

Tisbury Finance and Advisory Committee
6:30PM, Wednesday, February 23, 2022
by Zoom Cloud Conference due to Covid-19 Restrictions

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Present: Chair Nancy Gilfoy, Louise Clough, Jynell Kristal,
Mary Ellen Larsen, Rachel Orr, Allan Rogers, Lesley Segal,
Others: Recorder – Marni Lipke, MV Times – Rich Saltzberg,
Town: Town Administrator – Jay Grande, Treasurer – Jonathan Snyder,
Moderator – Deborah Medders, Building Inspector – Ross Seavey,
Accountant – Suzanne Kennedy, Assessor – Ann Marie Cywinski,
Fire Chief – Greg Leland, Ambulance Director – Tracey Jones
Planning Bd./Water Resources – Ben Robinson,

* TFC members late arrivals or early departures.

Call Meeting to Order

- The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:30PM. (*Recorder's note: Discussions are summarized and grouped for clarity and brevity.*)

Review of Fiscal Year 2023 (FY23) Ambulance Budget - Tracey Jones, Ambulance Director (See documents on file.)

- The Part-time/Seasonal Line 5122 reflected Personnel Board actions to be competitive with other Towns in the region.
- Ambulances were now staffed by 2 Emergency Medical Technicians (EMTs) and a Paramedic, which met State Paramedic basic waiver standards. This was a safety measure allowing a Paramedic and EMT to administer to the patient while another EMT drove the ambulance.
- Per Diem staff covered holidays and vacations, however sick-leave absences were mandated to be offered to staff first.
- An EMT resignation would be filled at a lower step reducing the Full-Time line and probably also the average overtime rate (total savings \$15-20,000) so it was agreed Director Tracey Jones would re-submit her budget.
- There was a lack of EMT and paramedic candidates across the country. (The Department hired a previous EMT on condition they transition to a paramedic within 2 years.) If a suitable candidate could not be hired the salary would be used for per diem coverage.
- The Instruction and Training increase was sufficient for any new staff.
- Ms. Jones requested a \$1,000 increase in Line 5242 Vehicle Repair.
- Revenues were back up to at or above normal after last year's Covid dip.

Review of Fiscal Year 2023 (FY23) Budget and Warrant Article for Shared Administrative Position – Greg Leland, Fire Chief (See documents on file.)

- The position was budgeted and assigned to the Fire Dept. for administrative

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ease and to avoid high Ambulance union requirements/costs. Once trained in the Fire Dept. data entry and procedures Chief Leland projected a 15 hr./wk need, but expected that Ambulance could probably use 30 hr/wk. The Fire and Ambulance offices were side-by-side and worked well together.

- There would be no Ambulance Dept cost savings from the new position. It would just reduce Ms. Jones' workload from the current 80 hrs. per week.
- Fire Chief Greg Leland budgeted for administrative support in case the article failed, and consequently could reduce Line 5300 Professional Services from \$11,440 to \$2,500 on Annual Town Meeting (ATM) floor—eliminating the 3rd party vendor who had not worked out, but retaining Information Technology (IT) consultation.

Review of Fiscal Year 2023 (FY23) Assessor's Budget and Warrant Articles
– Ann Marie Cywinski, Principal Assessor (See documents on file.)

Budget: The Administrative secretary position, vacant since November, had just been filled. Two of assessors had not re-applied for this year.

- The Data Processing jump was due to the annual 10% software increase and the Vision software shift from the IT Dept. (see 2/9/22 Minutes p.1).

Articles:

- The Community Preservation Committee (CPC) had turned down previous applications for historic records preservation. Assessor books from the 1800s through the mid-1900s should be rebound and have their paper preserved. Municipalities were required to keep hard copy records. As Tisbury, like most Island Towns, lacked proper climate-controlled records storage the FinCom suggested cooperation for a regional solution.
- The Assessor Data Gatherer visited every property in Town on a 3 year cycle, requiring transportation down a number of dirt roads. A State bid list hybrid vehicle was considered the best ecological and low cost solution (see 2/16/22 Minutes p.3 #9 1.)

• LOUISE CLOUGH MOVED TO RECOMMEND APPROVAL **AS PRESENTED** OF THE FOLLOWING **ANNUAL TOWN MEETING ARTICLES**:

- **\$50,000 FOR QUINQUENNIAL REAL ESTATE CERTIFICATION,**
- **\$15,000 TO HISTORIC RECORDS PRESERVATION,**
- **\$32,000 FOR AN SUV HYBRID VEHICLE;**

LESLEY SEGAL SECONDED; MOTION PASSED **UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS**: MARY ELLEN LARSEN—AYE, LOUISE CLOUGH—AYE, LESLEY SEGAL—AYE, RACHEL ORR—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.

