

**Tisbury Finance and Advisory Committee
6:30PM, Wednesday, November 29, 2023
by Zoom Cloud Conference**

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Present: Chair Nancy Gilfoy, Louise Clough, Alex Meleney, Rachel Orr,
Louis Pashman, Allan Rogers,
Others: Recorder – Marni Lipke,
Town: Treasurer – Jonathan Snyder, Human Resources – Pam Bennett,
DPW Director Kirk Metell, Moderator Donald Rose,
Planning Board Chair 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 6:32PM. *(Recorder's note: Discussions are summarized and grouped for clarity and brevity.)*

Reserve Fund Transfer Requests (See documents on file.)

John Grande, Town Administrator

The Animal Control Officer (ACO) was entitled to move to Step 2 after earning their credentials and completing the probationary period. Consequently Town Administrator Jay Grande and the Tisbury Select Board (TSB) requested \$6,518 of which \$1,118 was the standard stipend for union personnel on call 24/7. The TFC asked about the stipend, staff received overtime (OT) if they went out on call but the stipend was compensation for the restrictions of being on call to respond within 30 minutes.

- (The TSB was also considering additional compensation for another position.)

• *ALLAN ROGERS MOVED TO APPROVE THE TOWN ADMINISTRATOR'S REQUEST TO TRANSFER UP TO \$6,518 FROM THE RESERVE FUND TO COVER COMPENSATION FOR THE ANIMAL CONTROL OFFICER; LOUISE CLOUGH AND ALEX MELENEY SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS: LOUISE CLOUGH—AYE, RACHEL ORR—AYE, ALEX MELENEY—AYE, LOUIS PASHMAN—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.*

Kirk Metell, Director, Department of Public Works (DPW)

(Minutes/Notes: 9/20/23 p.1, & 10/4/23 p.5.)

After the pandemic hiatus, the Town resumed its routine generator maintenance, during which the Police generator, that powered the entire building and was necessary for the tourist summer and hurricane seasons,

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experienced catastrophic failure. The DPW had now paid \$30,831.75 in temporary generator rent—plus \$208 for rented electrical cables.

- A new generator was estimated at \$110,000 plus removal/disposal of the old one.

- The FinCom was uncomfortable with depleting the Reserve Fund to under \$20,000 so early in the fiscal year and asked if the DPW could delay until April or reduce the amount. Although underspent in recent years, the Fiscal Year 2024 (FY24) DPW Generator Line was already committed for other generator maintenance and repair (e.g. the Waste Water generator) and previously promised relief from other departments or funding (Select Board, Police, Massachusetts Emergency Management Administration (MEMA), etc.) had not materialized; so any delay would mean cutting other DPW services in anticipation of a shortfall.

- An agreement was reached and the FinCom expressed appreciation for Mr. Metell's amenable and cooperative working relationship.

- *ALLAN ROGERS MOVED TO APPROVE THE DEPARTMENT OF PUBLIC WORKS REQUEST TO TRANSFER UP TO \$20,831.75 FROM THE RESERVE FUND TO REPLENISH GENERATOR MAINTENANCE LINE ITEM #5251; LOUISE CLOUGH SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS: LOUISE CLOUGH—AYE, ALEX MELENEY—AYE, LOUIS PASHMAN—AYE, RACHEL ORR—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.* (See below: Actions.)

Review of January Special Town Meeting (STM) Warrant Articles

(See documents on file.)

About 6 articles were expected: purchase of modulars, Consolidated Town Hall Task Force (see 10/25/23 Minutes), ambulance vehicle, fire vehicle, Planning Board (see below), and the new police generator (possibly shifted to Embarkation funding). Other articles were still under consideration.

Planning Board Chair Ben Robinson explained the situation, which was an accounting anomaly that did not appropriate money.

