

**Tisbury Finance and Advisory Committee  
6:30PM, Wednesday, January 11, 2023  
by Zoom Cloud Conference due to Covid-19 Restrictions**

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**Present:** Chair Nancy Gilfoy, Louise Clough, Mary Ellen Larsen,  
John Oliver\*, Rachel Orr\*, Allan Rogers, Dan Seidman\*,  
**Town:** Treasurer – Jonathan Snyder, Building Inspector - Ross Seavey,  
Moderator – Deborah Medders,  
**Dukes County** - Commissioners: Chair -Christine Todd, James Klingensmith,  
Don Leopold, Doug Ruskin, Manager – Martina Thornton,  
**Others:** MVCET - Holly Bellebuono, Norm Werthwein, CFL – Leslie Clapp,  
Harbor Homes - Susan Diverio, Karen Tewhey,  
VHCAP – Sarah Kuh, MVCS - Beth Folcarelli,  
HAMV – Cindra Trish,  
Recorder – Marni Lipke,

\* TFC members late arrivals or early departures.

**Call Meeting to Order**

• The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:34PM. (*Recorder's note: Discussions are summarized and grouped for clarity and brevity.*) Chair Nancy Gilfoy welcomed everyone.

**Review of Martha's Vineyard Center for Education and Training (MVCET)  
Article – Holly Bellebuono, Norm Werthwein, MVCET Board Member**

(See documents on file and below: Actions.)

\* During this discussion John Oliver entered the meeting at 6:47PM.

MVCET (previously ACEMV) changed its name to reflect the shift to almost exclusively workforce training and college certificate programs with the ultimate goal of allowing residents to enroll in community colleges for associate or bachelor degrees. Currently MVCET was partnering with Bristol Community College for off shore wind certificates and Cape Cod Community College (CCCC) for early childhood education certificates—which were sorely needed to staff the Martha's Vineyard Community Services (MVCS) daycare program. MVCET also ran Portuguese for Business Owners as well as classes in construction trades, business, technology, and electrician certification—which had 41 enrolled students; and they were looking for a Certified Nursing Assistant (CNA) class instructor.

- Revenue included split tuitions, grants that subsidized bus passes and childcare, and in-person/networking for professional development.

- MVCET served adults over 18 years and did not compete with the Martha's Vineyard Regional High School (MVRHS) although they partnered on some programs such as early childhood education.

- The FinCom thanked MVCET representatives for this important service.

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**Review of Regional Services Budgets and Articles** (See below: Actions.)

**Martina Thornton, County Manager** (See documents on file.)

\* During this discussion Rachel Orr entered the meeting at 6:53PM.

Dukes County (DC) encompassed three types of governance:

- required governmental services, e.g. beach management, shellfish, etc.;
- grants and Island advocacy—with a shout out to County Manager Martina Thornton for her diligence and success;
- fiscal agents to (social) services that all towns agreed to support—as presented at this meeting.
- In addition the County itself directly provided residents public benefits access (see below).

**Sarah Kuh – Dukes County Health Care Access (DCHCA) and Dukes County Public Benefits Access (DCPBA)** (See documents on file.)

• DCHCA (formerly Vineyard Health Care Access Program–VHCAP) services were to:

- connect residents with Massachusetts affordable health insurance programs,
- help Islanders transition to Medicare,
- assist families with elders going into nursing homes,
- educate/refer clients on available resources (including dental & vision care),
- help residents advocate for themselves and get Primary Care providers.

• The FY24 Tisbury share increased \$3,761 over FY23 to fund:

- fixed personnel costs (steps, insurance increases, etc.); and
- an additional 10 hrs./wk. for the Medicare Counselor due to a steep increase in population triggered by relocations during the pandemic.
- Retirement expenses dropped ~ \$18,000 due to better estimation/billing methodology.

- The Martha's Vineyard Hospital (MVH) contract employee was zeroed out by a semi-retirement and a shift to a full time County-funded position.

