

**Tisbury Finance & Advisory Committee  
at the Emergency Services Building  
6:30PM, Wednesday, February 13, 2019**

Present: Chair – Jeff Kristal, Mary Ellen Larsen, Nancy Gilfoy,  
Jynell Kristal, Laura Rose, Leslie Segal, Sarah York,  
Town: Selectman – Chair Tristan Israel, Melinda Loberg,  
Administrator Jay Grande, Treasurer Jonathon Snyder,  
Accountant Suzanne Kennedy,  
Water Works - Christopher Cassidy Roland Miller, David Schwab  
Superintendent Matt D’Andrea, Asst. Supt. Richie Smith,  
Principal John Custer, TSC Colleen McAndrews,  
Others: Rachel Orr, Recorder Marni Lipke,  
DCRHA – Dan Seidman, David Vigneault,  
MVC – Adam Turner, Curt Schroeder,  
YTF - Mike Joyce, Theresa Manning, Jamie Vanderhoop,  
Housing Bank - Mackenzie Brook, Abbe Burt, Robert Sawyer,

\* Late arrivals or early departures

**• Call to Order**

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

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

**Martha's Vineyard Commission (MVC)** (See documents on file.)

A Finance Group of Selectmen-appointed Commissioners met and drafted the MVC budget, which was then submitted to the full Commission with a two-week approval timeframe—later revisions if necessary. The MVC approved its budget fairly early to allow incorporation into the Towns’ budgets.

• MVC revenues included:

- two major contracts from the Department of Transportation and the Governor’s Legislative Assistance Office;
- a successful record of grant awards e.g.: \$250,000 Tisbury nitrogen reduction pilot and an upcoming AirB&B/short term rental statistical study;
- updated fee structure for an additional \$5,000.

• The Cape Cod Municipal Health Group (CCMHG) health insurance reduction dropped the FY20 increase to 2.8%.

• The MVC purchased a house this year with equity from the Stone Building and in consequence of 3 of the 11 staff being without year-round housing, 75% of the mortgage was paid in rent by Mr. Turner (the current occupant). This was in keeping with MVC requirements for 25% affordable housing in all District of Regional Impact (DRI) permits.

- Stone building Maintenance was increased \$10,000.

• A Town funded retiree would be replaced with contract funded position.

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- Legal costs were restrained for the last three years. The MVC was consulting with the Towns on the casino in Aquinnah case, which might involve Federal courts and substantial costs.
- Dues/Subscription/Licenses increase was accounted for by more professional staff and a \$1,500 rise in Geographic Information System (GIS) dues.
- Mr. Turner handed around a draft of a comprehensive statistical report on Martha's Vineyard with metrics such as population, finance, etc. to be updated every two years for better trending information.

**Water Works** (See documents on file.)

New Supervisor Christopher Cassidy worked closely with Town Accountant Suzanne Kennedy on substantially lowering the budget. Debt and Salaries were down, Capital Projects were progressing as anticipated, and the rest was level funded with a couple exceptions.

- Heating Fuel was conservatively increased (maybe not enough) to cover the new building.
- A move to quarterly billing would stabilize the revenue stream so Postage and Printing were raised to cover the change.
- Vehicle Maintenance it was expensive despite a lot of in-house work.

**Warrant Articles**

- The standard housekeeping article was included.
- Water Works cut the pavement for the \$400,000 phase two of the West Chop water-main replacement. Probably Dept. of Public Works (DPW) would include repaving in its Capital Improvement Program (CIP).
- The \$50,000 2018 Tashmoo Well Rehabilitation article (industry standards five-year cycle) was under cost, and required an additional \$50,000. A well was taken offline for 1-3 weeks, the housing checked, all equipment (pump, casing, screens) was cleaned and videoed, etc.
- The \$45,000 Hydraulic Study (industry standard 10 yr. cycle) provided flow information on system strain points, weaknesses, etc.
- \$5,000 Fund Reimbursement would repay a Verizon agent who, sometime ago paid a Verizon deposit and was never reimbursed.
- Water Works also proposed a late filed article for two issues.
  - An Administrative Assistant retirement would leave the office without staff so salary/benefits for a 20 hr/wk. position was requested for the remainder of FY19 and all of FY20. The FY20 goal was for 1.5 office staff positions.
  - Water rates were being increased to maintain the infrastructure and reserves.
- *NANCY GILFOY MOVED TO ACCEPT THE TISBURY WATER WORKS LATE FILED ARTICLE FOR \$52,738: JYNELL KRISTAL AND MARY ELLEN LARSEN SECONDED: MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

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**Dukes County Regional Housing Authority (DCRHA)**

(See documents on file.)

