

**Tisbury Finance & Advisory Committee  
at the Emergency Services Building  
6:30PM, Wednesday, January 16, 2019**

Present: Chair – Jeff Kristal, Pamela Brock, Nancy Gilfoy, Larry Gomez,  
Jynell Kristal, Mary Ellen Larsen\*, Laura Rose, Leslie Segal,  
Sarah York

Town: Town Administrator Jay Grande, Treasurer Jonathon Snyder,  
Accountant Suzanne Kennedy, Moderator – Deborah Medders,  
Building Inspector Ken Barwick, Health Agent – Maura Valley,

Others: Dukes County Manager – Martina Thornton,  
MVCS Director – Julie Faye, HAMV Director – Paddy Moore,  
CFL Director – Leslie Clapp, VHCAP Director – Sara Kuh,  
Recorder Marni Lipke                      \* Late arrivals or early departures

**• Call to Order**

The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:40PM. *(Recorder's Note: Discussions are summarized and grouped for clarity and brevity.)*

**• Departmental Fiscal Year 2020 (FY20) Budget Review**

**Building Zoning Department**                      (See documents on file.)

- Vehicle Repair ran over after a problem during the interim building inspectors sojourn and would be covered with other residuals. Building Inspector Ken Barwick would gather further information on the car's current status (see below: Actions).
- Professional Services was usually used for engineering survey, etc., but this year it covered the interim inspectors (see 10/2/18 Minutes p.1-2).
- There was a long discussion on the inter-municipal Memorandum of Understanding (MOU) with Oak Bluffs on a shared Building Commissioner (see Minutes: 5/30/18 p.3 & 10/2/18 p.1). Mr. Barwick had not been consulted, had no interest in being the shared Commissioner nor in being demoted to Local Inspector, and was adamantly against it. The Personnel Board was reviewing the appropriate Board of Selectmen (BOS) Minutes. There was a 2018 Article to hire a local or assistant inspector (see Minutes: 1/24/18 p.1-2 & 3/22/18 p.3 & below: Actions).
- The Constables line had doubled (see below: Actions.)

**Board of Health**                      (See documents on file.)

- Contractual covered the three-year landfill monitoring cycle.
- Health Agent Maura Valley eliminated Professional Services since the Office successfully creating their own well/septic database.
- Office Supplies was transferred to group purchasing under the Selectmen.
- In a Public Health wellness drive a staff member was giving exercise and strength training sessions at the Council On Aging (COA) two days/week.

**Tisbury Finance & Advisory Committee**  
**January 16, 2019**

**2**

- Articles

- \$9,000 was to test the new septic systems in keeping with new State requirements extending the pilot period to 18 months. So far results showed an excellent 90% nitrogen reduction. Provisional approval allowed 30-50 more units and final approval allowed unlimited use. System costs would not be known until the market was established. Hybrid septic/sewage plans were in discussion. The Department was hoping to tap the new Short Term Rental tax.

- Jeff Kristal reported that between previous Lodging Tax and new State and Local Short Term taxes (automatic total 11.7%) Tisbury rates might be as high as 17-18%.

**Council On Aging (COA)** - Tabled

**Dukes County and Programming** (See documents on file.)

Vineyard Health Care Access Program (VHCAP)

The FinCom had reviewed the budget, which was lower than FY19. Town Treasurer Jonathon Snyder had requested and received a staffing plan. The FinCom had no questions and thanked Director Sara Kuh for her attendance.

Martha's Vineyard Community Services (MVCS) and Programs

MVCS Director Julie Faye gave a detailed overview of the Island's Social services agency founded in 1961.

- The bulk of the revenue was Federal and State contracts for: the Headstart Preschool, outpatient counseling, psychiatry, medical records, and the new clinical care facility.

- As MVCS was fully certified it also received third party (insurance) reimbursements, including Medicare/Medicaid—which sometimes carried difficult regulatory restrictions.

