



**TOWN OF EDGARTOWN  
OFFICE OF SELECTMEN**

70 MAIN ST  
P.O. BOX 5158  
EDGARTOWN, MASSACHUSETTS 02539

TELEPHONE  
(508) 627-6180

FAX  
(508) 627-6183

<https://edgartown-ma.us/>

March 23, 2020

**EDGARTOWN CONTINUITY OF OPERATION PLAN (COOP) UPDATE #2**

Dear Edgartown Community:

In response to COVID-19 the Town of Edgartown has activated their Continuity of Operation Plan (COOP) in order to maintain municipal services while proactively taking steps to slow the spread of the virus.

Effective Tuesday, March 24, 2020 at 12:00, until Tuesday, April 07, 2020 at 12:00:

- Edgartown Town Hall will be closed to the public.
- Edgartown Harbormaster Office, Shellfish Department Office, and Highway Department Office will be closed to the public.
- Edgartown Water and Waste Water Departments will be closed to the public.
- Edgartown Council on Aging will remain closed to the public, but provide prearranged mobile delivery.
- Edgartown Library will remain closed to the public.
- Edgartown Police and Fire Departments will remain open, however we are encouraging residents to use discretion when seeking services, and to only come to the building(s) in an emergency.
- All public meeting will be held via teleconference or video meeting application.

Edgartown has electronic means of communicating via email or through telephone; an updated phone and email list is contained in the following pages. Please check our website for any future notifications:

<https://www.edgartown-ma.us/>

We apologize for the inconvenience, but have full faith and confidence that our forward planning will minimize any disruptions.

Sincerely,

James Hagerty  
Town Administrator

# Town of Edgartown Phone Directory

For Town Distribution - Updated 08/2019

All offices located in Town Hall, 70 Main Street, Edgartown unless otherwise noted.

EXT	LAST	FIRST	TITLE	DEPARTMENT	TELEPHONE	EMAIL - Person
126	Tierney	Amy	Town Accountant	Accountant	627-6125	atierney@edgartown-ma.us
127	Mather	Laurie	Assistant Town Accountant	Accountant	627-6125	lmather@edgartown-ma.us
181	Fuller	Karen	Administrative Assistant	Administration	627-6180	kfuller@edgartown-ma.us
190	Hagerty	James	Town Administrator	Administration	627-6180	jhagerty@edgartown-ma.us
182	Rose	Kristy	Department Assistant	Administration	627-6180	krose@edgartown-ma.us
108			Summer Receptionist	Administration	627-6100	
178	Faria	Arielle	Administrator	Affordable Housing	627-6178	afaria@edgartown-ma.us
	Young Buck	Betsy	Animal Control Officer	Animal Control - Meetinghouse Rd	627-9611	aco@edgartown-ma.us
144	Pierce	Ed	Data Collector	Assessors Office	627-6140	epierce@edgartown-ma.us
141	Resendes	Jo-Ann	Principal Assessor	Assessors Office	627-6140	jresendes@edgartown-ma.us
142	Sherman	Cindy	Assistant	Assessors Office	627-6140	csherman@edgartown-ma.us
118	Milne	Reade	Building Inspector	Building/Zoning	627-6115	rmilne@edgartown-ma.us
117	Lucas	Akeyah	Administrative Assistant	Building/Zoning	627-6115	alucas@edgartown-ma.us
116			Assistant Building Inspector	Building/Zoning	627-6115	@edgartown-ma.us
145	McGroarty	Jessica	Assistant	Cemetery	627-6145	jmcgroarty@edgartown-ma.us
138	Boyd	Heidi	Town Collector, Assistant	Collector	627-6135	hboyd@edgartown-ma.us
139	Kuehne	Melissa	Town Collector	Collector	627-6135	mkuehne@edgartown-ma.us
136	Willoughby	Deborah	Town Collector, Assistant	Collector	627-6135	dwilloughby@edgartown-ma.us
146	Morrison	Lisa	Assistant	Conservation Commission	627-6160	lmorrison@edgartown-ma.us
167	Varkonda	Jane	Agent	Conservation Commission	627-6165	jvarkonda@edgartown-ma.us
			Administrator	Council on Aging - 10 Daggett St.	627-4368	
	Paulson	Donna	Assistant	Council on Aging - 10 Daggett St.	627-4368 ext. 10	
185	Mulinare	Juliet	Dredging Committee	Dredging Committee	627-6185	jmulinare@edgartown-ma.us
	Einbinder, Ed.D.	Shelley	Principal	Elementary School	627-3316	seinbinder@mvyps.org
128			Assistant	Finance Committee	627-6128	
	Schaeffer	Alex	Chief	Fire Department - 68 Peases Pt Wy	627-5167	aschaeffer@edgartown-ma.us
				Fire Department - 304 Chappaquiddick Rd		
	Blair	Charlie	Harbormaster	Harbormaster - 1 Morse St.	627-4746	blairski557@gmail.com
	O'Neil	Shelly	Assistant	Harbormaster - 1 Morse St.	627-4746	roneil@edgartown-ma.us
	Tiemann	Sara	Assistant	Harbormaster - 1 Morse St.	627-4746	stiemann@edgartown-ma.us

