	NRTA	300900	OPERATING ASSISTANCE	TBD	TBD	TBD	TBD
2021	NRTA	300900	OPERATING ASSISTANCE	TBD	TBD	TBD	TBD

For further information, or to make comment within the 30-day comment period, please contact NP&EDC Transportation Planner Mike Burns at (508) 228-7238, or email to mburns@nantucket-ma.gov. Written comments must be submitted by 4:00PM July 25, 2016 to: NP&EDC, 2 Fairgrounds Road, Nantucket, MA 02554. A copy of the draft is also available at the Nantucket Atheneum, the Selectmen’s Office, the PLUS office, and on-line at <http://www.nantucket-ma.gov/308/Public-Review-Documents>

Nathaniel Lowell, Chairman
Nantucket Planning and Economic Development Commission

NOTICE OF PUBLIC HEARING AND REVIEW PERIOD

UNIFIED PLANNING WORK PROGRAM

The Nantucket Planning and Economic Development Commission (NP&EDC) will initiate a public review of the draft FFY 2017 Unified Planning Work Program (UPWP) beginning June 23, 2016. A public hearing to solicit comments will be held on July 18, 2016 at 6:00PM in the 4 Fairgrounds Road Training Room. This public review period will conclude at 4:00PM on July 25, 2016.

The UPWP describes the scope of work and estimates costs for the transportation planning activities undertaken by the NP&EDC from October 1, 2016 – September 30, 2017. The UPWP outlines Nantucket’s long and short-range transportation planning objectives and describes how these objectives will be met.

All persons who have an interest in transportation planning activities that might be considered for inclusion in the Nantucket UPWP are encouraged to review this document. For further information, or to make comment within the 30-day comment period, please contact NP&EDC Transportation Planner Mike Burns at (508) 228-7238, or email to mburns@nantucket-ma.gov. Comments may also be submitted by 4:00PM July 25, 2016 to: NP&EDC, 2 Fairgrounds Road, Nantucket, MA 02554. A copy of the draft is available at the Nantucket Atheneum, the Selectmen’s Office, the PLUS office, and on-line at <http://www.nantucket-ma.gov/308/Public-Review-Documents>

Nathaniel Lowell, Chairman
Nantucket Planning and Economic Development Commission

DRAFT FFY 2017 Unified Planning Work Program

Task	Number of Weeks	Percent of Time	Direct Salary	Overhead	Direct Costs Budget	Total Budget	Percent of Budget
1.0 Management and Support	18.5	35.58%	\$41,980.77	\$38,546.74	\$2,200.00	\$82,727.51	32.18%
1.1 3C Program Support	12	23.08%	\$27,230.77	\$25,003.29	\$0.00	\$52,234.06	20.32%
1.2 Inter-Regional Transportation Planning Coordination	4.25	8.17%	\$9,644.23	\$8,855.33	\$2,000.00	\$20,499.56	7.97%
1.3 Transportation Improvement Program	1	1.92%	\$2,269.23	\$2,083.61	\$100.00	\$4,452.84	1.73%
1.4 Unified Work Program	0.5	0.96%	\$1,134.62	\$1,041.80	\$100.00	\$2,276.42	0.89%
1.5 Public Participation	0.25	0.48%	\$567.31	\$520.90	\$0.00	\$1,088.21	0.42%
1.6 Title VI and Environmental Justice	0.5	0.96%	\$1,134.62	\$1,041.80	\$0.00	\$2,176.42	0.85%
2.0 Data Collection and Analysis	7.25	13.94%	\$16,451.92	\$15,106.16	\$2,533.40	\$34,091.48	13.26%
2.1 Data Collection: Traffic, Congestion, Freight, and Pavement Management	5	9.62%	\$11,346.15	\$10,418.04	\$2,533.40	\$24,297.59	9.45%
2.2 Geographic Information Systems (GIS)	2	3.85%	\$4,538.46	\$4,167.22	\$0.00	\$8,705.68	3.39%
2.3 Performance Measures and Monitoring	0.25	0.48%	\$567.31	\$520.90	\$0.00	\$1,088.21	0.42%
3.0 Short Range and Long Range Transportation Planning	13	25.00%	\$29,500.00	\$27,086.90	\$26,000.00	\$82,586.90	32.12%
3.1 Livable / Sustainable / Complete Streets Planning	4	7.69%	\$9,076.92	\$8,334.43	\$26,000.00	\$43,411.35	16.89%
3.2 Parking Management Strategies	3	5.77%	\$6,807.69	\$6,250.82	\$0.00	\$13,058.52	5.08%
3.3 Bicycle and Pedestrian Planning	4	7.69%	\$9,076.92	\$8,334.43	\$0.00	\$17,411.35	6.77%
3.4 Special Transportation Planning Studies	2	3.85%	\$4,538.46	\$4,167.22	\$0.00	\$8,705.68	3.39%
4.0 Other Transportation Activities	13.25	25.48%	\$30,067.31	\$27,607.80	\$0.00	\$57,675.11	22.43%
4.1 Implement Approved Planning Recommendations	11	21.15%	\$24,961.54	\$22,919.68	\$0.00	\$47,881.22	18.62%
4.2 Special Transportation Planning Assistance	2	3.85%	\$4,538.46	\$4,167.22	\$0.00	\$8,705.68	3.39%
4.3 Intelligent Transportation Systems (ITS)	0.25	0.48%	\$567.31	\$520.90	\$0.00	\$1,088.21	0.42%
Direct Salary Budget -			\$118,000.00				
Overhead Budget -				\$108,347.60			
Direct Cost Budget -					\$30,733.40		
Total Budget for FFY 2017 -	52	100.00%	\$118,000.00	\$108,347.60	\$30,733.40	\$257,081.00	100.00%
Time = 52 weeks (46 weeks, plus 4 weeks vacation, 12 holidays, and 2 personal days - listed in Task 1.1)							



**PUBLIC PARTICIPATION PLAN
FOR TRANSPORTATION PLANNING ACTIVITIES**

UPDATED BY THE NP&EDC ON JULY 18, 2016

DRAFT

**NANTUCKET PLANNING AND ECONOMIC DEVELOPMENT COMMISSION
2 FAIRGROUNDS ROAD
NANTUCKET, MA 02554
(508) 325-7587**



ENDORSEMENT

**PUBLIC PARTICIPATION PLAN
FOR
TRANSPORTATION PLANNING ACTIVITIES**

Signatory Certification:

Stephanie Pollack, Secretary of Transportation
Massachusetts Department of Transportation

Date

Thomas Tinlin, Acting Administrator
Highway Division - Massachusetts Department of Transportation

Date

Nathaniel Lowell, Chairman
Nantucket Planning and Economic Development Commission

Date

PUBLIC PARTICIPATION PLAN FOR TRANSPORTATION PLANNING ACTIVITIES

1. Introduction

1.1 Purpose

This document outlines a strategy for collecting thoughts and questions of the public during the preparation of transportation planning documents for the Nantucket Planning and Economic Development Commission (NP&EDC). The awareness and involvement of persons interested in governmental processes are critical to successful regional transportation planning and programming. When the public is engaged in the process, its feedback helps assure projects address community needs. Likewise, the public gains a better understanding of the tradeoffs and constraints associated with transportation planning. This Public Participation Plan (PPP) serves as a guide for the NP&EDC's public involvement process as well as the continuing, comprehensive, and coordinated (3C) planning process among stakeholders to ensure the ongoing opportunity for broad based participation in the development and review of regional plans and programs.

1.2 Community Profile

Nantucket is located 25 miles off the south shore of Cape Cod in Nantucket Sound. The main island of Nantucket is approximately 45.9 square miles, and is 14 miles long and varies in width from 3 to 6 miles. Two other barrier islands, Tuckernuck and Muskeget, lie to the west of Nantucket.

Much of Nantucket's economy is income generated from tourists and other visitors, retirees, and second-home owners. Therefore, the community depends greatly upon the survival of these natural and historic resources, as well as the marine resources, to maintain the island as a premier destination. Nantucket's appeal as a year round residence is evident in the island's increasing population figures, which doubled between the 1980 and 2010 US Census from 5,087 to 10,172. And although dwellings are located throughout the island, a majority the year round population is concentrated in the central portion of the island, or "mid-island", which accounts for 55% of the year round population on 9% of the island.

Neighborhoods with high minority, limited English proficiency, low-income, and foreign-born populations have been identified with data from the American Community Survey (ACS) for 2009-2013. Other populations have also been identified to ensure protection and prohibit discrimination or disproportionate adverse impacts based on gender, disability status, and age. The areas with higher concentrations of lower income, minority, limited English proficiency, and/or disabled populations are primarily in the mid-island and Airport area neighborhoods. These areas are also within the Town Overlay District where not only density and future growth are focused, but also

transportation services and facilities, such as public transportation and multi-use paths, are available or future investments in this infrastructure is targeted.

As reflective of the seasonal tourist economy, most jobs are in the retail and service sectors. A large portion of the employment is also in construction and manufacturing, which is indicative of the growth the island experienced in the last 30 years. Transportation plays a critical role in the local economy. It is important that the island maintain the natural and historic qualities while providing a safe and efficient means for visitors and residents to travel to and around the island. Traffic gridlock threatens Nantucket's aesthetics and character, as do contemporary solutions to traffic problems.

Outreach to all user groups, including protected and workforce populations, is primarily accomplished through the notification to and participation of identified transportation stakeholders, who are listed in Section 2.2.5.

1.3 NP&EDC Authority

The NP&EDC serves as one of the Commonwealth of Massachusetts' thirteen Regional Planning Agencies. Ten of these agencies are federally designated Metropolitan Planning Organizations (MPO). Federal regulations require that an MPO be formed in urbanized areas with a population of 50,000 or more. While the Nantucket region (as well as the Martha's Vineyard region) do not meet these criteria, the Massachusetts Department of Transportation (MassDOT) and the MassDOT Highway Division provide funds for transportation planning in these regions, essentially treating them as MPOs.

The Nantucket MPO is a decision making body consisting of MassDOT, the MassDOT Highway Division, and the NP&EDC. For the purpose of this document, the Committee of Signatories will be referred to as the Nantucket MPO. In this role the NP&EDC follows federal transportation planning regulations, including the participation of citizen advisory groups in transportation planning activities..

The NP&EDC is charged with planning for the “orderly and coordinated development and protection of the physical, social and economic resources for the Island of Nantucket” (Mass. General Law, Chapter 561 of the Acts of 1973, “An Act Establishing the Nantucket Planning & Economic Development Commission”). The NP&EDC consists of twelve members:

- 5 elected members of the Nantucket Planning Board,
- 1 member appointed by the Conservation Commission,
- 1 member appointed by the County Commissioners,
- 1 member appointed by the Housing Authority,
- 1 Director of the Department of Public Works as an ex-officio member, and
- 3 at-large members appointed by the NP&EDC.

1.4 Legislative Mandate

The Federal Aid Highway Act of 1962 passed by Congress made transportation planning a condition for receipt of federal highway funds. This legislation encouraged “a *Continuing, Comprehensive* transportation planning process carried on *Cooperatively* by the states and local communities”, known as the “3-C” planning process.

An array of subsequent and current highway bills further increased the need for the transportation planning process. These bills were/are:

- Federal Highway Act of 1970
- FHWA/Urban Mass Transportation Administration Joint Regulations (UMTA) (1975)
- Federal Aid Highway Act of 1982
- Revised FHWA/UMTA Joint Regulations (1983)
- Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)
- Transportation Equity Act of the 21st Century (TEA-21) 1998
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) 2005
 - As part of the Federal SAFETEA-LU transportation bill all MPOs must develop a **Public Participation Plan** in consultation with affected agencies and groups that the plan is intended to reach.
- Moving Ahead for Progress in the 21st Century Act (MAP-21) 2012
 - MAP-21 requires the Metropolitan Planning Organizations (MPOs) to provide for consideration of projects and strategies that will serve to implement six (6) transportation planning factors as follows:
 - *Strengthens America’s Highways*
 - *Establishes a Performance-Based Program*
 - *Creates Jobs and Supports Economic Growth*
 - *Supports the Department of Transportation’s (DOT) Aggressive Safety Goals*
 - *Streamlines Federal Highway Transportation Programs*
- *Accelerates Project Delivery and Promotes Innovation* Fixing Americas Surface Transportation Act (FAST) – 2015
 - This bill establishes a new National Highway Freight Program
 - MPOs must provide for the development and integrated management of “intermodal facilities that support intercity transportation, including intercity buses and intercity bus facilities, and commuter van providers.”
 - Public Transit representatives shall have same authority as other MPO committee members
 - MPOs are encouraged to consult with State agencies that plan for tourism and natural disaster reduction
 - New planning factors: system resiliency and reduce/mitigate stormwater impact on surface transportation and
 - MPO Plans shall identify public transportation facilities and intercity bus facilities

1.5 Development of the Public Participation Plan

The development of this plan began with a review of the plan endorsed in June 2007 not only to identify areas that need to conform with federal and state regulations, but to also identify new ways in which the public could be engaged to maximize participation. This step was conducted simultaneously with a review of plans prepared by other RPAs around the country to identify progressive strategies to engage the public.

An amendment of the current PPP was approved on (DATE) to include a process for adjusting, not amending, transportation planning documents. An adjustment would not significantly alter an approved document, but simply add to or edit language or figures (such as funding totals) that would more accurately represent the original scope of the document.