- Because the MVCS served a limited population (most agencies had 30-50,000 population pools) and also because elder care was largely unfunded, it augmented the contracts with grants and heavy fundraising.

- As a growing agency with increasing employment opportunities, they also hosted three services that relied on Town financing.

- Counseling Outreach and Referral Services (CORE) was an eight-year old program addressing house-bound and isolated elders including those with beginning or intermediary dementia to prevent or reduce the need for emergency services. Clinicians visited the homes and did their best to refer them to appropriate services, primary care, direct counseling, as well as helping with medicine organization, etc. Town funding widened the service capacity of the original and ongoing Martha's Vineyard Hospital (MVH) grant.

- First Stop – was a website designed to connect Islanders and remote caregivers to elder services, but the MVCS expanded the it to all social services, volunteer opportunities, etc. Costs were reduced to weekly maintenance divided among existing MVCS staff in: Information Technology (IT), mapping/understanding Martha's Vineyard social services, and direct client contacts.

**Tisbury Finance & Advisory Committee**  
**January 16, 2019**

**3**

- Healthy Aging Martha's Vineyard (HAMV) was the strategic planning and research arm of elder issues identifying and coordinating scattered resources. Director Paddie Moore described current and past projects.
  - Joint work with MVH to develop a new nursing home site using the nationally popular greenhouse model (smaller individual units around shared common area and kitchen) would hold a public forum and was talking to contractors.
  - A transportation survey identified isolated pockets not served by the Vineyard Transit Authority (VTA) or Lift and was working on small van service. HAMV was also researching ways to identify and support vulnerable caregivers.
  - The new Executive Coordinator would increase networking and cooperation with other organizations.
- There no further State funding, although HAMV won ~ \$60,000 in grant funding over six years. MVCS was working to get the Island share of a Cape and Island protective services grant. They were looking at Title Three and other funds for community education on end of life/advanced care planning— both for home or hospital care.
- There was a discussion on merging with the Island COAs. A previous attempt to collect COA data through computer stations was inconsistently used.
- Jeff Kristal asked why there should be another 5% administrative fee from the County on top of the 14% MVCS administrative fee (see below: Actions).
- The Town planned to group social services/non-profits into a single article with separate parts (like Community Preservation Committee (CPC) articles).
- The FinCom thanked Ms. Faye and Ms. Moore for the enlightening presentation.

Center For Living (CFL)

- Director Leslie Clapp reported a difficult year for the CFL in its new building, as the two County employees resigned and management spent much of its time dealing with the crises. Consequently there was a midyear FY19 budget amendment which would be discussed at tomorrow's Board. A consultant had been hired to evaluate the program and suggest directions and remediation, but Ms. Clapp noted they were advised that this was a common point for non-profits where they either ceased or re-invented themselves. There were communication gaps and friction between the Board and Management over: budgeting, staff changes and fundraising responsibilities.
  - One of the Supportive Day Special Assistants had Serve-Safe certification and was promoted to Meals Coordinator with more hours and higher pay. Currently the Center was getting donations from restaurants and the Food Bank that had to be coordinated, picked up, heated and served. However, this was an interim measure that might be replaced with a meals program (commercial kitchen upgrade funded through the Bequest Trust).
  - To fill in for the loss of the two County employees CFL hired another Special Assistant at \$32,000, the same payscale as other Special Assistants, based on education and experience requirements—a front desk position was in place.

