

**Tisbury Finance and Advisory Committee**  
**6:30PM, Wednesday, January 18, 2023**  
**by Zoom Cloud Conference due to Covid-19 Restrictions**

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**Present:** Chair Nancy Gilfoy, Louise Clough, Jynell Kristal,  
Mary Ellen Larsen, John Oliver, Allan Rogers,  
**Town:** Moderator – Deborah Medders,  
COA Director – Joyce Tucker, DPW Director – Kirk Metell,  
**Others:** 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 6:36PM. (*Recorder's note: Discussions are summarized and grouped for clarity and brevity.*)

**Building Department Reserve Fund Transfer Request**

The request was withdrawn after hearing of FinCom concerns (See 1/11/23 Minutes p.5).

**Review of Council on Aging (COA) Budget – Joyce Stiles-Tucker, Director**

(See documents on file and below: Actions.)

\* COA Board member Mary Ellen Larsen recused herself for conflict of interest.

The Budget (Dept. #541) showed a 17.5% increase comprised of:

- retirement and training overlap with Director Joyce Stiles-Tucker and the new Director (to be advertised on the State COA website);
- \$500 increase each for electric and heating fuel.
- A new copier would be leased and should be in the Information Technology (IT) budget with other copier leases.
- The FinCom congratulated Ms. Tucker for the second Mass. Office of Disabilities grant for converting the main doors to automatic.
- There was confusion over:
  - division of retiring vs. new director salary time and training overlap length;
  - differing budget and narrative totals.
- All COAs met regularly and worked in partnership with elder organizations (Healthy Aging Martha's Vineyard-HAMV, Center For Living-CFL, Counseling Outreach and Referral for Elders-CORE, Dukes County Health Council-DCHC, etc.) referring clients, facilitating on & off Island transportation, etc.
- The FinCom wished Ms. Stiles-Tucker all the best with the Director transition and her retirement.

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**Review of Department of Public Works (DPW) Budget and Warrant Articles**  
**- Kirk Metell, Director** (See documents on file and below: Actions.)

The FinCom appreciated Kirk Metell's work to keep the Budget (Dept. #422) at 2.8% increase. Although it was a large budget, a substantial portion was locked into 3 yr. contract work—the proportion was likely to increase in coming years.

- The Town electrician position (minimally used at ~ \$9,000/yr.) was shifted to a Building and Grounds Foreman.
- Lifeguards (hard to fill positions) were shifted to Fire/Emergency Medical Service (EMS) with an idea of shared lifeguard/Emergency Medical Technician (EMT) positions.
- Staff were asked to upgrade to a Commercial Drivers License (CDL) status for promotions and better truck operation flexibility.
- Positions (including a Facilities Manager) were advertised for over a year without candidates—partially due to salaries below market rate—contractors were paying substantially over Town rates (even with benefits and vacations) in order to cover housing crisis/mortgage rates. Mr. Metell preferred to shift funds to spending rather than idle them in vacant salaries.
- The Professional Services increase was configured to:
  - ° pay for Environmental Partners to team with a Facilities Manager for engineering to draft a 10-20 yrs. spending plan on municipal buildings to rectify many years of neglect; and/or
  - ° failing the hiring of a Facilities Manager, pay Environmental Partners for such services.
- Staff would receive the 6.8% Cost of Living Adjustment (COLA). Mr. Metell's COLA was in a separate warrant article.
- The \$50,000 Buildings & Grounds increase should cover overage trending by shifting staff into the line and restricting contract work to Parks and Recreation. The 3 yr. custodial contract was serving the Town well with night cleanings. The DPW maintained the Owen Park and Police Parking lot restrooms.
- \$2,000,000 of the \$5,000,000 infrastructure (road) improvements bond (see 3/10/21 Minutes p.3 & below: Articles) had been spent.
- Tree Warden spending fluctuated sharply depending on storm damage.
- Snow & Ice was consistently overspent and below other Island Towns' budgeting. Residents were asking for more sidewalk clearing. The work ate up staff hours and often had to be contracted out (see also below: Articles).

**Warrant Articles**

- \$200,000 for maintenance painting of Town Hall, the COA, and the Police Station would go out to bid.