As part of the development of this PPP, staff contacted agencies listed in the original mailing list for the NP&EDC, as well as new agencies required by SAFETEA-LU (such as the Wampanoag Tribe of Gay Head). This strategy served to: 1) provide the agencies and committees with an overview of the plan, 2) request participation in a review of the plan, and 3) solicit comments to improve the engagement strategies and to identify other agencies or committees that should be considered key stakeholders in the process.

All the required agencies were contacted and provided with copies of the draft plan, and subsequently staff met directly with the Housing Authority and Board of Selectmen. Other agencies that staff frequently coordinated with included the Council on Aging and the Planning Board.

Written comments and a description of changes made to this plan as a result of the public review period are included in this plan in section 3.

2. Public Participation Plan

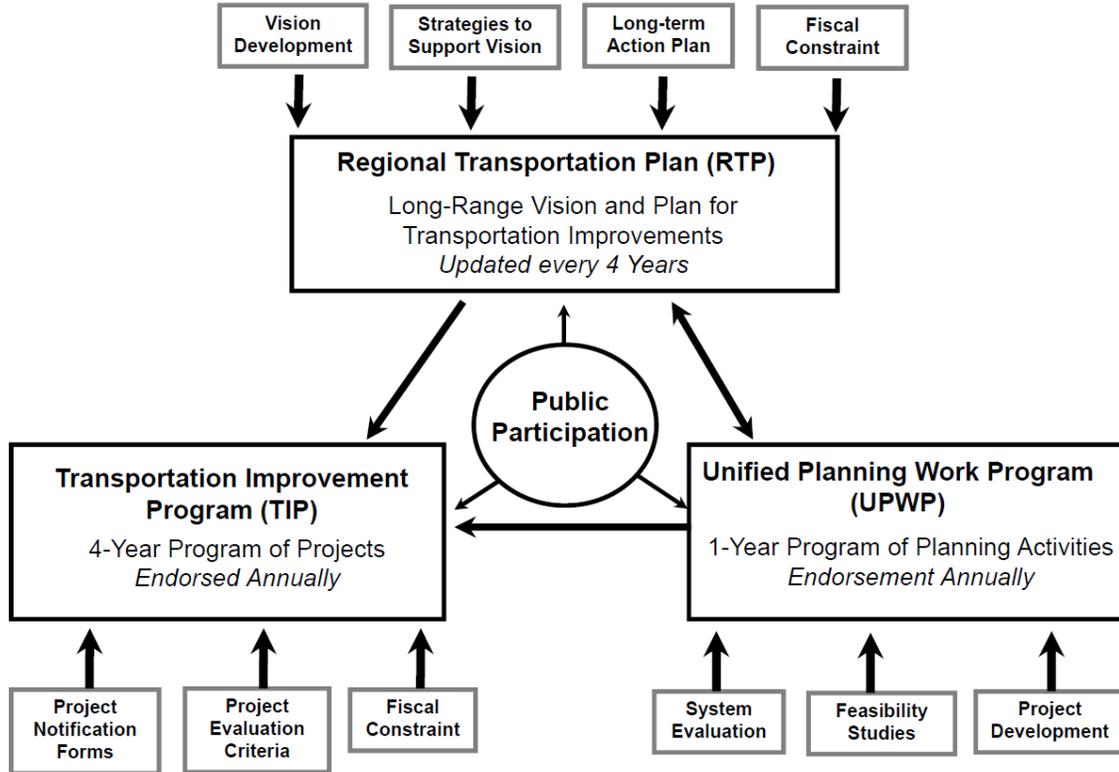
This Public Participation Plan (PPP) provides the opportunity for interested parties to comment on the transportation planning that the NP&EDC does for the region. The following are required by SAFETEA-LU:

- Make Regional Transportation Plans (RTP), Transportation Improvement Programs (TIP), Unified Planning Work Programs (UPWP), and other transportation studies available for public review in advance of board meetings where documents will be endorsed.
- The PPP should provide opportunities for the public to offer commentary, and such opportunities should be scheduled at convenient and accessible places and times.
- The PPP must use visualization techniques. These techniques may vary, but can include maps, transportation models, and animation.
- Provide the RTP, TIP, UPWP, and other transportation studies in electronic format on the internet. These will be provided on the NP&EDC webpage, and may be provided on the Nantucket Regional Transit Authority's webpage.

2.1 Resource Documents

The following is a description of planning documents that will be required to adhere to the PPP. The chart below depicts the relationship between these planning documents.

Relationship Between NP&EDC Transportation Planning Documents



2.1.1 Regional Transportation Plan (RTP)

The RTP is required under federal SAFETEA-LU law, and is a comprehensive report, updated every four years, that identifies existing conditions, as well as problems and deficiencies, of the Island's transportation infrastructure. The infrastructure includes roadways, public transportation, bike and pedestrian facilities, parking facilities, ferry facilities, and airport facilities. The RTP also articulates the goals and objectives for future projects and programs to improve the system, and provides a 25-year fiscally constrained schedule for implementing the recommended improvements.

The draft RTP shall be developed in consultation with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation, as well as with representatives of public transportation, freight transportation, bicycle and pedestrian facilities, and disabled populations. The draft shall be made available for public review at least thirty days prior to the NP&EDC endorsement. Copies shall be made available at the NP&EDC office,

Board of Selectmen's office, and the Nantucket Atheneum, as well as in an electronic format on the NP&EDC webpage. At least one public hearing shall be held before the endorsement to solicit public comments and questions.

2.1.2 Transportation Improvement Program (TIP)

This is the short-range transportation programming document that includes a prioritized listing of improvement projects (both roadway and transit projects) identified in the RTP that would utilize federal funding for implementation. The TIP must be financially constrained and endorsed annually by the NP&EDC.

The draft TIP shall be developed in consultation with the Town of Nantucket, Nantucket Regional Transit Authority, MassHighway, and the Executive Office of Transportation. The draft shall be made available for public review at least thirty days prior to the NP&EDC endorsement. Copies shall be made available at the NP&EDC office, Board of Selectmen's office, and the Nantucket Atheneum, as well as in an electronic format on the NP&EDC webpage. At least one public hearing shall be held before the endorsement to solicit public comments and questions.

2.1.3 Unified Planning Work Program (UPWP)

The UPWP is a document that describes all of the transportation planning activities expected to be undertaken in the Nantucket region during the year. The UPWP is endorsed annually by the NP&EDC, and is one of the federal requirements for a certified transportation planning process that is a prerequisite for the receipt of federal funding for transportation improvements for roads or transit in the region.

The draft UPWP is prepared with input from the Town of Nantucket, the Executive Office of Transportation and the MassHighway. The draft shall be made available for public review at least thirty days prior to the NP&EDC endorsement. Copies shall be made available at the NP&EDC office, Board of Selectmen's office, the Nantucket Atheneum, as well as in an electronic format on the NP&EDC webpage. At least one public hearing shall be held before the endorsement to solicit public comments and questions.

2.1.4 Amendments and Adjustments to the RTP, TIP, and UPWP

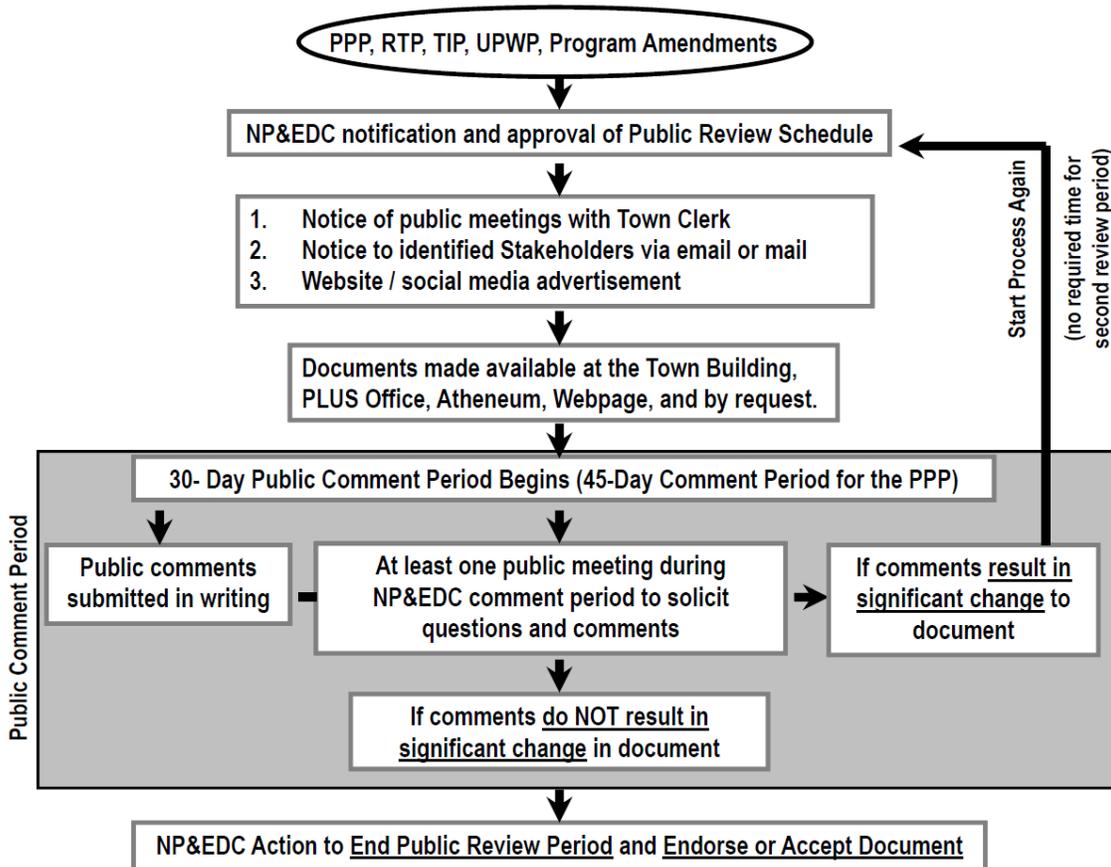
Following the endorsement of the RTP, TIP, or UPWP, there may arise an issue that will require that these documents be changed. Amendments are changes, such as the addition or deletion of a project, program, or task from the RTP, TIP, or UPWP, that are considered significant and require notification of a comment period and a public meeting prior to NP&EDC vote. Adjustments are changes, such as a new funding amounts or new descriptive narratives, which are considered minor and do not add or delete a project, program, or task from the RTP, TIP, or UPWP. Adjustments do require a public meeting prior to approval, but do not require notification of a public comment period.

2.1.5 Transportation Planning Studies

These studies are routinely undertaken by the NP&EDC to address the goals and objectives stated in the RTP, and to provide required information and potential recommendations for the TIP. Funding for these studies can originate from the UPWP, but can be provided through other sources, such as the Town of Nantucket.

A draft study shall be developed with input from identified stakeholders. Copies shall be made available at the NP&EDC office, Board of Selectmen’s office, the Nantucket Atheneum, as well as in an electronic format on the Town’s website. At least one public meeting shall be held before the acceptance of a study to present the results and recommendations and to solicit public comments and questions.

2.2 Public Participation Process



2.2.1 NP&EDC Notification

- The NP&EDC shall be informed by the Planning Office staff at the beginning of the development of, or amendment/adjustment to, the Regional Transportation Plan, TIP, UPWP, or transportation planning study, and shall have an opportunity

to provide comments on the scope and ways to involve the public in the process. At the time of notification, the NP&EDC should discuss and approve the scheduling of future public meetings required as part of the public participation process.

2.2.2 Public Meeting Notice

- Notices of meetings where these plans, programs and studies will be discussed shall be made not less than 48-hours in advance through the Nantucket Town Clerk, which is posted in the Town Clerk's office, on the meeting notice board of the Town and County Building located at 16 Broad Street, and on the Town's website.
- The notice of meetings shall also be sent to all interested parties listed in the NP&EDC's mailing list (see item 2.2.5 below), and anyone who has subscribed to receive notices posted with the Town Clerk.

2.2.3 Advertisement

- Advertisements announcing the 30 day public review period, the availability of draft copies of the RTP, TIP, UPWP, or Amendments to these documents, and the opportunity to review and comment on the document will be published on the Town of Nantucket's website. A forty-five day period will be advertised for any changes to the PPP.
- Public notice of the thirty day public review period and availability of draft documents shall also be made using the Town's social media outlets. A forty-five day period will be advertised for any changes to the PPP.
- Other advertisement strategies, such as press releases, should be used as needed to maximize public involvement in the transportation planning decision making process.
- Although amendments to the RTP, TIP, and UPWP are considered significant and require advertisement of a public comment period, adjustments to these documents are considered minor and do not require advertisement.

2.2.4 Review of Drafts

- There will be at least a thirty day review period prior to the endorsement of the RTP, TIP, UPWP, or Amendments to these documents. There will be at least a forty-five day period will be advertised for any changes to the PPP.
- Although amendments to the RTP, TIP, and UPWP are considered significant, adjustments to these documents is considered minor and do not require a public comment period.