- The Planning Bd. anticipated that Master Plan/Zoning Bylaw re-codification costs might exceed the \$60,000 2023 Annual Town Meeting (ATM) warrant article and consequently had funded its Professional Services line (usually covering such things as surveyors) at \$50,000 for the last 3 years (since 2021). The contract with Judy Barrett Consulting and services of Jonathan Silverstein occasional legal counsel to the Planning Board came to \$90,000.

- The Master Plan was almost complete and the Bylaws were now under comprehensive review. This STM article re-allocated \$30,000 from Professional Services. However, since it was more than originally voted, it triggered an extra

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review, and the Town Finance Department (in consultation with the Mass. Department of Revenue (DOR)) requested it be returned for Town Meeting vote.

• ALEX MELENEY MOVED TO **RECOMMEND APPROVAL AS PRESENTED OF THE SPECIAL TOWN MEETING ARTICLE TO TRANSFER \$30,000 FROM THE PLANNING BOARD FISCAL YEAR 2024 BUDGET PROFESSIONAL SERVICES LINE TO INCIDENTAL AND RELATED COSTS FOR RECODIFICATION OF THE TISBURY ZONING BYLAWS**; ALLAN ROGERS SECONDED; MOTION PASSED **UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**: LOUIS PASHMAN—AYE, RACHEL ORR—AYE, ALEX MELENEY—AYE, LOUISE CLOUGH—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.

Capital Plan – Jonathon Snyder, Finance Director

(See documents on file & below: Actions.)

This was 10 year list organized alphabetically by Department. By request, 2 major projects were guesstimated for both cost and timeline:

- Tisbury Town Hall at \$20,000,000 in 2027;
- Tisbury's assessed share of the Martha's Vineyard Regional High School (MVRHS) at \$50,000,000 in 2026 (not a borrowing).

The FinCom raised the following issues.

- The Ambulance Stabilization fund would not cover an FY25 \$475,000 new ambulance, especially in view of a \$45,000 defibrillator FY24 STM article.
- Fire, Ambulance and DPW Stabilizations were automatically annually funded at \$35,000—to be doubled to account for rising costs. In this case the Ambulance fund allocation would be applied directly to the new ambulance.
- The FinCom pointed out many projects were not on the list:
 - Emergency Services Facility (ESF) work,
 - Animal Control building—currently in reasonable shape,
 - sea wall,
 - 5 Corners drainage,
 - wastewater upgrade (now in process and borrowed)
 - larger maintenance projects on many Town properties such as heating/ventilation/air conditioning (HVAC) replacement.

This was a partial list since several departments did not respond to Treasurer Jon Snyder's requests, e.g. the TSB which was responsible for a large portion of capital work, and Mr. Snyder did not take it upon himself to list unreported items. The FinCom asked who was responsible for Capital Planning—probably the Select Board.

- Ben Robinson noted that climate change projects such as road elevations and drainage, as well as better capital planning and governance were included in the Master Plan recommendations. It was noted, for example, that other Island towns refused capital requests not on their Capital Plan.

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- Furthermore, there was a preponderance of FY25/26 projects denoting a focus on immediate needs rather than future planning. The FinCom suggested a full scale capital schedule (including prioritization and enforcement) be part of the new Facilities Manager's duties, possibly in tandem with the re-establishment of a Capital Planning Committee.
- The FinCom could help the process by asking each department for its capital needs during its FY25 budget interview.

Committee Reports

- The TSB would review the STM Warrant this Friday and close it on December 8th (see below: Meetings/Events).
- The Tisbury School Committee (TSC) discussed the first (or level-service) version of its FY25 Budget which was up 5.62%. However it did not include:
 - the Superintendent's Shared Services assessment (~ \$300,000),
 - transportation costs,
 - a new facilities manger and possible custodian,
 - new building preventive maintenance costs.Substantial Chapter 70 Student Opportunity Act (SOA) revenues (~ \$629,000) possibly skewed FY24 revenues, and had to be accounted for programmatically to the Department of Elementary and Secondary Education (DESE).
- The MVRHS FY25 operating budget was up 7.4%; accounting for revenues the assessed budget was up 6.4%.
- Alex Meleney was unable to attend the Community Preservation Committee (CPC) meetings, which were entirely in person. The recommendations had been voted with a large portion dedicated to housing (see below: Actions).