**Tisbury Finance & Advisory Committee**  
**January 16, 2019**

4

- All staff received paid sick, vacation and holiday leave, and CFL was working with the payroll company on health insurance (at 25/27 split). Benefits cutoff was 20/hr./wk. for municipal workers and 32/hr./wk. for private sector.
- There was an error in the FY19 Budget corrected to total personnel costs of ~ \$589,000. The FY20 personnel budget was ~ \$533,000, although the Tisbury allocation had increased.
- CFL was also subject to the new 5% County administrative fee.
- There was a discussion on the lack of payscale. CFL was modeled first on Edgartown and then Dukes County. However the FinCom suggested a lesser non-profit payscale. Ms. Clapp pointed out that it would be unfair to reduce existing staff pay and that others needed reasonable salaries.
- [The FinCom asked that grants and fundraising revenue be included in the total budget.](#) The Center received some Medicaid funds and a \$4,000 grant for the Memory Café.
- Town Administrator Jay Grande respectfully stated the Town's inability to support double digit budget increases and requested a narrative on services and a justification of the increase; for example an expansion of services.
- The FinCom pointed out a 30% increase between FY17 and FY20, as well as the FY19 budget predicated on a five-day program while the CFL was serving only four days. Leslie Clapp responded that the Program could be expanded to five days without hiring new staff.
- The Center served 25 families, and provided 20,000 hours of direct care per year, plus the Memory Café served another 30-40 people. They would like to expand the Day Program and open the Lunch service to other clients.
- [The FinCom asked for a page mapping CFL services.](#)
- The Bequest Trust had strict parameters on use to expand services to a medical model, which now seemed unfeasible given Medicare/Medicaid requirements (see 1/3/18 Minutes p.4) and it was unclear if those parameters could be modified. Jeff Kristal requested a copy for Town counsel to review.
- Building maintenance and repairs were in the CFL budget (in lieu of rent) along with outside janitorial services. The second floor rental (designed to offset the budget) despite repeated advertising, including at below market rates.
- [The FinCom requested a new budget submittal after the CFL Board meeting.](#)
- An informal arrangement with Island Food Products and the four COAs and DPWs covered delivery/distribution of State bulk food twice a month.
- **Reserve Fund Transfer Request for Finance Department re: Overtime**  
Staff medical and bereavement leaves put the Department behind on data entry resulting in a first ever overtime overage. The request was approved by the Selectmen. Previous Reserve Fund draws were:
  - \$10,000 for interim Building Inspectors (see 10/2/18 Minutes p.2)—unused;
  - \$15,000 for the DPW truck repair (see 12/5/18 Minutes p.1).
- The Finance Dept. FY20 Budget requested a \$2,000 contingency line.

**Tisbury Finance & Advisory Committee**  
**January 16, 2019**

5

- *LARRY GOMEZ MOVED TO APPROVE THE WITHDRAWAL OF \$2,000 FROM THE RESERVE FUND FOR FINANCIAL DEPARTMENT OVERTIME; LESLIE SEGAL SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.*

- **Departmental Fiscal Year 2020 (FY20) Budget Review**

- Dukes County and Programming** (See documents on file.)

- Substance Use Disorder**

FY19 funds were used to support the Martha's Vineyard Public Schools (MVPS) health/wellness/substance use disorder curriculums, and to expand Island Healthcare Recovery Coach trainings—including certifying an Island based trainer to reduce costs. The budget also covered public announcements and awareness campaigns. Statistics showed a worsening crisis and brochure distribution was having difficulty keeping up with demand—service information were also available through First Stop.

- Work with the Family Planning and the AIDS Drop In Center would include: testing, treatment, needle exchange and recovery programs.
- The program had no overhead and was staffed by Christine Todd and Dukes County Manager Martina Thornton (with County Treasurer bill pay) recognizing the issue's regional nature. Towns were welcome to find other regional agents.
- Jeff Kristal noted the loss of County revenue when the Sheriff captured the alarm fees for his budget, and suggested the County instigate a Court case. This would be the responsibility of the County Advisory Board (CAB).

- Social Services**

The County requested increased hours in FY19, but the staff refused additional work, so the County used the funds to hire two part-time personnel, resulting in a slightly decreased budget serving more people more services.

**Articles:**

In view of the loss of revenue to the Sheriff the CAB reduced its intended Other Post Employee Benefits (OPEB) request from \$150,000 to \$100,000—this used to be a Dukes County budget line item. It was unclear how this addressed the liability whether for normal or required contribution. There was a discrepancy in the Draft warrant amount (see below: Actions).