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- The Town had been spending money to remediate Emergency Services Facility (ESF) poor construction since it was built. This \$70,000 article addressed deterioration due to Heating/Ventilation/Air Conditioning (HVAC) problems.
- \$60,000 in equipment included a skid steer (small loader), water tank for pressure cleaning sidewalks, tilt trailer and truck beds to replace aging trucks and to transport the above (see below: Actions).
- \$50,000 for a rideable snowblower narrow enough for Tisbury sidewalks would enable the DPW to clear downtown and the School. ~ \$30,000 per year was currently spent on contractors, some working with shovels.

(There was a discussion on the outmoded, unpopular bylaw requiring residents clear sidewalks in front of their houses within 4 hrs. of the end of each storm (see below: Actions).)

- By the time the Main St. curb expansion and paving as well as the DPW/Water Dept. road improvements were completed, the \$5,000,000 bond would be exhausted so this \$500,000 article would fund the next phase of sidewalk replacement including the School loop. However it was agreed the request could be postponed (see below: Actions).
- The “temporary” Town Hall Annex modulars were now in need of \$50,000 in repairs to remain watertight.
- The Town purchased 3 of its leased mowers, 2 of which needed to be replaced for \$20,000. Kirk Metell advised returning all equipment as each lease ended.
- There were several issues around the \$220,000 for Veterans Park turf rehabilitation. The Park itself was mostly wetland and sand. A previous turf article ran out of funds so some of the field received dirt and hydro-seed.
  - The DPW was working with the Open Space Committee on a Park Master Plan and with Vineyard Golf on deep aeration, bio-friendly chemicals, etc.
  - The Music Festival paid \$30,000 rent into the Parks and Recreation budget. Festival promoters also provided some field repair and maintenance.
  - Storm drainage and storage was being completed under the old fire station parking lot with a view to using the Park as a leaching field. However run-off and capacity continued to be a problem. The DPW was working with Mass. Department of Transportation (MassDOT) on the more urgent flooding problems at 5 Corners intersection and Steamship Authority pier access.
- The DPW also sponsored two Embarkation articles (see 12/21/22 Minutes p.4): Union St. underground utilities and beautification.
- The FinCom thanked Mr. Metell for everything he did so well.

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**Vote on Articles and Budgets Reviewed 1/11/23**

(See 1/11/22 Minutes p. 1-5.)

- JYNELL KRISTAL *MOVED TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2024 ANNUAL TOWN MEETING **\$10,000 MARTHA'S VINEYARD COMMUNITY EDUCATION AND TRAINING (MVCET) ARTICLE*** AS PRESENTED; ALLAN ROGERS SECONDED; MOTION PASSED **UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**; MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—AYE, NANCY GILFOY—AYE. The FinCom was grateful for the continued flat request.
- Two organizations were part of the Tisbury Budget.
- JYNELL KRISTAL *MOVED TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2024 FOLLOWING TISBURY BUDGET PORTIONS AS PRESENTED:*
  - **DUKES COUNTY HEALTH CARE ACCESS - \$79,804,**
  - **MARTHA'S VINEYARD CENTER FOR LIVING - \$102,024,**
  - **DUKES COUNTY CENTER FOR LIVING BUILDING - \$32,422;**ALLAN ROGERS SECONDED; MOTION PASSED **UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**; MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—AYE, NANCY GILFOY—AYE.
- JYNELL KRISTAL *MOVED TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2024 ANNUAL TOWN MEETING **\$8,186 DUKES COUNTY PUBLIC BENEFITS ACCESS ARTICLE*** AS PRESENTED; ALLAN ROGERS SECONDED; MOTION PASSED **UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**; MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—AYE, NANCY GILFOY—AYE.
- JYNELL KRISTAL *MOVED TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2024 ANNUAL TOWN MEETING **\$10,526 HOMELESSNESS PREVENTION ARTICLE*** AS PRESENTED BY HARBOR HOMES; ALLAN ROGERS SECONDED; MOTION PASSED **UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**; MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—AYE, NANCY GILFOY—AYE. The FinCom questioned the Homelessness Prevention language rather than Harbor Homes.
- MARY ELLEN LARSEN *MOVED TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2024 ANNUAL TOWN MEETING **\$17,978 COUNSELING, OUTREACH AND REFERRAL FOR ELDERS (CORE) ARTICLE*** AS PRESENTED; JOHN OLIVER SECONDED; MOTION PASSED **UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**; MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—AYE, NANCY GILFOY—AYE.

