

**Tisbury Finance & Advisory Committee
at the Tisbury Emergency Services Building
6:30PM, Wednesday, February 12, 2020**

Present: Chair – Mary Ellen Larsen, Nancy Gilfoy, Larry Gomez,
Lolly Hand, Laura Rose, Lesley Segal, Sarah York,
Town Staff: Town Administrator Jay Grande,
Treasurer Jonathon Snyder, Accountant – Suzanne Kennedy
Moderator Deborah Medders, Police – Chief Mark Saloio,
Building – Commissioner Ross Seavey,
DPW/Facilities – Kirk Metell
Fire – Chief John Schilling, Ambulance – Tracey Jones,
Others: Recorder Marni Lipke, * Late arrivals or early departures

Call to Order

• The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:33PM. *(Recorder's note: discussions are summarized and grouped for clarity and brevity.)*

Minutes–Review and Approval - Minutes of February 5, 2020

• NANCY GILFOY MOVED TO APPROVE THE TISBURY FINANCE COMMITTEE MINUTES OF FEBRUARY 5, 2020 AS AMENDED; LOLLY HAND SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, ABSTENTIONS AS ABSENT.

Budget and Warrant Articles for the Following Departments

Police Department (See 1/22/20 documents on file.)

- Line 5130 Overtime (OT) \$181,000 was difficult to gage as the Department had been understaffed for some years. Chief Mark Saloio expected to be fully staffed by July 1, 2020 and consequently projected OT costs by breaking out:
 - State standards on shifts (60%),
 - legal holidays (Christmas, New Years, Patriot's Day, etc.),
 - investigations clerk,
 - in-service trainings (e.g. 6 hr. on Island legal training coordinated with Fire Chief John Schilling), and
 - miscellaneous (unforeseen events such as water main breaks).
- A full time traffic officer was moved to the roster from Summer/Seasonal possibly adding a benefit package.

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- Summer Seasonal denoted year round special officers without benefits, as well as 5 summer traffic officers (partially compensated by Embarkation funds) who managed ferry traffic and parking enforcement.
- Details were officers hired by a third party and completely reimbursed as such (Eversource, private events, etc.)
- There was a long discussion on Vehicle (cruiser) replacement options. The present rotation of replacing one per year was not deemed sufficient.
- Chief Saloio advocated for 3 yr. lease of 3 hybrid cruisers at \$67,000 per year, with a similar lease 3 yrs. later, (so 3 cruisers were flipped every 6 years), option to purchase at end of lease for \$1.
- Town financial and Selectmen preferred purchasing 2 cruisers each year in FY21 and FY22 one in the budget at \$67,000 and one in a capital warrant article \$181,000; in FY23 the Town would purchase one car only; repeating the rotation (2/yr, 2/yr, 1/yr). This was very acceptable to Chief Saloio as the preferred Town method.
- Hybrids would drop fuel costs substantially, partly due to idling in electric mode.
- Repair costs would remain at \$22,000 with two or more cruisers over 100,000 mileage, drop to \$15,000 with one cruiser over 100,000 m. or to \$10,000 with leased cruisers. Leased cruisers carried 100,000 mile warranties for major repairs including electric systems (at Hyannis Ford Dealers). Town was responsible for standard maintenance (oil changes, etc.) to be handled on-Island. [The FinCom requested a hybrid cost saving analysis.](#)
- As the Town was very close to the levy limit, Financial Officers advocated stabilizing and limiting budget expenditure by shifting the second cruiser to capital articles. The Selectmen suggested transitioning into hybrids before committing to a lease. Town electric vehicles (EV) Leaf's were performing well.
- The FinCom expressed confusion, maintaining that leasing was the more stable, cost effective budgeting. Conversation covered:
 - ° leasing economies of scale (e.g. consolidating Town leasing for a 9-vehicle lease at one third the price);
 - ° old cruisers use for other Town needs such as inspectors;
 - ° inclusion of critical needs equipment in operating budgets;
 - ° cruiser rotation at 5 or 6 yrs. with either option;
 - ° cruiser warrant article elimination if the lease was recommended.
- Similarly Tasers Line 5850 were included in the budget and as a warrant article, choice depending on Town leader preference. Tasers had 5 yr. lifecycles after which they became liability/warranty issues. The

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FinCom discussed:

- ° police staff of 17;
- ° total replacement (per manufacturer recommendation) this year to relieve coming years' pressure re: capital projects;
- ° manufacturer payment plan (\$4,000 FY21 and \$12,240 for FY22 through FY25);
- ° Financial officer preference to shift into Capital article to relax tight levy limit vs. inclusion of recurring equipment in Department budgets.