- The NP&EDC members, Town Administration, and the Nantucket Atheneum shall receive copies of the draft documents.
- Copies of the drafts shall also be readily available to the general public at the PLUS office, Town Building, Nantucket Atheneum, or by request via telephone, email, or fax.
- An electronic version of the draft will be made available on the NP&EDC webpage during the public review period.
- At least one public meeting will be held when developing or amending/adjusting the RTP, TIP, UPWP, or transportation planning study. The number of public meetings will be in proportion to the significance of the item under consideration.
- If the public comments or interagency comments result in significant changes to the draft document, then an additional public review period will be started to allow review of the changes. There is no required time for the additional review period, but a two week (14 day) period could be used. Written comments and a summary of changes to a draft document resulting from these will be made part of the final RTP, TIP, UPWP, or major transportation planning study.
- The NP&EDC staff is available to meet with local officials or any other interested citizens to discuss or receive written comments on the RTP, TIP, UPWP or major transportation planning study.

2.2.5 Transportation Stakeholder List

- This list contains the following interested parties:
 - Representatives of Nantucket in the Federal and State Legislature
 - MassDOT liaison
 - Wampanoag Tribe of Gay Head – Cultural Resource Protection
 - Woods Hole, Martha's Vineyard and Nantucket Steamship Authority
 - NP&EDC members
 - Town Manager
 - Nantucket Regional Transit Authority Administrator
 - Nantucket Natural Resources Coordinator
 - Nantucket Public Schools Administrator
 - Council on Aging
 - Council for Human Services
 - Nantucket Housing Authority
 - Commission on Disabilities
 - Nantucket Interfaith Council
 - Fire Department
 - Police Department
 - Department of Public Works

- *The Inquirer and Mirror* newspaper
 - And members of the general public, if requested
- Anyone can be added to the list upon written request to the NP&EDC.
- Anyone that has subscribed to receive alerts/notices through the Town of Nantucket website will also receive NP&EDC notifications.
- Planning staff will be available to meet and review drafts with any committee or agency upon request.

DRAFT

2.2.6 Summary of Public Participation

Program	Public Meeting Requirements	Comment Period (Minimum)	Advertising
Public Participation Plan (PPP)	One meeting prior to public comment period and one additional meeting during public comment period	45 days	Public meeting notices. Notification to the identified stakeholders via mail or email. Public notification via website posting and social media. Availability of document for review at the Town Building, PLUS Office, and Atheneum during and after the public comment period.
Regional Transportation Plan (RTP)	One meeting prior to public comment period and one additional meeting during public comment period	30 days	Public meeting notices. Notification to the identified stakeholders via mail or email. Public notification via website posting and social media. Availability of document for review at the Town Building, PLUS Office, and Atheneum during and after the public comment period.
Transportation Improvement Program (TIP)	One meeting prior to public comment period and one additional meeting during public comment period	30 days	Public meeting notices. Notification to the identified stakeholders via mail or email. Public notification via website posting and social media. Availability of document for review at the Town Building, PLUS Office, and Atheneum during and after the public comment period.
Unified Planning Work Program (UPWP)	One meeting prior to public comment period and one additional meeting during public comment period	30 days	Public meeting notices. Notification to the identified stakeholders via mail or email. Public notification via website posting and social media. Availability of document for review at the Town Building, PLUS Office, and Atheneum during and after the public comment period.

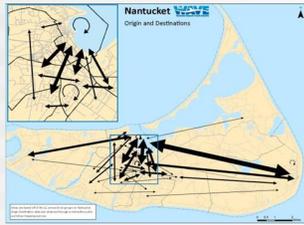
Amendments to Documents	One meeting prior to review amendment and one additional meeting prior to approval	30 days	Public meeting notices. Notification to the identified stakeholders via mail or email. Public notification via website posting and social media. Availability of document for review at the Town Building, PLUS Office, and Atheneum during and after the public comment period.
Adjustments to Documents	One meeting prior to approval of adjustments	None	Public meeting notices. Notification to the identified stakeholders via mail or email. Public notification via website posting and social media.
Transportation Studies	One meeting at start of study and one additional meeting to present results and recommendations	None. Outreach efforts to identified stakeholders will be identified before start of study	Public meeting notices. Notification to the identified stakeholders via mail or email. Public notification via website posting and social media. Availability of document for review at the Town Building, PLUS Office, and Atheneum during and after the public comment period.

3. Public and Staff Written Comments during the Public Review Period

The written letters attached to this section were received by the Planning Office during the 45-day review period from the public and various agencies concerning the draft version of this PPP. Other written comments are from staff addressing the comments received in these letters.

Public Outreach

NRTA used a multifaceted approach to gather public input on the need for and interest in year-round bus service. The outreach effort included a series of interactive public workshops, pop-up tables, stakeholder meetings and an online survey. A mailer was sent to every registered business and residential address on Nantucket (10,749) using Every Door Direct Mail with information about the upcoming events and a link to the survey. Approximately 50 people participated in the interactive workshops and another 80 at the pop-up tables. At the stakeholder meeting, over a dozen different groups participated, representing local businesses, community groups, schools, human service organizations and religious groups. The participants discussed the potential for year-round service and what it would mean to their employees/patrons/members. It was a huge success!



1,132 surveys were completed

Survey Highlights

32% of respondents do not have a private car to get around during the winter.

47% of respondents who don't currently use the WAVE would if year-round service was provided

79% use the WAVE during the summer

96% of those who use the WAVE during the summer would use the service in the winter

68% of current WAVE riders take the bus at least once a week

If winter service was available, 22.9% would use the WAVE 5+ days a week

Study Description

The purpose of the Nantucket Year-Round Transit Study is to evaluate the feasibility of providing year-round fixed route service and to develop recommendations. Currently fixed route transit service is provided mid-May through early October. The recently completed Regional Transit Plan acknowledged the possible need for year-round bus service to serve a growing year-round population. In just four years the island population has grown by 6.7%.



Existing Conditions

Operations

In order to evaluate each existing route, data on ridership, revenue hours, revenue miles, operating cost, and farebox revenue were collected. NRTA routes perform better than the state average for all Massachusetts Regional Transit Authorities (RTA) for many of the route-level performance indicators used to evaluate transit services as indicated in green below. As a whole the system outperforms rural transit providers nationwide and within New England.

Route Name	Farebox Recovery	Passengers per Mile	Passengers per Hour	Cost per Mile	Cost per Passenger	Subsidy/passenger
Airport Route	11.2%	0.75	3.78	\$13.51	\$18.11	\$16.08
Jetties Beach	34.2%	6.62	23.83	\$19.00	\$2.87	\$1.89
Madaket Route	35.3%	1.07	13.57	\$5.41	\$5.04	\$3.26
Miacomet Loop	27.5%	1.57	17.05	\$6.31	\$4.01	\$2.91
Mid Island Loop	26.1%	2.03	15.76	\$8.80	\$4.34	\$3.21
Sconset via Milestone Rd	48.6%	1.32	18.56	\$4.85	\$3.69	\$1.90
Sconset via Old South Rd	57.8%	1.46	23.08	\$4.33	\$2.96	\$1.25
Sconset via Polpis Rd	31.6%	0.77	11.53	\$4.56	\$5.93	\$4.06
Surfside Beach	68.8%	2.50	25.85	\$6.61	\$2.65	\$0.82
Fixed Route System Total	32.8%*	1.54	15.90	\$8.05	\$5.22	\$3.81
Ferry Connector	90.5%**	0.97	2.33	\$28.60	\$29.42	\$2.79

NRTA has seen a surge in ridership, with a 9.9% increase between 2012 and 2015. While ridership is higher during the summer months, during the shoulder seasons the average daily ridership is two times higher than the daily system ridership of two other RTAs that have year-round service. With low subsidy cost per passenger and high farebox recovery ratios, NRTA is a financially efficient system.

NRTA is a rural system performing like an urban system—primarily due to the space constraints on the island leading to denser than traditional rural residential and commercial development—as well as the dramatic influx of tourists swelling the Island's population in the summer months.

Market

The year-round Island population is concentrated in the downtown and mid-island regions, although there are some pockets of higher-density residential areas in Tom Nevers, Sconset and Madaket. An analysis of socio-economic conditions showed that mid-island and downtown have the highest demand for service and could support 30-60 minute bus service in the off-season. The ridership demand projections estimated solid ridership in the off-season, indicating there is a latent demand for year-round bus service on the Island.



Recommendations

Using the results from the public outreach effort, operational analysis and market analysis, service options were developed. These options were then refined and evaluated by the Steering Committee, resulting in a preferred alternative. The preferred alternative includes establishing year-round service on the Mid Island Loop, Miacomet Loop and Sconset Via Old South Route, establishing a new route that operates in the off-season only called the Old South Rd/Nobadeer Farm Road Route and extending the operation of the Madaket longer into the shoulder season (to Columbus Day). Year-round service would operate 7 days a week for an additional 217 days¹. The cost to operate the off-season service would be \$813,000 plus the \$35,000 needed to extend the Madaket service².

Service Indicator	Off-Season
Additional days operated	217 ¹
Weekday service hours	7AM-9PM
Weekend service hours	8AM-7PM
Number of routes	4
Vehicle requirement	3
Driver requirement	6.9
Projected daily ridership	610

The projected performance indicators for off-season service show that the system would be productive. In almost all indicators, NRTA would out-perform the national average for rural transit providers. Passengers per mile are expected to improve in the off-season which indicates that even with reduced service there is captive ridership. While the off-

Route Diagnostics	Off-Season	Current NRTA	MA Average	National Rural Average
Farebox Recovery	20%	33%	19%	8%
Passengers per Mile	1.99	1.54	1.56	0.76
Passengers per Hour	15.5	15.9	21.5	10.8
Cost per Mile	\$12.21	\$8.05	\$6.57	\$3.04
Cost per Passenger	\$6.14	\$5.22	\$4.22	\$7.42
Subsidy per Passenger	\$5.65	\$3.81	\$3.41	N/A

season service will not exceed the state RTA average for many indicators, they are still within the top half for most of the indicators (most averages are skewed by the larger urban RTAs).

Year-Round Service Projection

362 days/year
431,000 rides



Possible Service Enhancements	Additional Cost
Operate the new route and Sconset via Old South Road Route with 60 minute frequencies	\$271,000
Extend weekend service to 9PM	\$53,000
Operate Madaket Route service for the entire off-season with 3 trips per day	\$62,000

Possible Cost Saving Options	Cost Savings
Do not extend the Madaket Route	\$35,000
Operate Mid Island and Miacomet Loops every 60 minutes instead of 30	\$271,000
Operate 4 trips daily on Sconset via Old South Road Route instead of 7	\$62,000
Only extend current shoulder ³ routes to begin at the Daffodil Festival and end after Christmas Stroll	\$524,000



Photos by Susan Richards, SR Concepts

¹Current NRTA WAVE bus service is operated 145 days per year.

²The total costs do not include farebox revenue, which would offset some of the cost.

³Ferry Connector, Mid Island and Miacomet Loops, Sconset via Old South Road Route

Funding Source			Seasonal Service (Existing)	Ferry Connector (Mem to Col Day)	Off-Season Service (preferred alt)	TOTAL
			\$1,300,000	\$280,000	\$848,000	\$2,428,000
Federal/State Ops aid	TIP Funding (rounded)					
		Est Amount				
	Federal	\$540,000.00	\$540,000			\$540,000
	State	\$380,000.00	\$380,000			\$380,000
Local assessment	Local Assessment (rounded)					
	Town	\$380,000.00	\$380,000			\$380,000
	Option 1 Town (if approved)	??		??	\$848,000	\$848,000
Option 2	Private Sources	??		??	??	??
Embarkation Fee	Fee Trips (Est - 76%)	Fee				
	Existing	423,819	\$0.50			\$211,910
Option 3	\$0.50 Increase + Commuter Charge	557,657	\$0.50	\$278,829		\$278,829 (funds FC Service)
Paid / Permitted parking	Total Vehicles (Est)	Fee				
	Option 4 Core Parking Sticker	21,000	\$25.00	\$325,000	\$200,000	\$525,000
Option 5	Commerical Plate Sticker	??	\$80,000.00		\$80,000	\$80,000 (funds LA & FC Service)
Option 6	Parking Lot Fee	200 veh/100 days (80% capacity)	\$17.50/day		\$280,000	\$280,000 (funds FC Service)
Sales Tax	2012 Retail Sales*	Rate for Transit				
	Option 7	\$317,541,000	0.5%	\$459,705 (surplus for LA and other improvements)	\$280,000	\$848,000
TOTAL						
Service Costs			\$1,300,000	\$280,000	\$848,000	\$2,428,000
Federal/State Sources			\$920,000	\$0	\$0	\$920,000
Local Sources			\$380,000	\$280,000	\$848,000	\$1,508,000
Necessary for Service Expansion				\$1,128,000		

* - U.S. Bureau of the Census, Economic Census, 2012. Updated every 5 years.

Public Notice

The Nantucket Planning and Economic Development Commission (NP&EDC) is seeking interested parties to fill six (6) at-large seats on the Bicycle and Pedestrian Advisory Committee (BPAC). BPAC advises the NP&EDC on bicycle and pedestrian projects to be included in the Regional Transportation Plan, participates/organizes educational opportunities to encourage biking and walking, seeks to maintain Nantucket's designation as a "bicycle-friendly community", and makes other recommendations to encourage biking and walking as modes of transportation. The Committee consists of one (1) NP&EDC member, six (6) at-large members, and is staffed by the Planning Office and Department of Public Works. Please submit a letter of interest by Friday, June 17, 2016, 4PM to mburns@nantucket-ma.gov, or addressed to the Planning and Land Use Services Office at 2 Fairgrounds Road, Nantucket, MA 02554. Term of service is to run until June 30, 2017. Appointments will take place Monday, June 20, 2016, at 6PM at a scheduled NP&EDC meeting in the Training Room at 4 Fairgrounds Road. Please plan to attend to answer any questions that the NP&EDC may have.

