

**Tisbury Finance & Advisory Committee
at the Tisbury Emergency Services Building
5:00PM, Wednesday, January 27, 2016**

Present: Co-Chair – Jeff Kristal, Pamela Brock, Barbara Fortes, Tom Keller,
Jynell Kristal, Mary Ellen Larsen;
Town: Selectmen – Larry Gomez, Treasurer – Jonathon Snyder,
Building Dept. – Ken Barwick, Rhonda DeBettencourt
Police Dept. – Chief Dan Hanavan,
TSC – Colleen McAndrews,
Minutes – Marni Lipke * Late arrivals or early departures

The Co-Chairs convened the Tisbury Finance Committee (FinCom) meeting at 5:06PM.

Budget Discussion / Articles (See documents on file.)

Building Inspector Dept.

The Department was level funded although some line amounts were shifted around (e.g. Instruction & Training vs. Equipment). The only large increase was a proposal for a trained Part-Time & Seasonal employee to cover the office if and when Rhonda Bettencourt and/or Ken Barwick went on vacation. The FinCom referred them to the Personnel Board for the additional position.

- Co-Chair Jeff Kristal commended this as one of the hardest working Departments pointing out that in fact Ken Barwick failed to take his vacations. It was also noted that Personnel Director Kim Serpa was building a roster of substitutes to fill in for departments during medical leaves and vacations.
- An article to purchase a new copier/printer to replace four dinosaurs at the Town Hall Annex was originally filed for the previous year's Special Town Meeting but for some reason classified here as "late file":
 - *JYNELL KRISTAL MOVED TO ACCEPT THE \$5,000 PROPOSAL TO PURCHASE A COPIER AS A LATE FILED ARTICLE FOR THE ANNUAL TOWN MEETING; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.*
- The FinCom thanked Mr. Barwick and Ms. Bettencourt, who then left.
- At the end of the meeting the FinCom reiterated their opinion of this hard-working Department presenting a no-frills budget.
- *JYNELL KRISTAL MOVED TO ACCEPT THE BUILDING DEPARTMENT FISCAL YEAR 2017 BUDGET AS PROPOSED; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.*

Police Dept.

Chief Hanavan noted the following Fiscal Year 2017 (FY17) Budget changes:

- Acct. #5122 Part-Time & Seasonal was corrected from \$65,000 to \$135,000.
- Acct. #5130 Overtime was corrected from \$125,000 to \$55,000.

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- A number of errors showed historical Lines at \$0 (#5141 EMT/Detective Stipend, #5308 Medical Exams, Computer Equipment, etc.).
- A February 2016 retirement would be replaced with an interim and then a new hire. In addition another officer (\$62-72,000 depending on college degree) was proposed expanding the Department from 13 to 14 officers, replacing overtime costs with straight pay. (FY16 Overtime was projected at ~\$165,000.)
 - Current Department staffing consisted of 13 full time and 2 part time officers and a secretary. A sergeant position remained vacant until internal promotion was deemed appropriate. Education incentive was a percentage increase to base pay. Officers received a uniform stipend after one year of service.
 - Department assignments for the Environmental Resource Officer (ERO) and the Animal Control Officer (ACO) were not yet resolved.
- ~\$130,000 in Department revenues came from parking, gun licenses (~\$1,300) and utility or roadwork details (paid by whoever hired the officers plus a 10% administrative fee).
- After years of neglect #5241 Building Repair was increased to cover minor matters (e.g. door locks); more substantial maintenance was in the Dept. of Public Works (DPW) budgets (see 1/20/16 Minutes p.2 & 3).
 - (Maintenance lines from all Town Departments collectively = ~\$100,000.)
- #5245 Computer Repair \$27,900 covered a five-year new server lease. (This and another line included \$6,656 in Sheriff's Communication Center costs.)
- Advertising covered job hires.
- On site Law Book subscription for reference included regular updates.
- The force was required to recertify (at rising cost) every two years rotating half and half) plus the two Emergency Medical Technician (EMT) certification plus licensing, and including the two new officers. The training was in Tisbury but not part of the regional trainings.
- There was a discussion on consolidating office supply purchase into central Town Hall bulk buying for economy of scale.
- #5850 Equipment increase included two shotguns as well as cameras and FOB system locks for the evidence room (required for Department accreditation). It was suggested Chief Hanavan contact the Information Technology Department which was purchasing other cameras for around Town.
 - Accreditation requirements also included policy revision/addition.
- #5710 Travel covered meal and hotel expenses for trainings.
- Police cars (although a capital expense) were in the Department budget due to frequent purchase/replacement.
- The two usual Warrant Articles were:
 - \$3,500 – Tisbury's share of Island Tactical Team; and
 - \$55,000 in Embarkation Funds for 4 seasonal trained, accredited traffic cops.
- Thanks were exchanged and Chief Dan Hanavan left the meeting.