Review of Fiscal Year 2023 (FY23) Accountant Budget and Warrant Articles – Suzanne Kennedy, Accountant (See documents on file.)

Budget: was level funded, especially as no training had been available.

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Article: Town Accountant Suzanne Kennedy stated the following in relation to the Financial Assistant article:

- She had not been fully consulted.
- She definitely needed more staff.
- She retained \$10,000 in the budget in case the article failed.
- A grade 4 step 1-3 position (\$54,500) was not sufficiently high grade to allow for succession planning and she doubted the salary would attract good candidates. Instead she suggested an Assistant Accountant position. Both possibilities were union positions.
- Union contracts allowed a range of 3 steps in advertising positions.
- A previous shared position was more effectively employed solely by the Treasurer and the Accountant's administrative assistant was out on prolonged medical leave. Municipal accounting positions, which differed materially from public accounting, were experiencing a profound lack of candidates. Town Administrator/Personnel Director Jay Grande, and Treasurer Jon Snyder crafted the position to make sure the Accountant's Office got some help.

• MARY ELLEN LARSEN MOVED TO RECOMMEND APPROVAL OF THE ANNUAL TOWN MEETING **FINANCIAL ASSISTANT WARRANT ARTICLE ON THE CONDITION THAT:**

- THAT IT BE POSTED AS ASSISTANT TOWN ACCOUNTANT GRADE 6 STEP 1 AT UP TO \$64,018;

- AND THAT IF THE ARTICLE PASSES LINE 5113 BE REDUCED TO \$0;

JYNELL KRYSTAL SECONDED; MOTION PASSED **UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS:** MARY ELLEN LARSEN—AYE, LOUISE CLOUGH—AYE, RACHEL ORR—AYE, LESLEY SEGAL—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.

Review of Fiscal Year 2023 (FY23) Finance Budgets and Warrant Articles – Jonathon Snyder, Finance Director (See documents on file.)

Budgets:

- Treasurer Collector #145
- Salaries reflected Cost of Living Adjustments (COLAs), while completion of the Munis training dropped Data Processing costs.
- An increase in Bank Fees was in line with cost trending. Most fees were reimbursed by customers but the revenue was credited elsewhere.
- Treasurer Collector - Other #146 – funded the pursuit of delinquent accounts. Mr. Snyder was more aggressive than his predecessor instituting 3-4 foreclosures a year (currently 7 in process), a long, slow process which usually galvanized property owners to find alternate funding or sell the properties.
- Health Insurance rates increased at 6% but no change was expected in Life Insurance or Medicare.

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- As part of collective bargaining negotiations, Mr. Snyder proposed the Town pay short-term Disability Insurance to cover the gap before Worker's Compensation eligibility and longer term disability insurance be offered to employees at relatively low cost. The FinCom suggested both short and long term be offered to employees at group rates.
- Debt & Interest #700 – was still in flux as short term borrowing had started on both the Tisbury School Project and the road bond. In addition some debt from one of the enterprise funds might more correctly devolve on the Town.
- OPEB #919 – Mr. Snyder was committed to an annual contribution, and would only withdraw it if it was the sole reason for an override.

Articles: except for the Accounting position, were mostly housekeeping.

- *ALLAN ROGERS MOVED TO RECOMMEND APPROVAL **AS PRESENTED** OF THE FOLLOWING SPECIAL TOWN MEETING ARTICLES:*

- **OBTAIN OFFICIAL BONDS,**
- **COMPENSATING BALANCE,**
- **BORROWING TO ANTICIPATE REVENUE;**

RACHEL ORR SECONDED: MOTION PASSED **UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS**: MARY ELLEN LARSEN—AYE, LOUISE CLOUGH—AYE, RACHEL ORR—AYE, LESLEY SEGAL—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.

Review of Fiscal Year 2023 (FY23) Select Board Budgets and Warrant Articles – John Grande, Town Administrator (See documents on file.)

Budgets:

Select Board #122

- Salaries reflected COLAs and step increases.
- In collaboration with the Department of Public Works (DPW) their Contract Specialist was shifted into Town Hall to consolidate certified procurement officers on a town-wide basis under Chief Procurement Officer Jay Grande. It would also ease office coverage concerns, reducing Part-Time Seasonal costs.
- Deferred Compensation 5177 was newly created to show transparency in the Town Administrator's contract clause.
- Administrative Assignment Stipend 5142 would compensate Building Inspector Ross Seavey for his increased engagement in Town Hall administration. Mr. Grande praised his unique skills (including technology), experience and education, that were helpful in moving the Town forward. The stipend was estimated at an additional 10 hrs/wk., which Mr. Grande considered to be the best way to get support without creating a new, benefited position. The discussion focused on a number of issues.
- The stipend was taxable income and the additional hours would not increase Mr. Seavey's vacation or sick time. The FinCom expressed concern about

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overworking Mr. Seavey. It was emphasized that he was already performing the duties without compensation.

