

**Tisbury Finance & Advisory Committee
at the Emergency Services Building
6:30PM, Wednesday, January 23, 2019**

Present: Acting Chair – Mary Ellen Larsen, Pamela Brock, Nancy Gilfoy,
Larry Gomez, Laura Rose, Leslie Segal, Sarah York
Town: Town Administrator Jay Grande, Treasurer Jonathon Snyder,
Accountant Suzanne Kennedy, Moderator – Deborah Medders,
COA Director – Joyce Tucker, Harbormaster – Joe Crocker,
Shellfish Constable – Danielle Ewart,
Others: Lynn Fraker,
Recorder Marni Lipke

* Late arrivals or early departures

• Call 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.)*

• Departmental Fiscal Year 2020 (FY20) Budget Review

Council On Aging (COA)

(See documents on file.)

- COA Director Joyce Tucker had done her best to level fund, with the exception of contractual salary increases.
- Building Maintenance (#5241) - As with other Town departments most of this line (\$2,225) was shifted into the Facilities Dept. leaving \$250 for light bulbs, keys, etc.
- Office Supplies #5420 - Similarly this line was moved to the Selectmen's Dept. bulk purchasing. There was some confusion over whether this included toner/printer supplies, and \$550 was left in the line. Later in the meeting Town Administrator Jay Grande confirmed that bulk purchasing included toner.
- Software – Ms. Tucker praised the My Senior Center computer, which made statistical tracking for State revenue formula reporting much easier; e.g. in FY18 the COA served 5,000 visitors with 30,000 programming hours. The My Senior Center hardware was grant funded through Healthy Aging Martha's Vineyard (HAMV). [The FinCom was interested in seeing departments' grant revenue reports alongside their budgets.](#)

Shellfish Department

(See documents on file.)

- The Budget was pretty flat and Shellfish Constable Danielle Ewart worked on a bottom-line rather than line-item bases, i.e. shifting expenses around as the year unfolded as long as it stayed within overall Budget.
- Office Supplies #5420 was reduced by a change in permits from outsourcing to Department printing.
- Vehicle Maintenance #5242 – Given current spending and the elimination of the new truck Warrant Article the FinCom was concerned the line might run into significant deficit. The current vehicle had new tires and staff was warned

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on careful maintenance and responsible driving. Town Mechanic Russ Maciel helped with both vehicle and boat maintenance.

- Gasoline/Diesel Fuel #5410 had been trending at less than Budget. [The FinCom recommended shifting \\$1,000 from Gasoline/Diesel #5410 to Vehicle Maintenance #5242.](#)
- Equipment #5850 would be spent as the season required.
- Instruction/Training would cover a conference in March as well as quarterly Massachusetts Shellfish Officers Association (MSOA) meetings.
- Building materials included extra paintbrushes, gloves, etc.
- Departments across the region were looking for possible causes for this year's low scallop season.

Harbor Department

(See documents on file.)

- Harbormaster John Crocker reported the current status of several projects.
 - This October Tisbury hired the Edgartown dredge to complete the Tashmoo Channel under-budget and 50% subsidized by a State program—thanks to Mr. Crocker quick response to a last minute announcement.
 - Tashmoo ramp, pier, bulkhead and dinghy head were completed—with gratitude for the Seaport Economic Council and other grant funding.
 - The Department pushed hard for kayak registration stickers and was in the process of impounding all derelict kayaks from Tashmoo, Owen Park, and the Lagoon—owners could reclaim them for \$50.
- A proposal to raise mooring fees (charged by vessel length) over a five year period would bring them in line with other Island harbors. Lynn Fraker objected to the increases and suggested using 100% of vessel excise taxes, however this would only be a difference of ~ \$15,000. The FinCom considered the increases to be reasonable.
 - Private moorings were leased at a lower rate, since the owner was required to maintain the tackle and equipment—although the Town spent substantial labor hours enforcing maintenance.
 - The Town maintained the tackle/equipment of Town and commercial fishermen moorings, which were consequently leased at a higher rate.
 - In the summer the Town made ~ \$87,000 in transient (nightly) moorings.
 - There were substantial wait lists for all moorings.
- Mooring Maintenance #5252 (\$10,000) for buoys was shifted to the Waterways Fund, to relieve some taxpayer burden. Massachusetts General Law (MGL) allowed this use of Waterways, which was funded with half the vessel excise tax revenue and all mooring permit fees.
- Two patrol boat outboard motors (\$40,000 each) were planned, one in FY21 and one in FY22.
- Data Processing would increase as software costs rose.
- Instruction/Training was up from \$500 to \$1,000 to pay for necessary off-Island courses to complete the Harbormaster Master Certification. Mr. Crocker had exhausted all the on-line courses.