Nathaniel Lowell, Chairman
NP&EDC

Mike Burns

From: Kevin Marshall <kmarshall@police.nantucket-ma.gov>
Sent: Saturday, May 21, 2016 3:03 PM
To: Mike Burns
Subject: BPAC

Hello,

I am interested in renewing my seat on the BPAC board. Please let me know when the scheduled interviews will be.

Sergeant Kevin A. Marshall

Crime Prevention Officer

Certified C.I.T. Coordinator

Nantucket Police Department

4 Fairgrounds Road

Nantucket Ma. 02554

Phone 508-228-1212

Fax 508-228-7246

kmarshall@police.nantucket-ma.gov



Mike Burns

From: Jason Bridges <jason@nantucketbybike.com>
Sent: Thursday, June 02, 2016 2:34 PM
To: Mike Burns
Subject: BPAC

Hi Mike,

Please consider me continuing as a member of the Bicycle & Advisory Committee. We have made progress since the formation of this advisory committee to NP&EDC and I think there is much work to do with infrastructure improvements and education to all stakeholders.

Thank you for your consideration,

Jason Bridges
Nantucket Bike Tours
508-367-1976
www.nantucketbybike.com

Mike Burns

From: Dave Fredericks <ackfredericks@yahoo.com>
Sent: Monday, June 06, 2016 6:17 AM
To: Mike Burns; 'Harvey Young'; 'Ian Golding'; 'Jason'; 'Kevin Marshall'; 'Linda Williams'; 'Rachel Hobart'; Silvio Genao; 'Tobias Glidden'
Subject: RE: BPAC appointments

Yes mike I am still interested in being involved . thx

From: Mike Burns [<mailto:MBurns@nantucket-ma.gov>]
Sent: Friday, June 03, 2016 11:29 AM
To: Dave Fredericks; Harvey Young; Ian Golding; Jason; Kevin Marshall; Linda Williams; Rachel Hobart; Silvio Genao; Tobias Glidden
Subject: BPAC appointments

Hello BPAC members – I have 2 items of interest:

- 1) just an FYI, attached is the notice for appointments to the committee for FY2017 (these are now 3 year terms, as voted by the NP&EDC), so please send me a very brief email if you are interested in continuing to serve, and...
- 2) after discussing the June meeting date with the Chair, Thursday June 16th at 2PM will be the next meeting and we will meet at the Milestone Rotary for a viewing and discussion of the intersection's operations for bicyclists and pedestrians. Please let me know if you're available for the June 16th meeting.

Thanks!

Mike

T. Michael Burns, AICP
Transportation Planner
Nantucket Planning Office
2 Fairgrounds Road
Nantucket, MA 02554
Phone: 508-325-7587x7011
Direct: 508-228-7238
FAX: 508-228-7298

Mike Burns

From: Harvey Young <harvey@youngsbicycleshop.com>
Sent: Monday, June 06, 2016 7:42 AM
To: Mike Burns
Subject: Re: BPAC appointments

Yes, Mike, I would like to serve another term on BPAC.
Harvey

On Fri, Jun 3, 2016 at 11:29 AM, Mike Burns <MBurns@nantucket-ma.gov> wrote:

Hello BPAC members – I have 2 items of interest:

1) just an FYI, attached is the notice for appointments to the committee for FY2017 (these are now 3 year terms, as voted by the NP&EDC), so please send me a very brief email if you are interested in continuing to serve, and...

2) after discussing the June meeting date with the Chair, Thursday June 16th at 2PM will be the next meeting and we will meet at the Milestone Rotary for a viewing and discussion of the intersection's operations for bicyclists and pedestrians.

Please let me know if you're available for the June 16th meeting.

Thanks!

Mike

T. Michael Burns, AICP

Transportation Planner

Nantucket Planning Office

2 Fairgrounds Road

Nantucket, MA 02554

Phone: [508-325-7587x7011](tel:508-325-7587x7011)

Direct: [508-228-7238](tel:508-228-7238)

FAX: [508-228-7298](tel:508-228-7298)

Mike Burns

From: Rachel Hobart <rhobart@remainnantucket.org>
Sent: Monday, June 06, 2016 10:35 AM
To: Dave Fredericks
Cc: Mike Burns; Harvey Young; Ian Golding; Jason; Kevin Marshall; Linda Williams; Silvio Genao; Tobias Glidden
Subject: Re: BPAC appointments

Me too Mike!

Thx,
R

On Mon, Jun 6, 2016 at 6:15 AM, Dave Fredericks <ackfredericks@yahoo.com> wrote:

Yes mike I am still interested in being involved . thx

From: Mike Burns [mailto:MBurns@nantucket-ma.gov]
Sent: Friday, June 03, 2016 11:29 AM
To: Dave Fredericks; Harvey Young; Ian Golding; Jason; Kevin Marshall; Linda Williams; Rachel Hobart; Silvio Genao; Tobias Glidden
Subject: BPAC appointments

Hello BPAC members – I have 2 items of interest:

1) just an FYI, attached is the notice for appointments to the committee for FY2017 (these are now 3 year terms, as voted by the NP&EDC), so please send me a very brief email if you are interested in continuing to serve, and...

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Please let me know if you're available for the June 16th meeting.

Thanks!

Mike

T. Michael Burns, AICP

Transportation Planner

Mike Burns

From: Ian Golding <almac1@comcast.net>
Sent: Monday, June 06, 2016 2:29 PM
To: Rachel Hobart
Cc: Dave Fredericks; Mike Burns; Harvey Young; Jason; Kevin Marshall; Linda Williams; Silvio Genao; Tobias Glidden
Subject: Re: BPAC appointments

Make that three!
Thanks.
Ian

Sent from my iPhone

On Jun 6, 2016, at 4:32 PM, Rachel Hobart <rhobart@remainnantucket.org> wrote:

Me too Mike!
Thx,
R

On Mon, Jun 6, 2016 at 6:15 AM, Dave Fredericks <ackfredericks@yahoo.com> wrote:

Yes mike I am still interested in being involved . thx

From: Mike Burns [mailto:MBurns@nantucket-ma.gov]
Sent: Friday, June 03, 2016 11:29 AM
To: Dave Fredericks; Harvey Young; Ian Golding; Jason; Kevin Marshall; Linda Williams; Rachel Hobart; Silvio Genao; Tobias Glidden
Subject: BPAC appointments

Hello BPAC members – I have 2 items of interest:

1) just an FYI, attached is the notice for appointments to the committee for FY2017 (these are now 3 year terms, as voted by the NP&EDC), so please send me a very brief email if you are interested in continuing to serve, and...

2) after discussing the June meeting date with the Chair, Thursday June 16th at 2PM will be the next meeting and we will meet at the Milestone Rotary for a viewing and discussion of the intersection's operations for bicyclists and pedestrians.

Please let me know if you're available for the June 16th meeting.

Thanks!

Mike

Dear: Bicycle & Pedestrian Advisory Committee

June 12, 2016

I am writing in regards to the at-large seats open on the Bicycle & Pedestrian Advisory Committee for the upcoming Term. My name is Joseph Conway, I am the manager of Nantucket Bike Shops on Broad Street and on Straight Wharf. I would like to be considered for a seat on the committee, I have been involved in biking since I was a child, I have also been the manager of Nantucket Bike Shop for the past 4 years, and I am an avid biker.

My experience with bikes here on the Island, and also my experience formerly living in Boston as a biker around the city will be very helpful in the committee. I have also been involved in an application for smart phones on biking around the island. Working with visitors to the island on a daily basis will also be a benefit to the committee, as also instructing customers the rules of the roads here on Nantucket and always push for adults to wear bike helmets.

Please accept this letter as my interest in an available seat on the Bicycle & Pedestrian Advisory Committee. Thank you in advance for your consideration.

Joe Conway
Manager; Nantucket Bike Shops

**Transportation Planning Report
T. Michael Burns, AICP
June 20, 2016**

This is a progress report of transportation-related activities as of **June 16, 2016**.

1. FFY 2016-2019 TIP Amendment – Additional funding for FFY 2016 and 2017

The NP&EDC will need to amend FFY 2016 and 2017 of the FFY 2016-2019 to add additional funding to the regional TIP, and the statewide TIP, to fund the construction of phase 1 of the In-Town Bike path. This amendment will increase the funding for the project from about \$1.2M to about \$3.7M. The amendment will need to be approved before the bids for construction are opened, which is now anticipated for late August. Staff requests the NP&EDC authorize the release of the TIP Amendment for FFY 2016 and 2017 for public review from June 23 to July 25th, and schedule a public hearing on July 18th to solicit public comments

June 20, 2016	NP&EDC approval of public review of draft TIP/UPWP (June 23 – July 25)
July 18, 2016	NP&EDC hearing to solicit comments from the public. <u>Action to approve TIP/UPWP effective 4:00PM, July 25, 2016</u> if there are no other significant public comments received by staff.
July 25, 2016	Amendment effective at 4:00PM if there are no signification comments received.

2. FFY 2017-2021 TIP – Draft Program and Public Review Schedule

Staff has included a table of anticipated TIP projects, which has been reviewed and approved by MassDOT, and also the Town’s Capital Plan for the NP&EDC to review (see attached). Staff had formal discussions with MassDOT and MassDOT District 5 staff to confirm the recommended scheduling of projects for this TIP. As shown in the attached table, since there are no federal-aid eligible projects for FFY 2017 or 2018, it is recommended to “flex” FFY 2017 and perhaps FFY 2018 funding to transit for the NRTA to replace buses. Funding for FFY 2019 and perhaps 2020 will likely be used for construction of the Surfside Rd/Bartlett Rd Roundabout, if local funding is approved at the upcoming Town Meeting. If the roundabout design can initiate and be advanced through the review process quickly, it may be eligible for FFY 2018. The draft TIP will need a 30-day public review prior to approval. Staff requests the NP&EDC authorize the release of the Draft FFY 2017-2021 TIP for public review from June 23 to July 25th, and schedule a public hearing on July 18th to solicit public comments:

March 28, 2016	NP&EDC review of draft TIP/UPWP schedule
April 14, 2016 to June 6, 2016	Coordinate review of draft TIP/UPWP with MassDOT (April 14, 2016 coordinated meeting)
May 2, 2016	NP&EDC review of draft TIP/UPWP schedule (requires special meeting on this date)
June 6, 2016	No Action Needed
June 20, 2016	NP&EDC approval of public review of draft TIP/UPWP (June 23 – July 25)
July 18, 2016	NP&EDC hearing to solicit comments from the public. <u>Action to approve TIP/UPWP effective 4:00PM, July 25, 2016</u> if there are no other significant public comments received by staff.
July 25, 2016	Amendment effective at 4:00PM if there are no signification comments received.

3. FFY 2017 UPWP – Draft Program and Public Review Schedule

Staff has included a draft program budget in the packet for the NP&EDC to review (see attached). The budget for the UPWP is greater than in FY 2016 due to the appropriation of more funding as part of the new federal transportation law – the Fixing America’s Surface Transportation (FAST) Act. Staff has initially programmed the additional funding into the direct costs budget to purchase bike and pedestrian counters, conduct additional intersection counts using video capture, and funding professional services for Complete Streets/Livability programs. The draft UPWP will need a 30-day public review prior to approval. Staff requests the NP&EDC authorize the release of the Draft UPWP for public review from June 23 to July 25th, and schedule a public hearing on July 18th to solicit public comments:

March 28, 2016	NP&EDC review of draft TIP/UPWP schedule
April 14, 2016 to June 6, 2016	Coordinate review of draft TIP/UPWP with MassDOT (April 14, 2016 coordinated meeting)
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July 18, 2016	NP&EDC hearing to solicit comments from the public. <u>Action to approve TIP/UPWP effective 4:00PM, July 25, 2016</u> if there are no other significant public comments received by staff.
July 25, 2016	Amendment effective at 4:00PM if there are no signification comments received.

4. Public Participation Plan Update

The Public Participation Plan has been updated with the most significant change being the use of public meetings instead of public hearings to approve the Transportation Plan, TIP, and UPWP. This change will rely on advertisement of these documents through the Town Clerk, Town website, and Town’s social media outlets instead of printed notices in the newspaper. There is no requirement to hold public hearings prior to approval of these documents, so the change will save a significant amount on advertising costs. Other changes include the addition of the Commission on Disabilities and the Interfaith Council to the list of “stakeholders” that will be part of the outreach effort for transportation planning decision making. Staff has also reviewed numerous plans from other regions for outreach ideas as part of the updating efforts. The draft PPP requires a 45-day public review. Staff is currently advertising the plan for public review with a public hearing scheduled for June 20th as shown in the table below:

March 28, 2016	NP&EDC review of draft PPP schedule
March 28, 2016 to May 2, 2016	Coordinate review of draft PPP with MassDOT
May 2, 2016	NP&EDC approval of public review of draft PPP (May 26, 2016 to July 18, 2016)
June 20, 2016	NP&EDC public hearing to solicit comments from the public (requires special meeting on this date)
July 18, 2016	NP&EDC approval of final PPP (requires special meeting on this date)

5. Bicycle and Pedestrian Advisory Committee

May 2, 2016	NP&EDC authorize staff to solicit letters of interest from the community to serve on BPAC. Advertisement period would be May 26, 2016 to June 16, 2016
June 20, 2016	NP&EDC action to appoint members to BPAC.