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- At the end of the meeting the FinCom discussed a variety of issues:
 - interest in greater transparency re: budget vs. actuals (see below: Action List);
 - concern over which computer consultant was being hired;
 - upticks in all Town Departments' technology repairs (see below: Action List);
landline phone/fax requirements, and Police/EMT confidentiality/security;
 - Sheriff's Communication Center computer/communications costs;
 - delay in FY16 purchase of a cruiser.
 - Evidence of constant shift changes further justified an additional officer, but other Town personnel requests (Building Dept, DPW, etc.) had also to be considered. The FinCom liked the institution of School Resource Officers in the school budgets.

Sub-Committee Reports

Out of the 97 applications and 26 finalists the Massachusetts School Building Authority (MSBA) selected Tisbury School as one of the 8 January-voted projects. The decision initiated a 270 day timeline including the first Town appropriation vote (see below: Action List). MSBA would be a huge resource and community input/collaboration (workshops, public hearings etc.) and financial responsibility were high priorities. An experienced Project Coordinator had already been assigned. MSBA would run a feasibility study with a number of options from rehabilitation, replacement, location, etc. The FinCom congratulated the Tisbury School Committee.

Adjournment

- *JYNELL KRISTAL MOVED TO ADJOURN AT 6:33PM; BARBARA FORTES SECONDED; MOTION PASSED UNANIMOUSLY.*

Meetings/Events:

- A quick survey showed a lack of quorum for a February 3rd meeting (see below: Action List).
- **FinCom - TBD, Wednesday, February 10, 2016 - EMS**
 - Special Warrant Article Deadline – Late February 2016
 - Special & Annual Town Meetings - 7:00PM, Tuesday, April 12, 2016
 - Election - Tuesday, April 26, 2016

Action List:

- All - consider new FinCom member.
- All - consider Union Negotiations rep. alternate for Mary Ellen.
- Jeff/Paul – inform CPC of 1% article discussion & vote.
- Jeff – put out quick member survey re: 2/3/16 meeting quorum.
- Jeff – contact Suzanne Kennedy re: FY15 & FY16 Police Budget transfers
- Dan Hanavan – work with IT on cameras & computers. **continued**

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Action List (cont.):

- Jeff/Paul – contact Selectmen/Administrator re: centralizing computer repair and purchase into IT Dept. for FY18.
- Colleen McAndrews – submit late-filed article for MSBA appropriation.
- At Annual Town Meeting make presentation *before* withdrawing article.
- Agenda Reminders
- 1/6/16, 1/20/16, 1/27/16 Minutes
- Late Filed Place-Holder Article for Tisbury School MSBA Appropriation

Documents on file:

- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 135 Accountant 1/15/16
- Fiscal Year 2017 Accountant Salary Calculations
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 231 Ambulance/EMT 1/15/16
- FY2017 Proposed Budget
- Operating Budget 1 for FY2016
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 292 Animal Control 1/19/16
- Fiscal Year 2017 Animal Control Salary Calculations
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 141 Assessors 1/19/16
- Fiscal Year 2017 Assessors Salary Calculations
- *FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 241 Building Inspector 1/20/16*
- *Fiscal Year 2017 Building Inspector Salary Calculations*
- *To see of the Town will vote ...digital copier 11/13/15, 1/25/16*
- *Advanced Imaging Technologies Konica Minolta Bizhub C3350*
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 171 Conservation 1/14/16
- Fiscal Year 2017 Conservation Commission Salary Calculations
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 299 Constables 1/20/16
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 541 Council on Aging 1/15/16
- Fiscal Year 2017 Council on Aging Salary Calculations
- Tisbury Council on Aging Budget Narrative Fy2017 (2 p.)
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 291 Emergency Management 1/12/16
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 131 Finance Committee 1/15/16

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Documents on file (cont.):

- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 220
Fire 1/15/16
 - Fiscal Year 2017 Fire Department Salary Calculations
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 155
Information Technology 1/22/16
 - Information Technology Department Town of Tisbury Account Description
 - Fiscal Year 2017 Information Technology Salary Calculations
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 610
Library 1/14/16
 - Town of Tisbury Library Department Fiscal 2017 Staffing Plan Draft
- *FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 210
Police (2 p.) 1/15/16*
 - *Town of Tisbury – Police Department FY 2017 Par Rates*
 - *Budget Definitions*
 - *Budget Breakdown Cost Center*
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 185
Regional Housing 1/15/16
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 172
Shellfish 1/14/16
 - Fiscal Year 2017 Shellfish Constable Salary Calculations
 - Ewart letter: To the Finance Committee, I want to explain...1/14/16
 - Employee Position
 - MVSG Budget FY2017
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 161
Town Clerk 1/15/16
 - Fiscal Year 2017 Town Clerk Salary Calculations
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 145
Treasurer Collector 1/15/16
 - Fiscal Year 2017 Treasurer/Tax Collector Salary Calculations
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 163
Registrar of Voters 1/15/16
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 146
Treasurer/Collector-Other 1/15/16
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 919
OPEB Benefits 1/15/16
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 700
Debt & Interest 1/15/16
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 176
Zoning/Appeals Board 1/14/16
 - Fiscal Year 2017 Zoning Board of Appeals Salary Calculations

Minutes approved 3/23/16.