

**Tisbury Finance and Advisory Committee
in Joint Meeting with the
Consolidated Town Hall Task Group
and Planning Board
6:30PM, Wednesday, October 25, 2023
Emergency Services Facility and by Zoom Cloud Conference**

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Present: Chair Nancy Gilfoy, Ruth Konigsberg, Alex Meleney, Rachel Orr,

Task Group: Chair Amy Houghton, Jynell Kristal, John Best, Rick Homans,
John Schilling,

Planning Bd: Chair Ben Robinson, Connie Alexander, Cheryl Doble,
Amy Upton,

Others: Recorder – Marni Lipke

Town: Treasurer – Jonathan Snyder,

Press: MV Times – Dan Greenman, Gazette – Louisa Hufstader,

* TFC Task Group or Planning Bd. members late arrivals or early departures.

Call Meeting to Order

The Tisbury Finance and Advisory Committee (FinCom) had no quorum.

The Consolidated Town Hall Task Group (Task Group) and Tisbury Planning Board were called to order at 6:37PM.

• *(Recorder's note: Discussions are summarized and grouped for clarity and brevity.)*

Report from Consolidated Town Hall Task Force (See 8/10/23 Minutes.)

Task Group Chair Amy Houghton appreciated the joint meeting. The Task Group reported their findings and welcomed input.

• Appointed in June 2023:

- the Task Group met 8 times, including with Town Hall staff and the Police;
- put out a Request for Expressions of Interest that garnered 2 proposals (Brooke Catsun of Mini-Golf at 386 State Rd., and Xerxes Agassipour of EduComp building at the intersection of Main St. and State Rd.);
- considered/visited 5 sites (Mini-Golf, High Point Lane, Educomp, 55 West Williams St., and Tisbury School modulars).

• Their charge was to:

- explore and remain committed to the most fiscally responsible way to build a new, technologically modern Town Hall;
- find a central, accessible location for the new Town Hall;
- find respectful, safe, temporary accommodations as soon as possible—current scattered facilities being prey to rodents, mold, and antiquated infrastructure;
- consolidate Town staff into a single location to increase staff efficiency, communication and collaboration as well as public access and convenience.

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- Aside from relieving non-viable staff working conditions, the Task Group was working under a February 15, 2024 lease deadline for the School modulars as well as notification on the Agassipour/EduComp offer.
- The Task Groups findings were as follows.
 - The Agassipour/EduComp proposal was rated lower due to such disadvantages as: a 10 year lease-to-purchase in an otherwise residential building, space constraints, and traffic/parking issues.
 - The Mini-Golf property would require land purchase when the Town already owned 2 possible sites.
 - To resolve current conditions in a short timeframe, the Group recommended the Town purchase 2 of the leased modular units now housing the Tisbury School during construction—the smaller administrative unit (\$700,000 range) and one classroom unit (~\$1,300,000), about 11,000+ sq. ft. The modulars were brand new, had a 25 year lifespan, were climate controlled, well-lit, had good internet/technologically modern, and had a bank of public and a bank of staff restrooms. They were desirable, being grandfathered into stretch code regulations, and should be available for conversion in June 2024.
 - The modulars were contracted by W.T. Rich through the School Project so the Task Group met with the construction team and the matter was being explored by Town Counsel in terms of a possible change order rather than the complexities of procurement regulations. The purchase would eliminate 6 months of \$150,000/month rent for indirect savings. The \$2,00,000 purchase (available in Free Cash) would require a Special Town Meeting (STM) to meet the February lease deadline before the units were committed to other parties.
 - The units could be placed at High Point Lane, which was the only Town lot large enough for a Town campus (considered in the Master Plan) including the police department—the current police building to be sold or leased for revenue.
 - However the West Williams St. site (see Minutes 2/21/18 p.2) was more prudent being centrally located, and already supplied with water and power—requiring only sewer extension and hookup. Town Administrator Jay Grande was instituting a traffic study. The 1 acre site was large enough to accommodate the modulars while a permanent Town Hall was being built, although parking would be restricted during construction.
 - (As a side issue the other 2 modulars (all 4 units totaled 25,000 sq. ft.) could be purchased and stored at the dump or High Point Lane for future use, lease or sale for other Island projects, or in conjunction with the Schools for various impending needs such as Project Headway classrooms, Superintendent Shared Services Office, or Martha's Vineyard Regional High School (MVRHS) construction project. However this might entail 6 Town STMs or inter-municipal coordination. The only “off-Island” resource the modulars required was skilled workers who “stitched” the units together—unit sections could be stitched together in various configurations.)