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- JYNELL KRISTAL *MOVED TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2024 ANNUAL TOWN MEETING **\$21,162 HEALTHY AGING MARTHA'S VINEYARD (HAMV) ARTICLE*** AS PRESENTED; ALLAN ROGERS SECONDED; MOTION **PASSED: 5 AYES, 0 NAYS, 1 ABSTENTION** due to conflict of interest: MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—ABSTAIN, NANCY GILFOY—AYE.
- JYNELL KRISTAL *MOVED TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2024 ANNUAL TOWN MEETING **\$8,586 SUBSTANCE USE DISORDER (SUD) COALITION ARTICLE*** AS PRESENTED; ALLAN ROGERS SECONDED; MOTION PASSED **UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**: MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—AYE, NANCY GILFOY—AYE.
- ALLAN ROGERS *MOVED TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2024 ANNUAL TOWN MEETING **\$5,485.25 DUKES COUNTY REVENUE REPLACEMENT / BUDGET SHORTFALL ARTICLE*** AS PRESENTED; MARY ELLEN LARSEN SECONDED; MOTION PASSED **UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**: MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—AYE, NANCY GILFOY—AYE.
- JYNELL KRISTAL *MOVED TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2024 ANNUAL TOWN MEETING **\$35,340 DUKES COUNTY HEALTH CARE ACCESS BUILDING IMPROVEMENTS ARTICLE*** AS PRESENTED; ALLAN ROGERS SECONDED; MOTION PASSED **UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**: MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—AYE, NANCY GILFOY—AYE.

**Committee Reports**

- The Climate Committee proposed
  - a \$175,000 article for COA roof solar panels, and
  - 2 electric vehicle (EV) chargers for the Park & Ride.However it was unclear who would sponsor the articles—the Select Board? Park & Ride? in any case funds could not go to the Committee.
- After the recent publicity on the Town Hall use of the Katherine Cornell Theatre, the Tisbury Select Board (TSB) was considering renting office space in the Educomp Building (see documents on file).

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

- Juliette Mulinare would be the substitute recorder while Marni Lipke was out. At her request all meetings would be on Zoom.
- The Fire/EMS/Emergency Management budgets were not yet in. The Police Budget had a relatively small increase but would be interviewed as a large department.

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

**Adjournment**

- *ALLAN ROGERS MOVED TO ADJOURN AT 8:02PM; JOHN OLIVER SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS: MARY ELLEN LARSEN—AYE, JOHN OLIVER—AYE, JYNELL KRISTAL—AYE, ALLAN ROGERS—AYE, LOUISE CLOUGH—AYE, NANCY GILFOY—AYE.*

**Appendix A: Meetings/Events**

- **TFC – TBD - 6:30PM, Wednesdays,**  
**January 25, 2023 - Zoom**  
**February 1 & 8, 2023 - Zoom**  
**TFC/TSB February 15, 2023 - Zoom**
- STM/ATM –Tuesday, April 25, 2023 – MVRHS PAC

**Appendix B: Actions**

Nancy – clarify COA budget salary lines.

Nancy – locate COA copier lease budgeting.

Kirk M. – request all equipment be undercoated;

- withdraw/postpone \$500,000 sidewalk paving article to FY25.

Allan/Kirk – ask about amending resident snow removal bylaw.

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 as amended, 1/18/23

- 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;
- 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.

**continued**

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

Budget Season Notes (cont.)

- 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 1/18/23
- Gilfoy/Grande emails re: Town Hall Office Space (2 p.) 1/18/23
- MassDOT Design Public Hearing Drainage Improvements on State Highway, Tisbury, MA
- FY 2024 Budget Plan Town of Tisbury Department 541 Council on Aging (4 p.) 1/9/23
- FY 2024 Budget Plan Town of Tisbury Department 422 Public Works & Narrative (6 p.) 1/9/23

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Nancy Gilfoy – Chair

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Date

Minutes approved 1/25/23