• *LARRY GOMEZ MOVED TO RECOMMEND:*

- *INCLUSION OF TASERS IN POLICE BUDGET LINE 5850 ON THE PAYMENT OF PLAN OF \$4,000 FOR FISCAL YEAR 2021; AND*
- *TO ELIMINATE THE \$54,000 TASER WARRANT ARTICLE*
LOLLY HAND SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

• LAURA ROSE MOVED TO RECOMMEND THE PURCHASE OF TWO POLICE VEHICLES ONE INCLUDED IN THE DEPARTMENT FISCAL YEAR 2021 BUDGET AND ONE IN A WARRANT ARTICLE; THERE WAS NO SECOND.

• SARAH YORK MOVED TO RECOMMEND THE *LEASE-TO-PURCHASE OF THREE POLICE VEHICLES TO BE INCLUDED IN THE DEPARTMENT 212 FISCAL YEAR 2021 BUDGET AT \$67,000; LARRY GOMEZ SECONDED; MOTION PASSED: 5 AYES, 2 NAYS—NANCY GILFOY, LAURA ROSE, 0 ABSTENTIONS.*

• LOLLY HAND MOVED TO RECOMMEND THE *POLICE DEPARTMENT FISCAL YEAR 2021 BUDGETS 210 AND 212; SARAH YORK SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

Building Department (See 1/22/20 documents on file.)

- Department 240 - increased 103% as an accounting/process change. The Town was uncomfortable with contractors directly paying inspectors and consequently would collect and reimburse fees, bringing plumbing (formerly in the Board of Health) and gas into the Department budget for one-stop inspections and better tracking.

- Department 241 - would hire a local building inspector and consequently had included trade memberships, licensing, building code subscriptions, and trainings for both staff. (There would be vacancy savings in FY20). There might be Equipment needs depending on how the new technology worked.

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- LARRY GOMEZ MOVED TO RECOMMEND THE OTHER INSPECTORS DEPARTMENT FISCAL YEAR 2021 BUDGET 240; LAURA ROSE AND SARAH YORK SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.
- LARRY GOMEZ MOVED TO RECOMMEND THE BUILDING INSPECTOR DEPARTMENT FISCAL YEAR 2021 BUDGET 241; LAURA ROSE SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.
- LARRY GOMEZ MOVED TO RECOMMEND APPROVAL OF THE ANNUAL TOWN MEETING ARTICLE FOR \$33,677 BUILDING INSPECTOR NEW FOUR WHEEL DRIVE TRUCK; LAURA ROSE SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

Emergency Medical Services (EMS) Department

(See documents on file & 2/5/20 documents on file.)

- Salaries were modified for the \$12,200 decrease from contract negotiations (i.e. shift fill-in modifications) and for staffing.
- Two per-diem Emergency Medical Technicians (EMTs) were working full time and should be shifted onto Town payroll. However Ambulance Chief Tracey Jones proposed replacing them with one Paramedic, as a more flexible position in terms of ambulance run staffing requirements. Staffing would then be one coordinator 5 paramedics and per-diem EMTs.
- Vehicle Repair was reduced due to recent rebuilds/purchases.
- Professional Services covered medical costs for EMTs.
- Data Processing and Computer Software license costs rose sharply.
- Medical Supplies were consistently overspent and hard to predict.
- Radios budgeted one replacement per year.
- Revenues covered all Department expenses except union employees.
- LARRY GOMEZ MOVED TO RECOMMEND INCREASING LINE 5500 MEDICAL SUPPLIES TO \$20,000; LAURA ROSE SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.
- NANCY GILFOY MOVED TO RECOMMEND THE AMBULANCE/EMT DEPARTMENT FISCAL YEAR 2021 BUDGET 231; LARRY GOMEZ SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.
- The part-time EMT article was withdrawn.
- NANCY GILFOY MOVED TO RECOMMEND APPROVAL OF THE ANNUAL TOWN MEETING ARTICLE TO HIRE A FULL TIME EMT AS AMENDED TO A FULL TIME PARAMEDIC; LARRY GOMEZ SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