- Mr. Grande who, as noted above, was filling many roles, was in need of some relief and Mr. Seavey could cover meetings and duties for Mr. Grande, who was also considering succession planning as well as someone to cover certain situations when Mr. Grande was on vacation or personal leave. Mr. Grande was hoping for other relief through a more fully automated Finance Department as well as a possible Natural Resource/Personnel Director.

- The FinCom asked about

- ° position advertising procedures,
- ° the informal creation of an assistant town administrator in relation to other department head candidates, and
- ° Memo wording on enforcement, contracts and licenses that implied a level of responsibility that should incur wider consideration.

- Mr. Grande had authority to designate any department head as Acting Town Administrator in his absence.

- The Tisbury Town Hall was somewhat scattered and Ross Seavey was able to oversee the Annex. Mr. Seavey expressed his positive willingness to continue this work and noted that it was both project oriented and targeted to his usual duties: Climate Committee, the Tisbury School, the Steamship Authority and transportation meetings, etc.

- There was a FinCom objection to the increased number of assistant positions in the Town budget.

• *ALLAN ROGERS MOVED TO RECOMMEND APPROVAL OF THE SELECTMEN #122 FISCAL YEAR 2023 BUDGET AS SUBMITTED; JYNELL KRISTAL SECONDED; MOTION PASSED: 6 AYES, 1 NAY, 0 ABSTENTIONS: MARY ELLEN LARSEN—AYE, RACHEL ORR—NAY, LESLEY SEGAL—AYE, JYNELL KRISTAL—AYE, LOUISE CLOUGH—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.*

• At the end of the meeting:

MARY ELLEN LARSEN MOVED TO REVISIT AND RESCIND THE VOTE TO APPROVE THE SELECTMEN #122 FISCAL YEAR 2023 BUDGET VOTE; ALLAN ROGERS SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MARY ELLEN LARSEN—AYE, RACHEL ORR—AYE, LOUISE CLOUGH—AYE, LESLEY SEGAL—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.

• *ALLAN ROGERS MOVED TO RECOMMEND APPROVAL OF THE **SELECTMAN #122** FISCAL YEAR 2023 BUDGET **AS SUBMITTED**; JYNELL KRISTAL SECONDED; MOTION **PASSED: 5 AYES, 2 NAYS, 0 ABSTENTIONS**: MARY ELLEN LARSEN—NAY, RACHEL ORR—NAY, LOUISE CLOUGH—AYE, LESLEY SEGAL—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.*

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- Select Board - Other #123 was down 2.4% however the FinCom pointed out that FY22 Casualty Insurance ran at a considerable deficit (see 8/25/21 Minutes p.1-2).
- *LESLEY SEGAL MOVED TO RECOMMEND APPROVAL OF THE **SELECTMAN OTHER DEPARTMENT #123 FISCAL YEAR 2023 BUDGET INCREASING LINE 945 CASUALTY INSURANCE TO \$500,000**; RACHEL ORR SECONDED; MOTION PASSED **UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS**: MARY ELLEN LARSEN—AYE, RACHEL ORR—AYE, LESLEY SEGAL—AYE, JYNELL KRISTAL—AYE, LOUISE CLOUGH—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.*
- Building Maintenance #192 – increases were tied to utility cost inflation for both Town Hall and the Annex. A hot water heater should be replaced in accordance with green community standards.
- *LESLEY SEGAL MOVED TO RECOMMEND APPROVAL OF THE **BUILDING MAINTENANCE DEPARTMENT #192 FISCAL YEAR 2023 BUDGET WITH A SLIGHT CHANGE OF LINE 5211 ELECTRICITY TO \$20,000**; MOTION PASSED **UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS**: MARY ELLEN LARSEN—AYE, RACHEL ORR—AYE, LESLEY SEGAL—AYE, JYNELL KRISTAL—AYE, LOUISE CLOUGH—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.*
- Park & Ride #481 – encompassed maintenance and repair of the kiosk.
- *RACHEL ORR MOVED TO RECOMMEND APPROVAL OF THE **PARK & RIDE #481 FISCAL YEAR 2023 BUDGET AS WRITTEN**; MOTION PASSED **UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS**: MARY ELLEN LARSEN—AYE, RACHEL ORR—AYE, LESLEY SEGAL—AYE, JYNELL KRISTAL—AYE, LOUISE CLOUGH—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.*
- Mr. Grande reported that Town staff would meet on the next warrant version with additional and/or deleted articles (the Animal Control bylaw, an energy stabilization fund, etc.). The Town Clerk was considering declaring the Special and Annual Town Meeting (STM/ATM) date in order to post the election.
- Debt & Interest numbers would be available next week. Mr. Snyder projected some form of override would be necessary and recommended the FinCom be prepared for a more global FY23 Budget discussion.

