

**Tisbury Finance & Advisory Committee
at the Emergency Services Building
6:30PM, Wednesday November 29, 2017**

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Nancy Gilfoy,
Tom Keller, Jynell Kristal, Mary Ellen Larsen, Lesley Segal,
Sarah York;
Town: Treasurer Jonathon Snyder, Accountant Suzanne Kennedy,
Fire Chief John Schilling, Ambulance Chief 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 6:34PM. *(Recorder's Note: Discussions are summarized and grouped for clarity and brevity.)*

• Budget Reviews Fiscal Year 2019 (FY19)

Fire Department – *Chief Schilling* (See documents on file.)

- The Chief informed the Selectmen that he was willing to renew his contract for three more years and the terms were under negotiation including 52 days of vacation, sick, personal or bereavement leave.

- Chief Schilling proposed a \$200 stipend for a primary responder to cover for the Chief during absences—requiring the person be in the vicinity, sober, not committed to anything else and first on the scene.

- Operational expenses were level funded with the following exceptions:

- Data Processing up \$2,000: RDA Softnet charges for fire communications rose \$200 (see 1/6/16 Minutes p.3 Article #4). Plus the current hand-me-down copier needed to be replaced (\$1,800 lease). The ensuing discussion made clear Town Hall was divided on purchasing versus leasing.

PAUL CEFOLA DIRECTED CHIEF SCHILLING TO TELL THE INFORMATION TECHNOLOGY DEPARTMENT THAT THE FINCOM REQUESTED A REPORT ON THE PROS AND CONS OF PURCHASE VERSUS LEASING; SARAH YORK SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.

- Gasoline & Diesel down \$1,000 since an ambulance had shifted to gas and would not be using the Fire Dept. diesel account.

- Dues & Subscription up \$320 due to increased rates.

Ambulance Department – *Tracey Jones* (See documents on file.)

The following budget variations were requested.

- Equipment Repair up \$1,500 The 5-year service contract would expire that came with the Federal grant for Islandwide LifePack cardiac monitors.

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- Data Processing up \$523 for increased RDA Softnet charges.
- Computer Software up \$300 for increased Ambupro software cost (mandated patient care reports). Other software had been tried but didn't interface with the Martha's Vineyard Hospital (MVH) software, and customer support was poor while Ambupro 24/7 support was excellent.
- Uniforms up \$500 – The Department lost 3 Emergency Medical Technicians (EMTs) to retirement and 4 achieved paramedic certification, consequently Tracey Jones anticipated hiring one or more part-time employees, who would need uniforms. The clothes (boots, pants, shirt, and work-shirt) were rugged and decontamination services were available in the EMS building.
- Chief Jones explained the EMT/paramedic shift: calendar, requirements and pay scales. Salaries might increase if she had to use the new paramedics to cover EMT shifts.
- She restored two-weeks to the busy season, extending it to Columbus Day, since this year the Department caught short in October.
- Ambulance trip reimbursement varied from \$300 (Medicare) to \$3,800 (private insurance).
- The Town sent a draft union contract Memorandum of Understanding (MOU) to Fire Chief John Schilling and Ambulance Chief Tracey Jones for last minute comments and as a basis for Department budgets.
- As the Department expanded, union personnel started enforcing a provision allowing union staff first refusal on all absentee shifts (illness, personal days, vacation, training, etc.) greatly increasing overtime (OT) costs (see 3/15/17 Executive Session Minutes). Previously Chief Jones had filled these shifts with per diem EMTs (sometimes from other districts) at a lower payscale.
- Sick, personal and family/bereavement leave shifts were unpredictable and therefore difficult to fill with per diem staff, whereas vacation, training and holidays were set about a month in advance. Two budget drafts were proposed.
 - ◊ The first followed the MOU, which allowed sick leave, personal days and training shifts be offered to per diem personnel. Of these only training shifts were practicable for per diem so OT/payroll costs were up 5.86%.
 - ◊ The second proposed first offers to per diems for vacation, holidays and training shifts while sick leave, personal and bereavement/family leave be offered to union employees, reducing OT/payroll increase to 3.64%
- The MOU budget draft would be submitted as a December 1st placeholder.
- *TOM KELLER MOVED THAT THE FINCOM RECOMMEND TO THE TOWN ADMINISTRATOR THAT AMBULANCE DEPT. BUDGET PAGE #3 BE TAKEN INTO CONSIDERATION IN NEGOTIATING THE MEMORANDUM OF UNDERSTANDING WITH THE UNION IN REGARDS TO THE AMBULANCE DEPARTMENT PERSONNEL; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.*

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• Union Contract Dates

Jeff Kristal was the FinCom representative on the Negotiations Team. Meetings had begun and he would report progress as appropriate, given the confidential nature of the sessions.

• School Budget Report Out – Paul Cefola (See documents on file.)

The Martha's Vineyard High School (MVRHS) 340-line FY19 budget was reviewed in six Budget Subcommittee meetings. The current Revision #6 presented a 7.4% increase due to:

- \$422,000 in contractual obligations (with steps and lane changes);
- \$402,000 in a 15% health insurance rate increase;
- \$350,000 for the Other Post Employee Benefits (OPEB) liability part of a four-year phase-in to an annual commitment of \$1,200,000 to cover normal costs.