• DCPBA – assisted Islanders with public benefits access, such as utility assistance, Supplemental Nutrition Assistance Program (SNAP), emergency cash and disabilities claims. The loss of the FY22 Cares Act grant reduced the case worker from 40 to 30 hr./wk. Other grant funding included: Community Action Committee of Cape and Islands from National Anti-Poverty funding, SNAP, University of Massachusetts Medical School resources, and a small fuel assistance contract.

**Leslie Clapp - Martha's Vineyard Center for Living (CFL/C4L)**

(See documents on file.)

Like the DCHCA the increase in older residents resulted in increased need for CFL services as well as for more advanced types of cognitive and physical challenges such as wheelchair or mobility issues; CFL served 40 families in 2022 with 28 current clients—due to holiday and Covid dips. The roughly \$67,000 or 11-13% total budget increase covered:

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- another 26 hr. day program assistant to maintain a 5 to 1 client/staff ratio,
- tax preparation costs, and
- utility and County building costs.
- The CFL more than doubled income projections by increasing fees to \$60 per day + \$10 for transportation.
- It was now operating a bus on loan from the Vineyard Transit Authority (VTA), with a grant funded driver for 2/3 of its clients.
- The County contract for the second floor provided 25% of building operating expenses (see Minutes: 1/7/18 p.4, & 1/16/19 p.4, & 12/4/12 p.2).

**Beth Folcarelli – Martha's Vineyard Community Services (MVCS)**

(See documents on file.)

- Counseling Outreach and Referral for Elders (CORE) worked face-to-face with homebound seniors to assess, counsel, and manage care, including food insecurity, transportation to and from appointments, and transitioning in and out hospitals. 1.35 full time equivalent (FTE) counselors/care coordinators covered 83 (up from 75) clients—of which 31% resided in Tisbury. They presented a flat budget.
- Substance Use Disorder (SUD) Coalition found it hard to find a part time coordinator (see 1/12/22 Minutes p.2), consequently it was decided to combine the position with a half-time Community Outreach position for a full time equivalent targeted to start in February 2023. The unfilled position left a residual for a slightly decreased FY24 ask of \$48,590 since recruitment and technology needs had been completed.

**Cindra Trish – Healthy Aging Martha's Vineyard (HAMV)**

(See documents on file.)

- \* Louise Clough recused herself due to conflict of interest as a HAMV employee.
- This was the planning advocacy and community/infrastructure building service organization for elders, working in coalition with other agencies, on such areas as transportation, digital equity and advanced care planning. It found grants and alternate funding for such pilot programs as Home Safety improvements (for 14 Tisbury residents), GoGoGrandparent and the first comprehensive transportation directory (currently working on off-Island transportation), home sharing, and evidence-based matter of balance courses at the Councils on Aging (COAs).
- The budget increase was due to:
  - Director's salary increase with some decreases in direct costs—other employees were paid through grants;
  - \$10,000 to replace the withdrawal of an annual Martha's Vineyard Commission (MVC) contribution—essentially shifting funds from one regional organization to another.

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- The transportation coordinator would be funded for 3 years by Massachusetts Department of Transportation (MassDOT) but would get 1 year interim funding from such local foundations as: banks, MVH, Farm Neck, Martha's Vineyard Community Foundation, etc.
- First Stop was now entirely funded by the MVCS.

**Susan Diverio – Harbor Homes (HH)** + former Director Karen Tewey,  
(See documents on file & Minutes: 1/22/20 p.3 #m, & 1/26/21 p.2.)

- This discussion was somewhat hampered by a lack of budget information, which was then sent.
- In 2022 Harbor Homes served 175 clients, 136 by the homeless prevention coordinator and 20 in permanent shelters (8 in women's, 12 in men's) 11 in hotel respite and 28 in a winter shelter.
- A bare bones staff for the case load included:
  - 2 full time employees: the Executive Director and the Homeless Prevention Case Manager;
  - 2 part time employees: Director of Institutional Advancement and Case Manager for the Men's Congregate Home;
  - 7 seasonal workers in the shelter at MVCS (thanks very much to MVCS).
- The current ask was for the Homeless Case Worker (subcontracted through Dukes County as fiscal agent).
- Originating in 2016, the Case Manager had been an un-affiliated desk at Dukes County Regional Housing Authority (DCRHA) funded by grants that aged out. In FY22 the Towns/Dukes County took over the funding. Harbor Homes was a fairly recent non-profit able to link to on- and off-Island resources.
- A 10.5 year multi-million grant was stringently restricted to establishing a permanent winter shelter—i.e. property/building purchase, staffing, program operations, etc.
- HH was also asking for Community Preservation Committee (CPC) money to fund another shelter (in collaboration with Mass. Dept. of Mental Health) for chronically homeless individuals with mental health issues.