BPAC appointments will expire on June 30, 2016. Staff has advertised the notice for six (6) at-large appointments to this committee, which is scheduled for the June 20th meeting. The NP&EDC will also need to appoint one (1) member of the NP&EDC to serve on this committee. Staff has received letters of interest from the following citizens:

Applicant	Status	Letter of Interest Received
Kevin Marshall	Current Member	05/21/2016
Jason Bridges	Current Member, Chair	06/02/2016
Dave Fredericks	Current Member	06/06/2016
Harvey Young	Current Member	06/06/2016
Rachel Hobart	Current Member	06/06/2016
Ian Golding	Current Member, Vice Chair	06/06/2016
Joe Conway	New Applicant	06/12/2016
Jean Allen	New Applicant	Letter not received

6. NRTA Year Round Bus Study / Ferry Connector – Funding Strategies

The NP&EDC initiated discussion of this matter at the May 2nd meeting to evaluate funding strategies, and ultimately provide the Board of Selectmen with a recommendation. The attached chart summarizes the strategies discussed at previous meetings, and provides additional information on the potential revenue generated by each strategy.

7. In-Town Bike Path – Phase 1 – Construction (Federal Aid)

0.24 mile path between Washington St. Extension and Orange St. via Rail Road ROW
 Estimated Total Construction Cost: \$3,729,822.00

MassDOT originally advertised the project for construction on September 12th following the certification of the right of way process, and bids were opened November 24th. On December 24th MassDOT recommended the bids be rejected on due to ambiguities in the asphalt specifications which resulted in significantly higher than estimated bid prices (almost \$3 million versus the estimated \$1.1 million). MassDOT and the Town’s engineering consultant (VHB) prepared new bid documents so the project can be re-advertised again with the corrected asphalt specifications. The project was re-advertised on March 5th with the bid opening to be May 9th. This opening date has subsequently been extended numerous times to accommodate TIP and STIP amendments. The new bid opening date will now be in late August.

8. In-Town Bike Path – Washington Street Phase – Design (Local Aid)

Washington St. between Commercial St. and Francis St.
 Estimated Total Construction Cost: TBD

No update on this project.

Staff has attached an agreement for services with Dave Fredericks to coordinate a feasibility study to underground utilities along Washington Street to accommodate bike and pedestrian improvements between Commercial Street and Francis Street. The proposed cost of this service is \$8,100. The feasibility study will cost \$55,000 and would be funded by a grant from ReMain Nantucket, if the grant is accepted by the Town. The study would provide a refined cost and design for removing utility poles out of the Washington Street sidewalk and locating them underground.

9. Mill Hill Path – Design/Construction (Local Aid)

Linking the existing 8 foot wide Prospect St path to Joy St via Mill Hill Park and Woodlands Hills

No update on this project.

DPW is coordinating with Bracken Engineering to modify the alignment of this path so that it uses the layout of North Mill St and Mill Hill Rd to connect with the Woodland Hills subdivision. Completion of this path is dependent on construction by others of an abutting roadway through the Woodland Hills subdivision, which is necessary to complete the connection of the Prospect St path to Joy St.

10. Milk Street Extension Path – Design/Construction (Local Aid)

2,485 linear foot extension of the Hummock Pond Road Bike Path to Mt Vernon Street

The construction of this project will be bid by the Town with the construction of this path to be started after Labor Day.

Summary of Airport and Ferry Statistics:

11. Nantucket Memorial Airport (passenger departures)

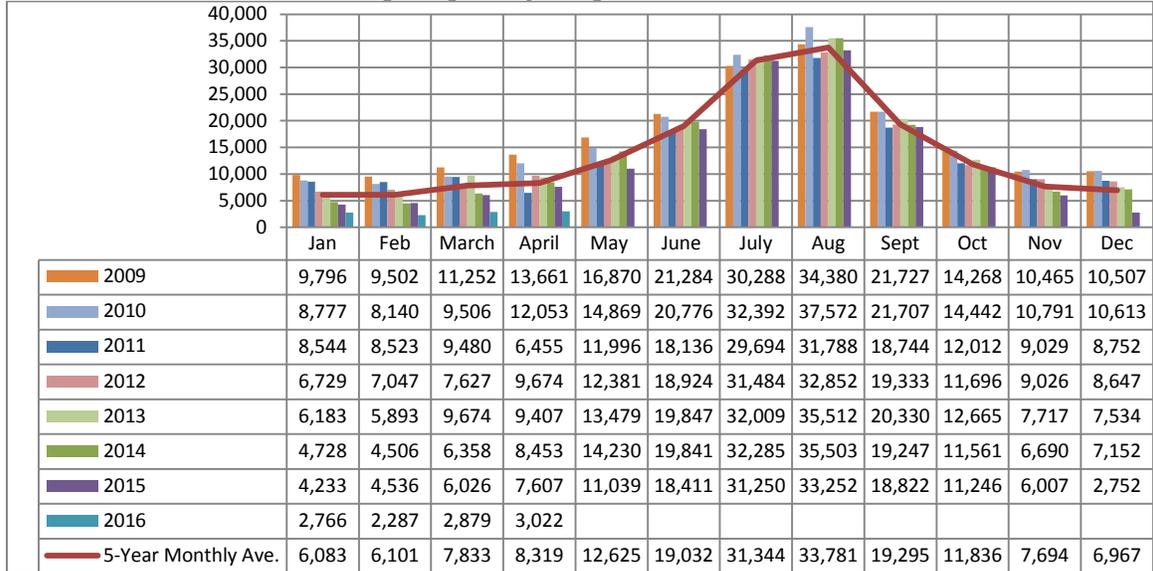


Chart 1. Total Enplanements (Departures)

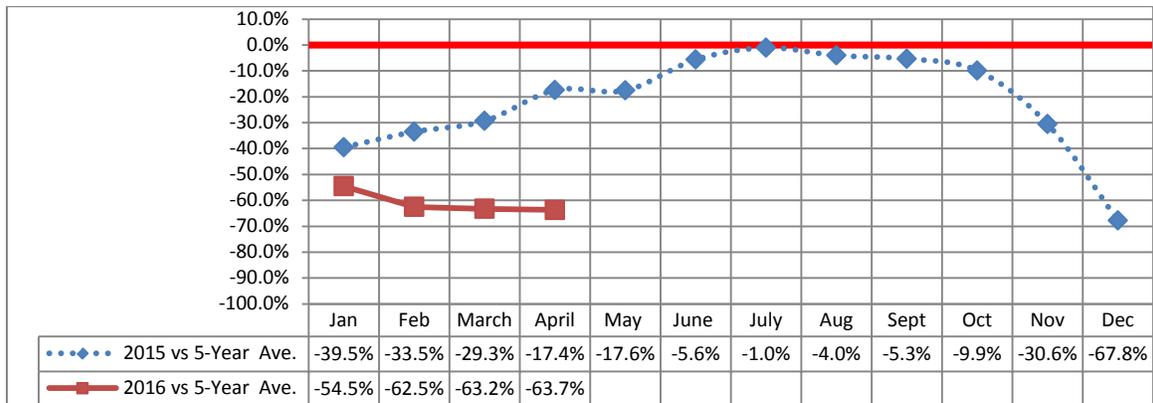


Chart 2. Monthly Enplanement versus 5-Year Average

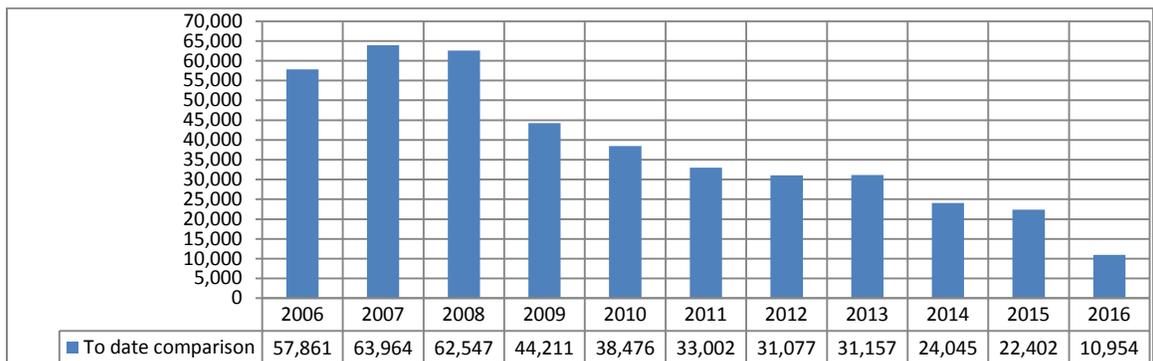


Chart 3. Annual Enplanements "To Date" Comparison

The above charts depict airport departures for each month of the last five years. Chart 1 shows the total number of departures for each month. Chart 2 shows the percent of change for each month compared to the five-year average for that month. Chart 3 shows the total enplanements for each year up to this year's current month.

12. Ferry Service - Steamship Authority

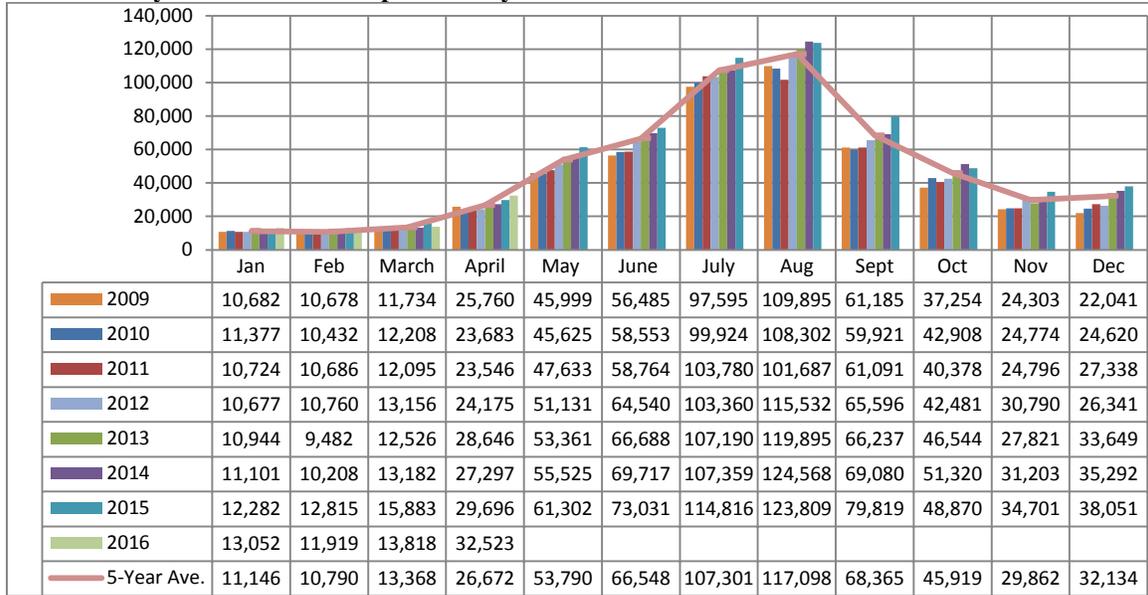


Chart 4. Total Passengers To/From Nantucket via SSA

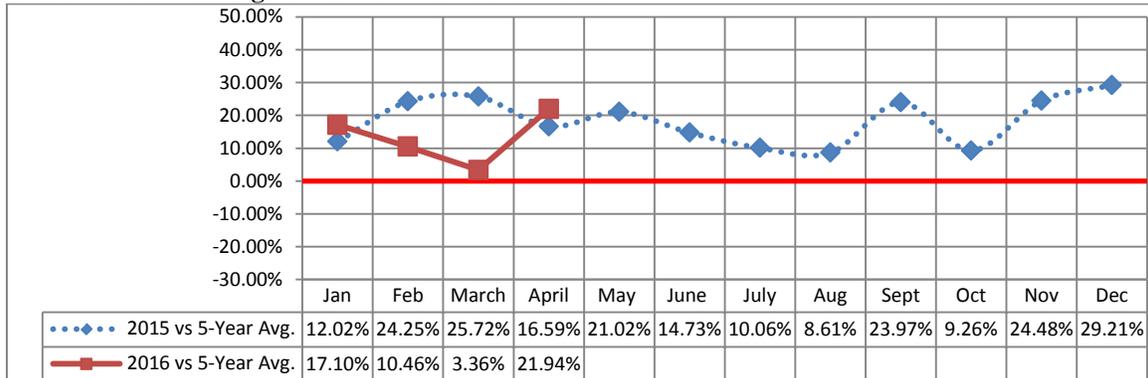


Chart 5. SSA Passenger Monthly Total versus 5-Year Average

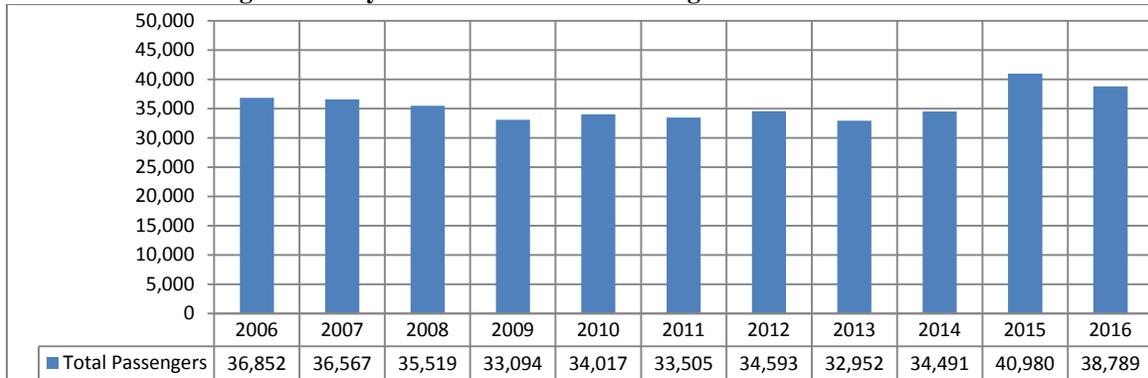


Chart 6. Annual SSA Passengers - "To Date" Comparison

Charts 4, 5, and 6 depict total SSA passengers for each month of the last five years. Chart 4 shows the total number of passengers for this time period 2003 through 2008. Chart 5 shows the percent of change for each month (2007 and 2008 to date) compared to the five-year average for that month. Chart 6 shows the total SSA passengers for each year up to this year's current month.