- The Tisbury share of the \$345,448 DCRHA gross Administrative Budget was \$64,772—Town share 18-19% range. The DCRHA was a municipal local housing authority formed by the State at local request, with administrative costs covered through a six Town Memorandum of Understanding (MOU).
  - Salary changes (no Cost Of Living Adjustments (COLAs) or longevity) reflected a recent classification/compensation study, which showed some significant under-payment especially for Director David Vigneault, whose raise was split between FY20 and FY21. Senior staff had been stable for 12 to 17 years. A new administrative assistant was extremely helpful. [The TFC requested past years' actual numbers for comparison.](#)
  - Payroll had been regularized and farmed out to a payroll company.
  - An employee who had negotiated 100% health insurance subsidy when hired, was reduced to be commensurate with the rest of the staff at 75/25%. A \$1,000 stipend for an employee who took no health insurance (a common practice) was shown in a separate line for more transparency. Health insurance also dropped due to a shift from Harvard Pilgrim Health Care (HPHC) to Neighborhood Health Plan (NHP)—a previous year comparison showed DCHRA insurance rates to be lower than CCMHG.
  - Jeff Kristal reiterated controversy on Tisbury payment of the Pension Plan (see 2/10/16 Minutes p.2) in terms of:
    - whether Tisbury would pay the FY19 share;
    - whether it was an annuity;
    - previous request to Selectmen;
    - percentages.
- DCRHA Board member Dan Seidman explained the County paid 16% of salary towards pension—which Jeff Kristal did not believe, while the DCRHA paid 8%. [A meeting would be scheduled between DCRHA, Town officials and staff.](#)
- David Vigneault agreed to continue quarterly payments—other Towns paid annually.
- The Town also paid \$100,000 (MV total \$500,000) in Community Preservation Committee (CPC) funds for Rental Assistance based on Town demand and landlord availability. David Vigneault would be happy to give a presentation on the Program.

**Tisbury School** (See documents on file.)

The budget had gone through more iterations than usual due to some proposals and confusion.

- Jeff Kristal noted that a \$100,000 school choice fund offset had been added to and then removed from the Budget and requested it be re-instituted. The ensuing discussion covered a number of issues.
  - The TSC was friendly to a request to shift maintenance costs into the

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Facilities Department budget with an MOU to clarify procedure and purview. However the shift failed due to a communications breakdown with the Selectmen's Office. Selectman Tristan Israel personally favored the shift. Town Administrator Jay Grande saw no reason to inflate the Facilities Dept. budget.

- There was general support for the Tisbury School capital funding articles (see below & 1/30/19 Minutes p.3).

- Treasurer Jon Snyder informed the TSC and Administration of dropping School Choice revenue. Principal John Custer could only accept limited School Choice students (at \$5,000 revenue each) due to classes at capacity, Choice students steadily dropping from 30 to 18 in 2018/19—of which a cohort were eighth graders who would graduate in June.

- School Choice balance was currently \$225,000, usually spent on unforeseen issues: facilities problems, residential placements, etc.

- As stewards of the School Sarah York supported the TSC, in whichever course they chose.

- The Superintendent's Shared Services Office was reduced due to Tisbury enrollment proportion. Contractual obligations, increases, decreases and any changes were highlighted.

- The 0% health insurance was factored into this Draft.

Warrant Articles

- \$122,000 was requested for repairs to: the Gym Wall/Roof, the front entrance and six classroom floors.

- \$410,000 was requested to test for and if necessary remediate possible mold/mildew issues.

- \$400,000 was proposed to continue moving forward on the school project in this case specified for renovation/addition. There was a residual from the previous feasibility study article however the Finance Team wished to avoid constant cross-referencing and considered it cleaner to raise and appropriate the entire amount and return the residual to the general fund.

- The Martha's Vineyard Regional High School (MVRHSC) Other Post Employment Benefits (OPEB) Contribution Line (see 2/6/19 Minutes p.1-2) was reduced \$91,000 when the budget was recertified. FinCom representative presence was an important factor.

- There was a proposal to build up a MVRHS stabilization fund that could be used to as circuit breaker funds to smooth out Town population spikes.