**Martina Thornton, County Manager** (See documents on file.)

- Earlier in the meeting the revenue replacement article was presented. All social service funding went directly to the programs, with no funds going to the County, which was problematic. Time analysis showed the fiscal agent labor and expenses to be ~ 5% of each program budget: coordinating town funding, contracting with programs, managing town invoices and reimbursements, coordinating budget presentations, assisting programs as needed. The Fiscal Year 2023 (FY23) 5% administrative funding article (see 1/12/22 Minutes p.4) failed when West Tisbury Annual Town Meeting (ATM) rejected it.

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- The FY24 article referred instead to revenue replacement for the ensuing budget shortfall, i.e. the total amount needed to balance the County budget (compensation, Cost of Living Adjustment (COLA), utility costs, etc.) estimated at ~ \$42,000 (Tisbury share \$5,485). Any surplus would be returned to the Towns after audit certification—sometimes taking 2 years.
- The other article addressed necessary DCHCA building remediations. Procurement regulations would delay roof, insulation and more substantial repairs 2-3 years, so this article was for immediate interior needs addressing confidentiality/privacy, heating/cooling, furniture, etc. A designer was hired and current estimates obtained. As much work as possible would be done within the conservative \$200,000 total (Tisbury share \$35,240).
- The FinCom thanked everyone for their attendance and presentations.

**Reserve Fund Transfer Request**

(See documents on file.)

- Building Commissioner Ross Seavey had left his position but agreed to continue as a part-time consultant (especially for the Tisbury School project) at \$125/hr. for a maximum of 15 hrs./wk. for a maximum of 16 weeks, until a successor was found. It was illegal for a Town to be without a Building Inspector/Commissioner.
- There was confusion over why this was a Reserve Fund request, possibly that consultant expenses could not be paid from salary residuals. The FinCom, expressed satisfaction with Mr. Seavey but tabled the request in consideration of the following reservations.
  - End-of-year transfers between salary and expense lines were common practice (e.g. see 5/11/22 Minutes p.2).
  - There was considerable concern about such a large request in the face of spiking inflation, utility costs and unpredictable/unknown FY23 economics.
  - It was suggested that:
    - Tisbury share a Building Commissioner with another Island town;
    - the Selectmen Professional Fees line might accommodate the expense;
    - the expense be approved only on a month-by-month basis.
  - The fee seemed high. It was equivalent to Mr. Seavey's salaried draw. There was a statewide shortage of Building Commissioners. Certification required extensive professional development, time and expense.

**Committee Reports**

- After inaction last session, the State legislative bill with the Embarkation fee increase attached (see 12/21/22 Minutes p.1-2) would be resubmitted this session. The informal Committee contacted Falmouth which voted to join Tisbury and Oak Bluffs in advocating for \$1.50 fee—an automatic inflation-based increase was being considered.

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- The CPC was finished for the year.
- Nancy Gilfoy agreed to replace Mary Ellen Larsen as the Martha's Vineyard Regional High School Committee (MVRHSC) liaison.
- Tisbury was eligible for the Community Impact Fee (see below: Actions).

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

- As budgets were available, FinCom members should be prepared to attend weekly meetings—a quorum of 5 was needed.
- Recorder Marni Lipke would be out of commission for February and a substitute was being considered. If a substitute was not available the Chair would request help from members on taking down motions and actions.
- Members thanked Chair Nancy Gilfoy for all her work sorting and conveying documents.