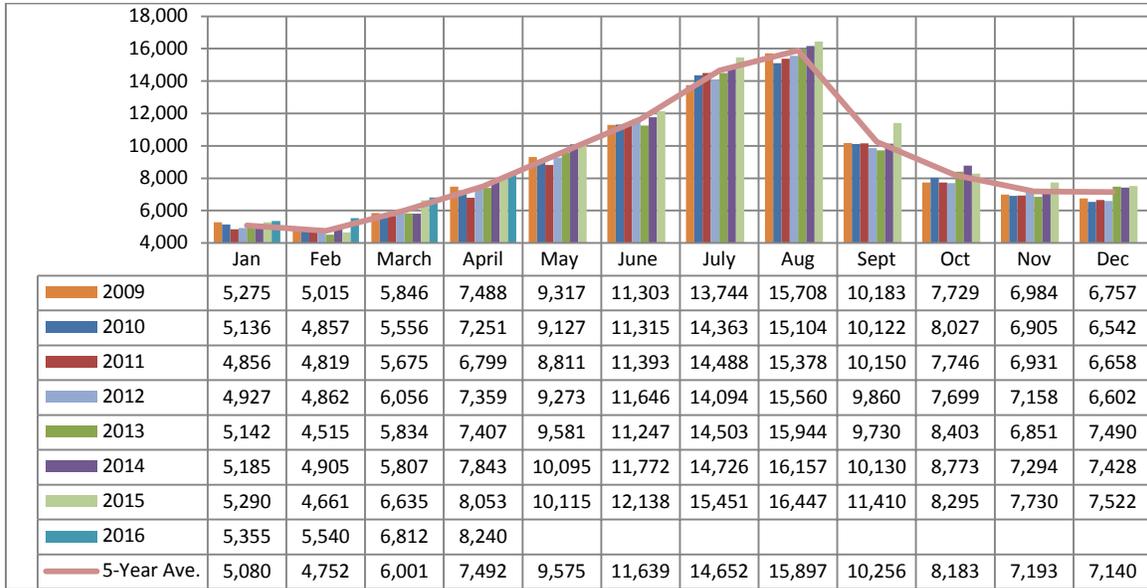


Chart 7. Total Cars and Trucks To/From Nantucket via SSA

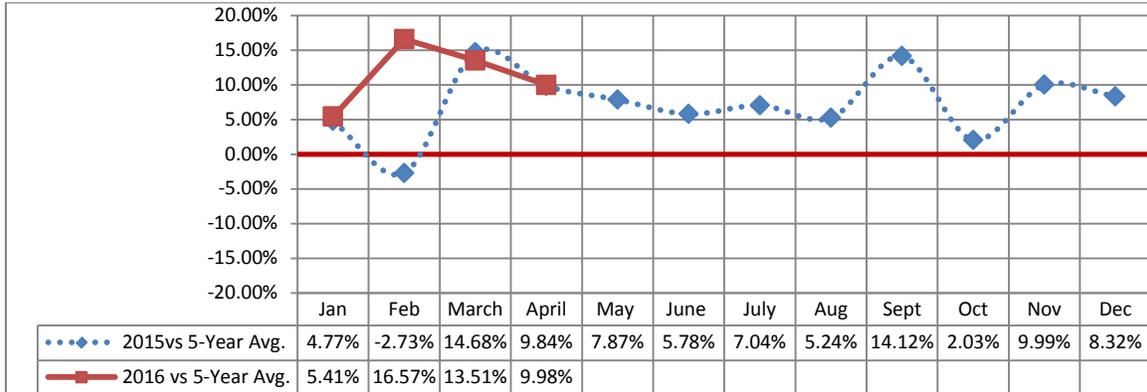


Chart 8. Monthly Cars and Trucks Total versus 5-Year Average

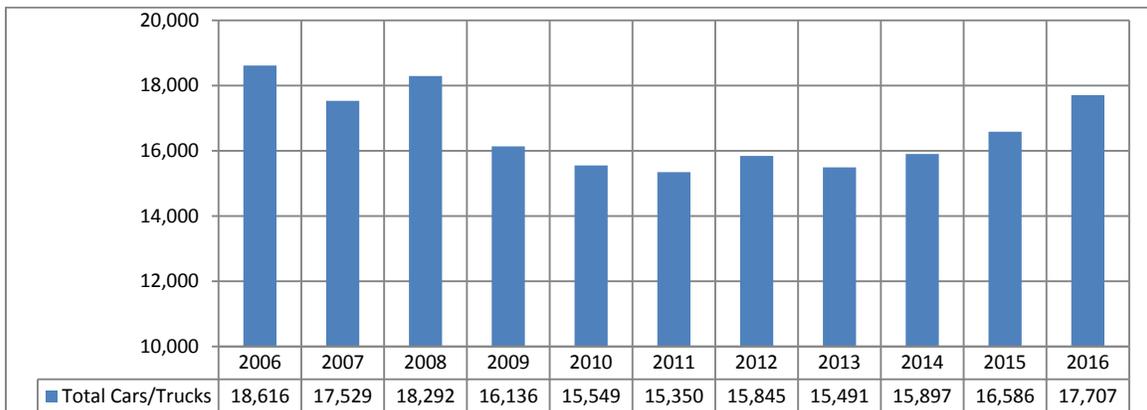


Chart 9. Total Vehicles – To Date Comparison

Charts 7, 8, and 9 depict total cars and trucks carried on the SSA for each month of the last five years. Chart 7 shows the total number of cars and trucks. Chart 8 shows the percent of change for each month compared to the five-year average for that month. Chart 9 shows the total SSA vehicles for each year up to this year's current month.

OTHER

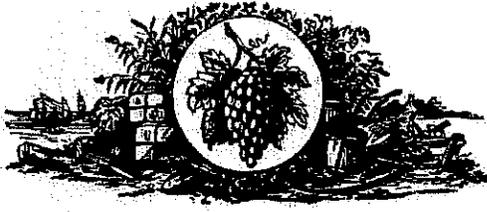
BUSINESS

erous morn in May, The confident prime of the day, And the dauntless youth of the year.

- William Watson

RD

off southeast
ion, 16,535, in
f New Bedford,
sm New York.



GAZETTE

Devoted to the interest of the six towns on the Island of Martha's Vineyard, viz.: Edgartown, Oak Bluffs, Tisbury (Vineyard Haven), West Tisbury, Chilmark and Aquinnah. These, with Gosnold, constitute Dukes County.



LLC. VINEYARD GAZETTE, MARTHA'S VINEYARD, MASS., FRIDAY, MAY 27, 2016

Twenty-Eight Pages (Two Sections).

\$1 a Copy



Full Steam Ahead

Early weekday boats are filled with day laborers as building trades need every body they can get to fill the high demand.

Pictures by Jennard Shepard

Building Economy Booms; Commuter Ferry Proves It

By ALEX FIVIN

NEARLY A DECADE AFTER THE GREAT RECESSION, MARTHA'S Vineyard is showing strong signs of recovery, including in the areas of construction, hospitality and real estate. But a predominantly seasonal economy and lack of affordable housing continue to challenge the year-round

population.

The northeast region, and Massachusetts in particular, didn't suffer as much as some parts of the country during the recession that began with the financial crisis in 2007 and 2008, so in some regards the Vineyard had a shorter road to recovery. Nancy Gardella, director of the Martha's Vineyard Chamber of Commerce, acknowledged that many island businesses are still struggling to recover. But in general, she said, things are looking up.

"When people in New York are doing well and Washington D.C. are doing well, then the Vineyard does well, as does Cape Cod, as does Nantucket," she said. "In those East Coast metro areas, people are doing well, and that is good news for us."

Ms. Gardella noted a 14 per cent increase in visitor spending in 2014 (using the latest data available from the Department of Revenue) and short-term growth in the fall shoulder season. She said she sees signs of a gradual shift toward a three-season economy, which could open the door to industries beyond tourism, but that will mean addressing the island's affordable housing shortage and increasing opportunities for job training.

"We are at a critical juncture because housing is a crisis issue," she said. "Hous-

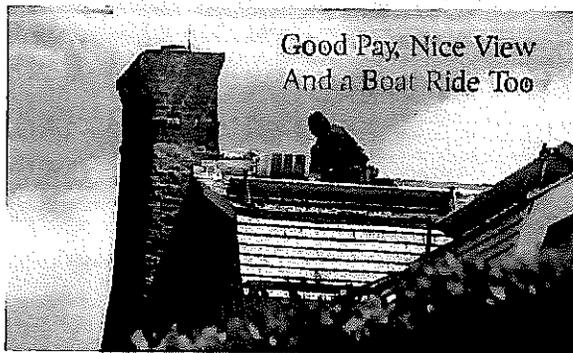
ing and employment and how we grow our economy all go hand in glove."

Data from the American Community Survey, which supplements the 10-year U.S. Census reports and provides a shorter-term snapshot of the island economy, also indicates a general upswing. Total employment in Dukes County has grown steadily, with about 8,760 adult residents in the workforce as of 2014, according to the survey. Total payroll was around \$289 million in 2014, up from around \$253 million in 2008.

Construction, real estate and landscaping are often touted as the main drivers of island economy, although Ms. Gardella argues that none of those industries would survive without tourism. For everyone who builds a house on the Vineyard, she said, we can most likely thank tourism. "It started with a boat ride across to see the island, and now they're in love and they're staying," she said.

But the devil is often in the details. Construction may be booming, for example, but not all the numbers have returned to pre-recession levels. And while the total number of construction workers on the island (including in the winter) is on the rise, there are still fewer than the 824 counted in

To Page Six



Good Pay, Nice View And a Boat Ride Too

Early to rise, late to get home, day laborers put in long commute across the Sound.

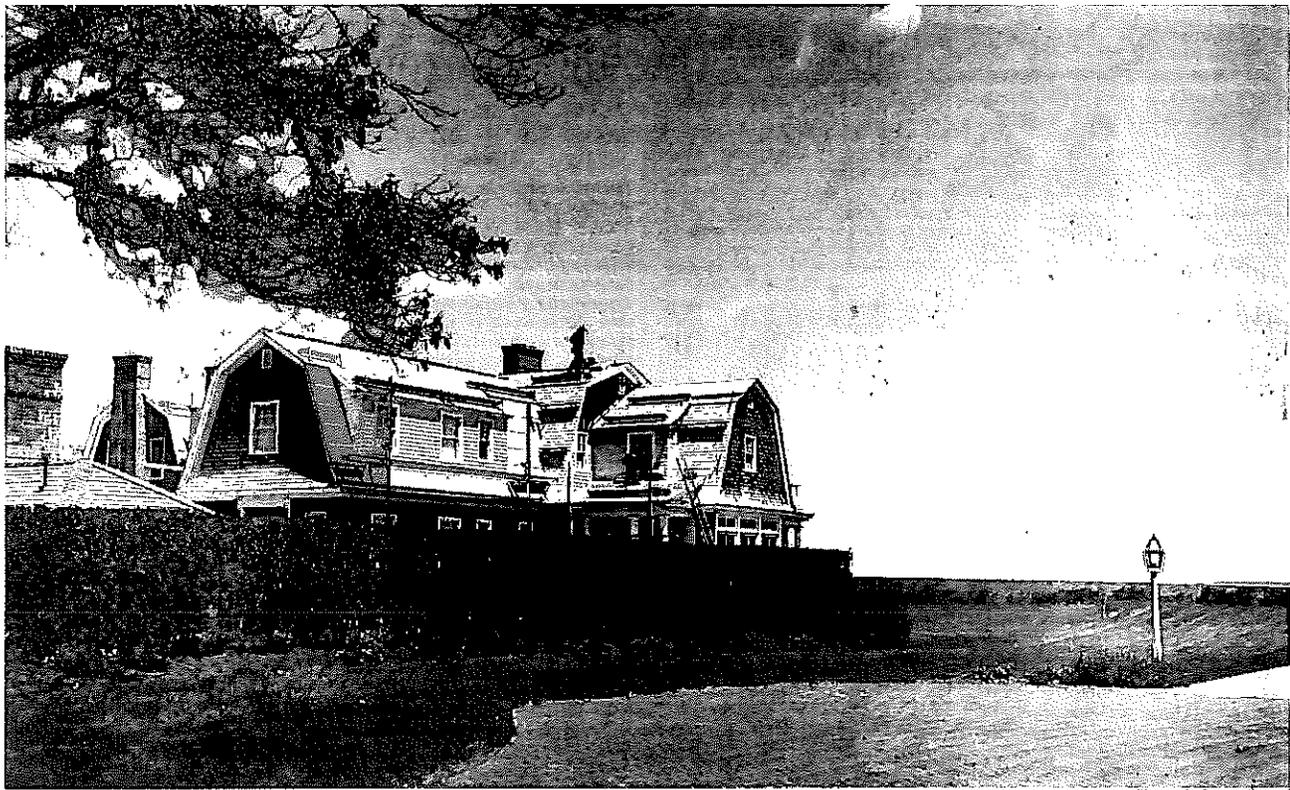
By HEATHER HAMACEK

Two sandwiches, a couple bags of chips, cut up vegetables and dog treats were stored snugly in Frank Frisch's blue cooler on a recent early morning. He had packed his lunch before the sun rose at his home in Pawtucket, R.I. His childhood friend and coworker John Tremblay picked him up at 5 a.m., and while Mr. Frisch napped in the car, Mr. Tremblay drove to Woods Hole, where they parked and boarded the 7 a.m. ferry to Vineyard Haven on foot.