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A long discussion focused on the temporary accommodations and brought out a number of issues and information.

- The Task Group had not been charged with detailed space analysis nor delineation of which Town departments might move where, nor was it charged with prioritizing capital projects. However, they were cognizant of upcoming Town capital draws (e.g. MVRHS, Wastewater expansion, etc.) as well as of the Town Master Plan consultations.
- High Point Lane had a number of building and landfill restrictions that were taken into account.
- The modulars seemed to be the quickest way to consolidate into a temporary Town Hall. A search and the Request for Interest failed to turn up anything ready-made for an immediate move-in.
- West Williams and High Point Lane both had sufficient parking.
- The modulars resolved employee health issues and were a spring board to get permanent Town Hall project going, giving flexibility as to timeframe but carrying the risk of taxpayers reluctance to spend when current quarters were sufficient. The School was noted as an example of a delayed project that cost more than twice the original proposal. A Town Hall stabilization fund was suggested to build capital reserve and gage taxpayer support. The Task Group repeatedly emphasized their commitment to a permanent Town Hall hopefully within 5-10 years.
- Other questions for a temporary Town Hall were:
 - climate controlled Town records storage; current Town Hall (Katherine Cornell Theatre—KCT) had a vault and there was further storage in the Senior Center basement, but the Annex storage was deteriorating and full; and
 - Town Clerk election and early voting accommodations.
- The FinCom asked about:
 - how the modular purchase would affect the Construction Manager contract Guaranteed Maximum Price (GMP) and the W.T. Rich profit;
 - where \$500-600,000 in rent savings would go, e.g. School solar panels, Town Hall project, etc.
 - estimates of ancillary costs: site preparation, landscaping, slab, sewer, etc.;
 - investment lifespan, i.e. were the temporary modulars for 2 or 10 years.
- The FinCom also suggested the Task Group consider locating the modulars on the ½ acre 173 Spring St. site (currently a School parking lot) which already had power and water, as well as a crossing sewer line.
- The KCT had historic designation restrictions and would require extensive (and expensive) repair/renovation. The Town might retain or sell it.
- Treasurer Jon Snyder and Planning Board Agent Amy Upton, as the 2 Town employees present heartily endorsed the new temporaries as better than the current spaces, especially the Annex.

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- It was agreed that the first steps were to recommend a course of action and further that timing was a paramount factor.
- The Task Group summarized feedback as a possible path forward pending further information on:
 - how many units to purchase and school district appetite for collaboration;
 - exploration of 173 Spring St. parking lot site;
 - rent savings application as to solar panels, modular conversion, etc.;
 - ancillary modular costs;
- Once this phase was complete, the meeting recommended the Tisbury Select Board (TSB) appoint a Town Hall Committee and possible stabilization fund.

Meeting Adjournment

- *The Meeting ended at 8:01PM.*

Appendix A: Meetings/Events

- Assoc. of Town FinComs. – 9:00AM – 2:15PM, Saturday, Nov. 4, 2023 Sharon
- TFC/Planning/Master Plan – 6:30PM, Wednesday, November 8, 2023
- TFC/Planning/Master Plan – 6:30PM, Wednesday, November 15, 2023
- Special Town Meeting – 7:00PM, Tuesday, January 11, 2024 – PAC
- Special/Annual Town Meeting – 7:00PM, Tuesday, May 28, 2024 – PAC

Appendix B: Actions

Task Group – see above p.4 ‘pending more information on’.

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

Future Agendas

Minutes: 9/6/23, 9/20/23 Notes, 9/27/23 amended for spelling,
10/4/23, 10/25/23 Notes,

Budget Season Notes

- No new positions in FY25
- FY25 salaries/budgets will be higher due to classification raises.
- Request data on how much each Department turned back in FY23.
- 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.
- 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: \$57,000

- 10/4/23 – Ambulance - \$43,000 – monitor/defibrillators

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Appendix C: Documents on File

- Agenda 10/25/23
- Gilfoy email re: Report from Personnel Board meeting yesterday 10/21/23

Nancy Gilfoy – Chair

Date

Notes approved 12/6/23