**• Late Filed Articles for Annual Town Meeting (ATM)**

**Vineyard Youth Task Force (MVYTF)** (See documents on file.)

The MVYTF was established in 2004 by the Dukes County Health Council (DCHC) to study youth health and substance issues. Their focus was on statistically measurable, evidence-based, long term methods: interfacing with Police, schools, parents, YMCA, Martha's Vineyard Community Services

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(MVCS) etc. on such initiatives as:

- selling to minors compliance checks on liquor stores,
- funding preliminary Narcan supplies, now in Police budgets,
- at risk behavior surveys for school aged youth;
- vetted speakers on substance addiction and brain/physiological impacts;
- police and parent response to basement or un-chaperoned parties,
- working to address e-cigarettes trend and the legalization of marijuana.
- Since about 2008 it had been operating under a \$125,000 five year State grant renewed for a second five yrs., and a three year renewable \$100,000 Federal grant. When the State grant ended the MVYTF decided to become a 501c3 (all papers filed, waiting delayed final approval) to allow it to fundraise and facilitate further grant funding. The All Island School Committee (AISC) would be the fiscal agent through a Request For Proposal (RFP) mechanism similar to Adult Community Education Martha's Vineyard (ACE MV).
- The \$225,000 budget was reduced to \$200,000 and the two staff moved to half time in order to sustain their work during the transition.
- The YTF proposed \$100,000 (Island total) in one-year-only Town articles to bridge the bureaucratic gap.
- The FinCom stressed that a number of social services had proposed one-year-only subsidies but were still requesting annual funds. MVYTF assured them that as experienced/connected fundraisers and grant writers they considered \$100,000 a reasonable annual goal once the non-profit was established. They were proud of having brought \$2,500,000 to the Island without requesting any Town funding.
- *SARAH YORK MOVED TO ACCEPT THE MARTHA'S VINEYARD YOUTH TASK FORCE LATE FILED ARTICLE FOR \$18,740: NANCY GILFOY AND LAURA ROSE SECONDED: MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

**Housing Bank Citizen's Petition** (See documents on file.)

The current warrant draft included a faulty article and a complete article to create a Housing Bank as well as an article to fund it from 50% of each Town's short term rental tax revenue.

- *LAURA ROSE MOVED TO ACCEPT THE MARTHA'S VINEYARD HOUSING BANK LATE FILED ARTICLES: JYNELL KRISTAL SECONDED: MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

Toward the end of the meeting the FinCom and members of the audience strongly objected to shifting any short-term rental tax revenue into a Housing Bank noting that Tisbury already had affordable housing and revenues were needed for other Town projects (Tisbury school, MVRHS, etc.)

• **Annual Warrant Review** (See documents on file.)

- Since Wastewater enterprise fund financing was still in flux the

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Administrative Assistant article had been removed.

- Jeff Kristal proposed a foreman position for the Facilities Department, but Mr. Grande's current policy was no new positions.
- The Town operating budget was up 3.5% and general available funds slightly over \$1,000,000.

• **Liaison Updates (if any) with Other Town Committees** *(if any)*

- The February 20th meeting agenda would be: Selectmen and Sheriff's Departments, and recommendation votes on warrant articles.
- There was a brief discussion on Library maintenance and capital projects.
- The TFC considered re-apportioning \$800,000 warrant article account residuals to reduce/eliminate an override.
- The February 27th meeting was likely to lack quorum.
- *NANCY GILFOY MOVED TO APPROVE THE MINUTES OF:*
  - *JANUARY 23, 2019 AND JANUARY 30, 2019, AND*
  - *FEBRUARY 6, 2019,*
- *JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, ABSTENTIONS AS ABSENT.*

• **Adjourn**

- *JYNELL KRISTAL MOVED TO ADJOURN AT 8:54PM; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY.*

**Meetings/Events:**

**TFC – 6:30PM, Wednesday, February 20, 2019**

Special & Annual Town Meetings - Tuesday, April 9, 2019 – Tisbury School

**Documents on file:**

- Agenda 2/13/19
- Tisbury Water Works FY 2020 – Budget Requests (3 p.)
- Tisbury Water Works Warrant Articles for Town Meeting
- Dukes County Regional Housing Authority DCRHA Estimated Abbreviated Budget Fiscal Year 2020 (6 p.) 1/15/19
- Tisbury School FY'20 Budget Analysis Draft #5E 2/6/19
- Tisbury School Budget for 2019/2020 Draft #5E February 4, 2019 (7 p.)
- Martha's Vineyard Youth Task Force (4 p.)
- YTF sticker
- MVC FY2020 Final Budget (2 p.) 1/17/19
- Martha's Vineyard Youth Risk Behavior Survey 2018 Highlights (2 p.)
- ATM 2019 Draft #1 (20 p.) 2/12/19      Minutes approved 2/20/19.

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Chair Jeff Kristal

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Date