Future Meetings (See below: Meetings/Events.)

A conflicting Massachusetts Dept. of Transportation (MassDOT) public meeting on State Rd., Beach Rd and 5 Corner planning would allow an extended period for public comment to be submitted.

Adjournment

• *ALLAN ROGERS MOVED TO ADJOURN AT 7:51PM; LOUISE CLOUGH SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS: LOUIS PASHMAN—AYE, RACHEL ORR—AYE, ALEX MELENEY—AYE, LOUISE CLOUGH—AYE, ALLAN ROGERS—AYE, NANCY GILFOY—AYE.*

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Appendix A: Meetings/Events

• **TFC – 6:30PM, Wednesday, December 6, 2023 – Zoom**

- MassDOT Public Hearing – 6:30PM, Wednesday, December 6, 2023 - Zoom
- TSB/Close Warrant – 4:00PM, Friday, December 8, 2023
- MVRHSC Public Hearing – 6:30PM, Monday, December 11, 2023 - PAC/Zoom
- Special Town Meeting – 7:00PM, Tuesday, January 11, 2024 – PAC
- Special/Annual Town Meeting – 7:00PM, Tuesday, May 28, 2024 – PAC

Appendix B: Actions

Nancy – inform Select Board of changed DPW Reserve transfer amount.

Nancy – send Arlington capital planning model to FinCom & Jon S.

Nancy – send MMA FinCom Handbook link to: Alex, Louis & Ruth.

Nancy – contact Heidi Diettrich re: CPC interview.

Jon Snyder/Nancy

- request Erik Blake draft a capital schedule.
- form preliminary capital planning subcommittee.
- send FinCom stabilization fund balances.

Jon Snyder – please PDF future reports.

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,
11/8/23, 11/29/23

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.
- Request projects for grant funding.
- Request capital projects
- 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: \$29,650.25

- 10/4/23 – Ambulance - \$43,000 – monitor/defibrillators
- 11/29/23 – Select Board - \$6,518 – salary step 2 & on-call stipend
- 11/29/23 – DPW - \$20,831.75 – Police Dept. generator rent

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Appendix C: Documents on File

- Agenda & cover email (2 p.) 11/29/23
- Request for Transfer from the Reserve Fund, Animal Control Budget, 9/20/23
- Request for Transfer from the Reserve Fund, DPW Generator Line, (2 p.) 11/10/23
- Gilfoy email re: 2024 ATM/STM Calendar, Tax Rate Hearing information, 11/16/23
- Calculations for Property Tax Rates FY2024 (2 p.)
- FY2025 Budget/2024 ATM/STM/Election Calendar, Finalize
- Employment Agreement Between Town of Tisbury and Gregory Leland (8 p.) 7/1/23
- Gilfoy/Snyder cover email re: Latest Capital Planning worksheet with high school project 11/29/23
- Project Cost....
- FY2024-2034 Capital Planning (3 p.) 11/29/23
- Planning Board 2024 Special Town Meeting Article 11/27/23
- Department of Public Works, Regular Article 11/21/23
- Tisbury Fire Department, FY2024 Special Town Meeting Transfer Request 11/7/23
- Tisbury Ambulance Service, FY2024 Special Town Meeting Raise & Appropriate Request 10/31/23
- Article to Establish a town Charter Study Committee 11/8/23
- Article to Fund the Establishment of Temporary and Permanent Town Offices 11/8/23
- Article to Establish a Town Charter Study Committee
- To Authorize Transfer of Funds in FY2024 to the Finance and Advisory Committee's Reserve Fund

Nancy Gilfoy – Chair

Date

Minutes approved 12/6/23