This is their morning ritual five days a

week, as they commute to their Vineyard jobs. Both are drywallers. They are among the roughly 200 commuters who take the early morning ferry to the Vineyard each day, many of them construction workers who hail from all over southeastern Massachusetts and Rhode Island. They provide much of the sweat and muscle for an apparent construction boom now under way on the island. On this morning, Steamship Authority vessel worker Joseph Keefe greeted more than a

To Page Six



Pictures by Jenni Shepard

Large home renovations are fueling a small boom in construction on the Island.

Commuters to the Vineyard Meet High Demand in Construction

From Page One

few of them by name.

A short time later, at a job site in Vineyard Haven, drywall contractor Howard Sashin worked with Mr. Frisch and Mr. Tremblay, hanging large pieces of sheetrock on the walls and ceilings of a renovated house under construction.

"I had to turn down 12 projects in the last two weeks," Mr. Sashin said. The 56-year-old Oak Bluffs resident has been in the construction business for 34 years. He said it wasn't long ago that construction projects were few and far between on the Island as a national recession that began in 2008 lingered.

"There were weeks where on Tuesday I didn't know if I'd have work on Thursday," he said. In those years, he only had two employees working full time. Now he has six.

A few miles down the road in Edgartown, contractor Doug Rest has four building projects going at once. He said in the past three years his firm, D Rest Construction, has grown from five employees to 20 and is undertaking on larger scale projects.

"When there is less work, everyone takes what they can get," he said. "It swims down the food chain. Everybody goes downstream, so the guy who builds \$10 million houses builds \$5 million houses."

Building inspectors around the Island confirm an uptick in construction activity.

Edgartown building inspector Leonard Jason Jr. said he began noticing the increase in September. Mr. Jason issued 67 new single family residence permits in Edgartown last year, 18 more than 2014. So far this year he has issued 12 new

single family residence permits. Things are so busy that Mr. Jason recently came in to work one Monday afternoon to find five new permit applications.

"That's a big deal," he said.

In fact, things happened so fast in Edgartown that over the winter officials began to fear that they'd soon deplete their \$110,000 annual budget to pay plumbing, electrical and gas inspectors, who inspect work on construction projects. Inspectors are paid \$60 per inspection. At a meeting in early May, the town selectmen voted to transfer an additional \$20,000 into the account to pay inspectors through the end of the fiscal year.

"The numbers in March were fine," said town administrator Pamela Dolby at the meeting. "Then everything went crazy."

In West Tisbury, building inspector Joseph K. Tierney Jr. said he has been working overtime this year and is in the process of searching for a part-time local inspector to help with the workload.

"There is a pretty busy building climate out there. If you try to find a carpenter it's difficult," he said. So far this year Mr. Tierney has issued 21 permits for new homes, renovations, additions and alterations so far, but he has more than 40 building permit applications still sitting on his desk. He said he sees no sign of things slowing down soon and points to an improving national economy.

"When I was a contractor you could tell things were doing well when the stock market was doing good," he said.

In Oak Bluffs, building inspector Mark Barbadoro also is in the process of hiring a local inspector to assist with the workload. An assistant building inspector position was eliminated in Oak



Vineyarder Seth Cooperrider at the office.

Bluffs in 2011. But now, with increased construction activity and also changes in permitting laws, Mr. Barbadoro said he needs help. "It has doubled in the two years I have been here," he said of construction permits in town.

Tisbury building inspector Kenneth Barwick said he too is seeing a number of large-scale residential renovation projects in the Island's main port town. "The majority is people purchasing property with buildings on them, removing the buildings and putting up a house that is suitable to the needs of the family," Mr. Barwick said. So far in 2016, he has issued five permits for new single family residences and 43 permits for renovations and additions, on a par with recent years, he said.

One key change he has noticed is that construction work spans the entire year.

"Housing projects start literally every month of the year," Mr. Barwick said. "They are pouring concrete in January

and March — previously it was only October and November."

Mr. Sashin's Vineyard Haven job site is a major restoration and addition project that will nearly double the size of an old farmhouse. Construction began in September with contractors and subcontractors working through the winter and into the spring.

At lunchtime, Mr. Frisch took a break from sheetrocking work to eat his midday meal and send his daughter a text message. His 14 hour day was about half over; he wouldn't make it back to Pawtucket until the sun was setting. He would have about 10 hours at home before he'd be on his way back to the Island for another day of work. For now, he said, it's worth it.

Where the Jobs Are: Day Trippers With Tool Belts Lock to Martha's Vineyard, a video by Sophia Tewu, appears online at vineyardgazette.com.



Planning and Land Use Services

Building ▪ Energy ▪ Historic District Commission ▪ Planning Board ▪ Zoning Board of Appeals

TO: Nathaniel Lowell; Chairman, NP&EDC
FROM: Lauren Sinatra, Energy Coordinator
RE: Municipal Energy Technical Assistance Grant
DATE: June 16, 2016



Dear Chairman Lowell:

On June 16, 2016, the Massachusetts Department of Energy Resources (DOER) announced a Municipal Energy Technical Assistance Grant to provide funding to independent third parties to aid municipalities in the study, negotiation, development and/or management of clean energy projects.

The Town of Nantucket seeks to receive a grant of up to \$12,500 for Municipal Energy Technical Assistance (META) to investigate the feasibility of solar PV on municipal buildings, as well as \$7,500 for circuit rider services for municipal energy coordination to help the Town of Nantucket to prepare to become a Green Community

For the latter, the Town of Nantucket requires the cooperation and support from the Nantucket Planning & Economic Development Commission. The eligibility requirements of the grant, require:

- A Memorandum of Understanding signed by the CEO of the municipality (Town Manager) and the entity providing services for each municipality to receive support services
- The Memorandum of Understanding must include: 1) the services to be provided and estimated costs; 2) why support from a RPA or other technical assistance agency is necessary

It is my hope that the NP&EDC will support the Town of Nantucket's grant application for these funds by working together to prepare the required Memorandum of Understanding.

I welcome your thoughts and appreciate your consideration

Sincerely,

Lauren M. Sinatra
Energy Coordinator
Town of Nantucket
lsinatra@nantucket-ma.gov
(508) 325-5379



Municipal Energy Technical Assistance Grants: June 2016 PON-ENE-2016-020



GRANT APPLICATION

BACKGROUND

- Municipal Energy Technical Assistance Grants (Grants) are those Grants that provide funding to independent third parties to aid municipalities, regional school districts, municipal lighting plants, or water/wastewater districts in the study, negotiation, development and/or management of clean energy projects.
- These Grants are offered on an annual basis, provided that funding is made available. The amount of available funding for future grant rounds may vary. The cumulative total of actual awards depends upon the number of applications received, their eligibility and the funding allocation available for this Grant program.
- An applicant may receive a Grant of up to \$12,500 for Municipal Energy Technical Assistance (META), except for the zero net energy and zero net-ready assessments, where the maximum allowable Grant amount is \$5,000. Zero net energy and zero net-ready integrated design services are eligible for the maximum Grant in the amount of \$12,500. As used herein, circuit rider services are those regional planning authorities and technical assistance agencies utilized for municipal energy coordination. **Municipal energy coordination has a maximum Grant amount of \$7,500 to provide assistance in becoming a Green Community** and a maximum Grant amount of \$5,000 to provide assistance to existing Green Communities.
- An initial disbursement will be conditioned on the Department of Energy Resources (DOER) receiving a signed contract between the Grantee and its selected third party technical assistance consultant. Remaining disbursements will be based on the receipt of vendor invoices provided to the Grantee detailing vendor services, tasks completed and charged.
- The DOER will contract directly with regional planning authorities and other technical assistance agencies for municipal energy coordination.

ELIGIBILITY

- The DOER's Green Communities Division is making available, Grants for META to **ALL** 351 Massachusetts municipalities, regardless of Green Community designation status, **PLUS** all regional school districts, regional planning agencies, water/wastewater districts and municipal lighting plants.
- Previous Green Communities Division Technical Assistance Grant¹ recipients must have **completed all aspects of their previous grants, including all reporting, in order to apply for this current META opportunity.**
- Applicants may apply for META Grants that meet the eligibility requirements specified in the application for the following projects types:

¹ This includes both Owner's Agent Technical Assistance (OATA) grants last offered in 2014 and META grants offered beginning in 2015.

- Municipal solar photovoltaic “PV” systems no less than 15 kW in size, on property owned by a municipality
- Net metering agreements for projects no less than 15 kW in size on property not owned by the applicant
- Assessment or development of community shared solar (CSS)
- Energy management services, i.e. energy savings performance contracts
- Evaluation of potential microgrid systems
- Audits of oil, propane or electrically heated buildings only (Natural gas heated buildings can be audited by the servicing utility)
- Energy efficiency technical assessments of processes at public water supply and wastewater treatment facilities
- Pump system optimization studies at public drinking water and wastewater treatment facilities
- Assessments or feasibility studies for proposed new public buildings to be zero-net energy or zero-net ready buildings (ZNEB)
- Engineering studies and/or bid specifications to convert to more efficient heating systems (e.g. conversion from steam to hot water; NOT simply replacing an inefficient boiler), or conversion to renewable or alternative fuel-sourced heating system, including water or wastewater source heat pumps
- Assessment of potential energy efficiency measures for new building construction design
- Wastewater temperature monitoring for one year at sites located near public facilities to determine potential for wastewater energy recovery
- Consultant support to apply International Performance Measurement & Verification Protocol (IPMVP) to Green Community energy usage data for communities with the following circumstances:
 - Newly functioning ventilation
 - Significant changes in operating hours
- **Municipal energy coordination activities (circuit rider services.) Support from Regional Planning Authorities, or other Technical Assistance Agencies for the following municipal energy coordination activities:**
 - **Prepare to become a Green Community: (Max \$7,500 per town for this group of activities up to 100 hours)**
 - **Criterion #1 – Review existing by-laws and assist in developing new by-law if needed**
 - **Criterion #3 – For Baseline creation: Set up, review and enter data into MassEnergyInsight**
 - **Criterion #3 – For 5 year Energy Reduction Plan: help arrange audits, prepare plan**
 - **Criterion #4 – Drafting of Fuel Efficient Vehicle Policy and/or Vehicle Inventory**
 - **Consolidate documents in preparation for submitting designation application**
 - For Existing Green Communities: (max \$5,000 per town for this group of activities)
 - Assist with grant application preparation
 - Assist with procurement activities for approved grant funded projects

- Assist with Annual Report preparation

APPLICATIONS & AWARDS

Applications may be submitted commencing at 9 AM June 23, 2016 and closing at 5 PM July 6, 2016. Any applications received prior to or after the above dates and times will be rejected.

- Applications must contain, at a minimum, the information requested in the application. The DOER will communicate to an applicant if an application is incomplete and provide the applicant the option of providing additional information. If the applicant chooses not to provide additional information; then DOER will reject the application as incomplete.
- **Applications will be reviewed and awards made based on the order in which complete applications are received until all available funds are disbursed. Applicants will be notified of one of the following:**
 - An application is complete and all required information has been provided.
 - All funding for this grant opportunity has been awarded and the application is therefore not eligible for review.
- **NOTE:** In order to be deemed complete, an application **MUST** contain the required signature in Attachment B (Certification of Application), the attachments *with* the required information requested under Eligibility Requirements below as applicable and all information requested in Attachment A (Project Summary).

ASKING QUESTIONS

- Instructions how to find this application(PON-2016-ENE-020) are available on COMMBUYS (as a “Bid”) at [Grants and Contracts](#).
- All questions must be submitted by 5 PM on June 21, 2016, to COMMBUYS.
- To find an item on COMMBUYS: log into [COMMBUYS](#), locate the Bid, acknowledge receipt of the Bid, and scroll down to the bottom of the Bid Header page. The “Bid Q&A” button allows Bidders access to the Bid Q&A page.
- To submit an application, see the Instructions on page 13.