- **First Look at Facilities Budget and DPW Budget** - Tabled

- **Annual Town Meeting (ATM) Warrant Article Review**

- Although Adult Community Education Martha's Vineyard (ACE MV) submitted an article (\$13,124) well before deadline it was not so stamped.
- *JYNELL KRISTAL MOVED TO ACCEPT THE LATE FILED ARTICLE FOR \$13,124 FOR ADULT COMMUNITY EDUCATION MARTHA'S VINEYARD (ACE MV); LARRY GOMES SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.*

**Tisbury Finance & Advisory Committee**  
**January 16, 2019**

**6**

- The Youth Task Force might also request a late-filed article however Martina Thornton had serious objections to their structure and lack of oversight.

- **Liaison Updates with Other Town Committees**

- Next meeting interviews were set with the: COA, Shellfish Dept. and Harbor.
- There was still no budget from the Dukes County Regional Housing Authority (DCRHA) (see below: Actions).

- **Adjourn**

- *MARY ELLEN LARSEN MOVED TO ADJOURN AT 9:29PM; LARRY GOMEZ SECONDED; MOTION PASSED UNANIMOUSLY.*

**Meetings/Events:**

TSC/BOS Working Session – 5:00pm, Monday, January 14, 2019 - Sr. Center

**TFC –6:30PM, Wednesdays, January 23, 30, 2019**

**TFC/BOS –6:30PM, Wednesday, February 6, 2019**

**Action List:**

- Ken Barwick – update FinCom on Vehicle Repair line request.
- FinCom - research 2018 article on local building inspector.
- FinCom – ask re: Constables rise from \$450 to \$900 at joint meeting w/BOS
- Jeff – contact Dan Seidman re: DCRHA re: FY20 Budget.
- Jay Grande – research MVCS vs. County administrative percentage.
- Warrant Article edits –
  - confirm County OPEB article amount (should be \$13,520)
  - delete \$25,000 FinCom Reserve article (hold-over from FY19).

**Documents on file:**

- Agenda 1/16/19
- Kristal email re: Wednesday Night FinCom 1/15/19
- Town of Tisbury, FY19 Council On Aging Budget 1/14/19
- Town of Tisbury, FY19 Building Inspector Budget 1/14/19
- Town of Tisbury, FY19 Health Department Budget (2 p.) 1/14/19
- Dukes County Social Services (2 p.) 11/20/18
- FY19/20 Substance Use Disorder Budget Request - \$30,000
- VHCAP FY2020 Budget (3 p.) 12/3/18
- County of Dukes County Vineyard Health Care Access Program Annual Report, FY2018: July 1, 2017-June 30, 2018 (2 p.)
- Summary of Human Services Costs for Martha's Vineyard by Funding Formula Fiscal Year 2019

**continued >**

**Tisbury Finance & Advisory Committee**  
**January 16, 2019**

**6**

**Documents on file (cont.):**

- FY2020 County Request for Funding (2 p.)
- Martha's Vineyard Community Services Town Funding Request 2020 (8 p.)
- MVCS FY20 CORE Budget Request with References and Reporting Information (2 p.)
- MVCS FY20 First Stop Budget Request with References and Reporting Information (2 p.)
- Healthy Aging Martha's Vineyard FY20 Healthy Ageing Budget Request with FY19 Reference Information (2 p.) 12/13/18
- 2 Martha's Vineyard Center For Living budget worksheets 12/21/18
- Tisbury Finance & Advisory Committee Minutes excerpts on CFL (4 p.) 1/3/18 & 2/7/18
- Town of Tisbury, Town Clerk memo re: ATM (4/9/19) Non-Appropriating, STM (4/9/19) (4 p.) 1/15/19

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Chair Jeff Kristal

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Date

Minutes approved 1/23/19.