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- Office Supplies was shifted to central bulk purchasing.
- Some of the Radios needed replacing.
- Gasoline/Diesel was planned to cover daily patrols but had been consistently underspent due to staffing difficulties.

Articles:

- There were three articles to fund a new Owen Park Pier:
 - \$50,000 from Community Preservation Committee (CPC);
 - \$21,000 from Embarkation;
 - \$25,000 from Waterways.
- Another Embarkation request was \$100,000 to dredge the Harbor.
- Other Waterways (\$185,000 balance) Articles were:
 - \$50,000 to replace the 21 Town-owned conservation moorings (\$2,500 each)—after the first seven failed inspection;
 - \$7,000 for derelict vessels;
 - \$100,000 for permitting the Harbor dredge.
- Articles to assess Eastville (jointly owned with Oak Bluffs and Dukes County), Harbor and Tashmoo breakwaters and jetties were removed by Town request, however there were ongoing issues with permeable barriers, silting, extension planning, storm surge, etc. Some of this might fall under Municipal Vulnerability (sea water rise) Planning assistance money.
 - The Lake Tashmoo permits had expired and a consultant would be hired.
- The FinCom reviewed Warrant Article accounting protocol:
 - separate funds for each article;
 - turned back to the General Fund if not used;
 - oversight by Town Accountant Suzanne Kennedy;
 - clearing up outdated article accounts.
- [The FinCom asked for a report on all current warrant articles accounts.](#)

• **Liaison Updates with Other Town Committees**

- The Town was looking at the new Short Term Rental tax law in terms of inspection expenses and other issues such as a petition to use revenues to create/fund an Island Housing Bank (see below: Actions).
- *LARRY GOMEZ MOVED TO APPROVE THE TISBURY FINANCE COMMITTEE MINUTES OF:*
 - JANUARY 9, 2019,
 - JANUARY 16, 2019,*SARAH YORK SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, ABSTENTIONS AS ABSENT.*

• **Reminder February 6th Joint Meeting with Selectmen**

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• **Adjourn**

• *MARY ELLEN LARSEN MOVED TO ADJOURN AT 8:07PM; PAMELA BROCK SECONDED; MOTION PASSED UNANIMOUSLY.*

Meetings/Events:

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

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

Action List:

- Suzanne Kennedy – report on warrant article accounts status.
- Jeff – ask Departments to include grant funds accounting with their reports.
- Future Agenda Items
 - Short Term Rental Tax /Citizens Petition Housing Bank

Documents on file:

- Agenda 1/23/19
- Kristal email re: Harbor Budget and Warrant Article Updates/Information. No Discussing Back and Forth Please 1/22/19
- Kristal email re: Harbor Budget 1/17/19
- Town of Tisbury, FY19 Harbor Budget 1/23/19
- Tisbury Mooring Fees 1/16/19
- Town of Tisbury, FY19 Shellfish Department Budget (3 p.) 1/23/19
- Operating Budget – Shellfish Department
- Bd. of Selectmen/FinCom/Finance Dir. Memorandum to Harbormaster re: Warrant Articles 2019 1/22/19
- Bd. of Selectmen/FinCom/Finance Dir. Memorandum to Shellfish Constable re: Warrant Articles 2019 1/22/19
- Kristal cover email re: Warrant Article Update...New 2019 LEAF vs 2016 (2 p.) 1/22/19
- 2019 Nissan LEAF (10 p.)
- 2015 LEAF Warranty Information Booklet (42 p.)
- Kristal/Custer cover emails re: Tisbury School FY2020 Budget 1/16/19
- Tisbury School FY'20 Budget Analysis Draft #5C, 1/14/19
- Tisbury School Budget for 2019/2020 Draft #5C, January 14, 2019 (7 p.)

Chair Jeff Kristal

Date

Minutes approved 2/13/19.