APPLICANT INFORMATION

Municipality/Regional School District/Water or Wastewater District/Regional Planning Agency/Municipal Lighting Plant (in MA)/Regional Planning Authority/other Technical Assistance Agency	Street Address
City/Town	Zip code
CEO Name	CEO Title
Grant Point of Contact	Title
Telephone	Email

MUNICIPAL ENERGY TECHNICAL ASSISTANCE PROJECT TYPE (please check the appropriate box):

- Municipal Solar PV systems no less than 15 kW in size on property owned by a municipality;
- Net metering agreements for projects no less than 15 kW in size on property not owned by the applicant
- Community Shared Solar (CSS)
- An assessment to explore a community shared solar system on private or public property
- Development of a community shared solar system on private or public property
- Energy Savings Performance Contract
- Evaluation of potential microgrid systems
- Audit of Oil, Propane or Electric Heated Building² (Must meet ASHRAE³ Level 2 or equivalent standard)
- Zero Net Energy or Zero Net-Ready Building (ZNEB) evaluations
- An assessment for the municipality to consider a ZNEB for the construction of a new municipal building. Typically this would include the hiring of a facilitator to work with the building committee and conduct a charrette with some technical experts
- A feasibility study for a ZNEB to be included in an already planned feasibility study for a new municipal building
- Integrated design services to ensure ZNEB measures remain a primary consideration throughout the planning, design, engineering and construction phases of new construction
- Energy Efficiency Technical Assessments of Processes at Public Water Supply and Wastewater Treatment Facilities
- Heating System Conversion Engineering Study and/or Bid Specifications
- Conversion of heating system type – boiler or furnace along with controls and distribution system – to a more efficient type (e.g. steam to hot water, or combined heat and power)
- Conversion to clean burning efficient biomass or wood pellet or chips fueled heating system
- Conversion to high-efficiency heat pump system (air, water or ground sourced)
- Addition of a solar water collector to supplement domestic hot water and/or space heating (either stand-alone or in combination with one of the above heating systems)
- Conversion to water or wastewater source heat pumps
- NOTE:** The DOER has a separate solicitation for funding the design and installation of wastewater energy recovery systems outside of a wastewater treatment facility. Information on this solicitation can be found [here](#).
- Assessment of potential energy efficiency measures for new building construction design
- Consultant support to apply International Performance Measurement & Verification Protocol (IPMVP) to Green Community energy usage data for communities with the following circumstances:

² See circular figure at the bottom of this webpage: <http://www.ashrae.org/resources--publications/bookstore/procedures-for-commercial-building-energy-audits> to better understand ASHRAE Energy Audit Levels.

³ American Society of Heating, Refrigerating and Air-Conditioning Engineers

- Newly functioning ventilation
- Significant changes in operating hours
- Support from Regional Planning Authorities or other Technical Assistance Agencies for municipal energy coordination activities

ELIGIBILITY REQUIREMENTS

All applications must meet the following requirements to be eligible for META. All required documentation must be provided to confirm eligibility.

- For Municipal Solar PV projects, a site assessment must be provided. Please **attach a feasibility study or site assessment for the site**. A study or assessment must, at a minimum, include the following:
 - Roof-mounted systems
 - o Evidence that the roof has a 20-year life span,
 - o Visuals that demonstrate limited HVAC equipment on the roof and no trees that could cause shading,
 - o Visuals that demonstrate the roof is either flat or south facing.
 - o **NOTE:** META services may be used to confirm a roof is structurally sound to support the additional load of a solar PV system
 - Ground-mounted systems
 - o Visuals that demonstrate there is no shading (buildings, structures, trees). Noting that trees will be removed is not acceptable and such proposals will be ineligible for META. (Please note that the DOER's [Ground Mounted Solar PV Guide](#) discourages installation of ground-mounted solar in "locations that require significant tree cutting, because of the important water management, cooling and climate benefits trees have.")
 - o Visuals that demonstrate there are utility lines nearby. Please mark utility lines clearly on your documents.
 - o Visuals that demonstrate the site is either flat, or if sloping, that the system will face south.

- For Net Metering Agreements on property not owned by the applicant, please attach:
 - o Price quotes and scope from the proposed consultant
 - o Whether targeted sites are known at this time. If so, please also attach:
 - o Feasibility study or site assessment for targeted sites
 - o All documentation required above for Municipal Solar PV projects, except that visuals demonstrating that utility lines are nearby are not required

- For Community Shared Solar (CSS) Assessment projects, please attach:
 - o Letters of expression of interest from at least five utility customers in the community
 - o A letter from a solar industry representative familiar with CSS documenting a conversation it has had with the community.

For Community Shared Solar (CSS) Development projects on private or public property, please attach:

- Site assessment. (Google earth maps or <http://maps.nrel.gov/imby> are resources for site assessment information.)
 - Outline of the business/ownership model
 - Assessment of community interest.
 - Letters of commitment from at least five CSS participants
 - A feasibility study or site assessment for the identified site. The study or assessment must, at a minimum, include the information required for a Municipal Solar PV system noted above.
- See [Community Shared Solar: Review and Recommendations for Massachusetts Models](#)
 - See [Community Shared Solar: Implementation Guidelines for Massachusetts Communities](#)

For Energy Savings Performance Contracts, a solicitation for an Energy Services Company (ESCO) must have been issued for each affected municipality and/or public entity, and solicitations must be filed with the DOER per M.G.L. ch.25A. **For each affected municipality or public entity, please specify the date the procurement was issued for selection of the ESCO vendor:**

For each affected municipality or public entity, please specify the date of acknowledgement of receipt from DOER of the “Notice of EMS Procurement” per M.G.L ch. 25A:

For Evaluation of potential microgrid systems, please attach:

- Price quotes and scope from the proposed consultant
- Whether or not targeted sites are known at this time. If so, please describe.

For an Audit of Oil, Propane or Electric Heated Building⁴ (must meet ASHRAE⁵ Level 2 or equivalent standard), please attach:

- A copy of a MassSave audit completed within the last three years, or proof that an audit is scheduled within the next six months of this grant application, or
- Proof those efficiency improvements have been completed within the last five years. Please describe the project in Attachment A and attach all related invoices.

NOTE: These requirements are not necessary for applicants served by municipal light plants.

For a Zero Net Energy or Zero Net-Ready Building Assessment, please attach:

- Documentation that the appropriate governing body (e.g. board of selectman, town council, mayor, school committee), has formed a building committee to consider a new building.
- A copy of certified meeting minutes for this governing body.

⁴ See circular figure at the bottom of this webpage: <http://www.ashrae.org/resources--publications/bookstore/procedures-for-commercial-building-energy-audits> to better understand ASHRAE Energy Audit Levels.

⁵ American Society of Heating, Refrigerating and Air-Conditioning Engineers

- For a Zero Net Energy or Zero Net-Ready Building Feasibility Study, please attach:
- Documentation that the governing body (e.g. board of selectman, town council, mayor, school committee), has authorized appropriated funds for a feasibility study for a new building.
 - A copy of certified meeting minutes for this authorization.

- For a Zero Net Energy or Zero Net-Ready Building Integrated Design Services, please attach:
- Documentation that the governing body (e.g. board of selectman, town council, mayor, school committee), has authorized appropriated funds for design, engineering and/or construction of a new building.
 - A copy of certified meeting minutes for this authorization.

- For Energy Efficiency Technical Assessments of Processes at Public Water Supply and Wastewater Treatment Facilities
- Energy efficiency technical assessments MUST conduct an in-depth study for one or more major treatment processes or pieces of equipment. Studies may not focus on typical building energy efficiency measures, such as lighting and heating.

META grant funds can be used for up to 50% of assessment for facilities served by utility efficiency programs. Applicants must commit to working with their existing utility efficiency programs if funded with an META grant.

- For Heating System Conversion Engineering Study and/or Bid Specifications, the building must have at least one of the following:
- An audit that confirms the building is properly weatherized and insulated, i.e., measures to address the building envelope were not recommended in the audit due to the building being well-sealed. **Please attach a copy of this building audit.**
 - Documentation that the building has been properly weatherized and insulated within the last five years; this can include invoices for air sealing and insulation. **Please attach a copy of this documentation.**
 - An audit stating that the building cannot be further insulated without major renovation. For example, brick or masonry buildings cannot add wall insulation without major renovations to add insulation on the interior wall of every room. Attic spaces in these buildings, however, often can be insulated without major renovation and documentation must be shown that these spaces have been weatherized and insulated. **Please attach a copy of this audit.**

NOTE: For conversion to water or wastewater source heat pumps, proof of a prior audit or weatherization is not required, but weatherization must be included in the scope of the study as a separate measure, as well as the impact of its implementation on the sizing and design of the water/wastewater source heat pumps.

- For Assessment of Potential Energy Efficiency Measures for New Building Construction Design
- Applicants must commit to working with their existing utility efficiency programs if funded with an META grant.
- For Consultant support to apply International Performance Measurement & Verification Protocol (IPMVP) to Green Community energy usage data for communities

- Applicants must be a Green Community with significant changes in building operating hours and/or significant renovations that resulted in greater energy use intensity. **Please include in Project Summary (Attachment A): identifying which building(s) the IPMVP is sought, and what alterations have been made since the community's baseline year.**



For Support from Regional Planning Authorities, or other Technical Assistance Agencies for the following municipal energy coordination activities, please attach:

- A Memorandum of Understanding signed by the CEO of the municipality and by the entity providing services for each municipality to receive support services. (See Attachment B for definition of Chief Executive Officer (CEO))
- The Memorandum of Understanding must include: 1) the services to be provided and estimated costs (see earlier list of "municipal energy coordination activities"); 2) why support from a RPA or other technical assistance agency is necessary.
- **Attachment A: Project Summary**

PLEASE ATTACH A DETAILED SUMMARY OF THE PROJECT, LIMITING YOUR RESPONSE TO THE SPACE PROVIDED BELOW.

The following must be included in order for the application to be deemed complete. You must address each bullet.

- Estimated annual clean energy benefits (e.g. kWh saved, MMBtu saved, clean energy kWh generated). If META is being provided to identify the clean energy benefits (audits, for example), those benefits must be reported to the DOER following completion of META services, if awarded;
- Steps completed in the project to date (e.g. town approvals);
- Why a third party municipal energy consultant is critical for your entity to implement this project;
- A discussion of the specific tasks you expect the third party municipal energy consultant to perform once services are awarded; and,
- Please note in the summary the amount of grant requested:
 - \$12,500, including for integrated design services for zero net energy or zero net-ready new construction;
 - \$5,000 for a zero net energy or zero net-ready building assessment,
 - \$5,000 for evaluation of potential microgrid systems
 - \$5,000 per municipality for services provided to existing Green Communities
 - \$7,500 per municipality for services provided to becoming a Green Community

ATTACHMENT B

CERTIFICATION OF APPLICATION

The Certification of Application below must be provided as a ***scanned pdf with signature.***

For joint applications, one certification must be submitted for each municipality.

CERTIFICATION OF APPLICATION

The **Chief Executive Officer** must complete this certification.

I, _____ am authorized to execute said Application on behalf of _____, the applying municipality, technical assistance agency, regional school district, municipal light plant or water/wastewater district.

I verify that the information in the Municipal Energy Technical Assistance Grant Application is true.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[Date]

NOTE: THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND IN ANY TOWN HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

FOR REGIONAL SCHOOL DISTRICTS, THE CHIEF EXECUTIVE OFFICER IS THE SUPERINTENDENT.

FOR WATER/WASTEWATER DISTRICTS, THE CHIEF EXECUTIVE OFFICER IS THE SUPERINTENDENT.

FOR TECHNICAL ASSISTANCE AGENCIES, THE CHIEF EXECUTIVE OFFICER IS THE EXECUTIVE DIRECTOR.

FOR MUNICIPAL LIGHT PLANTS, THE CHIEF EXECUTIVE OFFICER IS THE GENERAL MANAGER.

INSTRUCTIONS— If you have any problems or questions about the application process, please contact Paul Carey, paul.s.carey@state.ma.us

Getting Started

- Municipalities or other entities submitting an application to the Green Communities Division for the FIRST TIME will need to provide basic information to their [Regional Coordinator](#). Please provide the municipal or entity name, legal address including zip code, and the primary contact name, title, email, and phone number. For municipalities that are Designated Green Communities, provide the name and email of the primary contact who will submit the META grant application to the Regional Coordinator.
- **No paper submission** is required or accepted for the grant application. The process is electronic only.

Application Materials Checklist – ARE YOUR MATERIALS READY?

- Begin each of your electronic files with your municipal/entity name followed by wording that makes the content of the file clear – this is **REQUIRED**
- META Grant Application (Word or PDF file)
- Summary of Project (Attachment A) (Word or PDF file)
- Signed Certification of Application (Attachment B)(PDF file)
- Supporting Audits, Studies, MOUs, other documentation.

Please only submit once. If you made a mistake, or forgot something, please contact Paul Carey at paul.s.carey@state.ma.us / 617-626-7372.

META Grant Application Process

1. Email the required documents to Paul.S.Carey@state.ma.us
2. You will receive an email indicating receipt of the documents. Determination of the grant award will not occur at this time.

Get Help

Pre-Grant Application Process - [Contact your Regional Coordinator](#)

Application Process and Technical Issues -Contact Paul.S.Carey@state.ma.us / 617-626-7372