**Items Not Reasonably Anticipated by the Chair** - None

**Adjournment**

• *MARY ELLEN LARSEN MOVED TO ADJOURN AT 8:31PM; JOHN OLIVER AND ALLAN ROGERS SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS: MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—AYE, RACHEL ORR—AYE, NANCY GILFOY—AYE.*

**Appendix A: Meetings/Events**

- **TFC – TBD - 6:30PM, Wednesdays, January 18 & 25, 2023 - Zoom**
- **STM/ATM –Tuesday, April 25, 2023 – MVRHS PAC**

**Appendix B: Actions**

MVCET/Holly – send previous year comparisons.

Nancy – schedule COA budget review re: other elder social services.

Rachel – share community impact fee fact sheet.

All – contact Nancy with any department budget requests/questions.

All – Please remember not to hit “Reply All”.

**Future Agendas**

- Minutes: 10/13/22, 10/19/22, 11/16/22, 12/7/22, 12/21/22, 1/11/23
- Dedicate some solar revenue to sustainability projects,
- Fund Energy Stabilization Fund
- New School Maintenance Budget

**Budget Season Notes**

- vote items/dept. budgets next meeting after they are presented/discussed;
- redraft FinCom letter to include deadlines and send to Committees/Boards;

**continued**

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**Appendix B: Actions (cont.)**

Budget Season Notes (cont.)

- include Building Dept. fee revenues (offsetting expenses) in budget interview;
- ask departments to project all needs 5 years out i.e. like a capital plan but on other factors—staffing, program changes, etc.
- possible early votes:     ° standard articles,  
                                     ° smaller/level funded department budgets,
- Ask departments: general energy efficiency and emergency preparedness:
  - ° insulation, window repairs,
  - ° turn down heat/air conditioning, turn off lights, motion sensor or timers,
  - ° under sink hot water heaters.

\$100,000 FY23 Reserve Fund spending tally – Balance: \$100,000

**Appendix C: Documents on File:**

- Agenda 1/11/23
- Gilfoy/Snyder cover email re: Rooms, Meals and MJ Tax Update (2 p.) 1/4/23
- Gilfoy/Bennet cover emails re: Management and Professional Compensation and Classification Study findings (6 p.) 1/6/23
- Gilfoy cover email re: County and non-profits articles and budgets (2 p.) 12/30/22
- Dukes County Introduction to Tisbury FinCom (11 p.) 1/11/2023
- FY2024 County Request for funding 12/16/22
- FY2024 County Request for funding 1/11/23
- FY2024 ATM – Tisbury, Funding Requests submitted by Dukes County on 12/28/2022 (2 p.)
- Dukes County Health Care Access Office Upgrade
- County of Dukes County Vineyard Health Care Access Program Annual Report, FY2022, July 1 2021 – June 30, 2022 (2 p.)
- Dukes County Social Services Annual Report FY22 (4 p.)
- MV Center for Living, Account, Description, #Hrs... (2 p.)
- FY2024 Funding Request – MV Center for Living (2 p.)
- Explanation of warrant article to fund County Revenue Replacement (a/k/a budget shortfall)
- MV Community Services Town Funding Request FY2024 (10 p.)
- FY24 SUD Coalition County Request, Submitted 11/15/22
- FY24 CORE Budget Request with Reference and Reporting Information, Submitted 11/15/22
- FY24 Healthy Aging MV Budget Request with Reference and Reporting Information submitted 11/15/22

**continued >**

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**Appendix C: Documents on File (cont.):**

- Healthy Aging Martha's Vineyard Town Funding Request FY2024 (6 p.)
- Martha's Vineyard Homeless Prevention Case Manager 2021-2022 Statistics (2 p.)
- Harbor Homes, Homeless Prevention Case Manager – Annual Report (4 p.)
- Gilfoy/Thornton cover emails re: Harbor Homes Budget (6 p.) 1/12/23
- Request for Transfer from the Reserve Fund Building Dept. Professional Services 1/5/23

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Nancy Gilfoy – Chair

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Date

Minutes approved as amended 1/25/23