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Department of Public Works (DPW) Department

(See documents on file.)

Town Administrator Jay Grande briefly reviewed recent DPW history: bringing the independent Department under Selectmen control, leadership issues, separation and now re-merging of the two departments. Kirk Metell would Head the DPW which would include facilities maintenance as well as Wastewater oversight in one office on High Point Lane—the old Water Dept. Building was now vacant. [The FinCom again requested an organizational chart.](#)

- FY20 DPW and Facilities Budgets totaled \$1,719,000 compared with the FY21 combined Budget at \$1,855,000.

- (\$0 Line items were accounting devices for duplicate or combined lines.)

- Much of the increase included costs of expanded and additional contracting services for such things as: engineering, basin repairs, janitorial, landscaping, etc., The Department hoped to advertise for and procure smaller local businesses, reducing Dept. staffing, as well as the expensive rates from large national firms. Planning Board member Cheryl Doble was organizing a forum to invite local bids.

• Dept. Head Salary – also included a projected \$78,000 general foreman union benefitted position (not yet advertised) for field work. There was a discussion on voting protocol as to:

- re-filling a vacant position shown on the staffing chart, or

- establishing a new one with a placeholder article.

• Building Repairs 5241 – would benefit if a local firm bid the contract.

• Park Maintenance 5460 - The current contract with a new small landscaper was an example of good quality service for lesser cost.

• Drainage Improvements 5530 – the Department was hoping to extend the Mass. Dept. Of Transportation (MassDOT) Five-Corners contract with Lawrence Lynch.

• Catch Basin Maintenance 5391 – For the first time in years the DPW was able to finish the 1/3 cleaning rotation, however it needed to contract out the larger basins needing specialized equipment.

• Custodial Supplies 5450 – The Town had only one janitor but was advertising for a second. Annual or semi-annual deep cleaning would be contracted out. The FinCom noted problems with the EMS building (see 1/29/20 Minutes p.3).

• Elevator 5248 and Alarm 5249 – were standard (hopefully 2-yrs.) extendable contracts. HVAC Maintenance 5257 did not include the School but would include the Library.

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- NANCY GILFOY MOVED TO RECOMMEND THE *PUBLIC WORKS DEPARTMENT FISCAL YEAR 2021 BUDGET 422*; LOLLY HAND SECONDED; MOTION PASSED *UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS*.

- Warrants were noted.

- *Two Pickup truck articles at \$49,000 each* to replace vehicles already put out to surplus and which would no longer pass inspection.

- *\$89,080 Cemetery Wall Repair* behind Town Hall (Community Preservation Committee (CPC);

- *\$30,000 purchase and data entry for Cemetery Software* re: locations, available plots, etc. (local information was already checked for accuracy) (Annual license fee ~ \$600 per yr);

- *\$20,000 Brine Storage Building* – remediate insufficient and temporary modified shed;

- *\$15,000 electrical salt spreader* – eliminate duplicate labor/vehicles;

- *\$250,000 Town Building Repair* – Library siding, Senior Center roof and sidewalls (door repair to follow after envelope remediation);

- *\$510,000 Road Improvements* – leach basins, Lagoon Ave., Main St. bump-outs, etc. following the 2016 plan—further work to follow Water Main replacement project;

- *\$50,000 Skid Steer Attachment*.

- NANCY GILFOY MOVED TO RECOMMEND *APPROVAL OF THE ABOVE NOTED ANNUAL TOWN MEETING DPW ARTICLES*; LAURA ROSE AND SARAH YORK SECONDED; MOTION PASSED *UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS*.