Most of the increases were mandated or contractual, (personnel, residential placement, etc.). Principal Sara Dingley was working to reduce personnel costs by expanding staff flexibility with multiple certifications. Current enrollment showed a slight dip to 643 students, but population varied when people moved to Town. Tisbury enrollment was currently down slightly so the FY19 Tisbury MVRHS assessment was up only 5.7%.

• The FinCom briefly discussed the Martha's Vineyard Times editorial on use of a residual from the roof replacement to fund the horticulture greenhouse replacement (see documents on file). It was felt that any residual moneys should have been returned to the Towns. The residual had been reported at a number of open meetings and the MVRHSC had requested a review of all MVRHSD funds and accounts.

• Other Post Employee Benefits (OPEB) Discussion – Jon Snyder

The proposal was for the Town to implement a similar OPEB policy to pay normal costs (\$675,000 over a five-year phase-in), i.e. to pay enough each year to keep the debt from growing. The Town had been increasing its OPEB Trust commitment at \$25,000 per year. Treasurer Snyder might suggest the MVRHS also go to a five-year phase-in to relieve some pressure on Town budgets.

• Harper Payroll – Jon Snyder

The Department would finish 2017 with Harpers before switching back to Munis. There was no response to the letter requesting partial reimbursement.

• Auditor Update – Suzanne Kennedy

The annual audit was thorough went well, although payroll had to be re-entered (see 9/6/17 Minutes p.1). Preliminary feedback was very positive. The FinCom applauded Ms. Kennedy for the smooth process and positive results.

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• Dukes County Regional Housing Authority (DCRHA) Payment Update

The FinCom and Ms. Kennedy had a lengthy discussion on recent problems with the DCRHA.

- A meeting with DCRHA Director David Vigneault, Board member and Tisbury representative Dan Seidman, Town Administrator Jay Grande, Town Accountant Suzanne Kennedy, and Jeff Kristal was extremely tense and unproductive. The DCRHA refused to submit quarterly actuals for payment as previously agreed (see 2/22/17 Minutes p.1-2). Jeff Kristal considered their manner harassing and unacceptable. Tisbury had not paid its annual bill and there was some question over whether DCRHA would proceed without Tisbury. It was considered reasonable to request actuals when submitting invoices and the FinCom had requested a more full accounting of DCRHA finances (see 6/22/17 AIFC Minutes).

- There were some questions about DCRHA staff retirement options and acceptance into the Dukes County Retirement system.

- Jeff Kristal questioned the validity of the rental subsidy list.

- The Community Preservation Committee (CPC) re-appropriated \$60,000 from previous years' Rental Assistance Program residual. Mary Ellen Larsen considered the Program would have sufficient funds to cover FY18.

• A letter from Dorothy Packer protested the Massachusetts Dept. of Transportation (MassDOT) proposal for an elevated boardwalk along Beach Rd. (see documents on file). Selectmen address the matter at their next meeting.

• Meeting Minutes Approval – Tabled

Meetings/Events:

The December 6th meeting would cover the Harbor and Shellfish Departments. The December 20th meeting would cover the Dept. of Public Works (DPW) and the Facilities Manager. A December 13th meeting could be called if needed.

TFC - 6:30PM, Wednesday, December 6, 2017 at the Katherine Cornell

TFC – (TBD) 6:30PM, Wednesday, December 13, 2017

TFC - 6:30PM, Wednesday, December 20, 2017 at the EMS Bldg.

AIFC/West Tisbury FinCom - 5:00PM, Thursday, December 28, 2017

AIFC - TBD - 5:00PM, Thursday, March 8 or 15, 2017

MMA Conference – January 18-20, 2018 Hines Convention Center, Boston

Tisbury ATM – 7:00PM, Tuesday, April 10, 2017.

• Adjourn

• *TOM KELLER MOVED TO ADJOURN AT 8:45PM; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY.*

continued

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Action List:

- Suzanne K. – send FY18 actuals with budgets.
- John Schilling – email the IT Dept. with copies to Jay Grande & Jeff
- Agenda Items - Minutes 9/25/17, 11/8/17, 11/29/17

Documents on file:

- Agenda 11/28/17
- Kristal/Cefola/Lipke emails re: Link to Times Article about MVRHS Green House 11/27/17
- MV Times Editorial *Sowing the Seeds of Mistrust* 11/16/17
- Operating Budget Final for FY2019 (Ambulance) (4 p.)
- FY 2019 Budget Plan Town of Tisbury Department 220 Fire
- Fire Department Budget Review F/Y 2019
- FY2017 Ambulance Budget – Revised by Contract and Comp/Class (6 p.)
- Cefola email re: High School Budget (& attachments) 19 p. 11/30/17
- Snyder/Cefola email re: MVRHS Health Insurance Question (2 p.) 11/28/17
- Packer letter (& attachments) re: MassDOT Proposed Elevated Boardwalk, Beach Road, Tisbury, (4 p.) MA 11/17/17

Minutes approved 12/6/17.