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EXT	LAST	FIRST	TITLE	DEPARTMENT	TELEPHONE	EMAIL - Person
121	Hathaway	Janet	Assistant	Health, Board of	627-6120	jhathaway@edgartown-ma.us
122	Poole	Matt	Agent	Health, Board of	627-6120	mpoole@edgartown-ma.us
	DeBettencourt	Allan	Superintendent	Highway Department	627-4004	adebettencourt@edgartown-ma.us
	DeBettencourt	Allan	Tree Warden	Highway Department	627-4004	adebettencourt@edgartown-ma.us
155	Garber	Bricque	Assistant	Historic District Commission	627-6155	bgarber@edgartown-ma.us
151	Lucas	Kim	Director	Human Resources	627-6150	klucas@edgartown-ma.us
198	Darack	Adam	Manager	Information Technology	627-6198	adarack@edgartown-ma.us
	Da Silva	Alyssa	Airport Manager	Katama Airfield - 12 Mattakesett Way	627-9018	
	Sherman	Lisa	Director	Library - 26 Edg-WT Road	627-4221	director@edgartownlibrary.org
	Hatch	Don	Superintendent	Martha's Vineyard Refuse Disposal	627-4501	
	Michalski	Donna	MV Parking Clerk (County)	Parking - 9 Airport Rd.	696-3842	dmichalski@dukescounty.org
145	McGroarty	Jessica	Assistant	Parks	627-6145	jmcgroarty@edgartown-ma.us
170	Finn	Douglas	Assistant	Planning Board	627-6170	dfinn@edgartown-ma.us
	McNamee	Bruce	Chief	Police Department - 68 Peases Pt Wy	627-4343 ext. 32	bmcnamee@edgartown-ma.us
185	Belanger	Bryan	Chief Procurement Officer	Procurement	627-6185	bbelanger@edgartown-ma.us
182			Board of Selectmen	Selectmen, Board of	627-6180	
	Bagnall	Paul	Constable	Shellfish - 301 Meetinghouse	627-6175	
117	Lucas	Akeyah	Assistant	Sign Committee	627-6115	anunes@edgartown-ma.us
111	Medeiros	Karen	Town Clerk	Town Clerk	627-6111	kmedeiros@edgartown-ma.us
112	Speight	Kimberly	Assistant Town Clerk	Town Clerk	627-6112	kspeight@edgartown-ma.us
131	Amaral	Pam	Treasurer	Treasurer	627-6130	pamaral@edgartown-ma.us
132	Boniface	Marisa	Assistant Treasurer	Treasurer	627-6130	mboniface@edgartown-ma.us
	Smyth	Jennifer	Dept Assistant	Wastewater - 330 West Tisbury Rd.	627-5482	jsmyth@edgartown-ma.us
	Burke	William	Facilities Manager	Wastewater - 330 West Tisbury Rd.	627-5482	
	Webster	Pia	Assistant	Wastewater - 330 West Tisbury Rd.	627-5482	pwebster@edgartown-ma.us
	Ben David	Shane	Assistant Superintendent	Water Department - Kavanaugh Way	627-4717	shane@edgartown-ma.us
	Ben David	Sheila	Clerk	Water Department - Kavanaugh Way	627-4717	sbendavid@edgartown-ma.us
	Chapman	Bill	Superintendent	Water Department - Kavanaugh Way	627-4717	wchapman@edgartown-ma.us
	Mercier	Lindsey	Administrative Assistant	Water Department - Kavanaugh Way	627-4717	lmercier@edgartown-ma.us
146	Morrison	Lisa	Assistant	Zoning Board of Appeals	627-6160	lmorrison@edgartown-ma.us

# Concept of Operations – II Activation



## ACTIVATION SCENARIO 3 STARTING MARCH 24, 2020 AT 12:00

### Edgartown Government (Town Hall)

#### • ~~All Committees and Boards~~ (Telecommute)

- ~~ZBA~~
- ~~Planning~~
- ~~ConCom~~
- ~~HDC~~
- ~~Housing~~

- ✓ No public meetings (Virtual Only)
- ✓ No site visits
- ✓ Building is secure
- ✓ Individual employees can return to the TH building out of necessity - at the discretion of the TA

#### • ~~Parks / Cemetery~~ (Telecommute)

- ~~HR~~ (Telecommute)
- ~~Clerk~~ (Telecommute)
- ~~IT~~ (Telecommute)

#### • *Financial Officers (Telecommute if feasible)*

- **BOH (Present at Town Hall)**
- **TA (Present at Town Hall)**

#### Police Dep

- ✓ Fully Operational
- ✓ Front door secure

#### Fire/EMS

- ✓ Fully Operational
- ✓ Front door secure

#### Water Dep

- ✓ Skeleton
- ✓ Front door secure

#### Wastewater

- ✓ Skeleton
- ✓ Front door secure

#### Highway

- ✓ Skeleton
- ✓ Front door secure

#### Library

- ✓ Closed
- ✓ Telecommute

#### Harbor

- ✓ Closed
- ✓ Telecommute

#### COA

- ✓ Closed
- ✓ Community Outreach
- ✓ Pick up window

#### Shellfish

- ✓ Closed
- ✓ Telecommute

#### ACO

- ✓ On Call
- ✓ Telecommute

✓ Administrative Assistants from Water Dep. , Waste Water Dep. , FD.; PD.; = Telecommute