- The FinCom raised the issue of requiring road repair construction bonds or deposits for major house projects. Mr. Grande encouraged citizen use of See/Click/Fix as a means to report sidewalk and road problems.

Warrant Articles (See 2/5/20 Minutes p.5.)

Due to protocol technicalities:

- NANCY GILFOY MOVED THAT THE TISBURY FINANCE COMMITTEE *CONFIRM ACCEPTANCE OF THE \$59,850 DUKES COUNTY REGIONAL EMERGENCY COMMUNICATIONS CENTER LATE-FILED ARTICLE*; LAURA ROSE SECONDED; MOTION PASSED *UNANIMOUSLY; 8 AYES, 0 NAYS, 0 ABSTENTIONS*.

Committee Reports – Tabled

Community Preservation Committee (CPC)

Embarkation

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Energy

Natural Resources

MVRHSC Planning Board

Tisbury School Committee (TSC) – The Building Committee had a good discussion and was moving forward.

Wastewater

Sewer Flow

Topics Not Reasonably Anticipated by the Chair – None

Adjournment

• *LARRY GOMEZ MOVED TO ADJOURN AT 9:12PM; LAURA ROSE SECONDED; MOTION PASSED UNANIMOUSLY.*

Appendix A: Meetings/Events:

TFC - 6:30PM, Wednesdays, at the EMS Building:

BOS/TFC – Tuesday, February 18, 2020 – (BOS meeting) Vineyard Transit Authority (VTA), Dukes County

TFC - February 19, 2020 – Tisbury School, MVRHS, (Supt's Shared Services Office), Warrant Articles: Adult Community Education Martha's Vineyard (ACE MV), Planning Board Master Plan article,

TFC - February 26, 2020 – (school vacation might present quorum issues) Information Technology (IT), Warrant Articles: serving liquor without food,

February 28, 2020 – FY21 Warrant Article recommendations deadline

March 2, 2020 – 3:00PM, Tis. Municipal Housing Trust

TFC - March 4 & 18, 2020

• STM/ATM – 7:00PM, Tuesday, March 31, 2020

Appendix B: Actions

- Mary Ellen/Tracey Jones – Budget changes:
 - increase line 5500 Medical Supplies to \$20,000;
 - confirmation to add 1 full time paramedic (instead of 2 EMTs)
- Jay Grande/Chief Saloio – Budget changes:
 - lease 3 police cruisers at budgeted amount \$67,000,
 - withdraw police vehicle purchase article;
 - change taser FY21 amount to \$4,000;
 - withdraw taser purchase article;
 - send FinCom hybrid savings analysis (fuel, repair, etc.).
- Kirk Metell – send Department organizational chart to FinCom

continued >

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FY20 \$70,000 - Reserve Fund spending tally = \$52,155.55
10/16/19 – BOH landfill monitoring application \$3,500
11/6/19 – Harbormaster – patrol boat invoices \$11,325.55
1/8/20 – Ambulance – ambulance repair - \$11,330
1/22/20 – Selectmen – Short Term Rental consultant - \$25,000
1/29/20 – BOH – Cook St. debris removal/disposal - \$1,000

Appendix C: Documents on File:

- Agenda/Revised Agenda 2/12/20
- ACE MV memo re: FY21 Projected Budget Summary 2/6/20 (2 p.)
- FY'2021 Ambulance Budget – Staffing Plan (2 p.)
- Town of Tisbury – Regular Town Meeting Action, Dukes County
Regional Emergency Communications Center, Fiscal Year 2021
Funding Request (4 p.) 2/6/20
- FY 2021 Budget Plan Town of Tisbury Department 422 Public Works
(6 p.)
- Public Works Department organizational chart
 - Selectmen, Department of Public Works Position: Director (4 p.)
 - Selectmen, Department of Public Works Position: Facilities Manager
(4 p.)

Mary Ellen Larsen – TFC Chair

Date

Minutes approved 2/26/20