Discussion and Voting on Previously Reviewed Budgets and Warrant Articles – Tabled

Future Meetings (See below: Meetings/Events & Actions.)

- March 2nd – Sewer/Wastewater & Water Works, Library articles, Board of Health article and Debt & Interest budget.
- There was a request to talk to the Personnel Board about the new positions, possibly on March 9th.

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- The FinCom did not need to interview: Adult Community Education Martha's Vineyard (ACE MV), Dukes County Regional Housing Authority (DCRHA), or the Martha's Vineyard Commission (MVC).

Items Not Reasonably Anticipated by the Chair - None

Adjournment

• *ALLAN ROGERS MOVED TO ADJOURN AT 9:02PM; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MARY ELLEN LARSEN—AYE, LESLEY SEGAL—AYE, RACHEL ORR—AYE, JYNELL KRISTAL—AYE, LOUISE CLOUGH—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.*

Appendix A: Meetings/Events:

- **TFC – 6:30PM, Wednesdays, March 2, 9, 16, 23, 2022 – Zoom**
- Close STM/ATM Warrant – March 8, 2022
- STM/ATM – **TBD** – 7:00PM, Tuesday, April 12, 2022 – Tis. School Playground
OR - 2:00PM, Saturday, April 30, 2022 – PAC

Appendix B: Actions

Ann Marie - contact other Towns re: shared climate controlled record storage.
Tracey Jones – resubmit budget re: Full-Time/Overtime reduction and Vehicle Repair increase.

Greg Leland – reduce Line 5300 Professional Services to \$2,500 on ATM floor.
Jay G./Jon S.:

- change Finance Asst article to: Asst. Accountant Grade 6 Step 1 at \$64,018;
- change Selectmen Other, Casualty Insurance Line #945 to \$500,000;
- change Building Maintenance, Electricity Line #5211 to \$20,000;

Suzanne K. - reduce line 5113 to \$0 on ATM floor.

Nancy – Schedule Personnel Bd. interview

- Send out nitrogen regulations.

Agenda – Minutes: 2/9/22, 2/16/22, 2/23/22

Overall Budget Conversation

\$100,000 FY22 Reserve Fund spending tally – Balance: \$75,000
8/25/21 – Selectmen Other/Finance - \$25,000 Insurance shortfall

Appendix C: Documents on File:

- Agenda 2/23/22
- FY 2023 Budget Plan Town of Tisbury Department 231
Ambulance/EMT (4 p.) 1/11/22
- FY 2023 Budget Plan Town of Tisbury Department 135 Accountant
(3 p.) 1/11/22

continued >

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Appendix C: Documents on File (cont.):

- FY 2023 Budget Plan Town of Tisbury Department 141 Assessors (3 p.) 1/11/22
- FY 2023 Budget Plan Town of Tisbury Department 145 Treasurer/Collector (4 p.) 1/11/22
- FY 2023 Budget Plan Town of Tisbury Department 146 Treasurer/Collector Other (3 p.) 1/11/22
- FY 2023 Budget Plan Town of Tisbury Department 919 OPEB Benefits (2 p.) 1/12/22
- FY 2023 Budget Plan Town of Tisbury Department 122 Selectmen (6 p.) 1/11/22
- FY 2023 Budget Plan Town of Tisbury Department 123 Selectmen-Other (4 p.) 1/12/22
- FY 2023 Budget Plan Town of Tisbury Department 192 Building Maintenance (4 p.) 1/11/22
- FY 2023 Budget Plan Town of Tisbury Department 481 Park & Ride Facility (2 p.) 1/11/22
- Article Submission Form – Hybrid SUV for Assessors’ Department 12/13/21
- To Raise and appropriate...preservation of historical records... 12/15/21
- Gilfoy/Grande emails re: Notice of Resignation 2/19/22
- Gilfoy/Snyder emails re: MA Municipal Finance Training and Resource Center Link 2/19/22

Nancy Gilfoy – Chair

Date

Minutes approved as amended 3/23/22