

Tisbury Finance and Advisory Committee
6:30PM, Wednesday, September 20, 2023
Emergency Services Facility

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Present: Chair Nancy Gilfoy, Louise Clough, Rachel Orr,
Others: Recorder – Marni Lipke,
Town: Treasurer – Jonathan Snyder, Accountant – Suzanne Kennedy
* TFC members late arrivals or early departures.

Notes

Call Meeting to Order – There was no quorum.

Orientation to Municipal Finance and Levy Limit Calculation – Tabled
(See documents on file & below: Meetings/Events.)

- Members apologized several times for the lack of quorum, and thanked the Financial staff for their attendance and thorough preparations.
- Staff was busy with the new Munis upgrade (see 5/17/23 Minutes p.2). They were disappointed by the lack of preliminary set-up/trouble-shooting.

Cost of Living Adjustment (COLA) Calculation – Tabled

Special Events Fees Letter (See below: Actions-Budget.)

Veteran's Field damage still showed a lake and equipment furrows. Discussion was on: finances, deposits, staffing reimbursement, rent, liability exposure, establishing policy to avoid personalities, and traffic police posting.

- Some absent members sent their endorsement of the letter. A clause on hiring staff with expertise in entertainment finances and public land requirements/regulation was suggested.

Committee Reports

* Alex Meleney attended briefly, apologizing for his absence due to family health issues.

- 3 FinCom members went to the Town staff Master Plan meeting that was sparsely attended. Unfortunately, discussion was distracted by the proposed change from a Town Administrator to a Town Manager.
- Tisbury School Committee (TSC) reported the Project on time and on budget.
- The Climate Committee was pushing the School Project solar panels: funding, conduit ready roofs, 1929 building roof inclusion.
- Ex-Oak Bluffs Police Chief Erik Blake was hired as part-time Facilities Manager working on a policy for semi-annual inspections/punch lists of all Town facilities.
- Town Administrator Jay Grande decided to continue the Police temporary generator rental until a Town Meeting warrant article. Members discussed: high rental costs, supply chain delays, and use of Free Cash.
- Another warrant article might cover Town Hall air remediation.

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Future Meetings (See below: Meetings/Events.)

Adjournment

The meeting ended at 7:35PM.

Appendix A: Meetings/Events

- Master Plan – Senior Center:
 - Public – 5:30PM, Friday September 22, 2023
& 10:00AM Saturday, September 23, 2023
- **TFC/TSB/Personnel – 6:30PM, Wednesday, September 27, 2023 – KCT**
- **TFC Orientation – 6:30PM, Wednesday, October 4, 2023 – EMF**
- **TFC/TSB/Planning – TBD, Tuesday, October 24, 2023**
- Special/Annual Town Meeting – 7:00PM, Tuesday May 28, 2024 - PAC

Appendix B: Actions

Nancy – request Special Event Contract be put on TSB agenda.

Rachel/Ruth/Nancy – redraft special event fee letter for October meeting.

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

Future Agendas – Minutes: 9/6/23, 9/20/23 Notes,

Budget Season Notes

- No new positions in FY25
- FY25 salaries/budgets will be higher due to classification raises.
- Ask about Music Festival budget impact.
- include budget deadline ultimatum in FinCom letter,
- department budget drafts posted on Town Website (password protected)? or
- attach budget/narrative modules to agendas.
- request/demand foundational information, levy, free cash estimates, etc.
- contact Planning Bd. re: zoning bylaw revision.
- 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.

\$100,000 FY24 Reserve Fund spending tally – Balance: \$100,000

Appendix C: Documents on File

- Agenda 9/20/23
- Town of Tisbury – FY24 Budget Breakdown (2 p.) 4/12/23
- Gilfoy/Snyder cover email and charts re: COLA with three year smoothing (6 p.) 9/18/23
- FinCom Orientation, September 20, 2023 (4 p.)
- Town of Tisbury – FY24 Budget Breakdown 4/12/23 & FY 2024 Recap Report Certification of Appropriations, Annual Town Meeting April 25, 2023 (5p.)

continued

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Appendix C: Documents on File (cont.)

- Levy Limit Fiscal Year 2024 (4 p.) 9/17/23 (2 sets)
- C.S. 1-ER, Commonwealth of Massachusetts Department of Revenue FY2024, Notice to Assessors of Estimated Charges, General Laws, Chapter 59, Section 21 (6 p.) (2 sets)
- Department of Revenue Division of Local Services, (20 p. including covers)
- Levy Limit Fiscal Year 2024 (2 p.) 9/1/23
- Levy Limit Fiscal Year 2023 (2 p.) 9/1/23
- Draft Tisbury Finance and Advisory Committee re: Special Event Fees (5 p.)

Nancy Gilfoy – Chair

Date

Notes approved 12/6/23